



REGULAR BOARD MEETING
Thursday, February 15, 2024, at 6:00 PM

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

This meeting of the Board of Directors of the Helendale Community Services District is Open to the public both in-person at the District Office located at 26540 Vista Road, Suite C, Helendale, California, and via teleconference by clicking the following link: www.zoom.com Meeting ID 463 173 8547 Passcode: HCS D. (Dial-in instructions will be provided after registering at the link)

Call to Order - Pledge of Allegiance

- 1. Discussion and Possible Action Regarding Director Remote Participation pursuant to AB2449 (Government Code Section 54953(f))**
 - a. Notification due to Just Cause
 - b. Request due to Emergency Circumstances

2. Approval of Agenda

3. 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.

4. Consent Items

- a. Approval of Minutes: February 1, 2024, Regular Board Meeting
- b. Bills Paid Report

5. Reports

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

Regular Business:

- 6. Discussion and Possible Action Regarding Approval of Directors' Expense Reports**
- 7. Discussion and Possible Action Regarding Modifications to Board Member Teleconferencing Policy**
- 8. Discussion and Possible Action Regarding Amount of Leased Water Under Contract**
- 9. Discussion and Possible Action Regarding the Purchase of Two New Vehicles**
- 10. Discussion Only Regarding Wastewater Capital Improvement Plan Review**

Other Business

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

Closed Session

12. Conference with Real Property Negotiators

(Government Code Section 54956.8)

Property: 15302 Smithson Road

District Negotiator: Kimberly Cox

Negotiating Parties: Vertical Bridge

Under Negotiation: Price and Terms of Payment

13. Report of Closed Session Item

14. 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 item 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

Date: February 15, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #1
Discussion and Possible Action Regarding Director Remote Participation Pursuant to AB2449 (Government Code Section 54953(f))

NOTIFICATION OF REMOTE BOARD MEETING ATTENDANCE

Directors may not attend a meeting remotely on the basis of Just Cause or Emergency Circumstances for more than three consecutive months or more than 20% (up to four) meetings in a calendar year. A general description of the circumstances relating to the need to appear remotely at the meeting **must** be included.

JUST CAUSE

Each Director is responsible for notifying the General Manager at the earliest opportunity possible (including at the start of a regular meeting) of the need to participate remotely for Just Cause. Remote participation for Just Cause reasons shall not be utilized by any Director for more than two meetings per calendar year.

Just Cause means any of the following:

- A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely.
- A contagious illness that prevents a member from attending in person
- A need related to a physical or mental disability not otherwise accommodated
- Travel while on official business of the legislative body or another state or local agency

A General description of the circumstances relating to the need to appear remotely at the meeting **MUST** be included.

EMERGENCY CIRCUMSTANCES

Each Director is responsible for notifying the General Manager as soon as possible (preferably before posting of the agenda but up to the start of the meeting) of the need to participate remotely due to Emergency Circumstances.

Emergency Circumstances means the following: A physical or family medical emergency that prevents a member from attending in person.

A general description of the circumstances relating to the need to appear remotely at the meeting **must** be included. The general description of the circumstances does not require the member to disclose any medical diagnosis or disability, or any personal medical information that is already exempt under existing law, such as the Confidentiality of Medical Information Act.



Helendale Community Services District

Date: February 15, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #4
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: February 1, 2024, Regular Board Meeting
- b. Bills Paid Report



Helendale Community Services District

Date: February 15, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #4a
Minutes from Board meeting 2/1/2024



**Minutes of the Helendale Community Services District
REGULAR BOARD OF DIRECTORS MEETING**

Date: February 1, 2024
 Time: 6:00 PM
 Meeting called to order by: President Henry Spiller

ATTENDANCE

President Henry Spiller	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote
Vice President Ron Clark	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote
Secretary Sandy Haas	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> In Person	<input type="checkbox"/> Remote
Director George Cardenas	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote
Vacant				

Staff Members Present

Kimberly Cox, General Manager; Craig Carlson, Water Operations Manager; Alex Aviles, Wastewater Operations Manager; Cheryl Vermette, Parks, Recreation and Programs Supervisor

Consultants/Guests

Steven Kennedy, Legal Counsel
 Jonathan Abadesco, Fedak & Brown

Members of the public

There were ten members of San Bernardino County Fire and twenty members of the public attending in person.

1. DISCUSSION AND POSSIBLE ACTION REGARDING DIRECTOR REMOTE PARTICIPATION PURSUANT TO AB2449 (GOVERNMENT CODE SECTION 54953(F)) OF AGENDA

- a. Notification due to Just Cause
- b. Request due to Emergency Circumstances

Discussion There was no need for this item.

2. APPROVAL OF AGENDA

Discussion None.

Motion Vice President Clark made a motion to approve the agenda as amended.

Second President Spiller

Vote

President Henry Spiller	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Secretary Sandy Haas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

3. PUBLIC PARTICIPATION

None

CONSENT ITEMS

4. CONSENT ITEMS

- a. Approval of Minutes: January 18, 2024, Regular Board Meeting and Special Board Meeting of January 25, 2024
- b. Bills Paid Report

Discussion None

Motion Vice President Clark made the motion to approve the consent items as presented.

Second President Spiller

Vote

President Henry Spiller	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Secretary Sandy Haas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

5. REPORTS

- a. Directors' Reports
Director Cardenas reported that he attended the TAC meeting at Mojave Water Agency. He said he would provide a written summary at the next Board meeting. President Spiller reported that he has been assisting at the youth basketball games on Saturday mornings.
- b. General Managers Report
General Manager Cox reported that the Annexation Protest hearing was held on Monday, 1/29. One resident from the annexation area was present. There were no protests to the annexation received. The annexation has successfully concluded. Staff/Counsel will be working with Burrtec & County on the transfer of solid waste customers. The District received the annual payment from SBA communication for tower rental in the amount of \$30,643.80. The front office enclosure is underway. Installation of glass and door is delayed by 2 weeks. Roof update: Staff did a walkthrough with the contractor and reviewed the short punch list. The District released all the funds less the retention. Total cost was reduced by \$13,000 based upon T&M. The Board approved \$334,326.90 on September 21, 2023, and approved a change order of \$47,256 and allowed for contingency of 20%. The contingency was not used.
Program Coordinator Vermette gave the solid waste and program report. Reporting the tonnage for solid waste, curbside recycling, e-waste recycling, green waste recycling and mattress recycling. The District is hosting a free Tai Chi class offered by San Bernardino County Public Health. There were 22 people in attendance. This will be a 10-week course. Providence Medical Group will be hosting a free craft class for seniors on February 13th and a free paint and learn on March 8th.

Staff met with County personnel and former Helendale CERT members regarding the CERT program. The group is working on designating a commander and will meet again in the next couple of weeks.

Spring/Summer Youth Sports will include soccer which will run April through May; flag football will run from April through June; and volleyball will run from May through June. Spring/Summer adult sports will include softball and basketball.

Water Operations Manager Carlson gave the water report. Staff completed the first quarter water master report and the December Safer Clearing house report. Staff replaced a diaphragm on the chlorine pump at well 4, rearranged the leak trailer and ran all pumps (1 needs a carburetor), assisted parks with leak on baseball field, flushed the fire sprinkler line at the community center (removed sprinkler head), flushed hydrants, replaced the brake booster and master cylinder on solid waste truck, replaced the brake pads on solid waste truck, and performed oil changes on 3 trucks. The Ford Explorer sold on Gov Deals. We will also be scheduling a start date with HDU for well #13 (start within next couple of weeks). The plans for the water building were sent back from County to the contractor with minor changes. The changes will be made by the contractor and sent back to County for final approval.

SPECIAL PRESENTATION

6. Presentation by San Bernardino County Assistant Fire Chief Kelly Anderson Regarding FP-5.

Discussion San Bernardino County Assistant Fire Chief Kelly Anderson gave a presentation regarding FP-5 and answered questions from the community.

President Spiller called for a brief break at 6:55 pm. The meeting resumed at 7:05 pm.

REGULAR BUSINESS

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

Discussion None

Motion Vice President Clark made the motion to approve the Directors' Expense reports as presented.

Second President Spiller

Vote

President Henry Spiller	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Secretary Sandy Haas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

8. Discussion and Possible Action Regarding Acceptance of 2023 Fiscal Year Audit

Discussion Jonathan Abadesco from Fedak and Brown presented their findings from the 2023 audit. The District received an unmodified "CLEAN" opinion. Total revenues decreased by \$254,275 due primarily to a decrease in capital grants and contributions compared to the prior year. Total expenses increased by \$1,298,489 due

primarily to increases in water, wastewater and general expenses. Net position increased by \$921,167 as a result of continuing operations (total revenues is greater than expenses).

Motion Vice President Clark made the motion to accept the audit for fiscal year 2023.

Second Director Cardenas

Vote

President Henry Spiller	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Secretary Sandy Haas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

9. Discussion Only Regarding Mid-Year Budget Review

Discussion The December financials provide a good overview of how close expenditures and revenues are tracking. The target metric is 50%. There are always unknowns when the budget is adopted – the budget is Staff's best guest. Some expenditures are made at beginning of the FY (software, permits, etc.)

Water Fund revenue is slightly above projection at 55%, operating revenue is at 96%; \$80,000 received to date compared to \$59k mid last year. There has been high construction activity with 5 new connections this fiscal year. Fees and charges at 80% due to increase in disconnection, lien and credit card fees. Expenses: Slightly below target at 49% (before capital costs). Permits at 65%, electricity at 59%, O&M at 27%. Net income before capital is \$443,352. Capital expenditures include Well 13 pipeline connection – \$14,542; Well 13 Electrical – \$16,570; AMI meters – \$113,081 and purchase of water rights - \$33,000. The water fund net revenue is \$286,096.

Wastewater revenue is at 51%. Fees and Charges are at 109% due to construction activity and delinquent fees. Expenses are at 49%, contributing factors include: the new approved position not filled yet, permits are at 87%, O&M is at 91%, there was a \$20,000 generator repair and \$4,6000 flow meter maintenance, and electrical is at 68%, The net revenue for wastewater is \$218,373.

Solid Waste fund revenue is at 47%. The ESFR Assessment is at 54%. Expenses are at 47%. Contractual services are at 46% due to timing of payments. Disposal fees are at 47%. Operating expenses are at 38%. Net income for solid waste is \$3,711. Staff continues to monitor this fund. Green waste program costs have increased due to more tonnage. Staff working with Burrtec on solutions/options.

Park revenue is at 57% due to increased sports participation rates, particularly the new football program – 121%; property rental at 60%. Development fees at 250%. Expenses are at 57% - utilities are at 72%, O&M is at 134%. Park net income before capital is at \$103,241. Capital costs include the parking lot resurfacing at a cost of \$18,295 and the first draw on the roof project at a cost of \$89,823.

Recycling Center Revenue is at 43%. Sales are lagging behind last year by \$25,129. The store was closed for 14 days due to roof issues. Total Expenses are at 42%, salaries are at 43% with two vacancies, contractual services at 390% due to new swamps for \$9,000. Net Income \$5,826 compared to last FY at \$59,652. Any excess revenue is transferred to park operations.

Property Revenue is at 47%. Total Expenses are at 52%. Contract services at 56%.

Blow sand removal cost of \$4,800. Net Income is at \$14,223. This fund pays for the debt service on the park property loan and covers maintenance on the property.

OTHER BUSINESS

- 10.** Requested items for next or future agendas (Directors and Staff only)
None

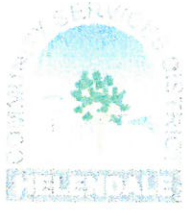
11. ADJOURNMENT

President Spiller adjourned the meeting at 7:38 pm.

Henry Spiller, President

Ron Clark, Vice President

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

Date: February 15, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item #4b
Consent Items: Bills Paid and Presented for Approval

STAFF RECOMMENDATION

Updated Report Only. Receive and File

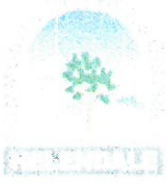
STAFF REPORT:

Staff issued 33 checks and 17 EFT's totaling \$169,087.82

Total Cash Available:	<u>01/29/2024</u>	<u>01/29/24</u>
Cash	\$ 7,154,680.41	\$ 7,085,546.97
Checks/EFT's Issued	\$ 169,087.82	\$ 521,598.87

INVESTMENT REPORT:

The Investment Report shows the status of the invested District funds. The interest rate is 3.929% for LAIF and 5.54% for CA Class for December 2023. Income earned December 2023 on CA Class account is \$12,349.84.



Bills Paid and Presented for Approval Transaction Detail

Issued Date Range: 01/30/2024 - 02/12/2024

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 211102187 - CBB Checking					
01/31/2024	27065	Core & Main LP	-6,124.51	Check	Accounts Payable
02/01/2024	27066	Sonic Systems, Inc	-1,782.70	Check	Accounts Payable
02/01/2024	27067	AVCOM Services Inc.	-86.16	Check	Accounts Payable
02/01/2024	27068	BRIAN JEFFERS	-250.00	Check	Accounts Payable
02/01/2024	27069	Burrtec Waste Industries Inc	-182.02	Check	Accounts Payable
02/01/2024	27070	Hartford Life	-324.35	Check	Accounts Payable
02/01/2024	27071	O'Reilly Auto Parts	-1,193.38	Check	Accounts Payable
02/01/2024	27072	Pyro Spectaculars Inc.	-3,233.00	Check	Accounts Payable
02/01/2024	27073	Rebecca Gonzalez	-330.00	Check	Accounts Payable
02/01/2024	27074	Sonic Systems, Inc	-1,731.23	Check	Accounts Payable
02/01/2024	27075	Stericycclle, Inc	-97.91	Check	Accounts Payable
02/01/2024	27076	Uline, Inc	-595.00	Check	Accounts Payable
02/01/2024	27077	Ultimate Internet Access, Inc	-808.66	Check	Accounts Payable
02/01/2024	27078	AVCOM Services Inc.	-70.00	Check	Accounts Payable
02/01/2024	27079	Burrtec Waste Group, Inc	-57,158.44	Check	Accounts Payable
02/01/2024	27080	County of San Bernardino	-300.00	Check	Accounts Payable
02/01/2024	27081	California State Disbursement Unit	-230.76	Check	Accounts Payable
02/01/2024	27082	State of California - Franchise Tax Board	-150.00	Check	Accounts Payable
02/05/2024	27550	RAYMOND J. REGO	-249.99	Check	Utility Billing
02/05/2024	27551	MIKE CHANG	-28.13	Check	Utility Billing
02/08/2024	27552	Atlas Environmental Engineering, Inc	-4,150.00	Check	Accounts Payable
02/08/2024	27553	Burrtec Waste Industries Inc	-474.24	Check	Accounts Payable
02/08/2024	27554	Business Card	-10,500.59	Check	Accounts Payable
02/08/2024	27555	Choice Builder	-1,082.90	Check	Accounts Payable
02/08/2024	27556	Frontier Communications	-161.64	Check	Accounts Payable
02/08/2024	27557	Frontier Communications	-54.21	Check	Accounts Payable
02/08/2024	27558	Geo-Monitor, Inc.	-360.00	Check	Accounts Payable
02/08/2024	27559	Mobile Occupational Services, Inc.	-190.00	Check	Accounts Payable
02/08/2024	27560	Online Information Services, Inc	-9.36	Check	Accounts Payable
02/08/2024	27561	O'Reilly Auto Parts	-40.00	Check	Accounts Payable
02/08/2024	27562	Silver Lakes Hardware	-63.08	Check	Accounts Payable
02/08/2024	27563	United Rentals, Inc.	-2,221.49	Check	Accounts Payable
02/08/2024	27564	USA Blue Book	-144.46	Check	Accounts Payable
01/31/2024	EFT0004906	SCE Community Center ACH Acct.# 700218740906	-1,744.34	EFT	General Ledger
02/12/2024	EFT0004907	SCE ACH 4-Plex Acct 700392338368	-358.88	EFT	General Ledger
02/12/2024	EFT0004908	ACH Water Shop SCE Acct 700453074415	-101.64	EFT	General Ledger
02/06/2024	EFT0004909	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-27,117.63	EFT	General Ledger
02/12/2024	EFT0004910	SW Gas Community Center 910000010177	-1,969.00	EFT	General Ledger
02/12/2024	EFT0004911	SW Gas ACH WWTP Acct # 910000010195	-243.81	EFT	General Ledger
02/12/2024	EFT0004912	SW Gas Water Shop Acct # 910001037540	-11.00	EFT	General Ledger
02/12/2024	EFT0004913	SW Gas ACH 4-Plex Acct # 910000817466	-399.90	EFT	General Ledger
02/02/2024	EFT0004917	CalPERS 457 Pmt PPE 1/28/24	-4,711.07	EFT	General Ledger
02/08/2024	EFT0004918	To record CalPERS Health Premium	-20,041.35	EFT	General Ledger
02/06/2024	EFT0004919	CalPERS Classic Pmt PPE 1/14/24	-9,456.18	EFT	General Ledger
02/12/2024	EFT0004920	CalPERS PEPRM Pmt PPE 1/14/24	-2,239.79	EFT	General Ledger
02/06/2024	EFT0004924	To record Sales Tax Pmt - Payment # 1 -1st Quarter	-1,567.84	EFT	General Ledger

Bank Transaction Report

Issued Date	Number	Description	Amount	Type	Module
02/05/2024	EFT0004925	To record Paymentech Fees Acct Ending 6621	-2,506.75	EFT	General Ledger
02/05/2024	EFT0004926	To record Paymentech CC Fees Acct Ending 9479	-561.20	EFT	General Ledger
02/02/2024	EFT0004927	To record EVO Thrift Store CC Fees 23099	-768.95	EFT	General Ledger
02/07/2024	EFT0004931	To record Tasc Flex Claim Pmt PPE 1/28/24	-910.38	EFT	General Ledger
			Bank Account 211102187 Total: (50)		-169,087.92
				Report Total: (50)	-169,087.92

Summary

Bank Account
[211102187 CBB Checking](#)

Count	Amount
50	-169,087.92
Report Total:	-169,087.92

Cash Account
[99 99-111000 Cash in CBB - Checking](#)

Count	Amount
50	-169,087.92
Report Total:	-169,087.92

Transaction Type	Count	Amount
Check	33	-94,378.21
EFT	17	-74,709.71
Report Total:	50	-169,087.92

Master Card December 17- January 16, 2023

Acct #	Description	Charges	Charges	Charges	Charges	Charges	Charges	Charges	Charges	Totals
01-523000	San Bernardino Evacuation Permit	225.97								225.97
01-553600	Uniform Pants / Long Sleeve Shirts / Cold Weather Gear	322.99	34.61	215.96	98.01					671.57
02-553000	Rodent Traps / Ethernet Switch	23.69	54.36							78.05
03-553000	Thrift Store Supplies	129.24	97.24	33.38	122.82	97.16	44.32	121.47	20.49	1,345.55
05-550001	Flag Football End of Season Party	600.00								600.00
05-550002	Basketballs / Basketball Hoops/ Remote Scoreboard / Uniforms	36.85	43.05	200.33	3,116.64	135.74	260.00	40.54	1,258.48	5,091.63
10-524300	WW OIT Posting	200.00								200.00
10-524500	Staff Training Lunch Meeting	85.37								85.37
10-553000	First Response Kit	1,699.00								1,699.00
10-553000	Keyboard / Chargers / Self-inking Stamps / Calendars / Notebooks	15.99	36.17	28.97	28.79					109.92
10-556800	Admin Christmas Lunch / WW & Water Christmas Lunch / B'day Gift Card	134.80	229.00	29.73						393.53
Total Due										10,500.59
Due 2/12/24				AA	CC	CV				

Total Due



Helendale Community Services District

DATE: February 15, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
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.

FISCAL IMPACT: NA
POSSIBLE MOTION: At the discretion of the Board.
ATTACHMENTS: Summary Spreadsheet
Expense Reports
Director Cardenas Written Report

**BOARD COMPENSATION REPORT
ROLLING 12-MONTHS**

Name	Title	Type	2 2023	3 2023	4 2023	5 2023	6 2023	7 2023	8 2023	9 2023	10 2023	11 2023	12 2023	1 2024	TOTAL
Spiller	President	Compensated	9	8	9	10	8	10	10	10	9	9	5	8	105
		Non-Comp									5	1	0	4	13
Clark	Vice President	Compensated	3	5	4	6	4	4	3	5	3	4	0		41
		Non-Comp												0	
Haas	Secretary	Compensated	8	8	7	9	4	7	9	6	6	5	2		71
		Non-Comp												0	
Cardenas	Director	Compensated	1	1	3	2	2	1	2	2	1	0	1		16
		Non-Comp									7	3	6	1	

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER
 HENRY SPILLER
 Pay Period Ending 1-30-24

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
1/6/24	Basketball Opening Ceremony		\$		\$	Y	-	C
1/10/24	Public event sponsored by the district							
	Meeting with groups related to operations of the district					Y	-	J
	Meeting related to district ops.							
1/13/24	Basketball event		\$		\$	N	-	C
	Repeat public event							
1/16/24	Meeting w/EM & Staff		\$		\$	N	-	G
	Meeting w/EM & Staff regarding district ops.							
1/17/24	Pac Board Meeting		\$		\$	Y	-	G
	Review of issues discussed @ open board Mtg							
		Total Miles	\$	Total Lodging	Total Other Expense	Total # of Compensable Meetings	Meeting Total	Total
			\$	\$	\$		\$	\$ 450

Signature: *Henry Spiller* Date: 1-17-24

- 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

HENRY SPILLER

Pay Period Ending

1-30-24

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
1/18/24	Board Meeting		\$			Y		A
1/20/24	Public Meeting governed by Brown Act							
	Basketball event		\$			Y		C
	Rep at public event							
1/24/24	Meeting with GM related to district ops.					Y		G
	Meeting related to district ops.							
1/25/24	Special Board Meeting		\$			Y		A
	Public Meeting governed by the Brown Act							
1/27/24	Basketball Event		\$			Y		C
	Rep @ public event							
		Total Miles	Total Meals	Total Lodging	Total Other Expense	Total # of Compensable Meetings	Meeting Total	Total
		\$ 0.00	\$ 0	\$ 0	\$ 0	0	\$ 0	\$ 0 450--

Signature: Henry Spiller

Date: 1-27-24

Expense Categories
A: Public Meeting governed by Brown Act
B: Public Event *
C: Representation at Public Meeting/Event *
D: Representation at 501 C3 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

1-30-24

NAME
HENRY SPILLER

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
1/30/24	Fire Band Meeting		\$	\$	\$	Please Select <input checked="" type="checkbox"/>	Please Sell	G
1/31/24	Review of issues discussed @ open band Mtg		\$	\$	\$	Please Select <input checked="" type="checkbox"/>	Please Sell	C
	Cost Meeting		\$	\$	\$	Please Select <input checked="" type="checkbox"/>	Please Sell	
	Rep at public meeting a event		\$	\$	\$	Please Select	Please Sell	
	Event		\$	\$	\$	Please Select	Please Sell	
	Description of Public Benefit		\$	\$	\$	Please Select	Please Sell	
	Event		\$	\$	\$	Please Select	Please Sell	
	Description of Public Benefit		\$	\$	\$	Please Select	Please Sell	
	Event		\$	\$	\$	Please Select	Please Sell	
	Description of Public Benefit		\$	\$	\$	Please Select	Please Sell	
	Event		\$	\$	\$	Please Select	Please Sell	
	Description of Public Benefit		\$	\$	\$	Please Select	Please Sell	
		Total Miles	\$ 0.00	\$ 0	\$ 0	Total # of Compensable Meetings	Meeting Total	Total
						0	\$ 0	\$ 0 2000

Henry Spiller
Signature

1-30-24
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
- 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 ¢

George Cardenas Director's Report

February 15, 2024

Mojave Water Agency (MWA)
Technical Advisory Committee (TAC) Meeting
February 1, 2024

Delta Conveyance Project

Over the last 30 years I have been intrigued with the history of the Eastern Sierra Nevada Mountains, Owens Valley, specifically the return of Owens Lake. When the topic of the State Water Project (SWP) is brought up, I find myself more interested to learn about the delivery of water on the other side of the Sierras, where snowmelt flows ultimately into the Sacramento River. Through a maze of river channels, water is pumped into the California Aqueduct to serve the Central Valley and Southern California.

MWA General Manager, Adnan Anadtawi, provided an update on the Delta Conveyance Project. Formally known as California Water Fix and Eco Restore or the Bay Delta Conservation Plan. This project is to restore lost water reliability to the SWP. The original proposed project was a two-tunnel design. Now a single tunnel, the project would take water from the Sacramento River and bypass the Sacramento-San Joaquin Delta, moving water to Bethany Reservoir, then into the California Aqueduct. The 30-mile long, 36-foot diameter, concrete tunnel would be constructed 170 feet below ground.

Below are some of the milestones:

- July 2022 – Department of Water Resource (DWR) released the draft Environmental Impact Report (EIR) for the project. Comments were received with the deadline in January 2023.
- December 8, 2023 - DWR released the final EIR for the project.
- December 21, 2023 – The Project was certified with a selected project alternative.

Pending are a couple of major milestones related to permitting pre-construction efforts before ground-breaking. Water rights hearing to the change in the point of diversion will be conducted through the State Board. Hearings are expected to begin later this year and completed by 2026. Also, the Delta Plan Consistency Determination, process through the Delta Stewardship Council, is to be completed by 2026. In 2020, the project was estimated at \$15.9 billion. An updated project cost could be available by the middle of 2024.

SWP is operated and maintained by the DWR. The primary purpose of SWP is to manage California's water supply delivery specifically during extremes such as flooding and drought. It provides power generation, recreational activities, and environmental stewardship. The SWP water storage and delivery system extends more than 705 miles of canals, tunnels, and pipelines, 2/3 the length of California. 34 percent used for agriculture (750,000 acres of farmland) and 66 percent for residential, municipal, and industrial use. MWA is 1 of 29 state water contractors and is served off the east branch. The California Aqueduct terminates at Silverwood Lake where it is discharged through the Devils Canyon Powerplant terminating

at Lake Perris. MWA's allocation is approximately 2%, totaling 89,800-acre feet under "Table A" full allocation, when available. The High Desert communities receives 30% of its water from the SWP.

Big Bear Area Wastewater Reclamation (BBAWWR) Proposed Project

This was an informational update on a project presented by Laine Carlson, Program Manager, with Water System Consulting, Inc. (WSC). The Replenish Big Bear Project is a forward-looking water supply program that protects the Big Bear community water supplies well into the future. Currently the Draft Program Environmental Impact Report (DPEIR) is in public review. Public comments are due February 20, 2024.

This is a multi-agency supported project. The project proposes additional advanced treatment of 2,200 acre-feet of wastewater. The clean water will then be piped to Stanfield Marsh and a natural system route will feed Big Bear Lake. This project will enhance water levels throughout the valley. Currently wastewater is treated to secondary effluent level and then piped to Lucerne Valley Discharge Basins for crop irrigation. Any unused flows to two unlined discharge basins for disposal. Peaks flow will continue to be discharged to Lucerne Valley.



Helendale Community Services District

Date: February 15, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Modifications to Board Member Teleconferencing Policy

STAFF RECOMMENDATION:

Staff seeks approval of proposed modifications or alternative direction from the Board.

STAFF REPORT:

Due to recent changes in the law, District General Counsel has provided modifications to the Board's adopted policy that addresses those changes. SB557 was signed by Governor Newsom in October 2023 and amends portions of the Brown Act as it related to teleconference participation by board members. The new law eliminated the sunset of provisions of AB361 which required the board to adopt a resolution every 30 days allowing for teleconferencing. SB557 extends that to 45 days

Counsel will review the policy with the Board and the suggested changes as a result of the passage of SB557.

FISCAL IMPACT: None

POSSIBLE MOTION: Motion to approve modifications to Board Member Teleconferencing Policy

ATTACHMENTS: Draft Board Member Teleconferencing Policy

EXHIBIT B

Board Member Teleconferencing Policy

Article I. Policy:

The policy set forth herein ("Policy") shall govern the Agency's use of Teleconferencing for the attendance at Meetings of the Members of its Legislative Bodies. The Global Teleconferencing Policies (Article III) and Standard Teleconferencing Procedures (Article IV) shall apply in all instances, except when (1) a Board member has either "just cause" or an "emergency circumstance" so as to permit the use the Expanded Teleconferencing Procedures (Article V) or (2) a State of Emergency issued by the California Governor is in effect sufficient to trigger the use of the Emergency Teleconferencing Procedures (Article VI).

Article II. Definitions:

Unless otherwise defined herein, the following definitions shall apply to this Policy:

Agency – shall refer to the Helendale Community Services District.

Brown Act / Ralph M. Brown Act – shall refer to Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the California Government Code, known as the "Ralph M. Brown Act" pursuant to Government Code section 54950.5, as such shall be amended from time to time.

Legislative Body – shall have the same meaning as provided by Government Code Section 54952, including the Agency's governing board.

Member – shall have the same meaning as provided by Government Code Section 54952.1.

Meeting – shall have the same meaning as provided by Government Code Section 54952.2.

State – shall mean the State of California.

State of Emergency – shall mean a state of emergency proclaimed by the California Governor or such others as may be empowered pursuant to Section 8625 of the California Emergency Services Act, as set forth in Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2 the California Government Code.

Teleconferencing – attendance from different locations, other than the physical location of a meeting, by way of an audio device, whether it be telephone, audio-only internet connection, or otherwise.

Videoconferencing – attendance from different locations, other than the physical location of a meeting, by way of a dual audio and visual device, whereby participants can be both seen and heard. For purposes of this Policy, Videoconferencing may include attendance by way of a single device or software package, or attendance via an audio-device with synced camera or webcasting.

Article III. Global Teleconferencing Policies:

At the discretion of the Legislative Body and/or the Agency's General Manager, any employee, consultant, vendor, or individual presenting or attending a Meeting of a Legislative Body, other than a Member of the Legislative Body, shall be permitted to attend via teleconference or videoconference without compliance with the rules or conditions set forth herein. Members of the Legislative Body, inclusive of the governing board Members and committee or bodies required to comply with the Brown Act, may only participate via teleconference or videoconference as permitted by this Policy.

To the extent a Member desires to attend a Meeting via teleconference or videoconference, the Member shall generally be required to comply with the foregoing "Standard Teleconferencing Procedures" (Article IV) unless the circumstances exist to justify the use of the "Expanded Teleconferencing Procedures" (Article V) or "Emergency Teleconferencing Procedures" (Article VI).

A Member not in compliance with any such procedures, as applicable, shall not be permitted to attend a Meeting via teleconference or videoconference for any purpose, whether to participate in or listen to such Meeting.

In all instances in which a Member is attending a Meeting via Teleconferencing or Videoconferencing, the Legislative Body shall:

1. Take all votes by roll-call;
2. Conduct the Meeting in a manner that protects the statutory and constitutional rights of the parties and public appearing before the Legislative Body;
3. Provide notice and post agendas as otherwise required by the Brown Act; and
4. Permit members of the public access to the Meeting and an opportunity to address the Legislative Body as required by the Brown Act.

Article IV. Standard Teleconferencing Procedures:

A Member may attend a Meeting via Teleconferencing or Videoconferencing if the following conditions are satisfied:

1. At least a quorum of the Members of the Legislative Body participate in the Meeting from locations within the boundaries of the Agency;
2. The agenda posted for the Meeting is posted at all teleconference locations, each of which are identified in the notice and the agenda for the Meeting; and
3. Each teleconference location is accessible to the public, and the public is permitted to comment at each teleconference location.

Article V. Expanded Teleconferencing Procedures (Effective Thru January 1, 2026):

A Member may attend a Meeting via videoconference only (Teleconferencing will not be permitted under these procedures), without the need to comply with the Standard Teleconference Procedure requirements to notice and post at the agenda locations or make such locations accessible to the public, if the following conditions are satisfied:

1. At least a quorum of the Members of the Legislative Body participate in-person from a single physical location accessible to the public, which is within the boundaries of the Agency and clearly identified in the posted agenda;

2. The public is permitted to attend the Meeting either by teleconference or videoconference in a manner such that the public can remotely attend and offer real-time comment during the Meeting;
3. Notice of the means by which the public can remotely attend the Meeting via teleconference or videoconference and offer comment during the Meeting is included within the posted agenda;
4. The Member(s) attending remotely have either "just cause" or an "emergency circumstance" that justifies their attendance via videoconference.
 - a. A Member shall only have "just cause" for remote attendance if such participation is for one of the following reasons:
 - i. To provide childcare or caregiving need to a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, with such terms having the same meaning as those terms are defined in Government Code Section 12945.2;
 - ii. Due to a contagious illness that prevents the Member from attending in-person;
 - iii. Due to a need related to a physical or mental disability as defined in Government Code Sections 12926 and 12926.1 not otherwise accommodated; and
 - iv. Due to travel while on official business of the Legislative Body or another state or local agency;
 - b. A Member shall have an "emergency circumstance" if such participation is due to a physical or family medical emergency that prevents the Member from attending in person.
5. The Member(s) have not attended a Meeting remotely on the basis of "just cause" for more than two Meetings in the current calendar year; and
6. The Member(s) have not attended a Meeting remotely on the basis of "just cause" or "emergency circumstance" for more than three consecutive months or more than four Meetings in a calendar year.
7. The Legislative Body has, and has implemented, a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. In each instance in which notice of the time of the Meeting is otherwise given or the agenda for the Meeting is otherwise posted, the Legislative Body shall also give notice of the procedure for receiving and resolving requests for accommodation.

In order to utilize the Expanded Teleconference Procedures, a Member shall:

1. For a "just cause" circumstance, notify the Legislative Body at the earliest opportunity, including at the start of a regular Meeting, of their need to participate remotely for just cause, including a general description of the circumstance relating to their need to appear remotely at the given Meeting;
2. For an "emergency circumstance," request to participate at a Meeting due to an "emergency circumstance" as soon as possible, preferably before the posting of the agenda but up to the start of the Meeting, with such request including a general description of the circumstances relating to their need to appear remotely at the given Meeting, though any description for emergency circumstances need not exceed 20 words and need not include any medical diagnosis or disability or personal medical information exempt from disclosure by law;
3. The Member shall publicly disclose at the Meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote

location with the Member, and the general nature of the Member's relationship with such individuals; and

4. Participate through Videoconferencing, with both audio and visual technology.

Upon receipt of a request from a Member to utilize the Expanded Teleconference Procedure, the Legislative Body shall:

1. Take action by majority vote on a request to participate remotely due to an "emergency circumstance" at its earliest opportunity, which may be taken as a noticed agenda item or as an added item if sufficient time was not provided to place the proposed action on the agenda; and
2. In the event of a disruption that prevents the broadcast of the Meeting to members of the public, or in the event of a disruption within the Agency's control that prevents members of the public from offering public comment using the Teleconferencing or Videoconferencing options, take no further action during a Meeting until such access is restored.

Article VI. Emergency Teleconferencing Procedures ~~(Effective Thru January 1, 2024):~~

Notwithstanding the Standard Teleconferencing Procedures, a Legislative Body may elect to use these "Emergency Teleconferencing Procedures" to allow Teleconferencing if any of the following circumstances apply:

- ~~1. The Legislative Body holds a Meeting during a proclaimed State of Emergency and State or local officials have imposed or recommended measures to promote social distancing;~~
- 2.1. The Legislative Body holds a Meeting during a proclaimed State of Emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
- 3.2. The Legislative Body holds a Meeting during a proclaimed State of Emergency and the Legislative Body has determined, by majority vote, that as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.

If utilizing the Emergency Teleconferencing Procedures, the Legislative Body shall:

1. Give notice in the agenda for such Meeting of the means by which members of the public may access the Meeting and offer public comment via a Teleconferencing or Videoconferencing option, which shall include an opportunity for public comment in real-time;
2. In the event of a disruption that prevents the broadcast of the Meeting to members of the public, or in the event of a disruption within the Agency's control that prevents members of the public from offering public comment using the Teleconferencing or Videoconferencing options, take no further action during a Meeting until such access is restored; and
3. Not close the public comment period, or the opportunity to register to comment, until the time that the general public comment period has elapsed.

The Legislative Body may continue use of the Emergency Teleconferencing Procedures for as long as the State of Emergency remains active, provided that, not later than 3045 days after Teleconferencing for the first time, and every 3045 days thereafter, the Legislative Body finds by majority vote that:

1. The Legislative Body has reconsidered the circumstances of the State of Emergency; and

2. ~~Any of the following circumstances exist:~~

~~a.——The State of Emergency continues to directly impact the ability of the Members to meet safely in person; or~~

~~b. State or local officials continue to impose or recommend measures to promote social distancing.~~

In the event of the use of these Emergency Teleconferencing Procedures, it shall not be necessary for the Agency to provide a physical location from which the public may attend or comment.

Article VII. Miscellaneous Provisions:

With respect to the Standard Teleconferencing Procedures, Expanded Teleconferencing Procedures, and Emergency Teleconferencing Procedures set forth herein, such are intended to comply with Government Code Sections 54953(b), (f), and (e), respectively, and, as such, in the event of a conflict between this Policy and such statutory provisions, the statutory provisions shall control and be implemented as if set forth in full in this Policy.



Helendale Community Services District

DATE: February 15, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding Amount of Leased Water Under Contract

STAFF RECOMMENDATION:

Staff seeks input regarding whether the Board would like to hold back any Carryover water.

STAFF REPORT:

The purpose of this discussion is to review the water lease contract terms with the Board and to seek input as to whether the Board wishes to hold back any carryover water.

In 2022, the District entered into a 5-year contract with the City of Victorville to lease the District's excess water rights. This was a mutually beneficial contract as it gave the District certainty in having a purchaser for the water and it gave the City the guarantee that they could count on for meeting their replacement obligation under the terms of the Mojave Basin Area Adjudication. In the last two years stipulators to the judgment have had additional rampdowns imposed in the Alto sub area based upon the court's determination. It is not anticipated that there will be a rampdown this year, however, the court has taken an unusually heavy hand recently requiring rampdowns.

In the contract with Victorville, the District reserved the right to hold back up to 15% of our excess water. For the 2022-23 water year there is 802AF of carryover water which is water that the District owns in excess of water pumped. Last year the District leased all of the available water to the City. If the District elected to hold back up to 15% of the water the 120 acre feet would be kept as carryover water and would be the first water pumped in the current water year. If the District elected to lease all of the carryover water then the District would have no credited carryover water for the current water year and would pump from the Free Production Allowance (FPA). The District has excess FPA so at this time additional carryover water is not necessary. However, if the Board elected to build a carryover pool it could do so by exercising this provision of the contract.

The City pays the District 10% under the Watermaster rate for the leased water. For the 2022-23 Water Year that rate is \$565 per acre-foot. The lease rate under the contract is \$508.50 per acre-foot. If the Board elected to lease all of the carryover that would equate to \$407,817 in revenue. If the Board elected to hold back 15% the revenue received from the lease would be \$346,797 or a difference of \$61,020.

In the Water Fund budget revenue of \$334,214.42 was included for the estimated revenue from the lease contract. If the District leased all of the carryover to the City it would result in an additional \$73,603 in unbudgeted revenue.

FISCAL IMPACT: As out lined in the Staff report

POSSIBLE MOTION: Motion to hold back or not hold back water from Annual Lease

ATTACHMENTS: None



Helendale Community Services District

DATE: 2/15/2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #9
Discussion and Possible Action Regarding the Purchase of Two New Vehicles

STAFF RECOMMENDATION:

Staff seeks approval of this item.

STAFF REPORT:

Staff is seeking approval to purchase a new service truck for water and a stake bed general purpose truck for District Operations.

Currently, with the addition of a new employee to the Water department, Staff is short one service truck. The employee has to double up with another water worker which is not always an efficient use of time. Staff has evaluated the possible cost for a new utility truck which will be approximately \$58,000 plus tax, license, etc. The water fund revenue is very healthy and if the Board elected to lease the entire amount of carryover water from the last agenda item, the excess unanticipated revenue of \$73,603 would more than cover the cost of the proposed new vehicle.

The second proposed vehicle is a general use stake bed truck that could be used by any department and would also be more ideal than using a service truck for supply runs with the ease of loading from the side or utilizing the lift gate. This truck would also be used by Solid Waste and the Recycling Center.

Currently Solid Waste and the Recycling Center use a 2010 service truck (borrowed from water) with a landscape trailer to deliver the residential carts, perform bulky item pick-ups as well as recycling center pickups. The trailer is not an ideal option for this purpose with a steep loading ramp. Also there have been multiple issues with tires and the axle due to the tight turns in the cul de sacs. Staff has felt for years that a stake bed truck with the lift gate would be ideal for this application and would help avoid the potential of a workers comp injury. The envisioned truck would be an aluminum bed with a 1200-pound lift gate. The sides would be easily removable to facilitate side loading as appropriate.

Funding for this general use vehicle would come from interest earnings on the District investments (10-710000-00-0), currently at \$126,724.27 for the year. This vehicle would be vested in fund 10 for the general use of the District.

Fleet Review:

With the purchase of the Stake Bed unit the 2010 2500 service truck (an old water truck) would be reassigned to Parks so they would have storage bins for tools and supplies.

Water has three new trucks (one 2022; two 2023) for four employees.

Parks was using a 2011 Chevy pick up truck that is not operable at this time. Staff is proposing that the vehicle currently borrowed by Solid Waste would go to Parks and the 2011 Chevy pick up go to back to Water. The Water department would mount the valve machine in the truck. The truck has possible valve damage and a transmission leak. This will have to be repaired by an outside mechanic.

Staff will bring an agenda item to the Board in the near future to surplus a 2003 Chevy 3500 (Solid Waste) and the 2005 Chevy 3500 (Water). The 2003 vehicle needs repairs on the brake system, body repairs, transmission service, ball joints on the driver side and new shocks. The 2005 transmission slips and needs a ball joint on the passenger side. This vehicle has high mileage. Staff recommends to surplus both vehicles while they are still running.

FISCAL IMPACT: Utility Truck for approximately \$58,000 and a Stake bed Truck for approximately \$55,000

POSSIBLE MOTION: Approve the purchase of two new trucks as outlined in staff report

ATTACHMENTS: None



Helendale Community Services District

DATE: 2/15/2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #10
Discussion Only Regarding Wastewater Capital Improvement Plan

STAFF RECOMMENDATION:

Staff seeks input from the Board.

STAFF REPORT:

Each year as part of the budget development process the capital improvement plans (CIP) for each of the Departments are reviewed with the Board. These plans outline proposed capital expenditures which includes both equipment and infrastructure improvements. It is important to know that approval of the CIP does not constitute approval for the capital expenditures as each capital project over the General Manager's signing authority is brought to the Board for separate approval.

Attached for the Board's review is the draft FY2025 Capital Improvement Plan for Wastewater with the current fiscal year projects included for reference. This will be the starting point for a more comprehensive discussion on the foreseen needs of the Wastewater operation over the next five years.

Staff will review each line item in the proposed Capital Improvement Plan (CIP) with the Board and provide details on each of the items on the CIP at the Board meeting.

The CIP outlines the possible year in which a capital need is scheduled, however, these projections are often aggressive and the timelines are modified each year as unfinished projects are pushed ahead and new capital needs are identified. Further, operational necessity can also increase the priority of a project and it could be moved forward as needed.

FISCAL IMPACT: As estimated in the CIP spreadsheet

POSSIBLE MOTION: None

ATTACHMENTS: DRAFT Wastewater CIP

Wastewater Capital Budget FY 2025 - 2029

Wastewater Fund	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
1						
2	Rehab Digester		\$ 175,000			\$ 150,000
3	Generator replacement wiring & conduit	\$ 125,000				
4	Plant & Lift Station #1 SCADA	\$ 100,000				
5	Plant Sludge Lines (Replacement)	\$ 600,000		\$ 600,000		
6	Secondary Clarifier Rehabilitation	\$ 320,000		\$ 320,000		
7	Rehabilitate Schooner Pump Station (Coating, Electrical Panels and New Pump)	\$ 130,000	\$ 150,000			
8	Rehabilitate Parkway Pump Station (Coating, Electrical Panels and New Pump)	\$ 130,000	\$ 150,000			
9	Coating Parshall Flume, grit chamberand Concrete Repair & Replacement. New grating			\$ 360,000	\$ 360,000	
10	BioFilter Rebuild TF#1 & TF#2	\$ 45,000	\$ 30,000	\$ 75,000		
11	Collection System Lining - Various areas	\$ 45,000	\$ 30,000			
12	Fine Bar Screen	\$ 70,000	\$ 130,000			
13	New Trickling Filter Pump (2)					
14	Pump Room Valve Replacements (18)		\$ 20,000			
15	Sump Pumps (5)		\$ 20,000			
16	Backhoe		\$ 160,000			
17	Diaphragm Sludge Pumps	\$ 60,000	\$ 80,000			
18	Headworks Fence Repair & Modification	\$ 50,000	\$ 50,000			
19	Headworks Electrical Repair/Replacement		\$ 115,000			
20	Coarse Barscreen Replacement			\$ 200,000	\$ 250,000	
21	Primary Clarifier Coating	\$ 250,000	\$ 300,000			
22	New Filtrate Pumps, Electrical Panel & Sonic Meter	\$ 60,000				
23	Solar Field				\$ 120,000	\$ 120,000
24	Collection System Lining - Vista to Sunshine		\$ 350,000			
25	Plant and Process Camera System	\$ 30,000				
26	Electrical Replacement Primary, Secondary, Digester			\$ 150,000		
27	Sewer Camera				\$ 75,000	
28	Trickling Filter Drives, Panels & enclosure				\$ 350,000	\$ 400,000
29	Asphalt Road in Plant				\$ 350,000	
30	Pick up truck (Chevy 1500)	\$ 40,000	\$ 40,000			
31	Climate-Control for Electrical	\$ 20,000				
32	Blowers		\$ 80,000			
33	Effluent Mag Meter with installation		\$ 30,000			
34	Lift Systems in Blower Room		\$ 40,000			
	Influent Slide Gate Replacement					\$ 55,000
	Total Capital Projects	\$ 160,000	\$ 985,000	\$ 890,000	\$ 1,320,000	\$ 1,035,000
						\$ 725,000