



REGULAR BOARD MEETING
Thursday, March 19, 2026, at 6:00 PM

REMOTE 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. To join remotely: www.zoom.com or Zoom App; click on "Join". Enter **Meeting ID 463 173 8547** and Passcode: **HCSD**. Use your computer audio or join by phone with the directions below. Phone-In Instructions: Call **1-669-900-6833**, enter **Meeting ID 463 173 8547**, Participant ID or press #, and enter Audio Password/Passcode: **872103**.

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" feature on Zoom.

3. Consent Items

- a. Approval of Minutes: Regular Board Meeting of March 5, 2026
- b. Bills Paid Report for March 19, 2026

4. Reports

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

Regular Business

5. Discussion and Possible Action Regarding Approval of Directors Expense Reports
6. Discussion and Possible Action Regarding Adoption of Resolution 2026-02: A Resolution of the Board of Directors of the Helendale Community Services District Initiating Procedures to Continue Collection of Water and Sewer Standby Charges for Fiscal Year 2027
7. Discussion and Possible Action Regarding Request from Burrtec for Inflation-Based Increase and Other Related Fee Increases for Solid Waste Services
8. Discussion and Possible Action Regarding Adoption of Resolution 2026-03: A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies for its Compensation, Reimbursement, and Ethics Training
9. Discussion and Possible Action Regarding Review of Ordinance 2022-02: An Ordinance of the Helendale Community Services District Setting Compensation for its Board of Directors

Other Business

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

Closed Session

11. Conference with Real Property Negotiators
(Government Code Section 54956.8)
Property: 15302 Smithson

District Negotiator: Kimberly Cox
Negotiation Parties: Jeff Steifel
Under Negotiation: Price and Terms of Payment

12. Public Employee Performance Evaluation
[Government Code Section 54957(b)]
Title: General Manager

13. Report of Closed Session Items

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 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

Date: March 19, 2026
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: Regular Meeting March 5, 2026
- b. Bills Paid Report for March 19, 2026



Helendale Community Services District

Date: March 19, 2026
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette, Clerk of the Board
SUBJECT: Agenda item #3a
Minutes from Regular Board meeting 3/19/2026



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

Date: March 5, 2026
 Time: 6:00 PM
 Meeting called to order by: President Ron Clark at 6:00 PM

Attendance

President Ron Clark	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> In Person	<input type="checkbox"/> Remote
Vice President George Cardenas	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> In Person	<input type="checkbox"/> Remote
Director Gail Guinn	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote
Director Artie DeVries	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote
Director Billy Rosenberg	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote

Staff Members Present

Kimberly Cox, General Manager; Alex Aviles, Wastewater Operations Manager; Craig Carlson, Water Operations Manager; Cheryl Vermette, Administrative Services Manager

Consultants/Guests

Steve Kennedy, Legal Counsel
 Jared Newcomer, Battalion Chief, San Bernardino County Fire Department
 Ryan Smith, Captain, San Bernardino County Sheriff's Department
 Christopher Porter, Policy Director, Office of San Bernardino County First District Supervisor

Members of the public

There were five members of the public in attendance in person and one in attendance via Zoom.

1. APPROVAL OF AGENDA

Motion Director Rosenberg made a motion to approve the agenda as presented.

Second Director DeVries

Vote

Vice President Ron Clark	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Artie DeVries	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Billy Rosenberg	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

2. PUBLIC PARTICIPATION

Battalion Chief Jared Newcomer, San Bernardino County Fire introduced the staff at Station 4. He also discussed complaints about the burn permit process and noted the system is currently

being improved. He discussed the Station holding an open house in the near future to showcase the new water tender.

Captain Ryan Smith, San Bernardino County Sheriff’s Department reintroduced himself as the commander of the Victor Valley Station. He also shared February’s crime statistics for Helendale which were consistent with average statistics for the community.

Dan Guinn, Resident - reported he and several members of the Silver Lakes Association met with Jay Obernolte on the BNSF project. He said he would be pushing for the entire overcrossing project.

3. Consent Items

- a. Approval of Minutes: Regular Board Meetings of February 19, 2026
- b. Bills Paid Report for March 5, 2026
- c. Financial Reports for January 2026

Discussion None

Motion Director Rosenberg made the motion to approve the consent items.

Second Director DeVries

Vote

Vice President Ron Clark	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Artie DeVries	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Billy Rosenberg	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

4. REPORTS

a. Directors’ Reports

Director Rosenberg reported that he viewed a confined space entry at Silver Lakes Parkway and the CSDA financial training course.

Director DeVries reported that she attended the going away event for Calvin and Kimberly. She attended the Silver Lakes Association Board meeting. She also went to the valve replacement on Helendale Rd.

Director Guinn reported that she attended the CSDA financial training, the Silver Lakes Association Board meeting and the going away celebration for Calvin and Kimberly.

b. General Managers Report

Discussion: The public is invited to a reception on April 2nd at 5:00 p.m. to bid farewell to departing General Manager Kimberly Cox and welcome the new management team.

General Manager Cox reported that water rights arrangements were signed for leased Centro water. Water transfers included 49 acre-feet at \$55 per acre-foot totaling \$2,695 and 82 acre-feet under SLA at \$55 per acre-foot totaling \$4,510. Victorville transfers included 474 acre-feet at \$508.50 per acre-foot totaling \$241,029 and 83 acre-feet under SLA at \$508.50 per acre-foot totaling \$42,205.50. Total revenue from water transfers was \$290,439.50.

Staff met with the County regarding the railroad crossing. BNSF submitted three alignment options. The County requested that the alignment match the proposed Shadow Mountain Bridge, and a fourth alignment option has been requested. Staff has another meeting scheduled for March 30.

An update was provided on the Shadow Mountain Extension project. Grant funding applications are underway. The estimated timeline includes CEQA/NEPA review of 12 to 18 months, design plans of 12 to 18 months, and construction estimated at two years.

Water Operations Manager Carlson reported that Staff completed all monthly inspections for the month of February. Staff worked with Lakeside Heating and Air to complete the HVAC rough-in for the water building. A broken coolant line on the backhoe was repaired, and weed abatement was initiated at district sites. Staff met with the engineer regarding the pipeline manifold. An A-stop was replaced at White Elephant Condos, new chlorine injectors were installed at both well sites, activity was investigated on the Well 9 property, and a valve was replaced at the corner of Smithson and Helendale Road.

Regular Business

5. Discussion and Possible Action Regarding Annual Brown Act Review and Adoption of Sunshine Ordinance No. 2026-01: Establishing Guidelines for the Conduct of the Board's Public Meetings and Activities

Discussion: This is a foundational document related to board self-governance. The document is revised from time to time by the Board and is reviewed annually, with the most recent review dated May 25, 2025.

This document includes Exhibit A addressing closed sessions and Exhibit B outlining the Board's Teleconferencing Policy. Legal counsel provided a review of the document and discuss suggested modifications.

Legal Counsel explained that Senate Bill 707 represents the most significant revision to the Brown Act in 72 years. Legal Counsel stated that the District is not large enough to require translation services for agendas. Legal Counsel further explained that board members with disabilities may attend meetings remotely as a reasonable accommodation under state and federal law.

Legal Counsel explained that the former "just cause" and "emergency circumstances" provisions have been combined into one category with seven grounds: childcare or caregiving needs, contagious illness, disability needs, official travel, an immunocompromised family member, physical or family emergency, and military service. Board members are limited to five remote attendances per year under just cause for boards that meet twice monthly. Legal Counsel advised that social media activity by board members discussing district business, including emoji responses, violates the Brown Act. Legal Counsel also stated that board compensation discussions must occur only at regular meetings and not at special meetings, that the board president may remove disruptive Zoom participants after a warning, and that SB 707 has a sunset date of January 1, 2030.

Director Rosenberg asked who determines disability qualification. Legal Counsel responded that disability is defined under Government Code Section 54953(e)(1), with reference to the Americans with Disabilities Act and state law, and that determinations are handled on a case-by-case basis.

Motion: Director DeVries made a motion to adopt Ordinance 2026-01 Establishing guidelines for the conduct of the Boards Public Meetings and Activities

Second: Director Rosenberg

Vote

Vice President Ron Clark	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Artie DeVries	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Billy Rosenberg	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

6. Discussion and Possible Adoption of Resolution 2026-01: Assignment of General Manager Duties for District Policies

Discussion: The Resolution will facilitate the transition to the shared leadership model and formalizes assignments of duties to the respective general managers. The resolution also names Cheryl Vermette as the District Treasurer. District Counsel reviewed the proposed resolution with the Board

Motion: Director Rosenberg made a motion to adopt Resolution 2026-01: Assignment of General Manager Duties for District Policies

Second: Director DeVries

Vote

Vice President Ron Clark	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Artie DeVries	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Billy Rosenberg	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

7. Discussion and Possible Action of Retainer Agreement for General Counsel Legal Services for FY 2027

Discussion: The District has been paying Legal Counsel on a retainer basis since last April. The retainer arrangement streamlines billing and payment processing and provides stability for the budget. This Board action would formalize this arrangement for future management. The arrangement is similar to the Financial Support Contract recently approved.

Legal Counsel has served the District since its inception and provides significant institutional knowledge. Counsel has been benevolent with rates, is an integral part of the District management team, and is passionate about service. Access to Counsel is essential for new management, and managers will have access to Counsel as needed. The District noted it is fortunate to have Counsel.

Dr. Cox clarified that the agreement does not cover special counsel for human resources or water rights matters and stated that the retainer arrangement makes it easier for managers to access legal counsel without concern for hourly costs. Legal Counsel expressed gratitude for the opportunity to continue serving the District and its constituents.

Motion: Director Rosenberg made the motion to approve a a Retainer Agreement for General Counsel Legal Services and Approve an Amount of \$90,000 for FY 2027.

Second: Director DeVries

Vote

Vice President Ron Clark	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Artie DeVries	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Billy Rosenberg	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

8. Discussion and Possible Action Regarding Adoption of the Table of Organization for Fiscal Year 2027

Discussion:

The organizational table is a necessary component of the budget process and provides Board authorization for positions and pay ranges for fiscal year 2027. Adoption of the table is a requirement of the District’s retirement system. The organizational chart reflects the full-time equivalents outlined in the table and shows how the positions fit within the District. The organizational table and organizational chart will also be included in the District’s fiscal year 2027 budget.

Dr. Cox explained that CalPERS Circular Letter No. 200-003-20 requires eight specific elements, including approval and adoption by the Board at a duly agendized meeting, identification of position titles for every employee, pay rates for each position, designation of time basis, public availability, an effective date, five-year record retention, and that documents may not reference other documents in lieu of pay rates.

Dr. Cox reported that total staffing is 21.94 full-time equivalents, representing approximately 32 employees, which is a decrease from 23.20 full-time equivalents in prior years. Dr. Cox stated that one full-time equivalent equals 2,080 hours per year and reported that the reduction in positions was due to retirements. Dr. Cox stated that the District is now fully staffed.

Craig Carlson requested the creation of a new Water Supervisor position for Jonathan, a current employee with 13 years of service. Dr. Cox reported that a shared maintenance worker is scheduled to be promoted to Operator-in-Training level in July upon completion of required classes. Dr. Cox also stated that the recycling center worker allocation was corrected from 2.4 to 3.7 full-time equivalents and that a part-time office aide hired in December is scheduled to move into a CSR I position on July 1. Dr. Cox presented a separate table covering the period from April 18 through June 30 reflecting manager title changes.

Motion: Director DeVries made the motion to adopt the Table of Organization and Organizational Chart for FY 2027 and FY 2026 Quarter 4

Second: Director Rosenberg

Vote

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

Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Artie DeVries	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Billy Rosenberg	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

9. Discussion and Possible Action Regarding Approval of the Helendale CSD Strategic Plan

Discussion: The strategic planning process began in February 2025 and involved the entire staff in a SWOT analysis. An ad hoc committee was formed and met several times to develop the strategic plan. The plan includes a mission statement, “To provide fiscally prudent, sustainable public services and value-added opportunities,” a vision statement, “To be the community of choice for living in the High Desert,” and values of transparency, integrity, innovation, collaboration, fiduciary responsibility, and work ethic.

The mission, vision, values sign is being developed with production estimated at three to five days. A meeting will be held with all staff to rollout the plan once the sign has been installed.

Motion: Director Rosenberg made the motion to adopt the first Strategic Plan for the Helendale CSD

Second: Director DeVries

Vote

Vice President Ron Clark	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Artie DeVries	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Billy Rosenberg	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

10. Discussion and Possible Action Regarding Change Order for Community Solar Project

Discussion: Water Operations Manager Carlson reported that the project has been complete for nine months but has been delayed due to Edison approvals. Carlson explained that a change order in the amount of \$9,450 was required for re-engineering the panel connection, as Edison required a bus bar from a sideline tab. An additional change order of \$5,000 was required for roof jacks due to design modifications. The total amount of the change orders is \$14,450. Carlson stated that the original contract did not include a contingency for unknown issues.

The Board members agreed that approving \$20,000 to cover potential additional unknown costs would be prudent.

Motion: Director DeVries made the motion to approve change orders for the Community Cetner Solar in an amount not to exceed \$20,000.

Second: Director DeVries

Vote

Vice President Ron Clark	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Artie DeVries	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

Director Billy Rosenberg	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
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Other Business

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

- Recycling field trip for the community
- Field trip to the Tehachapi CSD
- Board member compensation

Chair Guinn called for a brief break at 7:19 pm. The Board went into closed session at 7:24 pm.

Closed Session

12. Public Employee Performance Evaluation

[Government Code Section 54957(b)]

Title: General Manager

13. Report of Closed Session Items

Legal Counsel Kennedy Reported the Board met in closed session and discussed the item on the agenda. There was no reportable action.

14. Adjournment

Chair Guinn adjourned the meeting at 7:34 pm.

Ron Clark, President

Cheryl Vermette, Clerk of the Board

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: March 19, 2026
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Andrea Chavis, Senior Account Technician
SUBJECT: Agenda item #3b
Consent Items: Bills Paid and Presented for Approval

STAFF RECOMMENDATION

Updated Report Only. Receive and File.

STAFF REPORT:

Staff issued 22 checks and 42 Bank Drafts totaling \$227,608.75.

Total Cash Available	3/12/26	2/27/26
Cash	\$8,562,371.01	\$8,640,595.97
Checks, DFT's/EFT's Issued	\$227,608.75	\$72,278.13

INVESTMENT REPORT:

The Investment Report shows the status of the District funds invested as of 2/28/26

	Interest Rate	Interest Income
CA CLASS*	3.7876%	\$98,989.53 Fiscal Year to date
CBB Trust	4.02%	\$90,576.83 Fiscal Year to date
LAIF	4.096%	\$12,275.61 Fiscal Year to date



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 02/27/2026 - 03/13/2026

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 211102187 - CBB Checking					
03/04/2026	29423	County of San Bernardino	-100.00	Check	Accounts Payable
03/04/2026	29424	Ferguson US Holdings, Inc.	-2,433.17	Check	Accounts Payable
03/04/2026	29425	Mobile Occupational Services, Inc.	-50.00	Check	Accounts Payable
03/04/2026	29426	Rebecca Gonzalez	-400.00	Check	Accounts Payable
03/04/2026	29427	Robert R. Yeghoian Co., Inc.	-1,595.00	Check	Accounts Payable
03/04/2026	29428	USA Blue Book	-1,118.40	Check	Accounts Payable
03/04/2026	29429	Pacific Advanced Civil Engineering, Inc	-19,269.40	Check	Accounts Payable
03/04/2026	29430	Silver Lakes Landscaping and Maintenance LLC	-7,000.00	Check	Accounts Payable
03/04/2026	29431	Brunick, McElhaney & Kennedy Professional Law Corp	-7,500.00	Check	Accounts Payable
03/04/2026	29432	Starting Line Advisory	-3,457.50	Check	Accounts Payable
03/04/2026	29433	Houston & Harris	-14,213.75	Check	Accounts Payable
03/10/2026	29434	ACE/RMS ASB	-200.00	Check	Accounts Payable
03/10/2026	29435	Burrtec Waste Industries Inc	-1,384.88	Check	Accounts Payable
03/10/2026	29436	C Wells Pipeline Materials , Inc	-1,794.04	Check	Accounts Payable
03/10/2026	29437	G.A. Osborne Pipe & Supply Inc.	-1,137.16	Check	Accounts Payable
03/10/2026	29438	Geo-Monitor, Inc.	-574.50	Check	Accounts Payable
03/10/2026	29439	JDR Construction	-4,900.00	Check	Accounts Payable
03/10/2026	29440	Sierra Analytical Labs, Inc	-699.50	Check	Accounts Payable
03/10/2026	29441	Silver Lakes Hardware	-114.64	Check	Accounts Payable
03/10/2026	29442	The Woodall Group, Inc	-35.00	Check	Accounts Payable
03/10/2026	29443	Underground Service Alert of Southern California	-42.25	Check	Accounts Payable
03/10/2026	29444	Pacific Advanced Civil Engineering, Inc	-34,165.00	Check	Accounts Payable
03/06/2026	DFT0003203	Frontier Communications	-105.48	Bank Draft	Accounts Payable
03/04/2026	DFT0003204	Southern California Edison	-2,062.58	Bank Draft	Accounts Payable
03/02/2026	DFT0003205	Southern California Edison	-349.02	Bank Draft	Accounts Payable
03/09/2026	DFT0003208	Frontier Communications	-82.60	Bank Draft	Accounts Payable
03/12/2026	DFT0003209	Frontier Communications	-177.49	Bank Draft	Accounts Payable
03/10/2026	DFT0003210	Southern California Edison	-20,119.71	Bank Draft	Accounts Payable
03/01/2026	DFT0003213	Verizon Wireless	-136.35	Bank Draft	Accounts Payable
03/01/2026	DFT0003214	Verizon Wireless	-860.46	Bank Draft	Accounts Payable
02/27/2026	DFT0003223	CalPERS - SIP 457	-6,375.30	Bank Draft	Accounts Payable
02/27/2026	DFT0003224	CalPERS MEDICAL	-10,899.67	Bank Draft	Accounts Payable
02/27/2026	DFT0003225	California State Disbursement Unit	-230.76	Bank Draft	Accounts Payable
02/27/2026	DFT0003226	Choice Builder	-447.84	Bank Draft	Accounts Payable
02/27/2026	DFT0003227	CalPERS CLASSIC	-9,411.71	Bank Draft	Accounts Payable
02/27/2026	DFT0003228	Hartford Life	-74.92	Bank Draft	Accounts Payable
02/27/2026	DFT0003229	CalPERS - PEPRA	-3,316.26	Bank Draft	Accounts Payable
02/27/2026	DFT0003230	TASC	-1,012.45	Bank Draft	Accounts Payable
02/27/2026	DFT0003231	Internal Revenue Service	-12,014.94	Bank Draft	Accounts Payable
02/27/2026	DFT0003232	Employment Development Center	-4,529.25	Bank Draft	Accounts Payable
02/27/2026	DFT0003233	Helendale Community Services District	-405.21	Bank Draft	Accounts Payable
02/27/2026	DFT0003234	Helendale Community Services District	-155.95	Bank Draft	Accounts Payable
02/27/2026	DFT0003235	Helendale Community Services District	-155.20	Bank Draft	Accounts Payable
02/27/2026	DFT0003236	Helendale Community Services District	-56.07	Bank Draft	Accounts Payable
02/27/2026	DFT0003237	Helendale Community Services District	-858.71	Bank Draft	Accounts Payable
02/27/2026	DFT0003238	Helendale Community Services District	-59.07	Bank Draft	Accounts Payable

Bank Transaction Report

Issued Date	Number	Description	Amount	Type	Module
02/27/2026	DFT0003239	Helendale Community Services District	-110.25	Bank Draft	Accounts Payable
02/27/2026	DFT0003240	Helendale Community Services District	-133.50	Bank Draft	Accounts Payable
02/27/2026	DFT0003241	Helendale Community Services District	-117.00	Bank Draft	Accounts Payable
03/02/2026	DFT0003242	EVO Merchant Services	-1,823.10	Bank Draft	Accounts Payable
03/04/2026	DFT0003243	Business Card	-4,300.66	Bank Draft	Accounts Payable
03/04/2026	DFT0003244	CEAG Electric CO., Inc.	-13,900.00	Bank Draft	Accounts Payable
03/04/2026	DFT0003251	Stericycle, Inc	-215.90	Bank Draft	Accounts Payable
03/04/2026	DFT0003252	Ultimate Internet Access, Inc	-819.75	Bank Draft	Accounts Payable
03/04/2026	DFT0003255	Paymentech, LLC	-2,537.15	Bank Draft	Accounts Payable
03/04/2026	DFT0003256	Paymentech, LLC	-562.90	Bank Draft	Accounts Payable
03/06/2026	DFT0003257	CA DEPT OF TAX AND FEE ADMINISTRATION	-2,214.04	Bank Draft	Accounts Payable
03/10/2026	DFT0003260	Home Depot Credit Services	-1,353.24	Bank Draft	Accounts Payable
03/10/2026	DFT0003261	Infosend, Inc	-52.00	Bank Draft	Accounts Payable
03/10/2026	DFT0003262	Infosend, Inc	-2,093.89	Bank Draft	Accounts Payable
03/10/2026	DFT0003263	Lowe's Inc.	-447.31	Bank Draft	Accounts Payable
03/10/2026	DFT0003264	On Line Information Services, Inc	-6.24	Bank Draft	Accounts Payable
03/11/2026	DFT0003265	O'Reilly Auto Parts	-934.30	Bank Draft	Accounts Payable
03/10/2026	DFT0003267	William V Plumlee	-19,906.33	Bank Draft	Accounts Payable
Bank Account 211102187 Total: (64)					-227,608.75
Report Total: (64)					-227,608.75

Summary

Bank Account
[211102187 CBB Checking](#)

Count	Amount
64	-227,608.75
Report Total: 64	-227,608.75

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

Count	Amount
64	-227,608.75
Report Total: 64	-227,608.75

Transaction Type	Count	Amount
Bank Draft	42	-125,424.56
Check	22	-102,184.19
Report Total: 64		-227,608.75



Helendale Community Services District

DATE: March 19, 2026
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.

Fiscal Impact: As outlined on the attached Expense reports

Possible Motion: Approve Expense Reports as presented

Attachments: Spreadsheet of cumulative meetings
Director's Expense Reports

**BOARD COMPENSATION REPORT
ROLLING 12-MONTHS**

Name	Title	Type	3 2025	4 2025	5 2025	6 2025	7 2025	8 2025	9 2025	10 2025	11 2025	12 2025	01 2026	02 2026	03 2026	TOTAL	
Clark	President	Compensated	3	5	4	4	6	5	5	2	4	3				45	
		Non-Comp	0	0	0	0	0	0	0	0	0	0	0				0
Cardenas	Vice President	Compensated	0	2	3	2	1	2	2	2	2						17
		Non-Comp	2	5	2	2	1	2	2	1							20
Guinn	Director	Compensated	4	9	4	4	3	9	7	4	6	4					60
		Non-Comp	0	5	3	1	0	2	2	2	3	0	0				20
Rosenberg	Director	Compensated	2	7	7	4	4	7	6	2	4	1	2	4	3		61
		Non-Comp	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
DeVries	Director	Compensated	2	6	3	4	2	6	7	1	4	5	2	2			48
		Non-Comp	2	2	1	0	1	0	0	1	2	0	0	0	0		

Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Expense Category
1/14/2026	Description of Public Benefit	Pre-meeting with General Manager					Yes	
1/15/2026	Description of Public Benefit	Regular Board meeting					Yes	
2/3/2026	Description of Public Benefit	Pre-meeting with General Manager					Yes	
2/5/2025	Description of Public Benefit	Regular Board meeting					Yes	
2/11/2026	Description of Public Benefit	Meeting with possible investor Jacob Michealson					Yes	
		Possible Cultural Center					Yes	
Total			\$	\$	\$	\$	\$	\$

X 

3/14/26

Date

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 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

Name

Billy Rosenberg

Page

1

of

1

Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Expense Category
February 16th, 2026	Description of Public Benefit	Pre-Board Meeting with General Manager					Yes	G
February 19th, 2026	Description of Public Benefit	Standard Board Meeting					Yes	A
March 4th, 2026	Description of Public Benefit	CSDA Financial Webinar					Yes	E
March 3rd, 2026	Description of Public Benefit	Total Transparent Financial Responsibility					Yes	G
March 5th, 2026	Description of Public Benefit	Standard Board Meeting					Yes	A
Total			\$	\$	\$	\$	\$	750.00

X 

3-13-26
Date

- 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 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

Date: March 19, 2026
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding Adoption of Resolution 2026-02: A Resolution of the Board of Directors of the Helendale Community Services District Initiating Procedures to Continue Collection of Water and Sewer Standby Charges for Fiscal Year 2027

STAFF RECOMMENDATION:

Staff requests approval of this item.

STAFF REPORT:

This is a procedural item that comes before the Board on an annual basis. The Collection of Standby Fees is a two-part process which includes the initiation of the process and then in July culminates in a public hearing and possible adoption of the second resolution approving the continuation of collection of the standby fees. Once approved by the Board, Staff prepares and submits the final list to the County Tax Collector typically by August 10th.

As a public agency and consistent with LAFCO 2996, the District is allowed to utilize the County property tax process for collection of various forms of debt and fees as the County had historically done. This would include the annual collection of sewer and water standby fees. A standby fee could best be described as a fee for the availability of service. The fee is appropriate to offset the capacity in the system that is reserved for a specific parcel and cannot be allocated to another user. Most of these parcels have water and sewer services stubbed out at the property line and the service is available for connection upon development of the in-fill parcel.

In 2014, the District completed an engineering report that provided appropriate substantiation for the Standby Fees. In fact, the engineer's report acknowledged that the appropriate amount for the standby fees should be over \$300 each year. However, the Honorable Board of Directors elected to continue the Standby Fee as a minimum of \$30 for up to a one-acre parcel and increased by \$30 for every additional acre. The fee was established under County's oversight and has remained unchanged since the District's assumption of services.

The total amount of standby fees the District has received as of 3/16/2025, for fiscal year 2026 is \$12,990 for Water and \$10,781 for Wastewater including penalties and interest.

The amount of Standby Fees owed for FY27 is approximately \$17,190 for water (apx. 573 properties) and approximately \$17,310 for wastewater (apx. 577 properties). Staff will continue to refine this list prior to the submittal to the County by the deadline of August 10, 2026.

A public protest hearing is scheduled for July 16, 2026, at 6:00 p.m. regarding the imposition of the Water and Sewer Standby Fees. At the hearing, the Board will hear and consider any and all objections or protests to the proposed charges. Prior to the hearing a notice will be published advising the public of the hearing.

FISCAL IMPACT: Potential revenue of approximately \$34,500

REQUESTED ACTION: Adopt Resolution 2026-02

ATTACHMENTS: Resolution 2026-02
Engineer's Report for Water and Sewer Standby Charges (October 2014)



RESOLUTION 2026-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT INITIATING PROCEDURES TO CONTINUE COLLECTION OF WATER AND SEWER STANDBY CHARGES FOR FISCAL YEAR 2026

WHEREAS, the Helendale Community Services District (“the District”) is a Community Services District organized and operating pursuant to Government Code 61000 et seq.

WHEREAS, the District is authorized by Government Code Section 61124(a) to impose standby charges for water services pursuant to the Uniform Standby Charge Procedures Act, Government Code Section 54984 et seq. (“the Act”).

WHEREAS, under the Act, the District is authorized to fix before August 10th of any given year a water standby charge on land within its jurisdiction to which water service is made available for any purpose by the District, whether the water services are actually used or not.

WHEREAS, under the Act, the District’s Board of Directors (“the Board”) may establish schedules varying the charge according to land uses, benefit derived or to be derived from the use, availability of facilities to provide water service, the degree of availability or quantity of the use of the water to the affected lands, and may restrict the assessment to one or more improvement districts or zones of benefit established within the jurisdiction of the District, and may impose the charge on an area, frontage, or parcel basis, or a combination thereof.

WHEREAS, pursuant to Resolution No. 2951 of the Local Agency Formation Commission of the County of San Bernardino (“LAFCO”), the District is the successor agency to County Service Area 70, Improvement Zones B and C (“CSA 70 B&C”).

WHEREAS, Condition No. 10 of LAFCO Resolution No. 2951 expressly states that “[a]ll previously authorized charges, fees, assessments, and/or taxes of [CSA 70 B&C] currently in effect shall be continued and assumed by the [District] as the successor agency in the same manner as provided in the original authorization pursuant to the provisions of Government Code Section 56886(t);”

WHEREAS, Government Code Section 56886(t) provides that LAFCO Resolution No. 2951 contains the exclusive terms and conditions for the change of organization from CSA 70 B&C to the District is it relates to the “extension or continuation of any previously authorized charge, fee, assessment, or tax by [the District as the] successor local agency in the affected territory.”

WHEREAS, prior to the adoption of LAFCO Resolution No. 2951, the territory within the CSA 70 B&C was subject to water and sewer standby and availability charges that had been fixed, levied, and imposed upon such lands.

WHEREAS, the Board wishes to continue, extend, and assume all previously authorized water and sewer standby and availability charges that had been fixed, levied, and imposed upon lands within CSA 70 B&C.

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

1. The public interest and necessity requires the Board to adopt this Resolution initiating proceedings to fix, levy, and collect water standby and availability charges on all properties within the District's jurisdictional boundaries where water service is available pursuant to applicable law, including but not limited to the pertinent provisions of the Act, Condition No. 10 of LAFCO Resolution No. 2951, and/or Government Code Section 56886(t).

2. The public interest and necessity requires the Board to adopt this Resolution initiating proceedings to fix, levy, and collect sewer standby and availability charges on all properties within the District's jurisdictional boundaries where sewer service is available pursuant to applicable law, including but not limited to the pertinent provisions of the Act, Condition No. 10 of LAFCO Resolution No. 2951, and/or Government Code Section 56886(t).

3. The standby charges proposed to be adopted by the Board are based upon the report of a qualified engineer, Bartle Wells Associates, which is attached hereto and incorporated herein by this reference. The content of said report includes, but is not limited to, any and all statements and determinations specifically relating to each of the following:

- a. A description of the charge and the method by which it is proposed to be imposed;
- b. A compilation of the amount of the charge proposed for each parcel subject to the charge;
- c. A statement of the methodology and rationale followed in determining the degree of benefit conferred by the service for which the proposed charge is made;
- d. The District's legal ability to fix and adjust a standby charge, the amount of the proposed charge, and the properties affected thereby;
- e. A description of the lands upon which the charge is proposed to be imposed; and
- f. The amount of the proposed charge for each of the lands so described.

4. On July 16, 2026, at 6:00 p.m., at the District offices located at 26540 Vista Road, Suite C,

Helendale, California, the Board will hold a public protest hearing regarding the imposition of the charge, which hearing shall be conducted in the manner set forth in the Act. At the hearing, the Board may also consider whether to provide that if any charge so adopted becomes delinquent, the amount of the delinquency, together with any interest and penalties thereon, should constitute a lien on the affected property upon the filing of a certificate in the Office of the County Recorder, which lien may have the same force, effect, and priority as a judgment lien. At the hearing, the Board will hear and consider any and all objections or protests to the proposed charges pursuant to the requirements of the Act.

5. The District's General Manager is hereby authorized and directed to cause notice of the date, time, and place of the public hearing on the proposed charges to be duly published prior thereto as may be required by the Act.

APPROVED AND ADOPTED this 19th day of March, 2026, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

By: _____
Ron Clark, President

Attest: _____
Cheryl Vermette, Clerk of the Board



HELENDALE COMMUNITY SERVICES DISTRICT

ENGINEER'S REPORT
FOR FISCAL YEAR 2014-15
STANDBY CHARGE

FINAL DRAFT: OCTOBER 2014



BARTLE WELLS ASSOCIATES



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Berkeley, CA 94703-2714
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AFFIDAVIT FOR THE ENGINEER'S REPORT: HELENDALE COMMUNITY SERVICES DISTRICT WATER STANDBY CHARGE

This Report describes the annual Standby Charge of the Helendale Community Services District (the CSD), which was initially formed by the County of San Bernardino as County Service Areas 70 B & C and assumed by the CSD as part of the reorganization pursuant to Condition 10 of LAFCO Resolution No. 2996, adopted June 21, 2006. This Report outlines the assessment methodology, affected parcels, and assessments to be levied for Fiscal Year 2014-2015. Reference is hereby made to the San Bernardino County Assessor's Maps for a detailed description of the lines and dimensions of parcels that are subject to the Standby Charge. The undersigned respectfully submits the enclosed Report as directed by the District's Board of Directors.

Dated this _____ day of _____, 2014.

By: _____
Kimberly Cox, General Manager

By: _____
Douglas Dove, PE, CIPFA
President/Principal

OVERVIEW

Pursuant to the provisions the Uniform Standby Charge Procedures Act (Gov. Code, §§ 54984-54984.9; "Act"), public agencies may set a water and/or sewer standby charge each year for making infrastructure available to property whether the services are used or not. (§ 54984.2.) On November 5, 1996, the electorate adopted an initiative measure ("Proposition 218"), amending the California Constitution by adding articles XIII C and XIII D. Under article XIII D, new limitations and procedural requirements for assessments on real property were established and Section 6.b.4 of Article XIII D specifically states:

"Standby Charges, whether characterized as charges or assessments, shall be classified as assessments and shall not be imposed without compliance with Section 4."

However, notwithstanding the following, any assessment/standby charge that was in effect prior to the effective date of Proposition 218 that was imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewer, water, flood control, drainage systems or vector control shall be exempt from the procedures and approval process set forth in Section 4. Therefore, the CSD's existing standby charge is not required to re-notice and undergo a Proposition 218 Majority Protest Balloting, unless the CSD wishes to increase the standby charge above its current rate.

Accordingly, the CSD is authorized by law to provide water and sewer service, and may fix, before August 10 of any given year, a water and/or sewer standby charge, on land within the jurisdiction of the CSD to which water and/or sewer services are made available for any purpose by the CSD, whether the water or sewer service is actually used or not.

Upon approval and adoption of the annual standby charge by the CSD Board of Directors, the standby charges for Fiscal Year 2014-2015 shall be submitted to the San Bernardino County Auditor/Controller for inclusion on the property tax roll for each parcel.

For the purposes of this Report, the word "parcel" refers to an individual property assigned its own Assessor Parcel Number by the San Bernardino County Assessor's Office.

HISTORICAL BACKGROUND AND CURRENT LEGISLATION

In November 1996, California voters approved Proposition 218 that established specific requirements for the ongoing imposition of taxes, assessments and fees. The provisions of the Proposition are now contained in the California Constitutional Articles XIII C and XIII D. All assessments described in this Report and approved by the District Board of Directors are prepared in accordance with Uniform Standby Charge Procedures Act (the "Act"), LAFCO Resolution No. 2996 and in compliance with the provisions of the Constitution.

Pursuant to the Article XIII D Section 5 of the Constitution, certain existing assessments and, in this case, standby charges, were exempt from the substantive and procedural requirements of the Article XIII D Section 4. Therefore, a property owner balloting is not required until such time that a new or increased standby charge is proposed. At this time, the CSD does not intend to increase the existing standby charge and this Engineer's Report is in connection with the continued collection of the current standby charge for Fiscal Year 2014-2015.

The standby charge of the CSD may be used for any purpose pursuant to the Act, commencing with Government Code Section 54984.2, whether the water and/or sewer service is actually used or not. The standby charge may also vary according to land uses, benefit derived or to be derived from the use or availability of facilities to provide water, or the degree of availability or quantity of the use of the water to the affected lands. The charge may be imposed on an area, frontage, or parcel basis, or a combination thereof.

The existing standby charge methodology is employed throughout the CSD service area and is only levied against undeveloped parcels to provide equity between existing ratepayers and future customers that are not currently connected to the system by charging a portion of the cost to maintain the water and sewer system to undeveloped parcels that have the potential to develop in the future.

Based on the FY2014-15 budget the existing standby charge for water is estimated to generate \$30,500 annually in comparison to an annual budget for the Water Enterprise Fund in excess of \$1.8 Million. The existing standby charge for wastewater generates \$24,000 annually in comparison to an annual budget for the Wastewater Enterprise Fund in excess of \$1.3 Million.

WATER AND SEWER SERVICES

DESCRIPTION OF CSD

The CSD is located in the High Desert area of San Bernardino County between Barstow and Victorville and has an estimated population of 6,000. The CSD's existing water and sewer service area is approximately five square miles while the District's boundary encompasses more than 100 square miles. The CSD provides water and sewer service to over 2,800 service connections. Over 90 percent of water and sewer connections service single-family residences. The CSD has not experienced much growth in recent years; however, the area has a potential for growth as there are approximately 728¹ undeveloped water parcels and 720¹ undeveloped sewer parcels that may be developed in the future in addition there is significant developer interest in the area as evidenced by the draft Specific Plan that was completed by San Bernardino County Land Use Services in January 2011. This potential development at build-out could generate up to 756² new water and 737² new sewer connections.

In general, the CSD provides for the continued delivery of water and wastewater service to its service area, including the operation, maintenance, servicing, repair and rehabilitation, and expansion of water and sewer facilities. These services are required and provide a special benefit to parcels that are not currently developed and connected to the water and sewer systems as facilities must be available for the orderly development of such properties. Therefore, many public agencies impose a water and sewer standby charge against undeveloped parcels until such time that the property is developed and connected to the existing infrastructure as a ratepayer. Standby charges provide a means to charge undeveloped parcels a proportional share of the cost of the utility that provides a special benefit to undeveloped parcels, including, but not limited to, water and sewer service, repair and replacement of existing facilities, new capital improvements, and operations.

¹ Undeveloped water and sewer parcel information provided in e-mail from Kimberly Cox, 10/2/2014

² New water and sewer connections estimated by the ratio of current connections to current built properties

METHOD OF APPORTIONMENT

BENEFIT ANALYSIS

Similar to many other public water and sewer entities in the State, standby charges provide a means to charge undeveloped parcels a proportional share of the cost of the water utility as a means to spread water and sewer service costs between existing ratepayers and undeveloped parcels, which will generate future customers as parcels are developed. Water and sewer services not only provide a direct benefit to existing customers, but it also provides a special benefit to undeveloped parcels as the CSD continues to provide service now and into the future through the ongoing operations of sewer collection and treatment, water resource management, water production, water quality, and the repair, replacement and expansion of related capital improvements. Most importantly, a standby charge reserves capacity in the existing system for the perspective development.

As previously referenced under the earlier Section of the Engineer's Report entitled "Overview," a standby charge is considered an assessment under the provisions of Article XIID of the State Constitution. Therefore, all parcels which will have a special benefit conferred upon them and upon which the standby charge will be imposed must be identified (the Assessment Roll). The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the costs of the capital water improvement, the maintenance and operation expenses of such improvement, and the cost of the property-related service being provided. In addition, no standby charge shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel. In addition to the elements identified above, the standby charge of the CSD may also be used for any purpose pursuant to the Act, commencing with Government Code Section 54984.2. Therefore, the CSD may use standby charge revenue to fund any portion of its annual water and sewer budget. However, as the standby charge is only levied against undeveloped property and has not been increased since the original formation, the CSD's annual expenses for water and sewer services far exceeds revenue generated by the Standby Charge.

ASSESSMENT METHODOLOGY

The current standby charge was originally established by the County of San Bernardino and transferred to the CSD through the LAFCO proceedings that created the CSD. More specifically, Condition 10 of LAFCO Resolution No. 2996 specifically states: "All previously authorized charges, fees, assessments, and/or taxes in effect shall be continued and assumed by the Helendale Community Services District as the successor agency in the same manner as provided in the original authorization pursuant to the provisions of Government Code Section 56886(t)." The CSD does not intend to change the assessment methodology nor increase the existing standby charge; therefore, the continued collection of the current standby charge is in compliance with the Act and Article XIID of the State

Constitution.

The benefit formula used for apportioning cost over affected parcels reflects the composition of the parcels and the water and sewer services provided. Therefore, as undeveloped parcels are the only parcels subject to the existing standby charge, the most appropriate allocation basis to use to fairly apportion the costs based on the special benefits to each assessable parcel is by assigning Equivalent Benefit Units (EBU's) to each parcel based on the lot size of such parcel. Only undeveloped parcels with water and sewer service readily available to the parcel are assessed. In determining access, the original criterion established for determining development potential is property within 660 feet of a water main. In addition, billable acreage excludes territory of a parcel that cannot access water or sewer services due to unique circumstances, such as, railroad or road impediments, pressure breaks, and drainage easements or other types of easements that restrict the parcel's access to water and sewer services.

EQUIVALENT BENEFIT UNITS

To assess benefits equitably it is necessary to relate each property's proportional special benefits to the special benefits of all other properties that are subject to the Standby Charge. The method of apportionment most commonly used for assessments/standby charges is based on a weighted method of apportionment known as an Equivalent Benefit Unit (EBU) methodology. This proportional weighting may be based on several factors that may include, but are not limited to: the type and status of development (land use), size of the property, location of the property, parcel frontage, or other property related factors. In the case of the Helendale Community Services District, 1 EBU is equal to one acre and the standby charge is assessed only against unimproved property.

The assessable land area of a parcel reflects the development potential of a parcel and the special benefit that the parcel would receive from the water and sewer services. The total number of EBUs assigned to each parcel equals 1 EBU per lot up to one acre in size plus 0.5 EBUs per acre for each fraction of an acre, with a minimum assignment of 1 EBU to assessable parcel.

The following formulas are used to calculate each parcel's EBUs and the total EBUs that are assessed the standby charge:

Parcel's EBUs = 1 EBU minimum up to one Billable Acre and 0.5 EBUs x fractional Billable Acreage

EXAMPLE:

5.6 Acres = 5 EBUs for the first five acres + 0.5 times the remaining fractional acreage of 0.6 = $(0.5 \times 0.6) = 0.3$ EBUs Total EBUs = 5.3 EBUs

The total number of EBUs equals the sum of all EBUs assigned to Undeveloped Parcels. The existing Standby Charge, equal to \$30 per EBU, is then applied to each parcel's individual EBUs to determine the parcel's proportionate benefit and total obligation. The following formulas are used to calculate each parcel's annual Levy Amount.

Standby Charge per EBU x Parcel's EBUs = Parcel's Levy

EXAMPLE:

5.6 Acres = $\$30 \times 5.3\text{EBUs} = \159

.5 Acres - $\$30 \times 1\text{EBU} = \30

1 Acre = $\$30 \times 1\text{EBU} = \30

DISTRICT BUDGET FISCAL YEAR 2014-2015

The following provides the preliminary proposed budget of the Water and Sewer Enterprise Fund for Fiscal Year 2014-2015. The budget includes the District's estimate of anticipated expenditures associated with the water utility. Pursuant to Section 54984.2 of the Act, the Standby Charge may fund any expenditure type of the proposed budget.

Table 1
Helendale Community Services District
Preliminary Fiscal Year 2014-2015 Budget

Operating Expenses	Water	Sewer
Water Purchases	70,000	NA
Salaries & Benefits	414,984	286,612
Board Compensation	0	0
Professional Fees	33,500	72,500
Service and Supplies	221,900	142,250
Utilities	152,500	104,500
Sub-Total	892,884	605,862
Non-Operating Expenses		
Debt	395,252	54,374
Administration, taxes, etc.	265,582	324,601
Sub-Total	660,834	378,975
Depreciation Expenses		
Depreciation/Amortization	247,677	382,924
TOTAL	\$1,801,395	1,367,761

In determining the portion of the budget that may be funded by the standby charge, Bartle Wells Associates reviewed the CSD's Capital Improvement Program and the CSD's 2012 Water and Sewer Fee Study. Based on the total growth potential of the CSD³, it is projected that the CSD will add approximately 756 new water connections (1017 New EBUs) and 737 new sewer connections (800 New EBUs) through buildout. This growth potential will represent 20.94% (756 new water connections/3612 total water connections) of the CSD's total water service demand and 20.89% (737 new sewer connections/ 3529 total sewer connections) of the CSD's sewer service demand. Therefore, the portion of the CSD's budget that is authorized to be funded by the Standby Charge and represents the special benefit conferred on undeveloped water property and sewer property is \$377,169 (20.94% x \$1,801,395) and \$285,777 (20.89% x \$1,367,761) the special benefit conferred by undeveloped sewer property. The 20.94% of total water demand and 20.89% of total sewer demand at buildout that is expected to be generated from future customers shall be updated at least every five years or at the same time that the CSD's Connection Fee Study is updated.

³ Future Connections estimated by Helendale Community Services District. Estimated EBUs are based on annual assessment tax revenues divided by annual assessments (\$30 per water EBU and \$30 per sewer EBU).

Based on the allocated expenses for the water and sewer enterprise funds of \$377,169 and \$285,777 respectively, the maximum standby charge per water and sewer EBU would be equal to \$370.98 and \$357.22 for Fiscal Year 2014-2015 ($\$377,169 / 1016.67 \text{ EBUs}^3 = \370.98 per EBU) and ($\$285,777 / 800 \text{ EBUs}^3 = \357.22 per EBU). However, the current rate of \$30 per EBU may not be increased without a majority protest ballot proceeding pursuant to Article XIID Section 4(d) of the State Constitution. The CSD does not intend to increase the existing standby charge at this time and will continue to levy and collect the current standby charge for Fiscal Year 2013-2014.

DISTRICT BOUNDARY DIAGRAMS

The boundaries subject to the standby charge are equivalent to the existing water and sewer service area of the CSD and, by reference are hereby made part of this Engineer's Report. However, only undeveloped parcels within 66 feet of existing water and sewer infrastructure are subject to the Standby Charge. For more detailed specifications on the CSD's service area, diagrams are available for inspection at the administration office during normal business hours.

2014-2015 ASSESSMENT ROLL

Parcel identification, for each lot or parcel subject to the standby charge, shall be the parcel as shown on the San Bernardino County Assessor Parcel Maps and/or the San Bernardino County Secured Tax Roll for the year in which this Report is prepared. The proposed standby charge for each parcel has been prepared in accordance with the original rate established as part of the original formation and the method of apportionment described in this report and has been presented to the Board of Directors.

The standby charge information for each parcel as outlined in this Engineer's Report and confirmed by the District Board, shall be submitted to the County Auditor/Controller, and included on the property tax roll for Fiscal Year 2014-2015. If the parcels referenced by this Engineer's Report are renumbered, reapportioned or changed by the County Assessor's Office after approval of the Report, the new parcel(s) with the appropriate standby charge amount will be submitted to the County Auditor/Controller.

The Assessment roll includes parcels for the water standby fee and parcels for the sewer standby fee. The Assessment Roll has been provided to the Board under separate cover and is on file at the District Office and is made part of this Engineer's Report by reference.



Helendale Community Services District

Date: March 19, 2026
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #9
Discussion and Possible Action Regarding Request from Burrtec for Inflation-Based Increase and Other Related Fee Increases for Solid Waste Services

STAFF RECOMMENDATION:

Per the contract with Burrtec the Board is to accept the request and provide direction to Staff related to the CPI based rate increase request and the Proposition 218 notification process.

STAFF REPORT:

The majority of this staff report will focus on residential customers. Due to the numerous options available for residential bin and commercial customers, it is challenging to articulate each possible scenario. Exhibit A attached provides details on the increase for all services.

Section 10.05 of the contract outlines the annual formula-based compensation adjustment as follows:

“The maximum rates set forth in Attachment D, Residential Bin and Commercial Services may be adjusted annually effective each July 1st by an amount equal to the calendar year annual twelve-month mean average change in the Consumer Price Index for All Urban Consumers for the Los Angeles-Riverside Orange Counties as published by the United States Department of Labor, Bureau of Labor Statistics for the previous calendar year annual twelve-months period (CPI)”...It is understood by both parties that the maximum annual CPI increase shall be no greater than four percent (4%) in any given adjustment period.”

With the creation of the Riverside, San Bernardino, Ontario market index, the CPI has been changed to the more applicable market and memorialized in a contract amendment dated June 17, 2021. The proposed rate increase is based upon the September average annual CPI and applies to the curbside pickup and the administrative fee for billing. The rate request is to be submitted by Burrtec each year no later than April 1 to allow time for the public noticing process to occur.

History of CPI Increases under the Burrtec Contract:

FY22	1.87%
FY23	5.76%
FY 24	8.7%
FY25	4%
FY26	2.61%
FY27	3.28%

With the waiver granted by CalRecycle the community has been exempted from the encumbrances of SB1383 for the most part until 2028. Staff will continue to monitor any changes related to the exemption. Staff is hopeful that the exemption could become permanent once the state realizes the minimal return for small rural communities such as ours.

The Estimated cost of residential curbside trash service with the proposed rate increase of 2.61% is \$28.51. Staff is requesting that the Board consider an increase in green waste hauling services by \$0.02 for a total of \$0.40 monthly.

The chart below shows the rate increase at the 2.61% increase for curbside trash pick and admin billing services. The Recycling Fee is calculated independent of the CPI and is based upon a pro-rata share of the cost of operation offset by the recycled product commodity market. Below is an excerpt from the rate increase information from Burrtec outlining an increase of \$2.08 for residential customers. Other increase are reflected in Exhibit A (attached).

Service Level	Current Components - July 2025							Proposed Components - July 2026							Total Rate Increase \$	Total Rate Increase %
	CPI 2.61%	BWI SB 1383 Compliance Fee	BWI 2.61% Recycling Processing Fee	Helendale Admin Fee (incl CPI)	Helendale 218 Recovery	10% Fran. Fee	Total Rate	CPI 3.28%	BWI Recycling Processing Fee	Helendale 3.28% Green Waste Fee	Helendale Admin Fee (incl CPI)	Helendale 218 Recovery	10% Fran. Fee	Total Rate		
95 gallon (includes 65 gal recycling)	20.62	0.00	1.71	2.95	0.02	2.81	\$ 28.11	21.30	2.35	0.40	3.05	0.08	3.01	\$ 30.19	\$ 2.08	7.40%
Each Extra 95 gallon trash	9.17					1.02	\$ 10.19	9.47					1.05	\$ 10.52	\$ 0.33	3.24%
65/95 gallon recy. 1st extra							No Charge							No Charge		
65/95 gallon recy. 2nd+ extra	1.80					0.20	\$ 2.00	1.86					0.21	\$ 2.07	\$ 0.07	3.50%

RATE COMPONENTS:

The current residential rate includes the following components: (1) a cost for the weekly curbside trash pick-up service; (2) a recycling fee; (3) a franchise fee that is paid to the District by Burrtec for the exclusive franchise to provide service within District boundaries; (4) an administration fee paid to the District for billing, customer service, bulky item pickup and can delivery; (5) a fee for the disposal of green waste from the drop-off program; (6) a recovery fee to cover the prior year's cost of the Proposition 218 rate increase notifications that the District is required to mail and publish prior to any rate hearing.

RECYCLING COSTS:

Recycling costs cover the expense to process the material in the blue recycling carts. The value of the recycled materials is used to offset the operation of the Materials Recovery Facility (MRF) located in Victorville that processes the blue barrel contents. The proposed cost for FY27 is \$2.35.

RESIDENTIAL BINS:

Residential Bin customers have a separate set of rates listed on the attached documents. Each size has a modest increase as follows:

Size	FY26	FY27	Increase
1.5	92.49	95.97	3.48
2	119.27	123.63	4.36
3	161.03	166.76	5.73

COMMERCIAL SERVICE:

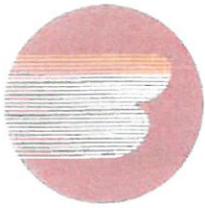
Commercial rates have increased modestly and vary significantly based upon type of service provided. Although the residential sector has a waiver from the SB1383 requirements, commercial customers do not. Restaurants are required to separate food waste into specific bins as well as recycle cardboard and other items.

Upon Board acceptance of this item, Staff will prepare the required public notices and schedule the public hearings regarding the matter.

FISCAL IMPACT: As outlined in the staff report

Possible Motion: Accept Burrtec's rate increase request and direct staff to prepare and circulate the Prop 218 notifications

ATTACHMENTS: Burrtec Annual Rate Request Notification
Exhibit A



BURRTEC

WASTE INDUSTRIES, INC.

"We'll Take Care Of It"

March 16, 2026

Ms. Kimberly Cox
Helendale Community Services District
26540 Vista Rd, Suite B
P.O. Box 359
Helendale, CA 92342

RE: 2026 Rate Review Report

Dear Ms. Cox:

Pursuant to the Agreement for Solid Waste Handling and Recycling Services, Burrtec respectfully requests a 2026 rate adjustment and submits the following preliminary rate review information.

This year's rate adjustment is comprised of the following factors:

- A collection service adjustment based on the Riverside-San Bernardino- Ontario 2025 average Consumer Price Index for All Urban Consumers of 3.28%.
- Estimated adjustments to applicable trash components are included. These tip fees will be updated before final rate presentation to the Board.
- Recycling rates are impacted this cycle by further reductions in commodity market values over the prior year. The residential recycling processing cost factor, based upon commodity values, material processing costs and facility capital improvement fees imposed by the JPA, resulted in an increase of \$0.64 per month to \$2.35 per month.
- Residential rates now include a green waste program fee of \$0.40.

Enclosed please find the detailed rate review sheets.

Thank you for your consideration.

Sincerely,

Michael Heftman
Vice President of Municipal Services

Cc: Bob Coon, Burrtec Waste Industries, Chief Financial Officer
Richard Nino, Burrtec Waste Industries, Vice President

**EXHIBIT A
HELENDALE CSD PROPOSED 2026 RATE INCREASE**

Service Type		Current 2025 Rate	Proposed 2026 Rate	Service Type		Current 2025 Rate	Proposed 2026 Rate
Residential & MF with 2-4 units Trash Bin Service (with paid disposal costs)				Food Waste Bins & Barrels			
Size	Freq			Size	Freq		
1.5	1	\$ 92.49	\$ 95.97	2	1	\$ 281.81	\$ 292.69
1.5	2	\$ 184.91	\$ 191.42	2	2	\$ 549.28	\$ 570.56
1.5	3	\$ 277.39	\$ 286.93	2	3	\$ 816.71	\$ 848.40
2	1	\$ 119.28	\$ 123.63	2	4	\$ 1,084.14	\$ 1,126.24
2	2	\$ 238.53	\$ 246.80	2	5	\$ 1,351.59	\$ 1,404.10
2	3	\$ 357.78	\$ 369.96	2	6	\$ 1,619.03	\$ 1,681.94
3	1	\$ 161.03	\$ 166.76	35g	1	\$ 74.79	\$ 77.51
3	2	\$ 322.07	\$ 333.08	35g	2	\$ 126.48	\$ 131.16
3	3	\$ 483.09	\$ 499.38	35g	3	\$ 178.19	\$ 184.83
Residential & MF with 2-4 units Trash Bin Service (w/o paid disposal costs)				Temporary Bins			
Size	Freq			Temporary Bins		\$ 144.76	\$ 149.50
1.5	1	\$ 99.59	\$ 103.07	Dump & Return		\$ 144.76	\$ 149.50
1.5	2	\$ 192.01	\$ 198.52	Temporary Bins-Resdl w/paid disp.		\$ 150.18	\$ 155.54
1.5	3	\$ 284.49	\$ 294.03	Dump & Return-Resdl w/paid disp.		\$ 150.18	\$ 155.54
2	1	\$ 126.38	\$ 130.73	Temporary Bins-Resdl w/o paid disp.		\$ 157.28	\$ 162.64
2	2	\$ 245.63	\$ 253.90	Dump & Return-Resdl w/o paid disp.		\$ 157.28	\$ 162.64
2	3	\$ 364.88	\$ 377.06	Miscellaneous Bin Charges			
3	1	\$ 168.13	\$ 173.86	Locking container		\$ 10.19	\$ 10.52
3	2	\$ 329.17	\$ 340.18	Container steam clean		\$ 50.43	\$ 52.09
3	3	\$ 490.19	\$ 506.48	Pull-out service		\$ 50.43	\$ 52.09
Residential Bin Service				Extra pick-up bins		\$ 60.63	\$ 62.62
Bin Exchange (one exchange per year at no charge, does not apply to graffiti or damaged bins)		\$ 103.81	\$ 107.22	Recy contamination bins		\$ 59.11	\$ 61.06
Bin Replacement + actual cost of bin lost or stolen		\$ 114.99	\$ 118.77	Recy contamination barrels		\$ 44.78	\$ 46.24
Permanent Roll-Off (Trash) + Disposal/Processing				Concrete Washout			
40 yard		\$ 270.68	\$ 279.56	Delivery		\$ 703.50	\$ 726.58
20 yard		\$ 270.68	\$ 279.56	Load		\$ 518.37	\$ 535.38
10 yard		\$ 270.68	\$ 279.56	Pump Service		\$ 703.50	\$ 726.58
40 yard compactor		\$ 270.68	\$ 279.56	Relocate		\$ 177.74	\$ 183.58
Liner for Roll-Off		\$ 138.87	\$ 143.42	Rental Fee (per day)		\$ 14.36	\$ 14.82
Dry Run /Relocate		\$ 96.30	\$ 99.46	Certificate of Destruction			
Rental Fee (per day)		\$ 32.60	\$ 33.67	Taken to San Bernardino			
Disposal (per ton)		\$ 68.32	\$ 70.52	County Landfill (per ton)		\$ 144.68	\$ 149.42
Temporary Roll-Off (Trash)				Waste Water Sludge Hauling			
30/40 yard (6 tons)		\$ 680.61	\$ 702.69			\$ 486.64	\$ 502.61
20 yard (10 tons)		\$ 953.90	\$ 984.78				
10 yard (10 tons)		\$ 953.90	\$ 984.78				
Dry Run /Relocate		\$ 96.30	\$ 99.46				
Disposal (per ton)		\$ 68.32	\$ 70.52				
Permanent & Temp. Roll-Off (Recycling) + Disposal/Processing							
40 yard		\$ 267.62	\$ 276.40				
20 yard		\$ 267.62	\$ 276.40				
10 yard		\$ 267.62	\$ 276.40				
40 yard compactor		\$ 267.62	\$ 276.40				
40 yard g/w		\$ 267.62	\$ 276.40				
40 yard tires		\$ 267.62	\$ 276.40				
End Dump (rate per hour)		\$ 251.17	\$ 259.41				
Roll-Off drop-off Program for g/w (per box)		\$ 191.78	\$ 198.07				



Helendale Community Services District

DATE: March 19, 2026
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding Adoption of Resolution 2026-03: A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies for its Compensation, Reimbursement, and Ethics Training

STAFF RECOMMENDATION

Staff seeks approval of this item.

STAFF REPORT:

This is one of the foundational documents that outlines compensation for Board members and provides transparency to the public as to the parameters under which the Board carries out the public's business. The Resolutions outlines the means by which a Board member can seek compensation, what constitutes a day of service, eligible expenses, as well as the commitment of the Board to complete ethics training as required by law.

The matter of Board Member compensation is an area in which the Board governs itself. As expense reports are turned in a copy of the expense report is then included in the next Board agenda for approval by the Board. The extent of Staff's oversight is to ensure that no more than the allotted meetings is claimed in a month.

The Board may wish to review and amend any part of this resolution as it is a document attesting to the Board's self-governance. Further it is a gesture of transparency as to what types of meetings the Board will claim compensation for in service to the community. Attachment A to the Resolution is the current list of meeting examples. The Board may wish to modify this list to reflect what the Board deems are acceptable events for which to claim compensation.

This Resolution is scheduled for annual review. It was reviewed on March 21, 2026, As part of the on-boarding for the new director, Staff felt it would be beneficial to hold the annual review in conjunction with the review of the Sunshine Ordinance (Ord 2024-01) and the resolution that discusses the Board's relations amongst directors and with Staff (Resolution 2024-01). This document helps form the triad of foundational documents related to Board self-governance along with the Sunshine Ordinance (Ordinance 2026-01) and the Resolution that discusses the Board's relations amongst directors and with Staff (Resolution 2024-18).

At this time, Staff does not have any recommended changes to the Resolution, however, the Board or Counsel may have proposed modifications.

The District General Counsel, Steve Kennedy, will provide an overview of the resolution.

FISCAL IMPACT: None

POSSIBLE MOTION: Adopt Resolution 2026-03

ATTACHMENTS: Resolution 2026-03



RESOLUTION NO. 2026-03

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
HELENDALE COMMUNITY SERVICES DISTRICT ESTABLISHING POLICIES FOR ITS
COMPENSATION, REIMBURSEMENT, AND ETHICS TRAINING**

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 activities are subject to the requirements of California law, including but not limited to the Local Government Sunshine Bill (AB 1234).

C. The purpose of this resolution is to ensure compliance with AB 1234 and to establish policies with respect to (1) Board member compensation, (2) Board member reimbursement, and (3) Board member ethics training.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS of the Helendale Community Services District as follows:

Section 1. **COMPENSATION.**

1.1. **Amount.** The amount of Board member compensation by the District shall be determined in accordance with all applicable requirements of California law. Pursuant to said requirements, the Board shall set the amount of such compensation at a rate established by adoption of a separate ordinance or resolution.

1.2. **Day of Service.**

1.2.1. **Definition.** For purposes of determining eligibility for compensation of Board members pursuant to the ordinance or resolution referred to in Section 1.1 above, the term “day of service” is defined as follows, and Board member attendance, representation, and participation shall be deemed previously approved by the Board, pursuant to Government Code Section 61047(e):

- (a) Attendance at a meeting of the Board;

- (b) Participation at a meeting of a standing committee of the Board;
- (c) Attendance at a meeting of an ad hoc committee of the Board;
- (d) Attendance at a meeting with the District's General Manager / the General Manager's Delegate involving the operations of the District;
- (e) Attendance at a meeting with the District's auditors, attorneys, or other consultants involving matters for which the consultants have been retained by the District;
- (f) Attendance at a meeting of a local, state, or federal body with subject matter jurisdiction affecting the operations of the District;
- (g) Attendance at a meeting with a local, state, or federal representative concerning matters involving the operations of the District;
- (h) Participation in the following activities, provided that the Board member delivers a written or oral report to the Board regarding the member's participation at the next Board meeting outlining the purpose of the meeting and the benefit to the public following the event:
 - (1) A conference, seminar, or organized educational or training activity involving matters related to the functions and operations of the District; and
 - (2) A meeting of organizations or community members with interests in matters involving the function and operations of the District;
- (i) Representation of the District at the following events, provided that the Board member delivers a written or oral report to the Board regarding the member's representation at the next Board meeting following the event:
 - (1) A public meeting or a public hearing conducted by another public agency;
 - (2) A public benefit nonprofit corporation on whose board the District has membership;
- (j) Any occurrence that is listed in Exhibit "A" attached hereto and incorporated herein by this reference; and
- (k) All other occurrences for which the Board member has obtained prior approval from the Board to attend or participate on behalf of the District.

(l) Compensation for phone calls will be handled on a case-by-case basis. As a rule, phone calls do not constitute a meeting.

1.2.2. Daily Limitation. If a Board member attends or participates in multiple meetings in a single day, the Board member shall only be eligible for compensation for one meeting on that day.

1.3. Procedure. To receive compensation for a day of service within the scope of this Resolution, a Board member shall submit a payment request to the District's General Manager. Thereafter, the District's General Manager will issue payment to the Board member consistent with the District's regular payroll cycle and will include the payment request in the agenda materials for the next public meeting. At that meeting, the Board will review and approve or deny the payment request. Payments made by District staff prior to Board consideration of compensation requests are expressly subject to reconciliation following Board action thereon.

Section 2. **REIMBURSEMENT.**

Pursuant to Government Code Section 61047(c), the District shall reimburse Board members for their actual and necessary traveling and incidental expenses incurred while on official business as provided herein.

2.1. Qualifying Events. Pursuant to Government Code Section 53232.2(b), the types of occurrences that qualify a Board member to receive reimbursement of eligible expenses set forth in Section 2.2 below shall be any occurrence that is listed in Section 1.2.1 of this Resolution.

2.2. Eligible Expenses. Expenses eligible for reimbursement shall be limited to (1) registration or tuition costs, or other charges for participation at the meeting; (2) transportation to and from the meeting, including airfare, car rental, or mileage for use of a Board member's own automobile, and other miscellaneous transportation costs (shuttle, taxi, parking, etc.); (3) lodging at the single-room rate; and (4) costs of meals as set forth in Section 2.3.4.

2.3. **Rates.**

2.3.1. Registration, Tuition, and Meeting Charges. The District reimbursement rate for registration or other charges for participation at a meeting shall be the actual amount incurred, not to exceed the maximum rate published by the conference or activity sponsor for timely registration after applying all applicable deductions for any available discounts.

2.3.2. Transportation.

(a) Members of the Board must use government and group rates offered by a provider of transportation services for travel when available. If such rates are not available, the District reimbursement rate for Board member transportation shall be the actual amount incurred, not to exceed the cost of round-trip coach airfare.

(b) The District reimbursement rate for mileage by use of a Board member's own vehicle shall be calculated on the basis of total miles driven for District purposes at the rate specified in the Internal Revenue Code in effect at the time of the vehicle usage.

(c) The District reimbursement rate for vehicle parking by a Board member shall be the actual amount incurred.

2.3.3. Lodging. Members of the Board must use government and group rates offered by a provider of lodging services when available. If the lodging is in connection with an accepted conference or organized educational activity, lodging costs must not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board at the time of booking. If a government or group rate is not available, the District reimbursement rate for Board member lodging shall be the actual amount incurred, not to exceed the rate for comparable lodging.

2.3.4. Meals. The District reimbursement rate for Board member meals shall be the actual amount incurred, not to exceed the applicable Internal Revenue Service rates for reimbursement as established in Publication 463 or any successor publication, or \$100.00, whichever is less, for each day of service outside the District's boundaries.

2.3.5. Other. District reimbursement of all other actual and necessary expenses incurred by a Board member shall be computed using the applicable Internal Revenue Service rates for reimbursement as established in Publication 463, or any successor publication. All expenses that do not fall within this reimbursement policy or the Internal Revenue Service reimbursable rates, as provided above, shall be approved by the Board in a public meeting before the expense is incurred.

2.4. Budget Limits. The maximum amount of District-paid expenses that each Board member may annually incur without separate prior Board approval is \$2,000 each fiscal year.

2.5. **Ineligible Expenses.** Board members shall not be eligible for District reimbursement of any expenses incurred by any person traveling or attending a meeting as a guest of the Board member. No Board member shall be eligible for District reimbursement of any expenses for personal services not related to District business.

2.6. **Expense Forms.** The District shall provide expense report forms to be filed by the members of the Board for reimbursement for actual and necessary eligible expenses incurred on behalf of the District in the performance of official duties. The expense reports shall document that said expenses meet the policy reflected in this Resolution for expenditure of public resources. Board members shall submit such expense reports to the District's General Manager, and the reports shall be accompanied by the receipts documenting each expense. Thereafter, the District's General Manager will issue payment to the Board member in the amount requested in the expense report consistent with the District's regular payroll cycle and will include the reimbursement request in the agenda materials for the next public meeting. At that meeting, the Board will review and approve or deny the reimbursement request. Payments made by District staff prior to Board consideration of expense reimbursement requests are expressly subject to reconciliation following Board action thereon. All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act.

2.7. **Report.** Board members shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board.

Section 3. **ETHICS TRAINING.**

3.1. **Requirement.** Each local agency official of the District must receive training in ethics laws no later than one year from the first day of service with the District. Thereafter, each local agency official must receive such training at least once every two years.

3.2. **Application.**

3.2.1. **Local Agency Official.** As used in Section 3.1 of this Resolution, the term "local agency official" means all of the following:

- (a) All Board members; and
- (b) All executive staff of the District.

3.2.2. Ethics Laws. As used in Section 3.1 of this Resolution, the phrase “ethics laws” includes, but is not limited to, the following:

(a) Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws;

(b) Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies;

(c) Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws; and

(d) Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

3.3. **District Responsibilities.**

3.3.1. Records. The District shall maintain records indicating (a) the dates that local agency officials satisfied the requirements of Section 3 of this Resolution and (b) the entity that provided the training. The District shall maintain these records for at least five years after local agency officials receive the training. These records are public records subject to disclosure under the California Public Records Act.

3.3.2. Notice. The District is required to provide information on training available to meet the requirements of Section 3 of this Resolution to its local agency officials at least once annually.

Section 4. **REVIEW OF RESOLUTION ON ANNUAL BASIS.**

Each year the Board shall review this Resolution 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 Resolution, and make any recommendations deemed appropriate, including proposals to amend the Resolution. Upon conclusion of its review, the Board may take

any action it deems appropriate concerning this Resolution. Nothing herein shall preclude the Board from taking action on the Resolution at times other than upon conclusion of the annual review.

Section 5. **SEVERABILITY.**

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

Section 6. **EFFECTIVE DATE.**

This Resolution supersedes Resolution No. 2023-11 adopted by the Board on April 20, 2023, and shall take effect immediately upon its adoption.

ADOPTED this 19th day of March 2026

AYES:

NOES:

ABSTAIN:

ABSENT:

Ron Clark, President

ATTEST:

Cheryl Vermette, Clerk of the Board

Exhibit "A"

This list is to be used as examples of meetings outlined under Section 1.2.1 and is subject to change at the discretion of the Board.

Brown Act Meetings
Regular and Special Board Meetings

Representation at a public hearing or public meeting of another government agency
Mojave Water Agency
Watermaster
San Bernardino County
LAFCO
Various City Councils
VWRA

Meeting with a representative from County, State, or Federal Government
Elected officials or representatives

Ad hoc committees of the Board
Park and Rec Committee
Recycled Water Committee

Meeting with District Consultants
Attorney, Engineer, Auditor, etc.

Meetings of County, Special District or LAFCO
Tri-Communities Special District Luncheon
Association of San Bernardino County Special Districts (ASBCSD)

Representation of the District on a non-profit Board
Chamber of Commerce
Homeowners Association

Training or education involving matters related to the functions and operations of the District
Board member training through CSDA

Farmers Market

Mojave Water Agency Tours

Concerts-in-the-Park if carrying out a function or helping with the event



Helendale Community Services District

DATE: March 19, 2026
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #9
Discussion and Possible Action Regarding Review of Ordinance 2022-02: An Ordinance of the Helendale Community Services District Setting Compensation for its Board of Directors

STAFF RECOMMENDATION

This matter is at the discretion of the Board.

STAFF REPORT:

Board stipends is an area of self-governance and is a minor token for the time put in to prepare for meetings and represent constituents. Three times in the history of the District the board has increased the meeting stipend. The last increase was approved on April 7, 2022, when the Board held a public hearing to consider increase the stipend from \$137 per meeting to \$150 per meeting with an effective date of July 1, 2022. A prior increase was considered in 2019 when the stipend was increased from \$100 to \$137 per meeting.

Counsel will provide an overview of the process for the Board.

Below is a list of stipends paid in other districts:

Entity	Per meeting compensation
PPHCSD	\$ 150
HCSO	\$ 150
Big Bear CSD	\$ 150
Lake Arrowhead CSD	\$ 100
Crestline County Sanitation District	\$ 100
High Desert Water District	\$ 175
Mojave Water Agency	\$ 197
Crestline Village Water	\$ 200
29 Palms Water	\$ 165

The Board could request an increase of 5% per year through a public hearing process. Based upon the date of the last increase following is what the maximum increase would be:

Year	Amount
Jul-22	\$ 150.00
Jul-23	\$ 157.50
Jul-24	\$ 165.38
Jul-25	\$ 173.64
Jul-26	\$ 182.33

FISCAL IMPACT: NA

REQUESTED ACTION: At the desire of the Board

ATTACHMENTS: Ordinance 2022-02

ORDINANCE NO. 2022-02

**AN ORDINANCE OF THE
HELENDALE COMMUNITY SERVICES DISTRICT
SETTING COMPENSATION FOR ITS BOARD OF DIRECTORS**

WHEREAS, the Board of Directors of the Helendale Community Services District (“the District”) finds as follows:

A. Pursuant to Ordinance No. 2019-02 adopted by the District’s Board of Directors (“the Board”) on or about August 15, 2019, each member of the Board is currently entitled to receive compensation in the amount of \$137.50 for each day of service rendered on behalf of the District, not exceeding a total of ten (10) compensable days in any calendar month.

B. Pursuant to Water Code Section 20202, the rate of such compensation may be increased by an amount not to exceed five percent (5%) for each calendar year following the operative date of the last adjustment.

C. The Board has not made any adjustment in the amount of compensation paid to a director since its adoption of Ordinance No. 2019-02.

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

1. Each Board member of the District shall be entitled to receive compensation in the amount of \$150.00 for each day of service (as that term is defined in Section 1.2 of Resolution No. 2022-04 as may be amended from time to time) rendered on behalf of the District, not exceeding a total of ten (10) days in any calendar month, after the effective date of this Ordinance.

2. Compensation shall be paid to a director in accordance with Section 1.3 of Resolution No. 2022-04 (as may be amended from time to time).

3. This Ordinance shall take effect on July 1, 2022.

ADOPTED this 7th day of April, 2022.

ROLL CALL:

Ayes:

Noes:

Abstain:

Absent:

Tim Smith
President, Board of Directors

ATTEST:

Sandy Haas
Secretary, Board of Directors

