



# Helendale Community Services District

26540 Vista Road, Suite C, Helendale, CA 92342

## **REGULAR BOARD MEETING** **Thursday, February 2, 2023 at 6:30 PM**

### **SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY**

Pursuant to the provisions of Assembly Bill 361 which amended certain provisions of the Brown Act regarding teleconference meetings during periods of statewide emergencies, and as a precaution to our Board of Directors, District staff, and general public as a result of the ongoing COVID-19 pandemic, Helendale Community Services District will hold this meeting of its Board of Directors both in-person at the District Office located at 26540 Vista Road, Suite C, Helendale, California, and via teleconference. This meeting is open to the public in person or via virtual interface and can be accessed by clicking on the link below: [www.zoom.com](https://www.zoom.com) Meeting ID 463 173 8547 Passcode: HCSD. (Dial-in instructions will be provided after registering at the link above)

### **Call to Order - Pledge of Allegiance**

#### **1. Approval of Agenda**

#### **2. Public Participation**

*Anyone wishing to address any matter pertaining to District business listed on the agenda or not, may do so at this time. However, the Board of Directors may not take action on items that are not on the agenda. The public comment period may be limited to three (3) minutes per person. Any member wishing to make comments may do so by filling out the speaker's card in person or using the "raise the hand" or "chat" feature. If viewing remotely a speaker's card may be filled out at the following link:*

*<https://www.surveymonkey.com/r/HKGNLL8> or use the features referenced above. The District requests that all speaker cards be submitted at any time prior to the close of public participation.*

#### **3. Consent Items**

- a. Approval of Minutes: January 19 Regular Board Meeting
- b. Bills Paid Report
- c. Adoption of Resolution 2023-07: A Resolution of the Board of Directors of the Helendale Community Services District Adopting a Conflict of Interest Code

#### **4. Reports**

- a. Directors' Reports
- b. General Manager's Report

#### **Regular Business:**

5. Discussion and Possible Regarding Approval of Directors' Expense Reports
6. Discussion and Possible Action Regarding Approval of the FY 2024 Budget Calendar
7. Discussion and Possible Action Regarding Adoption of Ordinance 2023-01: An Ordinance of the Board of Directors of the Helendale Community Services District Establishing Guidelines for the Conduct of its Public Meetings and Activities
8. Discussion Only Regarding Update on Park Grant Lighting Project

#### **Other Business**

9. Requested items for next or future agendas (Directors and Staff only)

**Closed Session**

- 10. Conference with Real Property Negotiators**  
(Government Code Section 54956.8)  
Property: 15302 Smithson Road #E  
District Negotiator: Kimberly Cox  
Negotiating Parties: Clyde & Kathy Baker  
Under Negotiation: Price and Terms of Payment

- 11. Report of Closed Session Items**

- 12. Adjournment**

*Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above agenda public meeting should be directed to the District's General Manager's office at (760) 951-0006 at least 24 hours prior to said meeting. The regular session of the Board meeting will be recorded. Recordings of the Board meetings are kept for the Clerk of the Board's convenience. These recordings are not the official minutes of the Board meetings.*



# Helendale Community Services District

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Date: February 2, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3  
Consent Items

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## CONSENT ITEMS

- a. Approval of Minutes: January 19, 2023 Regular Board Meeting
- b. Bills Paid Report
- c. Resolution2023-07: A Resolution of the Board of Directors of the Helendale Community Services District Adopting a Conflict of Interest Code



# Helendale Community Services District

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Date: February 2, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette  
SUBJECT: Agenda item #3a  
Minutes from Board meeting 1/19/2023

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*Minutes of the Helendale Community Services District*

*REGULAR BOARD OF DIRECTORS MEETING*

*January 19, 2023, at 6:30 PM*

*26540 Vista Road, Suite C, Helendale, CA 92342*

**SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY**

Pursuant to the provisions of Assembly Bill 361 which amended certain provisions of the Brown Act regarding teleconference meetings during periods of statewide emergencies, and as a precaution to our Board of Directors, District staff, and general public as a result of the ongoing COVID-19 pandemic, Helendale Community Services District will hold this meeting of its Board of Directors both in-person at the District Office located at 26540 Vista Road, Suite C, Helendale, California, and via teleconference. This meeting is open to the public in person or via virtual interface and can be accessed by clicking on the link below:

[www.zoom.com](https://www.zoom.com) Meeting ID 463 173 8547 Passcode: HCSD

(Dial-in instructions will be provided after registering at the link above)

**Board Members Roll Call:**

**Present:** President Henry Spiller; Vice President Ron Clark; Secretary Sandy Haas; Director George Cardenas; Director Annette Roper

**Staff Members Present:**

Kimberly Cox, General Manager; Craig Carlson, Water Operations Manager; Cheryl Vermette, Parks, Recreation & Programs Supervisor; Alex Aviles, Wastewater Operations Manager; Jean Thomas, Customer Service Supervisor; Trini Martin, Program Assistant

**Consultants/Guests:**

Steve Kennedy, Legal Counsel

Lt. Ryan Smith, San Bernardino County Sheriff's Department

**Members of the Public:**

There were three members of the public attending in person and one member of the public via Zoom.

**Call to Order and Pledge of Allegiance**

The meeting was called to order at 6:30 pm by President Spiller, after which the Pledge of Allegiance was recited.

**1. Approval of Agenda**

**Action:** A motion was made by Director Haas to approve the agenda as presented. The motion was seconded by Director Clark.

**Vote:** The motion carried by the following roll call vote: 5 - Yes; 0 – No. President Spiller-Yes; Vice President Clark-Yes; Director Clark -Yes; Director Haas -Yes; Director Cardenas -Yes; Director Roper - Yes.

## 2. Public Participation

Greg Thomson, Resident, said he appreciated that things have been done regarding the graffiti. He asked if the CSD gets involved with security cameras throughout the community.

Lieutenant Ryan Smith, San Bernardino County Sheriff's Department, reported that there has been a change in leadership, Captain Martinez was promoted and transferred. The new Captain is Ken Lutz. Lt. Smith reported the crime statistics for December 2022, stating there were 229 calls for service and 42 reports made.

## 3. Consent Items

- a. Approval of Minutes: December 15, 2022, Regular Board Meeting
- b. Bills Paid Report
- c. Resolution 2023-01A: A Resolution of the Board of Directors of the Helendale Community Services District Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring That Local Emergency Conditions Persist, and Re-Authorizing Remote Teleconference Meetings of the Board of Directors and Its Standing Committees for the Period February 1, 2023, to February 28, 2023, Pursuant to Brown Act Provisions

**Motion:** Vice President Clark made a motion to approve the consent items as presented. Director Haas seconded the motion.

**Vote:** The motion carried by the following roll call vote: 5 - Yes; 0 – No. President Spiller-Yes; Vice President Clark-Yes; Director Clark -Yes; Director Haas -Yes; Director Cardenas -Yes; Director Roper - Yes.

## 4. Reports

- a. Directors' Report

Director Cardenas reported that he toured the Wastewater treatment plant and thanked Mr. Aviles for the tour.

- b. General Managers Report

General Manager Cox reported that the community is doing a great job with the food waste recycling program and presented a graph of pounds of food waste. Both water rights transactions have been processed and awaiting Watermaster approval. The District currently has 219 acre feet in Centro water rights. The Centro ramp down is at 65 for WY21/22. Centro is ramped down to 60% for the current WY22/23. Alto rampdowns for WY22/23 is from 55% to 54.6%. She also informed the Board there is a new District calendar at the dias. Noting that the Park and Rec committee meetings have been moved to the 3<sup>rd</sup> Tuesday of each month. She reported that the youth basketball program is underway with 143 children participating. Open gym has started up to help accommodate practices and is being held on Saturday after basketball from 3 – 5 pm and Sunday from 4 – 7 pm. Staff processed the CBB loan payment for \$149,447 for loan 14-017 due February and August of each year.

Wastewater Operations Manager Aviles reported that Operator Bill Kuhlmann found the air compressor leak that had been continuously running. Edison dropped a leg at the Schooner station, and it is currently in bypass mode. Staff hooked up the fire bell and AVCOM installed

the fire alarm monitoring system at the Plant Building. Staff also hosted Directors' Roper and Cardenas for plant tours.

General manager Cox provided the financial report. The District has a cash balance of \$6,404,322. The water fund has \$2,445,174; the sewer fund has \$3,000,453; the park fund has \$408,68; and the solid waste fund has \$264,064. The Districts funds are currently in CBB Checking (\$1,159,590.82); CBB Trust (\$2,000,000); CLASS (\$2,000,529); DCB (\$112,773) and LAIF (\$1,032,020).

Customer Service Supervisor Thomas provided an administrative update. There were 31 account transfers in December. She showed a graph of monthly account transfers indicating the highest months per year. The account transfers from December were low in comparison to previous years. The District is seeing some new construction. Since 2020, the District has collected fees for 21 new homes built. There have been 6 new meters installed to new developments in 2022.

### Regular Business

#### 5. Discussion and Possible Action Regarding Approval of Directors' Expense Reports

**Action:** Director Haas made a motion to approve the Directors' Expense Reports. Director Cardenas seconded the motion.

**Vote:** The motion carried by the following roll call vote: 5 - Yes; 0 - No. President Spiller-Yes; Vice President Clark-Yes; Director Haas -Yes; Director Cardenas -Yes; Director Roper -Yes

#### 6. Discussion and Possible Action Regarding Approval of Payment for Well 1 Repair Services Exceeding the General Managers Signing Authority

**Discussion:** On October 15, 2022, the District's Well 1A went down. It was returned to service on November 15, 2022. The repairs were urgent, and it was possibly a warranty issue. It was uncertain if the repair would be covered under the warranty until further investigation was complete. Layne was called to assess the issue. It was determined that the pump and motor needed to be pulled. The pump and motor were sent to their shop to be torn down and inspected. The cause was determined to be water in the wire that grounded the motor out. With supply issues and staffing it took longer than desired to get the well up and running again. The spare pump and motor on the shelf was used and the pipe was reused. The shaft was modified in order for the pump and motor to work correctly. New wire was purchased. Due to the urgency of the situation, Layne was authorized to complete the repairs. The Board was kept apprised of the issues. Staff did not feel it warranted a Board declared "emergency," however, exigency in the repairs was important. Staff is requesting approval of the payments which totaled more than the General Manager's signing authority.

**Action:** Director Roper made a motion to approve the expenditure with Layne for \$39,730.56. Director Cardenas seconded the motion.

**Vote:** The motion carried by the following roll call vote: 5 - Yes; 0 - No. President Spiller-Yes; Vice President Clark-Yes; Director Haas -Yes; Director Cardenas -Yes; Director Roper -Yes

7. Discussion and Possible Action Regarding Adoption of Resolutions 2023-02; 2023-03; 2023-04; 2025-05; 2023-06: Resolutions of the Helendale Community Services District Congratulating Five Scouts from Troop 574 for Achieving the Rank of Eagle Scout  
**Discussion:**  
**Action:** Director Clark made a motion to adopt Resolutions 2023-02 through 2022-06 honoring the Eagle Scouts. Director Haas seconded the motion.  
**Vote:** The motion carried by the following roll call vote: 5 - Yes; 0 – No. President Spiller-Yes; Vice President Clark-Yes; Director Haas -Yes; Director Cardenas -Yes; Director Roper -Yes
8. Discussion Only Regarding Calendar Year 2022 Update to Ethics Presentation  
**Discussion:** District Counsel provided an update for the Board on follow-up items from the 2022 Ethics Training Presentation.  
**Action:** None
9. Discussion Only Regarding Review of Sunshine Ordinance  
**Discussion:** District Counsel provided a review of the District’s Sunshine Ordinance. Legal Counsel noted that a provision needs to be added for the Boards obligation to notify staff of the necessity for a remote meeting. George suggested discussing changing the meeting time.  
**Action:** None
10. Discussion Only Regarding Review of Conflict-of-Interest Code  
**Discussion:** The District’s Conflict of Interest Code was most recently revised in August of 2022. The Water Operations Manager and Wastewater Operations Manager were added to the Conflict-of-Interest Code for the District. District Counsel provided a review of the District’s Conflict of Interest Code. Counsel noted that the dollar amount in Section 600 E on page 11 needs to be changed from \$520 to \$590.  
**Action:** None
11. Discussion Only Regarding Review of Public Records Act Policy  
**Discussion:** The Public Records Act outlines the obligations of the District to provide requested information to the public. District Counsel provided a review of the Policy for the Board. The Board requested that the fees be reviewed and asked for this item to be brought back at a future meeting.  
**Action:** None
12. Discussion and Possible Action Regarding Approval of Proposed Revisions to the District Purchasing Policy and Procedures  
**Discussion:** The Purchasing Policy provides guidance to Staff throughout the year as the District transacts business. A minor revision to correct a citation to the Civil Code was made on page 4. District Counsel provided a review of the Policy for the Board. Legal Counsel noted that the language in Section E.1 was modified; the section also was updated to include the Water Operations Manager and the Wastewater Operations Manager. The Board asked if the \$250 purchasing limit needed to be increased. The limit will be evaluated and this item will be brought back to the Board.  
**Action:** None



**Other Business**

13. Requested items for next or future agendas (Directors and Staff only)

Day and time of meeting – February 16 meeting  
Invite the new Sheriff Captain to an upcoming Board meeting

President Spiller called for a brief recess at 8:05 pm to be followed by closed session.  
Closed Session began at 8:15 pm

14. Closed Session

Conference with Real Property Negotiators  
(Government Code Section 54956.8)  
Property: 26734 Jordan Road  
District Negotiator: Kimberly Cox  
Negotiating Parties: George Griffith  
Under Negotiation: Price and Terms of Payment

15. Public Employee Performance Evaluation

(Government Code Section 54957)  
Title: General Manager

Close session was adjourned at 8:50 pm

16. Report of Closed Session Items

Legal Counsel Kennedy reported that the Board met in Closed Session and there was no reportable action.

17. Adjournment

President Spiller adjourned the meeting at 8:52 pm

Submitted by:

Approved by:

\_\_\_\_\_  
Henry Spiller, President

\_\_\_\_\_  
Sandy Haas, Secretary

*The Board actions represent decisions of the Helendale Community Services District Board of Directors. A digital voice recording and copy of the PowerPoint presentation are available upon request at the Helendale CSD office.*



# Helendale Community Services District

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Date: February 2, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Sharon Kreinop, Senior Account Specialist  
SUBJECT: Agenda item #3 b  
Consent Items: Bills Paid and Presented for Approval

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**STAFF RECOMMENDATION:**

Updated Report Only. Receive and File

**STAFF REPORT:**

Staff issued 1 bank draft, 37 checks and 10 EFT's totaling \$461,615.55

Total Cash Available:	<u>1/30/23</u>	<u>1/12/23</u>
Cash	\$6,016,192.83	\$6,328,913.91
Drafts /Checks/EFT's Issued	\$ 461,615.55	\$ 391,205.96

**INVESTMENT REPORT:**

The Investment Report shows the status of the invested District funds. The interest rate is 0.18% for LAIF and 4.4988% for CA Class for January 2023. Interest earned thru January 2023 on CA Class account is \$7,215.39



Helendale CSD

# Bills Paid and Presented for Approval

## Transaction Detail

Issued Date Range: 01/12/2023 - 01/30/2023

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module	
<b>Bank Account: 251229590 - CBB Checking</b>						
01/12/2023	<a href="#">25988</a>	Brunick, McElhane & Kennedy Professional Law Corp	-4,012.50	Check	Accounts Payable	
01/18/2023	<a href="#">25989</a>	TRUSTEE OF THE MARJORIE NIELSEN	-35.43	Check	Utility Billing	
01/18/2023	<a href="#">25990</a>	PAUL JORDAN	-128.94	Check	Utility Billing	
01/20/2023	<a href="#">25991</a>	California State Disbursement Unit	-230.76	Check	Accounts Payable	
01/20/2023	<a href="#">25992</a>	State of California - Franchise Tax Board	-50.00	Check	Accounts Payable	
01/18/2023	<a href="#">25993</a>	Amazon Capitol Services	-394.85	Check	Accounts Payable	
01/18/2023	<a href="#">25994</a>	ASBCSD	-38.00	Check	Accounts Payable	
01/18/2023	<a href="#">25995</a>	Burrtec Waste Group, Inc	-11,388.49	Check	Accounts Payable	
01/18/2023	<a href="#">25996</a>	Charlie Bui	-450.00	Check	Accounts Payable	
01/18/2023	<a href="#">25997</a>	Frontier Communications	-62.63	Check	Accounts Payable	
01/18/2023	<a href="#">25998</a>	Frontier Communications	-94.02	Check	Accounts Payable	
01/18/2023	<a href="#">25999</a>	Frontier Communications	-83.30	Check	Accounts Payable	
01/18/2023	<a href="#">26000</a>	Geo-Monitor, Inc.	-277.00	Check	Accounts Payable	
01/18/2023	<a href="#">26001</a>	Inland Water Works Supply Co.	-115.84	Check	Accounts Payable	
01/18/2023	<a href="#">26002</a>	Konica Minolta	-643.27	Check	Accounts Payable	
01/18/2023	<a href="#">26003</a>	Lowe's Inc.	-2,256.86	Check	Accounts Payable	
01/18/2023	<a href="#">26004</a>	Online Information Services, Inc	-18.72	Check	Accounts Payable	
01/18/2023	<a href="#">26005</a>	State of California Department of Justice	-49.00	Check	Accounts Payable	
01/18/2023	<a href="#">26006</a>	Verizon Wireless	-746.95	Check	Accounts Payable	
01/18/2023	<a href="#">26007</a>	Verizon Wireless	-106.32	Check	Accounts Payable	
01/19/2023	<a href="#">26008</a>	Citizens Business Bank	-149,447.45	Check	Accounts Payable	
01/25/2023	<a href="#">26009</a>	JANE LEWANDOWSKI	-15.31	Check	Utility Billing	
01/26/2023	<a href="#">26010</a>	ACE High School	-500.00	Check	Accounts Payable	
01/26/2023	<a href="#">26011</a>	ACI Payments, Inc	-56.50	Check	Accounts Payable	
01/26/2023	<a href="#">26012</a>	Amazon Capitol Services	-41.55	Check	Accounts Payable	
01/26/2023	<a href="#">26013</a>	Burrtec Waste Group, Inc	-49,966.75	Check	Accounts Payable	
01/26/2023	<a href="#">26014</a>	Burrtec Waste Group, Inc	-50,075.99	Check	Accounts Payable	
01/26/2023	<a href="#">26015</a>	Cardmember Services	-1,288.89	Check	Accounts Payable	
01/26/2023	<a href="#">26016</a>	Cashier, CDFA- Certified Farmer's Market	-670.00	Check	Accounts Payable	
01/26/2023	<a href="#">26017</a>	County of San Bernardino, Solid Waste Mgmt. Div.	-494.94	Check	Accounts Payable	
01/26/2023	<a href="#">26018</a>	Home Depot Credit Services	-817.25	Check	Accounts Payable	
01/26/2023	<a href="#">26019</a>	Mojave Water Agency	-562.46	Check	Accounts Payable	
01/26/2023	<a href="#">26020</a>	San Bernardino County Fire Department	-360.00	Check	Accounts Payable	
01/26/2023	<a href="#">26021</a>	Sierra Analytical Labs, Inc	-180.00	Check	Accounts Payable	
01/26/2023	<a href="#">26022</a>	Stericyclcle, Inc	-94.04	Check	Accounts Payable	
01/26/2023	<a href="#">26023</a>	Walters Wholesale Electric Co.	-296.95	Check	Accounts Payable	
01/26/2023	<a href="#">26024</a>	WaterMaster	-1,818.39	Check	Accounts Payable	
01/19/2023	<a href="#">DFT0001686</a>	Pittman Water Right - Pmt 4 of 4	-185,000.00	Bank Draft	General Ledger	
01/17/2023	<a href="#">EFT0004456</a>	To record Evo Thrift Store CC Fees	- 520.98	EFT	General Ledger	
01/20/2023	<a href="#">EFT0004458</a>	CalPERS 457 Pmt PPE 1/15/23	-4,457.83	EFT	General Ledger	
01/18/2023	<a href="#">EFT0004459</a>	CalPERS Classic Pmt PPE 12/18/22	-7,936.14	EFT	General Ledger	
01/18/2023	<a href="#">EFT0004460</a>	CalPERS PEPRA Pmt PPE 12/18/22	-2,089.83	EFT	General Ledger	
01/30/2023	<a href="#">EFT0004461</a>	CalPERS Classic Pmt PPE 1/1/23	-7,936.14	EFT	General Ledger	
01/30/2023	<a href="#">EFT0004462</a>	CalPERS PEPRA Pmt PPE 1/1/23	-2,089.83	EFT	General Ledger	
01/24/2023	<a href="#">EFT0004465</a>	SCE Street Lighting Acct # 700013030275	-1,584.35	EFT	General Ledger	
01/30/2023	<a href="#">EFT0004467</a>	SCE ACH Sod Farm Acct 700255337588	-1,094.28	EFT	General Ledger	
01/24/2023	<a href="#">EFT0004470</a>	SCE ACH Park Wellheads Acct 700448234519	-266.01	EFT	General Ledger	
01/23/2023	<a href="#">EFT0004476</a>	To record Tasc Flex Claim Pmt PPE 1/1/23	-770.81	EFT	General Ledger	
<b>Bank Account 251229590 Total: (57)</b>						<b>-491,615.55</b>
						<b>-491,615.55</b>

DCB Visa Statement 1/3/23

Acct #	Description	Charges	Charges	Charges	Charges	Charges	Charges	Total
01-553000	Water Costco Supplies	19.13						19.13
02-524500	CWEA Award Banquet	130.56						130.56
02-541000	WW Field Staff Christmas Food / Propane / Electrical Boxes & Covers	93.31	10.32					103.63
02-553000	WW Costco Supplies	19.13						19.13
02-553600	Uniform Pants	14.14	113.10	28.28				155.52
03-553000	Thrift Store Costco Supplies	28.88	53.91					82.79
05-553000	Park Costco Supplies	19.13						19.13
10-522510	Farewell Cards / Board Meeting Snacks	10.11	45.65	5.99				61.75
10-545000	Equinox Wash	7.99						7.99
10-553000	Admin Costco Supplies	20.30						20.30
10-553200	Postage	13.40						13.40
10-556800	10 Yr Anniversary Gift Card - C. Vermette / Gift Wrap / Notary Supplies / Christmas Gifts / Coffee Christmas Party	309.15	41.96	18.36	136.09	100.00	50.00	655.56
<b>Total</b>								<b>1,288.89</b>
Due 1/28/23								

Total Due



# Helendale Community Services District

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Date: February 2, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3c  
Resolution2023-07A: A Resolution of the Board of Directors of the Helendale  
Community Services District Adopting a Conflict of Interest Code

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**RESOLUTION NO. 2023-07**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE HELENDALE COMMUNITY SERVICES DISTRICT  
ADOPTING A CONFLICT OF INTEREST CODE**

WHEREAS, the Helendale Community Services District (“the District”) is a community services district organized and operating pursuant to California Government Code Section 61000 et seq., and a local government agency subject to the requirements of the Political Reform Act of 1974 (“the Act”), California Government Code Section 81000 et seq.;

WHEREAS, Section 87300 of the Act requires all local government agencies to adopt and promulgate conflict of interest codes pursuant to the provisions of the Act;

WHEREAS, the Fair Political Practices Commission (“the FPPC”) has adopted a regulation, 2 California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code which can be incorporated by reference, and which may be amended by the FPPC after public notice and hearings to conform to amendments in the Act; and

WHEREAS, the District desires to comply with its statutory requirements under the Act and to provide a method to ensure that its Conflict of Interest Code is current and consistent with the prevailing provisions of the Act and the regulations of the FPPC.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Helendale Community Services District as follows:

Section 1.

The terms of 2 California Code of Regulations Section 18730, and any amendments thereto duly adopted by the FPPC, are hereby incorporated herein by this reference and, along with the attached Appendix in which members and employees are designated and disclosure categories are set forth, shall constitute the District’s Conflict of Interest Code. In the event of any inconsistency between the attached Appendix and the prevailing provisions of the Act and/or the applicable regulations of the FPPC, the Act and the FPPC regulations shall control.

Section 2.

Designated officials shall file statements of economic interest with the District which will then be made available to the public for inspection and reproduction. Upon receipt of the statements from the District's Board of Directors and General Manager, the Clerk of the District shall make and retain a copy thereof and forward the original of said statements to the filing officer of the County of San Bernardino. Statements for all other designated officials will be retained by the District Clerk.

Section 3.

The provisions of this Resolution shall supersede Resolution No. 2022-18 adopted by the District's Board of Directors on August 18, 2022, and shall take effect immediately upon its adoption.

ADOPTED this 2<sup>nd</sup> day of February, 2023.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Henry Spiller, President  
Board of Directors

ATTEST: \_\_\_\_\_  
Sandy Haas, Secretary  
Board of Directors

## **APPENDIX**

### **CONFLICT OF INTEREST AND DISCLOSURE CODE**

#### **SECTION 100. Adoption of Code.**

The Helendale Community Services District ("the District") in the County of San Bernardino hereby adopts this Conflict of Interest and Disclosure Code ("Code"). The provisions of this Code are additional to the requirements of the Political Reform Act of 1974, California Government Code Section 81000 et seq. ("the Act"), the regulations of the Fair Political Practices Commission adopted in connection therewith, 2 California Code of Regulations Section 18109 et seq. ("the Regulations"), and other laws pertaining to conflicts of interest. Except as otherwise indicated, the definitions of the Act, the Regulations, and any amendments thereto, are incorporated herein and this Code shall be interpreted in a manner consistent therewith.

#### **SECTION 200. Designated Positions.**

The positions listed on Exhibit "B" are designated positions. Persons holding those positions are deemed to participate in the making of decisions which may foreseeably have a material effect on a financial interest.

#### **SECTION 300. Economic Disclosure Statements.**

Designated positions are assigned to one or more of the disclosure categories set forth on Exhibit "A." Each person holding a designated position shall file a statement disclosing his/her interest in investments, business positions, real property, and income, designated as reportable under the category to which his/her position is assigned on Exhibit "B."

#### **SECTION 400. Place and Time of Filing.**

- A.** Persons holding designated positions which are added to the Code shall file an initial statement within 30 days after the effective date of the Code.
- B.** Persons appointed, promoted, or transferred to designated positions shall file an assuming office statement with the District within 30 days after assuming the position.
- C.** Annual statements shall be filed with the District by April 1<sup>st</sup> by all persons holding designated positions. Such statements shall cover the period of the preceding calendar year or from the date of the last statement filed.
- D.** Leaving office statements shall be filed with the District within 30 days of leaving a designated position. Such statements shall cover the period from the closing date of the last statement filed to the date of leaving the position.



- E.** An individual who resigns a designated position within 12 months following initial appointment or within 30 days of the date of a notice mailed by the filing officer of the individual's filing obligation, whichever is earlier, is not deemed to assume or leave office, provided that during the period between appointment and resignation, the individual does not make, participate in making, or use the position to influence any decision of the District, or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position. Within 30 days of the date of a notice mailed by the filing officer, the individual shall do both of the following:
- (1) File a written resignation with the appointing power.
  - (2) File a written statement with the filing officer signed under the penalty of perjury stating that the individual, during the period between appointment and resignation, did not make, participate in the making or use the position to influence any decision of the District or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

**SECTION 500. Contents of Economic Disclosure Statements.**

Statements shall be made on forms supplied by the District, and shall contain the following information.

- A.** When an investment, or an interest in real property, is required to be reported, the statement shall contain:
- (1) A statement of the nature of the investment or interest;
  - (2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business is engaged;
  - (3) The address or other precise location and the use of the real property;
  - (4) A statement whether the fair market value of the investment or interest in real property equals or exceeds two thousand dollars (\$2,000) but does not exceed ten thousand dollars (\$10,000), whether it exceeds ten thousand dollars (\$10,000) but does not exceed one hundred thousand dollars (\$100,000), whether it exceeds one hundred thousand dollars (\$100,000) but does not exceed one million dollars (\$1,000,000) or whether it exceeds one million dollars (\$1,000,000); and
  - (5) If any otherwise reportable investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal shall be reported.
- B.** When income is required to be reported, the statement shall contain:

- (1) The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any of each source;
- (2) A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was at least five hundred dollars (\$500) but did not exceed one thousand dollars (\$1,000), whether it was in excess of one thousand dollars (\$1,000) but not greater than ten thousand dollars (\$10,000), whether it was greater than ten thousand dollars (\$10,000) but not greater than one hundred thousand dollars (\$100,000), or whether it was greater than one hundred thousand dollars (\$100,000);
- (3) A description of the consideration, if any, for which the income was received;
- (4) In the case of a gift, the amount or value and the date on which the gift was received and the name, address, and business activity, if any, of the intermediary or agent and the actual donor;
- (5) In case of a loan, the annual interest rate and security, if any, given for the loan; and
- (6) The first report filed by a person holding a designated position shall disclose any reportable investments, interests in real property, business positions, and income received during the previous 12 months.

**C.** When the filer's pro rata share of income to a business entity or trust, including income to a sole proprietorship, is required to be reported, the statement shall contain:

- (1) The name, address, and a general description of the business activity of the business entity; and
- (2) The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such persons was equal to or greater than ten thousand dollars (\$10,000) during a calendar year.

**D.** When business positions are required to be reported, the statement shall contain:

- (1) The name, address, and a general description of the business entity;
- (2) The filer's job title or position; and

- (3) A statement whether the position was held throughout the entire reporting period and the dates the position was commenced or terminated, if not held during the entire reporting period.

**SECTION 600. Disqualification.**

Persons holding designated positions shall disqualify themselves from making or participating in the making or in any way attempting to use their official position to influence a governmental decision when it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on:

- A. The financial status of the person holding a designated position or that of his or her spouse or dependent children;
- B. Any business entity located in, doing business in, owning real property in, or planning to do business in the jurisdiction of the person holding a designated position, in which said person, or his or her spouse or dependent child, has a reportable investment of \$2,000 or more;
- C. Any real property located in the jurisdiction of the person holding a designated position and said person, or his or her spouse or dependent child, has a reportable interest of \$2,000 or more in that real estate;
- D. Any person, business entity, or nonprofit entity located in, doing business in, owning real property in, or planning to do business in, the jurisdiction of the person holding a designated position, from which said person or his or her spouse has received reportable income, other than loans by a commercial lending institution in the regular course of business, aggregating five hundred dollars (\$500) or more in value within twelve months prior to the time the decision is made;
- E. Any person, business entity, or nonprofit entity from which the person holding a designated position has received a reportable gift aggregating five hundred ninety dollars (\$590) or more in value within twelve months prior to the time the decision is made; and
- F. Any business entity, other than a nonprofit organization, in which the person holding a designated position is a director, officer, partner, trustee, employee, or holds any position of management.

**SECTION 700. Adoption by Incorporation.**

Adoption by incorporation by reference of the terms of this Code along with the designation of employees and the formulation of disclosure categories in the Exhibits referred to above constitute the adoption and promulgation of a Conflict of Interest and Disclosure Code.

## **CONFLICT OF INTEREST AND DISCLOSURE CODE**

### **Exhibit "A"**

#### **CATEGORY 1**

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the District.

#### **CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

The Act defines investment as follows:

"Investment" means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments, and any partnership or other ownership interest owned directly, indirectly, or beneficially by the public official, or other filer, or his or her immediate family, if the business entity or any parent, subsidiary, or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value equals or exceeds two thousand dollars (\$2,000). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or in a common trust fund created pursuant to Section 1564 of the Financial Code, interest in a government defined-benefit pension plan, or any bond or other debt instrument issued by any government or government agency. Investments of an individual include a pro rata share of investments of any business entity, mutual fund, or trust in which the individual or immediate family owns, directly, indirectly, or beneficially, a 10-percent interest or greater.

According to the Act, a business position is a position of director, officer, partner, trustee, employee, or any position of management in any organization or enterprise operated for profit, including but not limited to a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association.

#### **CATEGORY 3**

Persons in this category shall disclose all income as defined in Government Code Section 82030.

#### **CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the District and associated with the job assignment of designated positions assigned to this disclosure category.

#### **CATEGORY 5**

Consultants who are not employed as full-time staff members of the District shall nonetheless be included as a designated employee and subject to the disclosure requirements herein. However, those consultants whose positions are marked with an asterisk (\*) in Exhibit "B" of this Code, or any other consultants which may be hired, may not be required to fully comply with the disclosure requirements herein where the range of duties which they are hired to perform is limited in scope. Such determination shall be made in writing by the General Manager of the District and shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the consultant's disclosure requirements, if any. This determination is a public record and shall be retained for public inspection in the same manner and location as this Code.

## CONFLICT OF INTEREST AND DISCLOSURE CODE

### Exhibit "B"

#### DESIGNATED POSITIONS

#### DISCLOSURE CATEGORIES

Director	1-3
General Manager	1-3
Water Manager	4
Wastewater Manager	4
Attorney	5
Consultant*	5



# Helendale Community Services District

---

DATE: February 2, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #5  
Discussion and Possible Action Regarding Approval of Directors' Expense Reports

---

## **STAFF RECOMMENDATION**

None.

## **STAFF REPORT**

This matter is at the discretion of the Board. Included herein for the Board's consideration are expense reports submitted since the last Board meeting.

Of note, the mileage rate issued by the IRS has increased to 65.5 cents per mile.

**FISCAL IMPACT:** NA

**POSSIBLE MOTION:** At the discretion of the Board.

**ATTACHMENTS:** Expense Reports

# HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

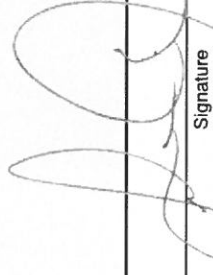
Name: **George Cardenas**

Pay Period Ending: **February 2023**

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
12/8/22	Event Board meeting - 2:00pm		\$	\$	\$	Yes	Yes	D
12/14/2022	Description of Public Benefit District business / swear-in elected Directors / ethics class							
12/14/2022	Event Meeting with General Manager		\$	\$	\$	No	No	A
12/15/2022	Description of Public Benefit Board agenda / District overview							
12/15/2022	Event Board meeting - 6:30pm		\$	\$	\$	Yes	No	D
1/10/2023	Description of Public Benefit District Business							
1/10/2023	Event Board meeting - 2:00pm		\$	\$	\$	Yes	No	D
1/10/2023	Description of Public Benefit Closed session - anticipated litigation							
1/10/2023	Event Park Rec Meeting - 3:00pm		\$	\$	\$	No	No	I
1/10/2023	Description of Public Benefit Committee public observation							
		<b>Total Miles</b>	\$ 0.00	\$ 0	\$ 0	<b>Total # of Compensable Meetings</b>	<b>Meeting Total</b>	<b>Total</b>
						3	\$450	\$450

Date: **January 23, 2023**

Signature



Expense Categories

- A: Public Meeting governed by Brown Act
- B: Public Event \*
- C: Representation at Public Meeting/Event \*
- D: Representation at 501C3 Board \*
- E: Conference/seminar/Training Program related to District \*
- F: Ad Hoc committee of the Board
- G: Meeting w/GM or Designee regarding District Operations
- H: Meeting w/auditors, attorney or consultant retained by District
- I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
- J: Meeting w/organization with interests in matters involving functions or
- K: Meeting pre-approved by the Board of Directors
- \* Written or verbal report required to be presented at the next Board meeting

Mileage 65.5 ¢



**HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER**  
 Name: George Cardenas Pay Period Endng February 2023

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
1/12/2023	Event MWA Board meeting - 10:30am		\$	\$	\$	No	No	I
	Description of Public Benefit In person MWA Board meeting (Mojave Water Agency)							
1/13/2023	Event HCSD tour - 7:15am		\$	\$	\$	No	No	G
	Description of Public Benefit Treatment plant operation tour							
1/17/2023	Event HCSD property visit - 2:30pm		\$	\$	\$	No	No	G
	Description of Public Benefit closed session item							
1/19/2023	Event Meeting with General Manager		\$	\$	\$	No	Yes	G
	Description of Public Benefit Board meeting agenda - 11:00am							
1/19/2023	Event Board meeting - 6:30pm		\$	\$	\$	Yes	No	A
	Description of Public Benefit Picture day / District business / closed session							
		<b>Total Miles</b>	<b>Total Meals</b>	<b>Total Lodging</b>	<b>Total Other Expense</b>	<b>Total # of Compensable Meetings</b>	<b>Meeting Total</b>	<b>Total</b>
		\$ 0.00	\$ 0	\$ 0	\$ 0	1	\$ 150	\$ 150

Signature: \_\_\_\_\_ Date: January 23, 2023

- Expense Categories**
- A: Public Meeting governed by Brown Act
  - B: Public Event \*
  - C: Representation at Public Meeting/Event \*
  - D: Representation at 501C3 Board \*
  - E: Conference/seminar/Training Program related to District \*
  - F: Ad Hoc committee of the Board
  - G: Meeting w/GM or Designee regarding District Operations
  - H: Meeting w/auditors, attorney or consultant retained by District
  - I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
  - J: Meeting w/organization with interests in matters involving functions or
  - K: Meeting pre-approved by the Board of Directors
- \* Written or verbal report required to be presented at the next Board meeting  
 Mileage 65.5 ¢

**HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER**

Pay Period Ending 1-20-23

Event	Description of Public Benefit	Expense Description/Explanation	Meeting	Miles	Meals	Lodging	Other	Phone Call	Exp Category												
1/10	Description of Public Benefit	Contact DF						X	Other												
1/10	Description of Public Benefit	Client ask for me to call re date							Out of Area												
1/10	Description of Public Benefit	Called Client							Permission to enter												
1/10	Description of Public Benefit	Discussion of role, price, responsibility and terms																			
1/10	Description of Public Benefit	Meeting w/ GM																			
1/10	Description of Public Benefit	update on conversation + extent of role																			
1/10	Description of Public Benefit	no actual property																			
1/10	Description of Public Benefit	for actual meal of Guidance Garage						X													
1/10	Description of Public Benefit	asked to contact DF																			
1/10	Description of Public Benefit	update on role, coordination of duties and work																			
1/10	Description of Public Benefit	Agree Meeting																			
1/10	Description of Public Benefit	Dark + me																			
1/10	Description of Public Benefit	CSD Board Lunch							County Sep												
1/10	Description of Public Benefit	Meeting w/ GM																			
1/10	Description of Public Benefit	Contact DF																			
1/10	Description of Public Benefit	recession on when I show to walk Property																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Total Meetings</td> <td style="width: 15%;">Total Miles</td> <td style="width: 15%;">Total Meals</td> <td style="width: 15%;">Total Lodging</td> <td style="width: 15%;">Total Other</td> <td style="width: 15%;">Total</td> </tr> <tr> <td>\$1200</td> <td>\$ -</td> <td>\$17.03</td> <td>\$ -</td> <td>\$ -</td> <td>\$ 1217.03</td> </tr> </table>										Total Meetings	Total Miles	Total Meals	Total Lodging	Total Other	Total	\$1200	\$ -	\$17.03	\$ -	\$ -	\$ 1217.03
Total Meetings	Total Miles	Total Meals	Total Lodging	Total Other	Total																
\$1200	\$ -	\$17.03	\$ -	\$ -	\$ 1217.03																

submitted by: Amy Nuss  
Signature

Date 1-13-23

- Expense Categories**
- G: Meeting w/ GM re District Operations
  - H: Meeting w/ auditors, attorney or consultant retained by District
  - I: Meeting of Local, State or Federal body w/ jurisdiction affecting HCSD
  - J: Meeting w/ organization with interests in matters involving functions or operations of the District
  - K: Meeting pre-approved by the Board of Directors
- \* Written or verbal report required to be presented at the next Board meeting

- A: Public Meeting governed by Brown Act
- B: Public Event\*
- C: Representation at Public Meeting/Event\*
- D: Representation on a 501C3 Board\*
- E: Conference/seminar/Training Program related to District\*
- F: Ad Hoc committee of the Board

CUSTOMER COPY

Los Domingos  
(760) 256-1381

1/11/2023

12:19:04 PM

Terminal SN:

3A504352

EVO UID: 202301115738-202

EVO ID: 56

EVO Payment UID: 20230111F43B

Small Room->(2) 2

Employee: Brittney

Transaction #: 25

Account: 6370

Name On Card: HAAS/SANDRA L

Entry: Chip

Amount: \$14.03

Tip: \$ 3.00

Total: \$ 17.03

Auth Code: 011901

Response: OK

TC: 4ADC9C1ACCBDD33A

TVR: 8080008000

AID: A0000000031010

TSI: 6800

ATC: 001B

APPLAB: VISA DEBIT

Suggested Tip

- 10% (Tip: \$1.40, Total: \$15.43)
- 15% (Tip: \$2.10, Total: \$16.13)
- 20% (Tip: \$2.81, Total: \$16.84)

I AGREE TO PAY ABOVE TOTAL  
AMOUNT ACCORDING TO CARD ISSUER  
AGREEMENT (MERCHANT AGREEMENT  
IF CREDIT VOUCHER)

X.....  
SIGNATURE

# HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Pay Period Ending 1-29-23

Name Terese Adams

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
1/15	Meeting w/ Const		\$	\$	\$			
1/17	re opening Police & Security in our area / memo		\$	\$	\$			
1/18	Physical inspection Jordan road		\$	\$	\$			
1/19	Meeting w/ GM		\$	\$	\$			
	Agenda & other dist. business		\$	\$	\$			
	Reg meeting		\$	\$	\$			
			\$	\$	\$			
			\$	\$	\$			
		Total Miles						
		Total Meals						
		Total Lodging						
		Total Other Expense						
		Total Compensable Meetings				600-		

Signature Terese Adams Date 1-30-23

**Expense Categories**  
 G: Meeting w/GM or Designee regarding District Operations  
 H: Meeting w/auditors, attorney or consultant retained by District  
 I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD  
 J: Meeting w/organization with interests in matters involving functions or operations of the District  
 K: Meeting pre-approved by the Board of Directors  
 \* Written or verbal report required to be presented at the next Board meeting

# HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Pay Period Ending 1/29/23

Name Annette Roper

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
12/8/22	Event Swearing in A, E		\$	\$	\$	Y		A, E
	Description of Public Benefit Swearing in and ethics training							
12/13/22	Event Meeting w/GM		\$	\$	\$	N		G
	Description of Public Benefit reviewing district items prior to board mtg							
12/15/22	Event Regular Board Mtg		\$	\$	\$	Y		A
	Description of Public Benefit							
12/16	Event Tour of Wastewater Plant		\$	\$	\$	Y		G
	Description of Public Benefit							
12/19	Event Meeting w/GM		\$	\$	\$	N		G
	Description of Public Benefit review of agenda items							
		Total Miles	Total Meals	Total Lodging	Total Other Expense	Total Compensable Meetings		
						3		

Signature Annette M Roper Date 1/19/22

**Expense Categories**  
 G: Meeting w/GM or Designee regarding District Operations  
 H: Meeting w/auditors, attorney or consultant retained by District  
 I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD  
 J: Meeting w/organization with interests in matters involving functions or operations of the District  
 K: Meeting pre-approved by the Board of Directors  
 \* Written or verbal report required to be presented at the next Board meeting

**MELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER**

Pay Period Endmg

Name

*Annette M Roper*

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
12/19	Event Description of Public Benefit		\$	\$	\$	Y		A
	Event Description of Public Benefit		\$	\$	\$			
	Event Description of Public Benefit		\$	\$	\$			
	Event Description of Public Benefit		\$	\$	\$			
	Event Description of Public Benefit		\$	\$	\$			
	Event Description of Public Benefit		\$	\$	\$			
	Event Description of Public Benefit		\$	\$	\$			
		<b>Total Miles</b>	<b>Total Meals</b>	<b>Total Lodging</b>	<b>Total Other Expense</b>	<b>Total Compensable Meetings</b>	<b>Total</b>	
						1		

*Annette M Roper*  
Signature

11/19/22  
Date

**Expense Categories**

- A: Public Meeting governed by Brown Act
- B: Public Event \*
- C: Representation at Public Meeting/Event \*
- D: Representation at 501C3 Board \*
- E: Conference/seminar/Training Program related to District \*
- F: Ad Hoc committee of the Board
- G: Meeting w/GM or Designee regarding District Operations
- H: Meeting w/auditors, attorney or consultant retained by District
- I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
- J: Meeting w/organization with interests in matters involving functions or operations of the District
- K: Meeting pre-approved by the Board of Directors

\* Written or verbal report required to be presented at the next Board meeting


HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: HENRY SPILNER

Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category
1/10/23	Public Benefit	Special Board Meeting					A
1/11/23	Event	Public Meeting Governed by Brown Act					B
1/17/23	Public Benefit	Farmer Market					
1/17/23	Event	Rep@ public event					
1/17/23	Event	Site Visit					
1/18/23	Public Benefit	Meeting with persons related to district operations					J
1/18/23	Public Benefit	Meeting with GM related to district ops					G
1/19/23	Event	Board Meeting					
1/19/23	Public Benefit	Public meeting govern by Brown Act					A
1/23/23	Event	ASBCSD Siminar 179					
1/23/23	Public Benefit	Siminar related to the district					E
1/25/23	Event	Farmer Market					
1/25/23	Public Benefit	Rep@ public event					B
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						

Notes/Comments:

Totals: Mileage 125 Miles round trip \$ 81.88  
 Meals -  
 Lodging -  
 Other -1050.80  
 Grand Total 1131.88

Submitted by: 

Appropriate Approval: \_\_\_\_\_ Date: \_\_\_\_\_

- Expense Categories
- G: Meeting w/GM re District Operations
  - H: Meeting w/auditors, attorney or consultant retained by District
  - I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
  - J: Meeting w/organization with interests in matters involving functions or operations of the District
  - K: Meeting pre-approved by the Board of Directors

\* Written or verbal report required to be presented at the next Board meeting

RECEIVED JAN 27 2023





# Helendale Community Services District

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Date: February 2, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #6  
Discussion and Possible Action Regarding Approval of FY 2024 Budget Calendar

---

## **STAFF RECOMMENDATION:**

Staff requests input regarding this item.

## **STAFF REPORT:**

Each year the budget development process looks different based upon operational needs and challenges. Four years ago, Staff drastically changed the look of the budget to speak to the Boards' desire for more transparency and expand upon the general understanding of how the public's money is allocated by the District. The budget has been a valuable and useful document for the Staff as well as the Board.

The District has purchased new budget software that Staff will be using to construct the budget and develop the budget document in both print form and web format. We are hopeful that this will provide better graphics and presentation of the budget for enhanced transparency.

It takes several months to develop the budget. Below is the proposed timeframe for budget preparation, review and adoption. Staff seeks input from the Board regarding the Budget Workshop which typically takes place in a special meeting.

February 16	Mid-year budget review Wastewater CIP Review
March 2	Water CIP Review Cost of Living Consideration
March 17	Park CIP Review Consideration of Admin capital needs Acceptance of Burrtec Annual Request
March & April	Staff level review and projections
<b>April TBD</b>	<b>Budget Workshop</b>
May 5	Public Review of Draft Budget
May 19	Public Hearing for Budget Adoption



**FISCAL IMPACT:**

**POSSIBLE MOTION:** Approve FY 2024 Budget Calendar

**ATTACHMENTS:** None



# Helendale Community Services District

Date: February 2, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #7  
Discussion and Possible Action Regarding Adoption of Ordinance 2023-01: An Ordinance of the Board of Directors of the Helendale Community Services District Establishing Guidelines for the Conduct of its Public Meetings and Activities

---

**STAFF RECOMMENDATION:**

This matter is at the discretion of the Board.

**STAFF REPORT:**

The Sunshine Ordinance is one of the foundational documents adopted by the Board. The Ordinance was one the first initial actions taken by the Board. The Ordinance has been modified from time to time and reviewed on a regular basis. It is scheduled for annual review. At the last Board meeting held 1/19/2023, as an introduction to various policies, Staff and Legal Counsel reviewed the Board's Sunshine Ordinance that was adopted on April 15, 2021.

With some of the changes in law that Counsel pointed out in the Brown Act, some modifications to the Ordinance were recommended. Counsel will provide a review of the changes included in the attachment. A red-line version of the changes was not available.

Suggested modifications include:

Section 2 (2.1) states that the Regular Board meetings are scheduled at **6:30** pm. If and when the Board determines that it wishes to change the meeting time, this Ordinance can be brought back for approval with the new time/date, etc.

Section 2.3.3 was added to respond to the requirement to have any materials that are handed out to the Board that are not included in the agenda be made available at the same time to the public.

Section 2.5 discusses remote participation as revised under current law to include options outlined in AB 2449.

**FISCAL IMPACT:** None

**POSSIBLE MOTION:** Motion to Adopt Ordinance 2023-01

**ATTACHMENTS:** Ordinance 2023-01 (Sunshine Ordinance)



## **ORDINANCE NO. 2023-01**

### **AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT ESTABLISHING GUIDELINES FOR THE CONDUCT OF ITS PUBLIC MEETINGS AND ACTIVITIES**

**WHEREAS**, the Board of Directors of the Helendale Community Services District finds as follows:

A. The Helendale Community Services District (“the District”) is a community services district organized and operating pursuant to California Government Code Section 61000 et seq.

B. The District is governed by an elected Board of Directors (“the Board”) whose meetings are subject to the requirements of the Ralph M. Brown Act, California Government Code Section 54950 et seq. (“the Brown Act”) pursuant to California Government Code Section 61044.

C. The Board is authorized by Government Code Section 54953.7 to impose requirements upon itself which allow greater access to its meetings than prescribed by the Brown Act.

D. The purpose of this ordinance is to ensure that the Board’s deliberations are open to the public to the fullest extent permitted by law and its activities are performed in a manner that reflects a dedication to the highest standards of integrity and accountability so as to continue to earn the trust and confidence of the public served by the District.

**THEREFORE, THE BOARD OF DIRECTORS** of the Helendale Community Services District does hereby adopt and ordain as follows:

Section 1. **COMPLIANCE WITH STATUTORY REQUIREMENTS.**

All meetings of the Board and all committees thereof shall be conducted in compliance with all applicable requirements of the Brown Act.

Section 2. **ADDITIONAL REQUIREMENTS.**

2.1. **Regular Meetings.** Pursuant to Government Code Section 54954(a), all regular meetings of the Board shall be held at 6:30 p.m. on the first and third Thursdays of each month at the District Boardroom located at 26540 Vista Road, Suite B or C, Helendale, California.

2.2. **Special Meetings.** Special meetings of the Board shall be called and conducted in accordance with Government Code Section 54956. The Board shall not add any non-agendized item to the agenda of a special meeting.

2.3. **Agendas.**

2.3.1. **Descriptions.**

(a) *Open Session.* The agenda for all Board meetings and all committee meetings that are open to the public shall contain a brief, general description of

each item of business to be transacted or discussed during the meeting and shall avoid the use of undefined abbreviations or acronyms not in common usage and terms whose meaning are not known to the general public. The description of an agenda item is adequate if it is sufficiently clear and specific to alert a person whose interests are affected by the item that he or she may have reason to attend the meeting or seek more information about the item.

(b) *Closed Session.* Substantial compliance with the permissive provisions of Government Code Section 54954.5, as generally reflected in Exhibit A attached hereto and incorporated herein by this reference, is mandatory under this ordinance with respect to the description of any closed session items on any Board meeting agenda.

2.3.2. Public Comment. The agenda for all meetings of the Board shall include an item for Public Comment so as to provide an express opportunity for members of the public to directly address the Board in accordance with the requirements of Government Code Section 54954.3(a) prior to the Board's consideration of the merits of any item placed on the agenda. In the event that a motion is made to reorder the agenda, or add an item to the agenda, or otherwise take any Board action prior to the Public Comment portion of the agenda, the President of the Board shall ask any members of the public in attendance at the meeting whether they wish to comment on the motion that is pending before the Board. During the Board's consideration of items discussed after the Public Comment portion of the agenda, the President of the Board should exercise best efforts to recognize any member of the public who wishes to speak on that issue prior to any action thereon that is taken by the Board. While testimony and input received from the public during Board meetings is a valuable part of the Board's decision-making process, the Board President is nevertheless authorized pursuant to Government Code Section 54954.3(b) to limit the total amount of time allocated for public testimony on particular issues to a reasonable length of time, to limit public testimony to three (3) minutes or less for each individual speaker (although individual speakers will be permitted on a reasonable basis to transfer their unused allotment of time to another speaker), and to prevent a person who is unduly repetitive from continuing to speak.

2.3.3. Background Material. Staff material, consisting of agendas, staff reports, and other material prepared and forwarded by staff which provide background information and recommendations, regarding agenda items, when distributed to all or to a majority of the members of the Board in connection with a matter which is subject to discussion or consideration in open session at a public meeting, shall be made readily available to the public on the District's website, at the District's offices, and upon request. If a member of the public requests that a copy of such material be delivered by e-mail, District staff shall e-mail a copy of, or website link to, the documents as requested unless District staff determines that delivery by e-mail or by other electronic means is technologically infeasible, in which case District staff must send the documents by mail in accordance with the mailing requirements of the Brown Act.

2.4. Posting. The agendas of all Board meetings and all committee meetings that are open to the public shall be posted in the following locations: (1) an exterior window or bulletin board located outside the location of the Board meeting which is accessible twenty-four (24) hours a day; (2) an exterior window or bulletin board located outside of the administration

office; and (3) as soon as possible, the full agenda packet shall be posted on the District website: [www.helendalecsd.org](http://www.helendalecsd.org).

2.5. **Remote Participation.** A Board member wishing to participate in a meeting from a remote location pursuant to Government Code Sections 54953(b) or 54953(f) must notify District staff at the earliest opportunity as soon as possible so that the agenda for the meeting can be prepared and/or amended accordingly and that all other necessary accommodations can be arranged.

Section 3. **ANNUAL REVIEW.**

Each year the Board shall review this ordinance to determine its effectiveness and the necessity for its continued operation. The District's General Manager shall report to the Board on the operation of this ordinance, and make any recommendations deemed appropriate, including proposals to amend the ordinance. Upon conclusion of its review, the Board may take any action it deems appropriate concerning this ordinance. Nothing herein shall preclude the Board from taking action on the ordinance at times other than upon conclusion of the annual review.

Section 4. **SEVERABILITY.**

If any provision of this ordinance or the application thereof to any person or circumstances, is held invalid, such invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

Section 5. **EFFECTIVE DATE.**

The provisions of this ordinance shall supersede and rescind Ordinance No. 2021-01 adopted by the District's Board of Directors on April 15, 2021, and shall take effect immediately upon adoption.

Adopted this 2<sup>nd</sup> day of February, 2023.

AYES:

NOES:

ABSTAIN:

ABSENT:

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Henry Spiller, President, Board of Directors

ATTEST:

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Sandy Haas, Secretary, Board of Directors

**EXHIBIT A**

Under Government Code Section 54954.5, the following language has been provided by the State Legislature as sample language which will meet the mandate of the Brown Act for properly identifying closed session items on the Board's agenda:

- LICENSE/PERMIT DETERMINATION (Government Code Section 54956.7)  
Applicant(s): (Specify number of applicants)
  
- CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)  
Property: (Specify street address; parcel number if no street address; or other unique reference of parcel under negotiation)  
  
District Negotiator: (Specify names of negotiators attending closed session) (If the specified negotiator is to be absent, an agent or designee may participate provided the name of the agent or designee is announced publicly prior to the closed session.)  
  
Negotiating parties: [Specify name of party (not agent)]  
  
Under negotiation: (Specify whether instruction to negotiator will concern price, terms of payment, or both)
  
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION [Government Code Section 54956.9(d)(1)]  
  
Name of case: (Specify by reference to claimant's name, name of parties, case or claim numbers)  
  
or  
  
Case name unspecified: (Specify whether disclosure would jeopardize service of process or existing settlement negotiations)
  
- CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
  
Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): (Specify number of potential cases)
  
- CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
  
Initiation of litigation pursuant to Government Code Section 54956.9(d)(4): (Specify number of potential cases)

Ordinance No. 2023-01

- **LIABILITY CLAIMS (Government Code Section 54956.95)**  
Claimant: (Specify name unless unspecified pursuant to Section 54961)  
Agency claimed against: (Specify name)
  
- **THREAT TO PUBLIC SERVICES OR FACILITIES (Government Code Section 54957)**  
Consultation with: (Specify name of law enforcement agency and title of officer, or name of applicable District representative and title)
  
- **PUBLIC EMPLOYEE APPOINTMENT (Government Code Section 54957)**  
Title: (Specify description of position to be filled)
  
- **PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)**  
Title: (Specify position title of employee being reviewed)
  
- **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)**  
(No additional information is required in connection with a closed session to consider discipline, dismissal, or release.)
  
- **CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)**  
District designated representatives: (Specify names of designated representatives attending the closed session) (If circumstances necessitate the absence of a specified representative, an agent or designee may participate in place of the absent representative so long as the name of the agent or designee is announced at an open session held prior to the closed session.)  
Employee organization: (Specify name of organization representing employee or employees in question)  

or

Unrepresented employee: (Specify position title of unrepresented employee who is the subject of negotiations)
  
- **CASE REVIEW/PLANNING (Government Code Section 54957.8)**  
(No additional information is required in connection with a closed session to consider case review or planning.)



# Helendale Community Services District

Date: February 2, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette, Park & Programs Supervisor  
SUBJECT: Agenda item #8  
Discussion Only Regarding Update on Park Grant Lighting Project

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## **STAFF RECOMMENDATION:**

Update only.

## **STAFF REPORT:**

Staff has been working through the various options for enhancing the lighting at the football field and to expend the funding received for the Park Grant Lighting within the timeframe allowed. Staff is seeking input from the Board regarding revising the lighting project to specifically address the lighting deficiency of the football fields and to fully utilize the balance of the grant funding.

Over the last couple of years Staff has discussed the lighting options with several entities to gain knowledge and understand options. While the District's purchasing policy allows for sole source contracts under certain conditions, the grant terms require competitively bidding the project.

As the Board may recall, the District purchased surplus poles from MacFarland School District in 2021, in hopes that we would be able to reuse the 70' poles for the proposed lighting project. As Staff has been working through the options, it is determined that it may be more prudent to make the reuse of the poles optional as the District is uncertain if County would permit the poles to be installed without significant cost to determine integrity. These poles are substantial, weighing 11,500 pounds each and will require large footings. Permitting for re-used poles may also present unique challenges. Some contractors have said they cannot bid the project using the re-used poles.

The goal of this proposed lighting project at this point would be to expend the grant funds as outlined below to achieve greater lighting uniformity for the football fields. Currently the existing poles provide some lighting but is deficient in distributing an acceptable level of light uniformly across the field. The corners are significantly different in brightness than the areas nearest the poles. This is a deviation from the original hope of moving poles and adding light poles to other areas of the park. With the increase in material costs and shortage of electrical supplies, Staff believes that a more narrow focus would be prudent at this time.

If there are no objections from the Board regarding this revised scope, Staff will finish preparing the bid documents for circulation prior to the next Board meeting.



**GRANT UPDATE:**

The District was awarded a Per Capita Grant from the California State Parks Office of Grants and Local Services in November 2020. The award amount was \$182,289 with a District required match of \$45,572 for a total project cost. The District has until June 2024 to complete the projects.

The projects that have been defined for the Per Capita Funding are:

- Restroom (including ADA walkway from existing sidewalk up to and around restroom)
- Sports field lighting
- Disc Golf Course
- Nature Play Area
- RC Track Fencing

The Restroom has been completed but not the ADA walkway up to the restroom. The disc golf is done along with the nature play and the RC track fencing.

To date the District has spent \$56,121.18 on the projects and has \$171,739.82 left to spend to meet the requirements of the grant.

**FISCAL IMPACT:** None at this time.

**POSSIBLE MOTION:** None.

**ATTACHMENTS:** None.