



REGULAR BOARD MEETING
Thursday, April 2, 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: **HCS D**. 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**.

Pursuant to Government Code Section 54953(b), Director Rosenberg will attend the meeting via teleconference location at 103 Pacific Coast Highway, Huntington Beach, California, 92648 Space 42

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: Special Board Meeting of March 17 and Regular Board Meeting of March 19, 2026
- b. Bills Paid Report for April 2, 2026
- c. February Financial Report
- d. Revised Surplus Equipment and Salvage Policy and Procedures

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 2026-03: A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies Compensation, Reimbursement, and Ethics, Fiscal and Financial Training
7. Discussion and Possible Action Regarding Adoption of Resolution 2026-04: A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies for its Relations Among Directors and with Staff
8. Discussion and Possible Action Regarding Awarding a Contract for Design of Water Pipeline for Treatment and Blending
9. Discussion and Possible Action Regarding Adoption of Resolution 2026-05: A Resolution of the Helendale Community Services District Approving Award of Sole Source Contract to MISCO Water for the Purchase of Replacement Blowers from Kaeser

10. Discussion and Possible Action Regarding Approval of a Contract with Kennedy Jenks for a Bureau Feasibility Study
11. Discussion and Possible Action Regarding the Purchase of a Sound System for the Park
12. Discussion and Possible Action Regarding Seasonal Time Adjustments for Concerts in the Park
13. Discussion and Possible Action Regarding Selection of Mission, Vision, and Values Sign Design
14. Discussion and Possible Action Regarding Approval of Resolution 2026-06: A Resolution of the Board of Directors of the Helendale Community Services District in Appreciation of the Exemplary Service of Dr. Kimberly Cox

Other Business

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

Closed Session

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

17. Report of Closed Session Items

18. 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: April 2, 2026
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMSs

- a. Approval of Minutes: Special Board Meeting March 17, 2026, and Regular Meeting March 19, 2026
- b. Bills Paid Report for April 2, 2026
- c. February Financial Report
- d. Revised Surplus Equipment and Salvage Policy and Procedures



Helendale Community Services District

Date: April 2, 2026
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette, Clerk of the Board
SUBJECT: Agenda item #3a
Minutes from Special Meeting 3/17/2026, and Regular Board meeting
3/19/2026



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

Date: March 17, 2026
 Time: 3:00 PM
 Meeting called to order by: President Ron Clark at 3:03 PM

Attendance

President Ron Clark	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote
Vice President George Cardenas	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" 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 type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> In Person	<input type="checkbox"/> Remote

Staff Members Present

Kimberly Cox, General Manager; Alex Aviles, Wastewater Operations Manager; Cheryl Vermette, Administrative Services Manager; Gavin Nemake, Maintenance Worker I

Consultants/Guests

Steve Kennedy, Legal Counsel
 Steven Garcia, Silver Lakes Landscaping
 Giselle Garcia, Silver Lakes Landscaping

Members of the public

There were no members of the public in attendance.

1. APPROVAL OF AGENDA

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

Second Director Guinn

Vote

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

2. PUBLIC PARTICIPATION

None

Regular Business

3. Discussion and Possible Action Regarding Approval of a Professional Services Agreement for Park and Facility Maintenance Services for FY27 through FY29

Discussion Silver Lakes Landscaping has been providing services for two years under an annual contract, and staff is very satisfied with the services. Maintenance services include the park, housing, and the Community Center, and the contract has been cost effective. Previous staffing scenarios included the use of full-time and part-time staff, with the best fit identified as a contract and one part-time maintenance worker. Staff is recommending a three-year contract. The contract amount of \$86,940 reflects an increase based on the District staff COLA, with COLA increases included for FY28 and FY29. The FY25 contract was \$80,000, and the FY26 contract is \$84,000.

Motion Director DeVries made the motion to Approve a PSA for 3-years with Silver Lakes Landscaping pending legal counsel’s revisions to the contract documents.

Second Director Cardenas

Vote

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

4. Discussion and Possible Action Regarding Approval of a Professional Services Agreement for Computer Support Services for FY27 through FY29

Discussion Sonic has provided support since 2019, and the last contract was approved by the Board in July 2023 with terms of three years at \$2,150 per month. The new proposed contract is for three years at \$2,100 per month. Staff previously reviewed another company in 2023, but the rates were \$3,300 per month. Service is described as adequate, and the value is highly competitive. Cybersecurity enhancements have protected the systems. Equipment and hardware are at additional costs, and the contract would increase if additional workstations were added; however, staff does not anticipate any new workstations. Field staff can share stations when offices are completed. In the event the contract increases, it would need to return to the Board for approval. Director Cardenas asked staff to find out what they do for recovery from attacks, what do they use, how long does it take to get back up and running.

Motion Director Guinn made the motion to Approve a PSA with Sonic for IT support services for 3-years.

Second Director DeVries

Vote

President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Vice President George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input 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 type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
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5. Discussion and Possible Action Regarding Payment of the Unfunded Accrued Liability to CalPERS

Discussion For FY25, the amounts are \$55,378 for Classic and \$1,211 for PEPRA. For FY26, the amounts are \$72,035 for Classic and \$2,669 for PEPRA. The FY27 amount is \$88,665. Prepayment saves 3.4 percent interest. Upon approval, the item will be added to the budget and paid from Fund 10, and it must be paid by July 31, 2026. The amounts are based upon the actuarial report from 2024–25, and the estimate for FY28 is \$85,000.

Motion Director DeVries made the motion to approve payment of \$88,665 for Pers Unfunded Accrued Liability Payment

Second Director Guinn

Vote

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

6. Discussion and Possible Action Regarding Adoption of a Revised Surplus Equipment and Salvage Policy and Approve Request to Declare as Surplus Various District-Owned Equipment

Discussion General Manager Cox explained the revisions to the policy.

Motion Director Guinn made the motion to Adopt changes to Surplus Equipment and Salvage Policy and approve surplus of equipment as requested.

Second Director DeVries

Vote

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

7. Request to Purchase District Surplus Equipment

Discussion The item includes a review of surplus policy revisions intended to add greater specificity to the process, with the policy last revised in 2021 and redline and final drafts included. Section 2 was expanded for clarity to outline disposal methods including competitive bid, auction, third-party, bidding platform, and direct sale. Section B3 adds that scrap meters are classified as salvage, Section C1 refers the method of disposal back to Section B2, and Section 5 increases the salvage amount for employee morale to \$8,000. Three pieces of equipment are requested to be declared surplus: a 2008 Ford Ranger previously used as a

chlorine truck and replaced with a recycled 2016 Chevy Colorado, a 2003 Zieman trailer that cannot be hauled due to lack of suitable equipment, and a 2001 Olympian generator purchased at auction in 2007 that has never been used and will not be used due to air quality requirements. The Board members discussed adding something on the website advertising surplus items, where people can contact the District if they are interested in direct purchase. The revision will be added and the surplus equipment and salvage policy will be brought back to the board on the consent calendar.

Motion Director DeVries made the motion to approve Direct purchase of 2 surplus items as outlined in staff report.

Second Director Guinn

Vote

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

8. Discussion Only Park Capital Improvement Plan

Discussion: Wastewater Operations Manager Aviles and Administrative Services Manager Vermette reviewed each line item on the park capital improvement plan.

Motion None.

9. Discussion and Possible Action Regarding Consideration and Approval to Open a New Bank Account at Global Credit Union and Amend Authorized Signers on an Existing Citizens Business Bank Account

Discussion The Board discussed opening a new bank account at Global Credit Union, adding the following people as signers on the account: President Ron Clark, Vice President George Cardenas, Director Gail Guinn, Director Artie DeVries, Director Billy Rosenberg and District Treasurer Cheryl Vermette. The Board also discussed revising the authorized signers for the Districts accounts at Citizens Business bank. The following people will be authorized signers on the Citizens Business Bank account: President Ron Clark, Vice President George Cardenas, Director Gail Guinn, Director Artie DeVries, Director Billy Rosenberg and District Treasurer Cheryl Vermette.

Motion Director DeVries made the motion to authorize Staff to open new account at Global Credit Union and approve list of account signers.

Second Director Cardenas

Vote

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

President Clark adjourned the meeting at 3:52 pm.

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.



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

Date: March 19, 2026
 Time: 6:00 PM
 Meeting called to order by: President Ron Clark at 6:00 PM

Attendance

President Ron Clark	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote
Vice President George Cardenas	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" 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 (Zoom); Cheryl Vermette, Administrative Services Manager

Consultants/Guests

Steve Kennedy, Legal Counsel
 Michael Heftman, Burrtec Waste

Members of the public

There were two members of the public in attendance.

1. APPROVAL OF AGENDA

Discussion General Manager Cox requested to remove item #8 from the agenda.

Motion Director DeVries made a motion to approve the agenda as amended.

Second Director Guinn

Vote

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

None

3. CONSENT ITEMS

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

Discussion None

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

Second Director Cardenas

Vote

President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Vice President George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input 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 Guinn reported that the CERT mixer will be held on May 4th.

- b. General Managers Report

General Manager Cox announced there will be a public reception to bid farewell to the departing General Manager and welcome the new team on April 2nd at 5 pm. Investments held at CBTrust matured on March 26 and were rolled over into a one-year Treasury bill at a rate of 3.74 percent. In addition, a meeting was held with SLA Board members to discuss wells and water. The District's total cash balance is \$8,562,371. For 2026, revenues for water is at \$2,639,417, sewer is at \$3,751,120, park is reflected at \$874,598, property rental revenue is \$162,810, and solid waste revenue is \$173,150. The funds are distributed across several depositories, with \$3,261,488 held in CLASS, \$2,315,698 in CBB Trust, \$1,523,198 in CBB Checking, \$1,173,240 in LAIF, and \$288,748 in Flagstar.

Wastewater Operations Manager Aviles gave the wastewater report. Todd and Garrett cleaned over two miles of sewer main that had been affected by a surcharge in the collection system while the Parkway Lift Station was down. PACE completed core drilling as part of the geotechnical site investigation for the tertiary design project. Todd assisted water staff with a valve replacement at the intersection of Smithson and Helendale Road. A contractor repaired a damaged block wall at the Lakeview tower site and cut and removed 12 dead trees to prevent future incidents. At the treatment plant, influent and effluent meters were calibrated. Additionally, staff jackhammered and removed a damaged thrift store warehouse approach and poured new concrete.

Regular Business

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

Discussion Director Rosenberg requested to remove his reimbursement request for the meeting held on 2/11/2026.

Motion Director DeVries made a motion to approve Directors' expense reports

Second Director Guinn

Vote

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

Discussion The Board reviewed continuation of water and sewer standby fees, which are considered annually and collected through the County property tax process. Staff explained that standby fees apply to vacant in-fill lots with access to water and sewer mains and do not apply to properties located away from existing infrastructure. A 2014 Engineer's Report evaluating the fee was referenced and noted to be available for public review. The current standby fee was reported as \$30 per vacant lot up to one acre, with current year receipts totaling \$12,990 for water and \$10,781 for wastewater. For FY27, revenues were estimated at approximately \$34,500, based on 573 water properties and 577 wastewater properties, with totals changing annually as in-fill development occurs. A protest hearing was scheduled for July 16, 2026, at 6:00 p.m., to receive any objections and consider adoption of a resolution authorizing collection of the fees, with the final standby fee list to be presented at that hearing and submitted to the County by the August 10 deadline.

Motion Director Rosenberg made a motion to Adopt Resolution 2026-02 Initiating Procedures to Continue Collection of Water and Sewer Standby Charges for Fiscal Year 2027

Second Director Cardenas

Vote

President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Vice President George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input 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 Regarding Request from Burrtec for Inflation-Based Increase and Other Related Fee Increases for Solid Waste Services

Discussion The Board reviewed Burrtec’s request for an inflation-based rate increase as provided under Section 10.05 of the contract, which requires notice no later than April 1 and allows for annual CPI adjustments capped at 4 percent. Historical CPI adjustments from FY21 through FY27 were summarized. Staff also noted that the contract allows for extraordinary rate adjustments under Section 10.08 for changes in law or unforeseen costs, although Burrtec has not exercised this provision to date. The presentation focused primarily on residential rates, with commercial rates included in the agenda materials and detailed in Exhibit A of the staff report. Increases discussed included recycling costs rising from \$1.71 to \$2.35, curbside pickup and administrative fees adjusted by CPI, and an increase to the Proposition 218 notification fee from \$0.02 to \$0.08 based on actual printing and mailing costs. Burrtec representative Michael Heftman discussed recycling costs and responded to questions. The requested action was to move forward with the Proposition 218 process, including preparation of Exhibit A and public notification, with a public meeting tentatively scheduled for May 21 and a public hearing tentatively scheduled for June 4, subject to printing and mailing timelines.

Motion Director Guinn made the motion to direct Staff to prepare the 218 public notice and set the schedule for a public hearing to consider an increase in solid waste costs as outlined in staff report

Second Director DeVries

Vote

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

Discussion This item was removed from the agenda

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

Discussion The review of Ordinance 2022-02 was timely because any compensation increases would be factored into the FY27 budget. The Board is authorized to request up to a 5 percent increase in compensation each year, and compensation has been increased three times in the District’s history, from \$100 to \$125 on November 17, 2016, from \$125 to \$137.50 on August 15, 2019, and from \$137.50 to \$150.00 on April 7, 2022. The process begins with the Board requesting that the matter be placed on the agenda, followed by a determination of the increase amount and implementation date, and the setting of a public hearing date. Public notice is then published in a newspaper of general circulation, the Board holds a hearing to

receive public comment, and the Board votes on the ordinance. The Board determined that no compensation increase was warranted at this time.

Motion None

Other Business

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

President Clark called for a brief break at 6:36 pm. The Board went into closed session at 6:44pm.

Closed Session

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

The Board reconvened in open session at 7:16 pm.

12. Report of Closed Session Items

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

13. Adjournment

President Clark adjourned the meeting at 7:17 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: April 2, 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 13 checks and 19 Bank Drafts totaling \$152,955.34.

Total Cash Available	3/27/26	3/12/26
Cash	\$8,583,068.98	\$8,562,371.01
Checks, DFT's/EFT's Issued	\$152,955.34	\$227,608.75

INVESTMENT REPORT:

The Investment Report shows the status of the District funds invested as of 3/27/26

	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: 03/14/2026 - 03/27/2026

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 211102187 - CBB Checking					
03/17/2026	29445	ACI Payments, Inc	-55.60	Check	Accounts Payable
03/17/2026	29446	AGCON, INC.	-209.19	Check	Accounts Payable
03/17/2026	29447	Andy J. Leuridan	-120.00	Check	Accounts Payable
03/17/2026	29448	Cal Fire	-1,342.29	Check	Accounts Payable
03/17/2026	29449	Helendale Community Services District	-264.81	Check	Accounts Payable
03/17/2026	29450	James Harvey	-585.00	Check	Accounts Payable
03/17/2026	29451	State of California Department of Justice	-64.00	Check	Accounts Payable
03/17/2026	29452	Synagro West, LLC	-1,286.09	Check	Accounts Payable
03/17/2026	29453	Ornneil Fire Sprinkler, inc	-2,500.00	Check	Accounts Payable
03/23/2026	29462	Pacific Advanced Civil Engineering, Inc	-120,729.00	Check	Accounts Payable
03/24/2026	29463	Burrtec Waste Group, Inc	-11,228.10	Check	Accounts Payable
03/24/2026	29464	County of San Bernardino, Solid Waste Mgmt. Div.	-757.42	Check	Accounts Payable
03/24/2026	29465	Hi Desert Trophy & Awards	-70.69	Check	Accounts Payable
03/16/2026	DFT0003245	Southern California Edison	-221.00	Bank Draft	Accounts Payable
03/16/2026	DFT0003246	Southern California Edison	-126.94	Bank Draft	Accounts Payable
03/16/2026	DFT0003247	Southwest Gas Company	-1,524.80	Bank Draft	Accounts Payable
03/16/2026	DFT0003248	Southwest Gas Company	-196.47	Bank Draft	Accounts Payable
03/16/2026	DFT0003249	Southwest Gas Company	-302.95	Bank Draft	Accounts Payable
03/16/2026	DFT0003250	Southwest Gas Company	-11.00	Bank Draft	Accounts Payable
03/15/2026	DFT0003253	Sonic Systems, Inc	-2,151.60	Bank Draft	Accounts Payable
03/25/2026	DFT0003258	Frontier Communications	-231.29	Bank Draft	Accounts Payable
03/25/2026	DFT0003259	Frontier Communications	-70.64	Bank Draft	Accounts Payable
03/15/2026	DFT0003266	Sonic Systems, Inc	-265.33	Bank Draft	Accounts Payable
03/25/2026	DFT0003268	Southern California Edison	-102.05	Bank Draft	Accounts Payable
03/24/2026	DFT0003269	Southern California Edison	-782.17	Bank Draft	Accounts Payable
03/23/2026	DFT0003270	Southern California Edison	-1,856.71	Bank Draft	Accounts Payable
03/17/2026	DFT0003289	Beck Oil Inc	-628.43	Bank Draft	Accounts Payable
03/17/2026	DFT0003290	Beck Oil Inc	-3,450.58	Bank Draft	Accounts Payable
03/17/2026	DFT0003291	County of San Bernardino, Environmental Health Services	-619.00	Bank Draft	Accounts Payable
03/17/2026	DFT0003293	Konica Minolta	-365.39	Bank Draft	Accounts Payable
03/23/2026	DFT0003299	Stericycle, Inc	-107.95	Bank Draft	Accounts Payable
03/23/2026	DFT0003300	Verizon Wireless	-728.85	Bank Draft	Accounts Payable
Bank Account 211102187 Total: (32)					-152,955.34
Report Total: (32)					-152,955.34

Bank Account
[211102187 CBB Checking](#)

Count	Amount
32	-152,955.34
Report Total:	-152,955.34

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

Count	Amount
32	-152,955.34
Report Total:	-152,955.34

Transaction Type	Count	Amount
Bank Draft	19	-13,743.15
Check	13	-139,212.19
Report Total:	32	-152,955.34



Helendale Community Services District

Date: April 2, 2026
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3c
February Financial Reports

Attached for the Board's consideration is the Financial Report prepared by the District's Contract accounting firm, Starting Line Advisory.

February 2026 Financial Reporting



**Preliminary Results – Subject to Change
(Unaudited)**

Prepared by



**No assurance is provided on the financial statements. The financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States are not included.*



Helendale CSD
Statement of Revenues & Expenses - Water
February 2026

	February 2026	YTD Actual	Budget	67% of Budget	PYTD
1 Operating Revenues					
2 Meter Charges	\$ 135,666	\$ 1,084,578	\$ 1,632,679	66%	\$ 1,066,818
3 Water Sales	44,901	626,076	840,792	74%	500,725
4 Standby Charges	659	14,063	26,220	54%	16,566
5 Other Operating Revenue	6,130	70,536	117,710	60%	67,897
6 Total Operating Revenues	187,356	1,795,252	2,617,401	69%	1,652,006
7 Non-Operating Revenues					
8 Grant Revenue	-	-	-	0%	-
9 Miscellaneous Income (Expense)	126,284	669,405	-	0%	-
10 Total Non-Operating Revenues	126,284	669,405	-	0%	-
11 Total Revenues	313,640	2,464,657	2,617,401	94%	1,652,006
12 Expenses					
13 Salaries & Benefits					
14 Salaries	42,952	325,062	511,480	64%	297,397
15 Benefits	16,074	124,013	202,810	61%	104,815
16 Total Salaries & Benefits	59,025	449,075	714,290	63%	402,212
17 Transmission & Distribution					
18 Contractual Services	2,721	41,817	57,975	72%	39,312
19 Power	25,408	180,463	224,405	80%	139,761
20 Operations & Maintenance	51,160	113,529	182,500	62%	105,291
21 Rent/Lease Expense	800	7,660	12,200	63%	8,397
22 Permits & Fees	-	25,744	40,225	64%	28,011
23 Total Transmission & Distribution	80,088	369,213	517,305	71%	320,772
24 General & Administrative					
25 Utilities	705	4,422	6,150	72%	2,603
26 Office & Other Expenses	63	1,564	4,193	37%	4,463
27 Admin Allocation	69,003	552,024	828,036	67%	455,883
28 Total General & Administrative	69,770	558,010	838,379	67%	462,949
29 Debt Service	-	322,602	346,309	93%	335,393
30 Total Expenses	208,884	1,703,527	2,416,283	71%	1,521,326
31 Net Income (Loss) Before Other Items	104,756	761,129	201,118		130,680
32 Sale or Lease of Water Rights	-	77,976	300,000	26%	199,920
33 Capital Expenses	-	(2,371,155)	(1,621,000)	146%	-
34 Net Income (Loss)	\$ 104,756	\$ (1,532,050)	\$ (1,119,882)		\$ 330,600



Helendale CSD

Financial Statement Analysis

February 2026 – 67% of Fiscal Year

Fund 01-Water Revenues and Expenses

Line 2 Meter Charges: Includes fixed monthly charge for water service. YTD is trending in line with target budget.

Line 3 Water Sales: Includes water consumption charges. YTD is trending over target budget due to higher consumption in the summer months.

Line 4 Standby Charges: Includes special assessment standby charges for the current & prior years and delinquent standby penalties. Most of these revenues are received in November, December, and April. YTD can trend over or under budget depending on timing of property tax receipts.

Line 5 Other Operating Revenue: Includes permit & inspection charges, connection fees, meter installation fees, other fees/charges, and mechanic service reimbursements. Connection and meter installation fees are budgeted conservatively due to the unexpected nature of these fees.

Line 8 Grant Revenue: Includes any grant funding received during the fiscal year.

Line 9 Miscellaneous Income (Expense): Includes gain or loss on sale of assets and other miscellaneous income. YTD activity includes receipt of PFAS settlement received in August for \$172.2K, October for \$368.2K and \$126.3K in February.

Line 14 Salaries: Includes salaries for water employees.

Line 15 Benefits: Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and training.

Line 18 Contractual Services: Includes lab testing, engineering, geographic information system (GIS) support & other contract services. YTD is trending over target budget due to timing of annual Aqua Metrics renewal.

Line 19 Power: Includes electricity usage for transmission & distribution. YTD is trending over target budget due to higher consumption and rate increases.

Line 20 Operations & Maintenance: Includes operations & maintenance expenses, uniforms, vehicle maintenance, and vehicle fuel. YTD can trend over/under budget due to need and the timing of services.

Line 21 Rent/Lease Expense: Includes rental costs for the water shop and Bureau of Land Management (BLM) tank sites.



Helendale CSD Financial Statement Analysis February 2026 – 67% of Fiscal Year

Line 22 Permits & Fees: Includes all water permits, miscellaneous fees, and Watermaster fees. YTD can trend over/under budget due to the timing of permits and fee payments. Water System annual fees were paid in December.

Line 25 Utilities (G&A): Includes gas and telephone expenses. YTD is trending slightly over target budget due to increased telephone expenses than anticipated in the budget.

Line 26 Office & Other Expenses: Includes mileage/travel reimbursements, office supplies, water conservation program, and dues/subscriptions. These expenses are on an as-needed basis and can trend over/under budget.

Line 27 Admin Allocation: This is the monthly distribution of the budgeted Administration Fund (Fund 10) expenses to the enterprise funds, of which water receives 50%.

Line 29 Debt Service: Includes interest & principal payments on outstanding debt. YTD can trend over/under budget due to the timing of payments. Payments on the CNB loan are made in December and June, while payments on the MFC loan are made in February and August.

Line 32 Sale or Lease of Water Rights: Includes water rights leases to the City of Victorville and Silver Lakes Association. YTD activity includes 147 AF Lease to Silver Lakes Association.

Line 33 Capital Expenses: YTD balance in capital expenses includes the following:

- \$8.7K – Interior Ops Building
- \$2.3K – AMI Meters
- \$2.3M - Water Rights Purchase
- \$32.1K – Solar Roof Project
- \$62.0K – Water Equipment – Trailer Purchase



Helendale CSD
Statement of Revenues & Expenses - Sewer
February 2026

	February 2026	YTD Actual	Budget	67% of Budget	PYTD
1 Operating Revenues					
2 Sewer Charges	\$ 163,807	\$ 1,307,520	\$ 1,961,647	67%	\$ 1,260,915
3 Standby Charges	524	11,827	24,510	48%	12,888
4 Other Fees & Charges	2,731	31,712	46,479	68%	23,937
5 Interfund Transfer In/(Out)	5,964	47,714	71,571	67%	-
6 Other Income/(Expense)	-	6,500	-	0%	-
7 Total Revenues	173,025	1,405,273	2,104,208	67%	1,297,740
8 Expenses					
9 Salaries & Benefits					
10 Salaries	33,140	248,076	446,410	56%	255,886
11 Benefits	15,344	91,138	156,051	58%	84,731
12 Total Salaries & Benefits	48,483	339,214	602,461	56%	340,616
13 Sewer Operations					
14 Contractual Services	15,187	56,111	135,335	41%	78,285
15 Power	19,582	96,065	144,150	67%	88,864
16 Operations & Maintenance	1,365	32,788	66,900	49%	43,849
17 Permits & Fees	-	36,389	44,300	82%	28,855
18 Total Sewer Operations	36,133	221,353	390,685	57%	239,854
19 General & Administrative					
20 Utilities	557	3,858	5,350	72%	3,565
21 Office & Other Expenses	4,976	10,309	15,960	65%	14,301
22 Admin Allocation	67,623	540,984	811,475	67%	446,765
23 Total General & Administrative	73,156	555,151	832,785	67%	464,632
24 Debt Service	-	51,061	102,123	50%	68,055
25 Total Expenses	157,773	1,166,780	1,928,054	61%	1,113,157
26 Net Income (Loss) Before Other	15,253	238,493	176,153		184,583
27 Capital Expenses	(136,429)	(374,009)	(1,100,000)	34%	-
28 Net Income (Loss)	\$ (121,176)	\$ (135,515)	\$ (923,847)		\$ 184,583



Helendale CSD Financial Statement Analysis February 2026 – 67% of Fiscal Year

Fund 02-Sewer Revenues and Expenses

Line 2 Sewer Charges: Includes the monthly charge for sewer services. YTD is trending in line with target budget.

Line 3 Standby Charges: Includes special assessment standby charges for the current & prior years and delinquent standby penalties. Most of these revenues are received in November, December, and April.

Line 4 Other Fees & Charges: Includes permit & inspection charges, connection fees, other fees, and charges. YTD is trending in line with target budget.

Line 5 Interfund Transfer In/(Out): This line includes the monthly repayment of the interfund loan from Sewer to Parks. YTD is trending in line with target budget.

Line 6 Other Income/(Expense): Includes gain or loss on sale of assets and other miscellaneous income. YTD activity includes the sale of a Dodge truck in July.

Line 10 Salaries: Includes salaries for all sewer employees.

Line 11 Benefits: Includes employee insurance, PERS retirement, workers compensation, payroll taxes, and education & training.

Line 14 Contractual Services: Includes lab testing, engineering, GIS support & other contractual services.

Line 15 Power: Includes electricity used for Sewer. YTD is trending in line with target budget.

Line 16 Operations & Maintenance: Includes compost disposal, vehicle maintenance, vehicle fuel, uniforms, and small tools.

Line 17 Permits and Fees: Includes all annual permits and fees paid to the state. YTD is trending over target budget due to timing of payments.

Line 20 Utilities (G&A): Includes gas, water, and telephone expenses. YTD is trending over target budget due to increased telephone charges.

Line 21 Office & Other Expenses: Includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. These expenses are on an as-needed basis and can trend over/under budget.

Line 22 Admin Allocation: This is the monthly distribution of the budgeted Administration Fund (Fund 10) expenses to the enterprise funds of which wastewater receives 49%.



Helendale CSD Financial Statement Analysis February 2026 – 67% of Fiscal Year

Line 24 Debt Service: Includes interest & principal payments on outstanding debt. YTD can trend over/under budget due to the timing of payments. Payments on the CNB loan occur bi-annually in December and June.

Line 27 Capital Expenses: YTD balance in capital expenses includes the following:

- \$4.1K – BioFilter Rebuild TF#1 & TF#2
- \$3.6K – Fine Bar Screen Replacement
- \$295.9K – Tertiary Engineering
- \$32.1K – Solar Roof Project
- \$12.0K – Wastewater Treatment Plant Lighting
- \$10.6K – Smithson Lift Station Pump #3
- \$13.2K – Blower Room Electrical Upgrade
- \$2.5K – Wastewater Maintenance Building Sprinkler System



Helendale CSD
Statement of Revenues & Expenses - Recycling Center
February 2026

	February 2026	YTD Actual	Budget	67% of Budget	PYTD
1 Operating Revenues					
2 Retail Sales	\$ 29,188	\$ 234,986	\$ 300,000	78%	\$ 199,920
3 Donations	-	-	-	0%	-
4 Board Discretionary Revenue	-	-	(9,000)	0%	-
5 Miscellaneous Income (Expense)	-	-	-	0%	-
6 Total Revenues	29,188	234,987	291,000	81%	199,920
7 Expenses					
8 Salaries & Benefits					
9 Salaries	17,645	146,258	206,964	71%	127,590
10 Benefits	3,576	27,777	45,104	62%	23,546
11 Total Salaries & Benefits	21,221	174,035	252,068	69%	151,136
12 Recycling Center Operations					
13 Contractual Services	-	-	2,500	0%	1,666
14 Operations & Maintenance	116	10,683	10,600	101%	6,501
15 Total Recycling Center Operations	116	10,683	13,100	82%	8,167
16 General & Administrative					
17 Utilities	1,098	11,341	14,500	78%	8,530
18 Office & Other Expenses	2,033	11,133	10,500	106%	5,998
19 Total General & Administrative	3,131	22,474	25,000	90%	14,528
20 Total Expenses	24,468	207,192	290,168	71%	173,831
21 Net Income (Loss) Before Other Items	4,719	27,795	832		26,089
22 Capital Expenses	-	-	-		-
23 Net Income (Loss)	\$ 4,719	\$ 27,795	\$ 832		\$ 26,089



Helendale CSD Financial Statement Analysis February 2026 – 67% of Fiscal Year

Fund 03-Recycling Center Revenues and Expenses

Line 2 Retail Sales: Includes sales revenues from the Thrift Store. YTD is trending over target budget due to increased sales.

Line 3 Donations: Donations are not budgeted due to the unexpected nature of these revenues.

Line 4 Board Discretionary Revenue: This line shows the transfer of net cash from the Recycling Center (Fund 03) to the Parks & Recreation Fund (Fund 05). This transfer is done at year-end for the audit.

Line 5 Miscellaneous Income/(Expense): Includes gain or loss on sale of assets and other miscellaneous income.

Line 9 Salaries: Salaries for all part-time recycling center employees and full-time supervisor. YTD is trending slightly over target budget due to increase in wages.

Line 10 Benefits: Includes employee insurance, workers compensation, payroll taxes, and education & training. YTD is trending slightly under target budget.

Line 13 Contractual Services: Includes software support and other contract services. Services are on an as-needed basis. YTD can trend over/under budget due to the timing of services needed.

Line 14 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD can trend over/under budget due to the timing of purchases as needed.

Line 17 Utilities (G&A): Includes electricity and telephone expenses. YTD is over budget due to higher electricity and telephone expenses than anticipated in budget.

Line 18 Office & Other Expenses: Includes advertising, bank charges, and other miscellaneous expenses. YTD is over budget due to increased credit card fees.

Line 21 Net Income: Net income in the Recycling Center is moved to Parks & Recreation Fund (Fund 5) at year-end during the audit through Board Discretionary Revenue.

Line 22 Capital Expenses: There is no activity YTD.



Helendale CSD
Statement of Revenues & Expenses - Property Rental
February 2026

	February 2026	YTD Actual	Budget	67% of Budget	PYTD
1 Operating Revenues					
2 Property Rental Revenues	\$ 12,199	\$ 98,012	\$ 146,388	67%	\$ 97,553
3 Other Income	-	49	-	0%	-
4 Board Discretionary Revenue	-	-	-	0%	-
5 Total Revenues	12,199	98,061	146,388	67%	97,553
6 Expenses					
7 Contractual Services	-	6,460	10,000	65%	6,664
8 Utilities	524	9,645	19,023	51%	11,464
9 Operations & Maintenance	274	4,782	8,400	57%	8,934
10 Debt Service	-	26,544	53,088	50%	34,410
11 Capital Expenses	-	32,091	-	0%	-
12 Total Expenses	798	79,521	90,511	88%	61,471
13 Net Income (Loss)	\$ 11,401	\$ 18,540	\$ 55,877		\$ 36,082



Helendale CSD Financial Statement Analysis February 2026 – 67% of Fiscal Year

Fund 04-Property Rental Revenues and Expenses

Line 2 Property Rental Revenues: Includes revenue for 15302 Smithson and 15425 Wild Road properties. YTD is trending in line with target budget.

Line 3 Other Income: Includes penalties and other miscellaneous income; due to the unexpected nature of these revenues these accounts are not budgeted.

Line 4 Board Discretionary Revenue: This line shows the transfer of net cash from the Property Rental Fund (Fund 04) to Parks & Recreation Fund (Fund 05) at year-end.

Line 7 Contractual Services: Includes contractor and handyman expenses for installation of appliances, drywall repair, roofing, or plumbing repairs. Services are on an as-needed basis. YTD can trend over/under budget due to the timing of services needed.

Line 8 Utilities: Includes electric & gas expenses for the rental properties. YTD is trending slightly under target budget.

Line 9 Operations & Maintenance: Includes maintenance and other costs relating to the rental properties.

Line 10 Debt Service: Includes interest and principal payments on outstanding debt. YTD can trend over/under budget due to the timing of payments. Payments on the CNB loan occur bi-annually in December and June.

Line 11 Capital Expenses: YTD balance in capital expenses includes the following:

- \$32.1K – Solar Roof Project



Helendale CSD
Statement of Revenues & Expenses - Parks & Recreation
February 2026

	February 2026	YTD Actual	Budget	67% of Budget	PYTD
1 Operating Revenues					
2 Program Fees	\$ 1,400	\$ 36,681	\$ 37,900	97%	\$ 21,992
3 Property Taxes	1,857	14,469	23,000	63%	15,327
4 Donations & Sponsorships	2,300	9,615	-	0%	-
5 Rental Income	2,992	23,509	23,575	100%	16,044
6 Developer Impact Fees	-	5,160	10,320	50%	4,585
7 Grants	-	-	-	0%	-
8 Interfund Transfer In/(Out)	(5,964)	(47,714)	(71,571)	67%	(47,695)
9 Board Discretionary Revenue	35,305	319,956	443,382	72%	306,423
10 Miscellaneous Income (Expense)	-	-	-	0%	-
11 Total Revenues	37,889	361,676	466,606	78%	316,675
12 Expenses					
13 Salaries & Benefits					
14 Salaries	2,636	13,931	38,246	36%	21,471
15 Benefits	202	1,055	5,925	18%	2,640
16 Total Salaries & Benefits	2,838	14,986	44,171	34%	24,111
17 Program Expense	3,484	60,483	75,475	80%	50,490
18 Contractual Services	7,447	62,269	107,960	58%	69,156
19 Utilities	4,233	38,336	70,488	54%	46,375
20 Operations & Maintenance	244	6,209	27,650	22%	19,851
21 Permits & Fees	1,185	1,185	1,733	68%	1,155
22 Other Expenses	-	483	900	54%	600
23 Total Expenses	19,431	183,951	328,377	56%	211,737
24 Net Income (Loss) Before Other Items	18,458	177,724	138,229		104,938
25 Capital Expenses	-	(40,271)	(119,000)	34%	-
26 Net Income (Loss)	\$ 18,458	\$ 137,453	\$ 19,229		\$ 104,938



Helendale CSD Financial Statement Analysis February 2026 – 67% of Fiscal Year

Fund 05-Parks & Recreation Revenues and Expenses

Line 2 Program Fees: Includes recreation program fees, basketball league fees, youth soccer league fees, concert in the park vendor fees and farmer's market revenue. YTD is trending over target budget due to higher Basketball and Youth Soccer league fees and Park Vendor fees that were not included in the budget.

Line 3 Property Taxes: Includes the transfer of property taxes for streetlight utility expenses.

Line 4 Donations & Sponsorships: includes concert in the park sponsorships, event sponsorships, and other donations/sponsorships.

Line 5 Rental Income: Includes rental income from the water shop, storage for the recycling center, community center room rental, church rental, and gymnastics rental. YTD activity is over target budget due to higher Cheer camp receipts than budgeted, and the timing of the annual field rental paid in November.

Line 6 Developer Impact Fees: Includes park development impact fees charged to new developments. This account is budgeted based on known development. As such, this account will go over budget if more development takes place.

Line 7 Grant Revenue: There is no activity YTD.

Line 8 Interfund Transfer Out/(In): This line shows the year end transfer of cash balance from the Recycling Center (Fund 03) to the Parks & Recreation Fund (Fund 05), as well as the monthly repayment of the interfund loan from Sewer to Parks.

Line 9 Board Discretionary: Board Discretionary Revenue in December includes the following:

- Radio Tower Site Rent – \$19,778
- Property Taxes – \$6,717
- Solid Waste Franchise Fees – \$10,667
- Transfer Property Tax Revenue for Street Light Utilities – \$(1,857)

Line 10 Miscellaneous Income/(Expense): Includes gain or loss on sale of assets and other miscellaneous income.

Line 14 Salaries: Includes part-time Parks and Recreation employees. YTD is trending below target budget.

Line 15 Benefits: Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education & training. YTD is trending below target budget in line with decreased salaries.



Helendale CSD Financial Statement Analysis February 2026 – 67% of Fiscal Year

Line 17 Program Expense: Includes supplies and expenses for the youth soccer league, park, community center, Farmer's Market, and other programs. YTD is over target budget due to timing of camps, program supplies, and concert expenses.

Line 18 Contractual Services: Includes software support and other contract services. These expenses are on an as-needed basis and can trend over/under budget.

Line 19 Utilities: Includes gas and electricity for parks and the community center, along with telephone & electricity for street lighting.

Line 20 Operations & Maintenance: Includes vehicle maintenance, small tools, vehicle fuel and building repair for the park and community center. YTD can trend over/under budget due to need and the timing of services.

Line 21 Permits & Fees: Includes permit and inspection fees, along with San Bernardino County fees.

Line 22 Other Expenses: Includes uniforms, printing costs, dues & subscriptions, and bank charges.

Line 25 Capital Expenses: YTD balance in capital expenses includes the following:

- \$39.6K – Solar Roof Project
- \$0.7K – Park Lighting North



Helendale CSD
Statement of Revenues & Expenses - Solid Waste Disposal
February 2026

	February 2026	YTD Actual	Budget	67% of Budget	PYTD
1 Operating Revenues					
2 Charges for Services	\$ 63,558	\$ 501,558	\$ 754,050	67%	\$ 472,318
3 Assessments & Fees	4,869	141,995	247,000	57%	163,333
4 Other Charges	2,379	24,736	31,549	78%	16,967
5 Grant Revenue	-	7,328	-	0%	-
6 Board Discretionary Revenue	-	-	-	0%	-
7 Miscellaneous Income (Expense)	-	-	-	0%	-
8 Total Revenues	70,807	675,617	1,032,599	65%	652,618
9 Expenses					
10 Salaries & Benefits					
11 Salaries	4,222	35,180	54,850	64%	34,376
12 Benefits	2,149	16,674	26,286	63%	13,536
13 Total Salaries & Benefits	6,371	51,854	81,136	64%	47,911
14 Contractual Services	-	312,539	717,673	44%	462,983
15 Disposal Fees	14,647	110,362	188,000	59%	115,287
16 Operations & Maintenance	196	10,766	3,100	347%	1,766
17 Other Operating Expenses	33	932	5,490	17%	3,392
18 Admin Allocation	1,380	11,040	16,561	67%	9,118
19 Total Expenses	22,627	497,493	1,011,960	49%	640,457
20 Net Income (Loss) Before Other Items	48,180	178,124	20,639		12,160
21 Capital Expenses	-	-	-	0%	-
22 Net Income (Loss)	\$ 48,180	\$ 178,124	\$ 20,639		\$ 12,160



Helendale CSD Financial Statement Analysis February 2026 – 67% of Fiscal Year

Fund 06-Solid Waste Disposal Revenues and Expenses

Line 2 Charges for Services – Solid Waste: Includes regular pick up of solid waste. YTD is trending in line with target budget.

Line 3 Assessment & Fees: Includes special assessments for refuse land use fees for current & prior years. YTD can trend over/under budget due to the timing of receipts which are usually received in April and December.

Line 4 Other Charges: Includes delinquent fees and penalties on delinquent taxes. YTD over target budget due to payments received in January.

Line 5 Grant Revenue: YTD balance consists of remaining CalRecycle grant proceeds used for dump hopper purchases.

Line 6 Board Discretionary Revenue: This is the amount that would be transferred in from discretionary funds if this fund operates at a deficit for the FY.

Line 7 Miscellaneous Income (Expense): Includes gain or loss on sale of assets and other miscellaneous income.

Line 11 Salaries: Includes salaries for solid waste employees. YTD is trending in line with target budget.

Line 12 Benefits: Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, and education & training. YTD is trending in line with target budget.

Line 14 Contractual Services: Includes Burrtec fees and other miscellaneous contract services. YTD can trend over/under budget due to need and the timing of services and fees.

Line 15 Disposal Fees: Includes San Bernardino County disposal fees and green waste disposal fees.

Line 16 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD can trend over/under budget due to need and the timing of services. YTD is over budget due to dump hopper purchases which were funded by remaining CalRecycle grant proceeds.

Line 17 Other Operating Expenses: Includes rent for park storage, telephone, postage, event expenses, public outreach, printing, small tools, and bad debt expenses.

Line 18 Admin Allocation: This is the monthly distribution of the budgeted Administration Fund (Fund 10) expenses to the enterprise funds, of which solid waste receives 1%.



Helendale CSD
Statement of Revenues & Expenses - Administration
February 2026

	February 2026	YTD Actual	Budget	67% of Budget	PYTD
1 Operating Revenues					
2 Tower Rent	\$ 19,778	\$ 151,342	\$ 188,563	80%	\$ 132,553
3 Property Taxes	6,717	97,425	140,647	69%	83,659
4 Solid Waste Billing & Fees	18,324	146,404	215,712	68%	127,136
5 Fees & Charges	3,415	28,794	38,500	75%	18,993
6 Investment income	15,612	188,818	-	0%	53,312
7 Other Income	-	14,525	200	7263%	133
8 Board Discretionary Revenue	(37,162)	(334,425)	(434,382)	77%	(282,432)
9 Total Revenues	26,684	292,884	149,240	196%	133,354
10 Expenses					
11 Salaries & Benefits					
12 Salaries	52,129	473,241	700,027	68%	446,352
13 Benefits	20,669	265,447	372,016	71%	219,836
14 Directors' Fees	600	19,274	37,500	51%	31,654
15 Total Salaries & Benefits	73,509	758,073	1,109,543	68%	697,842
16 Contractual Services	17,586	215,532	281,540	77%	193,582
17 Insurance	-	87,718	153,079	57%	120,862
18 Utilities	1,510	15,508	21,360	73%	14,754
19 Operations & Maintenance	-	2,042	4,850	42%	3,432
20 Permits & Fees	16	10,339	11,000	94%	9,896
21 Office & Other Expenses	4,351	50,667	74,700	68%	64,547
22 Election Expense	-	-	-	0%	2,332
23 Administrative Allocation	(138,006)	(1,104,048)	(1,656,072)	67%	(911,766)
24 Total Expenses	(41,034)	35,831	-	0%	195,482
25 Net Income (Loss) Before Capital	67,718	257,053	149,240		(62,128)
26 Capital Expenses	-	(32,091)	-	0%	-
27 Net Income (Loss) After Capital	\$ 67,718	\$ 224,963	\$ 149,240		\$ (62,128)



Helendale CSD

Financial Statement Analysis

February 2026 – 67% of Fiscal Year

Fund 10-Administrative Revenues and Expenses

Line 2 Tower Rent: Includes radio tower site rental fees. YTD is trending over target budget due to timing of annual Metro PCS tower lease payment in January.

Line 3 Property Taxes: Includes current & prior property tax and penalties. YTD can trend over/under budget due to the timing of property tax collections, with a majority being received in December and April.

Line 4 Solid Waste Billing & Fees: Includes franchise fees and billing for solid waste. YTD is trending in line with target budget.

Line 5 Fees & Charges: Includes credit card processing fees and other miscellaneous fees. YTD is trending over target budget due to increased credit card processing fees.

Line 6 Investment Income: Includes investment income and unrealized gain or loss on investments.

Line 7 Other Income: Other Income includes recycling revenues and other miscellaneous income. YTD activity includes Recycling Revenue received in November and December.

Line 8 Board Discretionary Income: Includes the transfer of the following for Parks and Recreation Fund (Fund 05):

- Radio Tower Site Rent – \$19,778
- Property Taxes - \$6,717
- Solid Waste Franchise Fees – \$10,667

Line 12 Salaries: Includes full-time, part-time & overtime for administrative employees. YTD is trending in line with target budget.

Line 13 Benefits: Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, employee benefit & morale, and education & training. YTD is trending over target budget due to timing of annual PERS UAL payment made in July and Employee Benefit & Morale expenses in January.

Line 14 Directors' Fees: Includes directors fees as well as directors training, seminars, and mileage expense. YTD is trending under target budget.

Line 16 Contractual Services: Includes software support, legal services, and auditing & accounting services. YTD is trending over target budget due to timing of FSA and Sonic Systems renewal fees.

Line 17 Insurance: Includes both general liability and vehicle insurance expenses. YTD can trend over/under budget due to the timing of insurance renewals.



Helendale CSD Financial Statement Analysis February 2026 – 67% of Fiscal Year

Line 18 Utilities: Includes telephone and electricity expenses. YTD is trending over target budget due to increased electricity rates.

Line 19 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, mileage & travel reimbursement, uniforms, and equipment maintenance. YTD can trend over/under budget due to need and the timing of services.

Line 20 Permits & Fees: Includes the annual LAFCO fees, the GFOA application fee for the budget award, and San Bernardino County fees. YTD is trending over target budget due to timing of annual LAFCO fees paid in July.

Line 21 Office & Other Expense: Includes board meeting supplies, public relations, community promotion, bank charges, office supplies, postage, and dues & subscription. YTD is trending in line with target budget.

Line 22 Election Expense: Includes the cost of elections.

Line 23 Admin Allocation: This is the monthly distribution of the budgeted Administration Fund (Fund 10) expenses to the enterprise funds.

Line 26 Capital Expenses: YTD balance in capital expenses includes the following:

- \$32.1K – Solar Roof Project



Helendale Community Services District

Date: April 2, 2026
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3d
Revised Surplus Equipment and Salvage Policy and Procedures

Per the Boards request, changes to this policy have been made and brought back on consent.

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HELENDALE COMMUNITY SERVICES DISTRICT
Surplus Equipment and Salvage Policy and Procedures

Section 1. Purpose.

The purposes of this policy are to standardize the procedures for the disposal of surplus equipment, vehicles and salvage items of the Helendale Community Services District; and to set forth the duties and responsibilities of the General Manager and District staff in connection therewith.

Section 2. Definitions.

A) Inventorial Equipment – means District-owned free-standing equipment and vehicles with a useful life of more than two years and a purchase price of \$5,000 or more. Furnishings, computer equipment, portable radios and other electronics costing \$200 or more are inventoried for purposes of security and control and included in this category.

B) Inventorial Property – means any District-owned building, office, garage, facility, well, free-standing structure, water system, sewer system or exempt Surplus Land with recorded title, proof of purchase and ownership, letter of contribution, letter of transfer, or proof of self-construction and cost exceeding \$1.

C) Surplus Inventory – means any Inventorial Equipment that the District's Board of Directors has determined to be no longer necessary or useful to the District.

D) Salvage – means any District reclaimed or discarded equipment, material, furniture or supply which only has residual value as scrap.

Section 3. Applicability.

This policy shall apply to the disposal of Surplus Inventory and Salvage by the District.

Section 4. Disposal of Surplus Inventory.

A) Determination

1. The District Board of Directors shall, upon presentation of documentation from the General Manager, determine if Inventorial Equipment or Inventorial Property is Surplus Inventory. The documentation presented by the General Manager shall list the Inventorial Equipment or Inventorial Property sought to be declared Surplus Inventory and shall include license, VIN number or other identifying serial number or property identification number, address or physical location, assessor parcel number, estimated book or trade-in value and property description.

HELENDALE COMMUNITY SERVICES DISTRICT
Surplus ~~Equipment~~Property and Salvage Policy and Procedures

B) Disposal of Inventorial Equipment

1. **Trade-in.** When the Surplus Inventory involves a vehicle or equipment to be used as trade-in for a newer vehicle or piece of equipment, the property title shall be signed by the General Manager at the time of transfer or after and remanded to the buyer. The trade-in value of the vehicle or equipment shall be recorded and the sold equipment record kept for five years. Only the District Board of Directors shall have the authority to determine if Inventorial Equipment determined to be Surplus Inventory may be used as trade-in.

2. **Disposal or Sale.** The sale of Inventorial Equipment determined to be Surplus Inventory shall be by the means determined to garner the greatest monetary value. This could include:

~~Competitive Bid: District solicits bids for surplus item(s)~~

~~Auction: District holds auction on-site via sealed bids or verbal bids~~

~~Third Party Auction: Auction is hosted by a third party (i.e. Bid Fas; GovDeals, South Coast, etc.~~

~~Bidding Platform: District places item on public bid platform (i.e. Etsy, E-Bay, etc.)~~

~~Direct Sales: District accepts private bids for an item (i.e., equipment or vehicle). The District may accept private bids for surplus items, including equipment or vehicles. Items available for direct sale shall be listed on the District's website to provide public notice of available surplus property.~~

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~~competitive bid, auction, E-Bay sale or advertisement in the local newspaper miscellaneous advertisements.~~

If sold by ~~C~~competitive bid or ~~Direct Sale~~, the sale date, sale location, list of vehicles or equipment to be sold shall be advertised in a local paper, ~~social media~~ and/or trade publication and posted at the District offices and facilities at least ten days before the sale date. Employees, their immediate family or relatives, members of the Board of Directors, and hired consultants are prohibited from bidding during this ~~first~~ process. Inventorial Equipment determined to be Surplus Inventory may be sold on ~~E-bay~~Bidding Platform after a ~~minimum reserve amount has been established~~. In all circumstances, the bidder with the highest ~~bid offer price~~ shall be deemed the successful bidder. ~~In the event a minimum reserve amount has been established, that amount must be met.~~

a. If the advertised sale of Inventorial Equipment determined to be Surplus Inventory fails to generate a competitive bid, District employees may at this time submit sealed bids for any such items. The employee with the highest bid price shall be deemed the successful bidder.

b. If the offer of sale to employees fails to generate any bids, the Inventorial Equipment determined to be Surplus Inventory shall be sold for scrap or disposed of in a legal manner.

c. All sold or disposed Inventorial Equipment determined to be Surplus Inventory shall be removed from District property within 48 hours of the sale and title transfer unless otherwise agreed by the General Manager and successful bidder.

d. Proceeds of the sale of Inventorial Equipment determined to be Surplus Inventory shall be posted to each fund from which the surplus originated .

HELENDALE COMMUNITY SERVICES DISTRICT
Surplus ~~Equipment~~Property and Salvage Policy and Procedures

3. **Salvage.** If any Inventorial Equipment determined to be Surplus Inventory is not sold after a reasonable time using the methods set forth above, or if it is determined that such property has no reasonable resale value, the General Manager may consider such property Salvage and proceed with the disposal thereof pursuant to Section 6 below. Scrap meters are considered salvage.

4. **Donation.** If any Inventorial Equipment determined to be Surplus Inventory is not sold after a reasonable time using the methods set forth above, or if it is determined that such property is obsolete with no reasonable resale or ~~Salvage-salvage~~ value, the General Manager may, upon prior approval of the District's Board of Directors, donate such property to another governmental agency or to a certified local non-profit organization that is eligible to receive such items from the District and which provides benefits to the constituents within the District's service area.

C). Disposal of Inventorial Property.

1. The District Board of Directors shall upon presentation of documentation from the General Manager determine if any Inventorial Property is Surplus Inventory. The Board shall provide guidance to the General Manager as to how to the method of disposal dispose of the property, ~~whether by competitive bid, auction, demolition, scrap or trade as outlined in Section B(2)~~, or other such method as determined by the Board and General Manager.

2. The District's Board of Directors may authorize the General Manager to hire ~~property~~ consultants, ~~real estate agents, appraisers,~~ or other professional service providers, as necessary, to assist with the sale or disposal of Inventorial Property determined to be Surplus Inventory.

3. Proceeds from the sale of Inventorial Property determined to be Surplus Inventory shall be posted to ~~the~~ each fund from which the surplus originated, unless otherwise directed by the District Board of Directors.

Section 5. Disposal of Salvage.

A) Unless otherwise prohibited by law, the General Manager, from time to time, may authorize the sale of Salvage items. Salvage items determined to be surplus, may be sold to recycle centers, other agencies, private businesses, public or private organizations, or non-profit organizations.

B) Proceeds from the sale of Salvage items shall go to the employee benefit and morale fund to offset costs of employee morale and incentive programs to a maximum of ~~\$1,000.00 per quarter or~~ \$48,000.00 per fiscal year.

C) Funds received from the sale of Salvage items shall be posted to the Salvage and Scrap Sales account in the General Fund. Employee expenses paid shall be posted to the Employee Benefit and Morale Expense account. The balance remaining shall be kept in a separate spreadsheet and the balance and account activity reported to the General Manager ~~on a monthly basis as requested.~~

Section 6. Extent of Authorization.

HELENDALE COMMUNITY SERVICES DISTRICT
Surplus ~~Equipment~~Property and Salvage Policy and Procedures

A) The District Board of Directors and the General Manager, to the limited extent expressly set forth herein, are the only parties authorized to sell Surplus Inventory and Salvage. No other District employee shall sell or donate any District vehicles, equipment, furniture or material without the express written authorization of the Board of Directors.

B) Unauthorized removal, disposal, or expropriation of any District-owned Inventorial Equipment, regardless of estimated value, constitutes a breach of District policy and could be construed as misappropriation of public funds.



Helendale Community Services District

DATE: April 2, 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

Strategic Plan Alignment: Goal 4

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							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	3	0	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	4	5		50
		Non-Comp	2	2	1	0	1	0	0	1	2	0	0	0	1	0	

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Pay Period Ending

Name **Artie DeVries**

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
2/17/26	Event Meet with GM Description of Public Benefit		\$	\$	\$	Y		G
2/19/26	Event General Meeting Description of Public Benefit		\$	\$	\$	Y		A
2/28/26	Event Appreciation Celebration Description of Public Benefit		\$	\$	\$	N		B
3/3/26	Event Meet with GM Description of Public Benefit		\$	\$	\$	Y		A
3/5/26	Event General Meeting Description of Public Benefit		\$	\$	\$	Y		A
		Total Miles	Total Meals	Total Lodging	Total Other Expense	Total # of Compensable Meetings	Meeting Total	Total
			\$	\$	\$		\$	\$

Artie DeVries

Signature

03/17/2026

Date

Expense Categories

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

Pay Period Ending

Name **Artie De Vries**

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
3/17/26	Event Special Meeting		\$	\$	\$	Y		A
3/18/26	Description of Public Benefit							
	Event Meet with GM		\$	\$	\$	Y		G
3/19/26	Description of Public Benefit							
	Event Public Event / Gen Meeting		\$	\$	\$	Y		A,B
	Description of Public Benefit							
	Event		\$	\$	\$			
	Description of Public Benefit							
	Event		\$	\$	\$			
	Description of Public Benefit							
	Event		\$	\$	\$			
		Total Miles	\$	\$	\$			
		Total Meals	\$	\$	\$			
		Total Lodging	\$	\$	\$			
		Total Other Expense	\$	\$	\$			
		Total # of Compensable Meetings						
		Meeting Total						
		Total	\$	\$	\$			\$

Artie De Vries
Signature

03/19/2026

Date

Expense Categories	
A: Public Meeting governed by Brown Act	
B: Public Event *	
C: 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	
D: Representation at Public Meeting/Event *	
E: Conference/seminar/Training Program related to District *	
F: Ad Hoc committee of the Board	
* Written or verbal report required to be presented at the next Board meeting	
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Helendale Community Services District

Date: April 2, 2026
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
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, Fiscal and Financial 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

STRATEGIC PLAN ALIGNMENT: Goal 4

ATTACHMENTS: Resolution 2026-03



RESOLUTION NO. 20236-2603

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
HELENDALE COMMUNITY SERVICES DISTRICT ESTABLISHING POLICIES
FOR COMPENSATION AND REIMBURSEMENT
AND ETHICS, FISCAL AND FINANCIAL 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 (“Board”) whose activities are subject to the requirements of California law, including but not limited to the Local Government Sunshine Bill (AB 1234 and SB 827).

C. The purpose of this resolution is to ensure compliance with AB 1234 and SB 827, and to establish policies with respect to (1) Board member compensation, (2) Board member reimbursement, ~~and~~ (3) Board member ethics training, and (4) Board member fiscal and financial 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 / 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.

1.2.2. Phone Calls. Notwithstanding anything herein to the contrary, compensation for phone calls will be handled on a case-by-case basis. As a rule, phone calls do not constitute a meeting. However, to the extent that the Board determines that a phone call should be compensated as a day of service to the District, the amount of such compensation shall be one-sixth (1/6) of the rate established by the Board pursuant to the separate ordinance or resolution referenced in Section 1.1 above. Nevertheless, the compensation-rate limitations of the prior sentence of this Section 1.2.2 shall not apply to phone calls that meet all of the following requirements:

(a) The phone call is between the Board member and the District's General Manager and/or the General Manager's delegate;

(b) The phone call specifically involves matters that have been expressly agendaized for consideration at the next Board meeting immediately following said phone call;

(c) Said phone call occurs after the agenda for said Board meeting has been duly posted in accordance with the applicable requirements of the District's Sunshine Ordinance;

(d) At the time that said phone call is initiated, the Board member is present at a physical location that is situated outside of the jurisdictional boundaries of the District; and

(e) The Board member actually attends the Board meeting that is the subject of said phone call.

1.2.3. 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 2026-03

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 Ethics.** 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. Fiscal. Each local agency official of the District must receive fiscal and financial training no later than _____ or six months from the first day of service with the District, whichever is later. Thereafter, each local agency official must receive such training at least once every two years.

3.23. Application.

3.23.1. Local Agency Official. As used in Sections 3.1 and 3.2 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.

3.23.2. 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.

3.3.3. Financial Laws. As used in Section 3.2 of this Resolution, the phrase “financial and fiscal training” includes, but is not limited to, the following:

(a) Laws and principles relating to financial administration and short- and long-term fiscal management, including, but not limited to, the role and responsibilities of financial administration, financial policies, municipal budgets and budget processes, and financial reporting and auditing;

(b) Laws and principles relating to, but not limited to, capital financing and debt management, mechanisms for local agency revenues, pensions and other postemployment benefits, cash management and investments, the prudent investor standard, and the ethics of safeguarding public resources; and

(c) General fiscal and financial planning principles and any pertinent laws relevant to the local agency official’s public service and role in overseeing the local agency’s operations and relevant to the local agency’s procurement and contracting practices and responsibilities.

3.34. District Responsibilities.

3.34.1. 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.

3.34.2. 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-~~1326~~ adopted by the Board on ~~May~~November 42, 2023, and shall take effect immediately upon its adoption.

ADOPTED this 19th~~2nd~~ day of November~~March~~, 20236.

AYES:

NOES:

ABSTAIN:

ABSENT:

Henry Spiller~~Ron Clark~~, President

ATTEST:

~~Sandy Haas~~ Cheryl Vermette, ~~Secretary~~ 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

Performing an official function at a District-sponsored sporting event



RESOLUTION NO. 2026-03

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
HELENDALE COMMUNITY SERVICES DISTRICT ESTABLISHING POLICIES
FOR COMPENSATION AND REIMBURSEMENT
AND ETHICS, FISCAL AND FINANCIAL 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 (“Board”) whose activities are subject to the requirements of California law, including but not limited to the Local Government Sunshine Bill (AB 1234 and SB 827).

C. The purpose of this resolution is to ensure compliance with AB 1234 and SB 827, and to establish policies with respect to (1) Board member compensation, (2) Board member reimbursement, (3) Board member ethics training, and (4) Board member fiscal and financial 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 / 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.

1.2.2. Phone Calls. Notwithstanding anything herein to the contrary, compensation for phone calls will be handled on a case-by-case basis. As a rule, phone calls do not constitute a meeting. However, to the extent that the Board determines that a phone call should be compensated as a day of service to the District, the amount of such compensation shall be one-sixth (1/6) of the rate established by the Board pursuant to the separate ordinance or resolution referenced in Section 1.1 above. Nevertheless, the compensation-rate limitations of the prior sentence of this Section 1.2.2 shall not apply to phone calls that meet all of the following requirements:

(a) The phone call is between the Board member and the District's General Manager and/or the General Manager's delegate;

(b) The phone call specifically involves matters that have been expressly agendaized for consideration at the next Board meeting immediately following said phone call;

(c) Said phone call occurs after the agenda for said Board meeting has been duly posted in accordance with the applicable requirements of the District's Sunshine Ordinance;

(d) At the time that said phone call is initiated, the Board member is present at a physical location that is situated outside of the jurisdictional boundaries of the District; and

(e) The Board member actually attends the Board meeting that is the subject of said phone call.

1.2.3. 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 2026-03

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. **TRAINING.**

3.1. **Ethics.** 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. **Fiscal.** Each local agency official of the District must receive fiscal and financial training no later than _____ or six months from the first day of service with the District, whichever is later. Thereafter, each local agency official must receive such training at least once every two years.

3.3. **Application.**

3.3.1. **Local Agency Official.** As used in Sections 3.1 and 3.2 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.

3.3.2. **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.

3.3.3. Financial Laws. As used in Section 3.2 of this Resolution, the phrase “financial and fiscal training” includes, but is not limited to, the following:

(a) Laws and principles relating to financial administration and short- and long-term fiscal management, including, but not limited to, the role and responsibilities of financial administration, financial policies, municipal budgets and budget processes, and financial reporting and auditing;

(b) Laws and principles relating to, but not limited to, capital financing and debt management, mechanisms for local agency revenues, pensions and other postemployment benefits, cash management and investments, the prudent investor standard, and the ethics of safeguarding public resources; and

(c) General fiscal and financial planning principles and any pertinent laws relevant to the local agency official’s public service and role in overseeing the local agency’s operations and relevant to the local agency’s procurement and contracting practices and responsibilities.

3.4. District Responsibilities.

3.4.1. 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.

3.4.2. 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. 2023-26 adopted by the Board on November 2, 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

Performing an official function at a District-sponsored sporting event



Helendale Community Services District

Date: April 2, 2026
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Adoption of Resolution 2026-04: A
Resolution of the Board of Directors of the Helendale Community Services District
Establishing Policies for its Relations Among Directors and with Staff

STAFF RECOMMENDATION:

Staff seeks adoption of the Resolution by the Board.

STAFF REPORT:

The original resolution was adopted in 2007 as one of the underpinning guidance documents for the Board of Directors. The resolution is scheduled for annual review per Section 3. This resolution has been reviewed regularly over the years with minor modifications as requested by the Board.

The Board is invited to make any additional modifications as viewed necessary to enhance the interactions of the Board with each other and with staff.

District General Counsel will take this opportunity to review the Resolution with the Board.

FISCAL IMPACT: NA

REQUESTED ACTION: Adopt Resolution 2026-04

STRATEGIC PLAN ALIGNMENT: Goal 4

ATTACHMENTS: Resolution 2026-04

REDLINE



RESOLUTION NO. 20246-1804

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT ESTABLISHING POLICIES FOR ITS RELATIONS AMONG DIRECTORS AND WITH STAFF

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 ("Board") whose meetings are subject to the requirements of the Ralph M. Brown Act, California Government Code Section 54950 et seq. ("the Brown Act"), pursuant to California Government Code Section 61044.

C. The Board adopted Ordinance No. 20246-01 on March 21st, 20246, establishing revised guidelines for the conduct of its public meetings and activities and imposing requirements upon itself which allow greater access to its meetings than prescribed by the Brown Act.

D. The purpose of this Resolution is to supplement Ordinance No. 20246-01 and to ensure that the Board's deliberations are conducted honorably and that its activities are performed in a manner that reflects a dedication to the highest standards of integrity so as to continue to earn the trust and confidence of the public served by the District.

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

Section 1. RELATIONS BETWEEN DIRECTORS.

1.1. **Duties.** The Board shall govern the District. The Board shall establish policies for the operation of the District. The Board shall provide for the implementation of those policies which is the responsibility of the District's General Managers. All members of the Board shall exercise their independent judgment on behalf of the entire District, including the residents, property owners, and the public as a whole to further the purposes and intent of the District.

1.2. **Officers.**

1.2.1. Within 45 days after each general district or unopposed election, the Board shall meet and elect the officers of the Board. In a year in which there is no general

election the Board shall hold an election at the first meeting in December.

1.2.2 The officers of the Board are the President and Vice-President. The President shall preside over meetings of the Board and the Vice-President shall serve in the President's absence or inability to serve.

1.2.3 No other special duties, actions, tasks, or privileges are bestowed to the above positions. The President and Vice President (or any member of the Board) will not take unilateral actions binding the rest of the Board, without prior approval or authorization of the Board - including the issuance of letters, reports, documents or contracts, implied or otherwise, to outside parties. No Board Officer (or Member) shall appear as the Board Representative at any private or public functions.

1.2.4 The Board may create additional offices and elect members to those offices, provided no members of the Board shall hold more than one office.

1.3. **Parliamentary Procedure.**

1.3.1. A majority of the total membership of the Board shall constitute a quorum for the transaction of District business. Except as otherwise specifically provided by law, a majority of the total membership of the Board is required for the Board to take action. The Board shall act only by ordinance, resolution, or motion. The minutes of the Board shall record the yes and no votes taken by the members of the Board for the passage of all ordinances, resolutions, or motions. The Board shall keep a record of all its actions, including financial transactions.

1.3.2. Meetings of the Board shall be subject to the Brown Act and Ordinance No. 20246-01 (as may be amended from time to time). Robert's Rules of Order shall provide general guidance for the conduct of the Board's business, except where otherwise provided by law, ordinance, resolution, or motion of the District, or otherwise inconsistent with the intent of the Board. The Board President (or committee chair) will rule on all matters of procedure, with the advice of Legal Counsel.

1.4. **Personal Conduct.** The business of the District is a team effort. All Board members commit to working together in a collaborative manner, assisting each other in conducting the affairs of the District. Directors commit to conducting themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings. Directors shall defer to the President concerning the conduct of Board meetings, but shall be free to question and discuss items on the agenda. In turn, the Board President shall not exercise the privileges of the office in such a manner as to unfairly advance his or her own agenda / personal opinions or unduly prejudice the positions of other Board members. When responding to requests and concerns from the public and other District customers, Board members commit to be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel. Board members commit to develop a working relationship with the District's General Manager, wherein current issues, concerns, and District projects can be discussed comfortably and openly. Board members should function as a part of the whole. All issues must be brought to the attention of the entire Board, rather than to individual members selectively; unilateral actions by a Board Officer or any Director, binding the entire Board, must be avoided and shall be subject to possible Board discipline. Board members are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

1.4.1. **Board Member Comportment.** Board members are expected to set an exemplary example in their conduct at Board meetings and at any function in which they are representing the District. This includes being present and engaged, not under the influence of drugs or alcohol, and embracing the District's commitment to fostering a collegial environment free of harassment and discrimination of all types. Board members will conduct themselves at all times in a way that does not bring discredit to the District and the collective commitment to public service.

1.5. **Communication of Views and Positions.** The Board is committed to providing excellence in legislative leadership necessary to furnish the highest quality of government services to the public and to the District's customers. In order to achieve this goal, cooperative interaction between and among Board members is encouraged. As such, the following rules shall be observed:

1.5.1. The dignity, style, values, and opinions of each Board member shall be respected. Responsiveness and attentive listening in communication is encouraged.

1.5.2. The needs of the public and the District's customers should be the priority of the Board.

1.5.3. Board members commit themselves to emphasizing the positive, avoiding double talk, hidden agendas and negative forms of interaction.

1.5.4. Board members commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues will be avoided.

1.5.5 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions in a constructive and forthright manner. However, once the Board has taken action, individual Board members commit to support said action and not create barriers to the implementation thereof or pursue defeated issues independently.

1.5.6 The Presiding Director will not undermine the Board Agenda; further, he/she will not make opening statements on an agenda item in an attempt to shape or frame the debate. The Director initiating the Agenda item will be allowed to speak first and make a motion, to be seconded and opened for discussion. All Board discussion will proceed with no time frame attached. All Board comments will start to the immediate right of the Director forming the motion and will proceed orderly, Director to Director, until comment ceases, at which time a call will be made to cast votes.

1.6. **Board Discipline.** In the exercise of its discretion, the Board, by affirmative vote of four (4) of its members, may censure any of its members for a period of time deemed appropriate by said supermajority of the Board. Unless otherwise prohibited by law, the maximum penalty that may be imposed upon the censured member by said supermajority of the Board during the period of such censure shall be the following:

1.6.1. The suspension of all spending of District funds by the censured Board member and of all reimbursement from District funds of any costs incurred by the censured Board member, unless otherwise allowed by the Board.

1.6.2. The removal of the censured Board member from service as an officer of the Board, and/or on all committees and other assignments on behalf of the District and/or the Board, unless subsequently authorized by the Board.

1.6.3 The withholding of all compensation by the District to the censured Board member except as otherwise allowed for attending meetings of the Board and other meetings subsequently authorized by the Board.

Section 2. **RELATIONS WITH STAFF.**

2.1 **General Managers.**

2.1.1. The Board shall appoint ~~a~~ General Managers for the District. The General Managers shall serve at the pleasure of the Board. The Board shall set the compensation for the General Managers. The Board may require that the General Managers be bonded. The District shall pay the cost of the bonds.

2.1.2. In accordance with Resolution No. 2026-01 adopted by the Board on March 5, 2026, The General Managers shall be responsible for all of the following:

- a. The implementation of the policies established by the Board for the operation of the District;
- b. The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board;
- c. The supervision of the District's facilities and services; and
- d. The supervision of the District's finances.

2.1.3 The General Manager ~~is~~ are the Board's primary link to operational achievement and conduct of the District, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the General Managers.

2.1.4 No individual Board Member, including any Officer, shall dictate policies to the General Managers, interfere with or disrupt ~~his/hers~~ their work (or the work of any District staff or contract employee). Board Member visit/discussion hours or appointment schedules designated by the General Managers shall be strictly adhered to.

2.2. **Treasurer.** The Board shall appoint a District Treasurer for the District. The Board may appoint the same person to be the General Manager and the District Treasurer. The District Treasurer, shall serve at the pleasure of the Board. The Board shall set the compensation of the District Treasurer. The Board shall require the District Treasurer, to be bonded. The District shall pay the cost of the bonds.

Section 3. **ANNUAL REVIEW.**

Each year the Board shall review this Resolution to determine its effectiveness and the necessity for its continued operation. The District's General Managers 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 4. **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 5. EFFECTIVE DATE.

The provisions of this Resolution shall supersede and rescind Resolution No. 2024-~~0218~~ adopted by the District's Board of Directors on ~~March 21~~December 19, 2024, and shall take effect immediately upon adoption.

Approved and Adopted this ~~2nd~~19th day of ~~December~~April, 20246.

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors

ATTEST:

Clerk of the Board



RESOLUTION NO. 2026-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT ESTABLISHING POLICIES FOR ITS RELATIONS AMONG DIRECTORS AND WITH STAFF

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 ("Board") whose meetings are subject to the requirements of the Ralph M. Brown Act, California Government Code Section 54950 et seq. ("the Brown Act"), pursuant to California Government Code Section 61044.

C. The Board adopted Ordinance No. 2026-01 on March 5, 2026, establishing revised guidelines for the conduct of its public meetings and activities and imposing requirements upon itself which allow greater access to its meetings than prescribed by the Brown Act.

D. The purpose of this Resolution is to supplement Ordinance No. 2026-01 and to ensure that the Board's deliberations are conducted honorably and that its activities are performed in a manner that reflects a dedication to the highest standards of integrity so as to continue to earn the trust and confidence of the public served by the District.

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

Section 1. **RELATIONS BETWEEN DIRECTORS.**

1.1. **Duties.** The Board shall govern the District. The Board shall establish policies for the operation of the District. The Board shall provide for the implementation of those policies which is the responsibility of the District's General Managers. All members of the Board shall exercise their independent judgment on behalf of the entire District, including the residents, property owners, and the public as a whole to further the purposes and intent of the District.

1.2. **Officers.**

1.2.1. Within 45 days after each general district or unopposed election, the Board shall meet and elect the officers of the Board. In a year in which there is no general

election the Board shall hold an election at the first meeting in December.

1.2.2 The officers of the Board are the President and Vice-President. The President shall preside over meetings of the Board and the Vice-President shall serve in the President's absence or inability to serve.

1.2.3 No other special duties, actions, tasks, or privileges are bestowed to the above positions. The President and Vice President (or any member of the Board) will not take unilateral actions binding the rest of the Board, without prior approval or authorization of the Board - including the issuance of letters, reports, documents or contracts, implied or otherwise, to outside parties. No Board Officer (or Member) shall appear as the Board Representative at any private or public functions.

1.2.4 The Board may create additional offices and elect members to those offices, provided no members of the Board shall hold more than one office.

1.3. **Parliamentary Procedure.**

1.3.1. A majority of the total membership of the Board shall constitute a quorum for the transaction of District business. Except as otherwise specifically provided by law, a majority of the total membership of the Board is required for the Board to take action. The Board shall act only by ordinance, resolution, or motion. The minutes of the Board shall record the yes and no votes taken by the members of the Board for the passage of all ordinances, resolutions, or motions. The Board shall keep a record of all its actions, including financial transactions.

1.3.2. Meetings of the Board shall be subject to the Brown Act and Ordinance No. 2026-01 (as may be amended from time to time). Robert's Rules of Order shall provide general guidance for the conduct of the Board's business, except where otherwise provided by law, ordinance, resolution, or motion of the District, or otherwise inconsistent with the intent of the Board. The Board President (or committee chair) will rule on all matters of procedure, with the advice of Legal Counsel.

1.4. **Personal Conduct.** The business of the District is a team effort. All Board members commit to working together in a collaborative manner, assisting each other in conducting the affairs of the District. Directors commit to conducting themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings. Directors shall defer to the President concerning the conduct of Board meetings, but shall be free to question and discuss items on the agenda. In turn, the Board President shall not exercise the privileges of the office in such a manner as to unfairly advance his or her own agenda / personal opinions or unduly prejudice the positions of other Board members. When responding to requests and concerns from the public and other District customers, Board members commit to be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel. Board members commit to develop a working relationship with the District's General Managers wherein current issues, concerns, and District projects can be discussed comfortably and openly. Board members should function as a part of the whole. All issues must be brought to the attention of the entire Board, rather than to individual members selectively; unilateral actions by a Board Officer or any Director, binding the entire Board, must be avoided and shall be subject to possible Board discipline. Board members are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

1.4.1. **Board Member Comportment.** Board members are expected to set an exemplary example in their conduct at Board meetings and at any function in which they are representing the District. This includes being present and engaged, not under the influence of drugs or alcohol, and embracing the District's commitment to fostering a collegial environment free of harassment and discrimination of all types. Board members will conduct themselves at all times in a way that does not bring discredit to the District and the collective commitment to public service.

1.5. **Communication of Views and Positions.** The Board is committed to providing excellence in legislative leadership necessary to furnish the highest quality of government services to the public and to the District's customers. In order to achieve this goal, cooperative interaction between and among Board members is encouraged. As such, the following rules shall be observed:

1.5.1. The dignity, style, values, and opinions of each Board member shall be respected. Responsiveness and attentive listening in communication is encouraged.

1.5.2. The needs of the public and the District's customers should be the priority of the Board.

1.5.3. Board members commit themselves to emphasizing the positive, avoiding double talk, hidden agendas and negative forms of interaction.

1.5.4. Board members commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues will be avoided.

1.5.5 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions in a constructive and forthright manner. However, once the Board has taken action, individual Board members commit to support said action and not create barriers to the implementation thereof or pursue defeated issues independently.

1.5.6 The Presiding Director will not undermine the Board Agenda; further, he/she will not make opening statements on an agenda item in an attempt to shape or frame the debate. The Director initiating the Agenda item will be allowed to speak first and make a motion, to be seconded and opened for discussion. All Board discussion will proceed with no time frame attached. All Board comments will start to the immediate right of the Director forming the motion and will proceed orderly, Director to Director, until comment ceases, at which time a call will be made to cast votes.

1.6. **Board Discipline.** In the exercise of its discretion, the Board, by affirmative vote of four (4) of its members, may censure any of its members for a period of time deemed appropriate by said supermajority of the Board. Unless otherwise prohibited by law, the maximum penalty that may be imposed upon the censured member by said supermajority of the Board during the period of such censure shall be the following:

1.6.1. The suspension of all spending of District funds by the censured Board member and of all reimbursement from District funds of any costs incurred by the censured Board member, unless otherwise allowed by the Board.

1.6.2. The removal of the censured Board member from service as an officer of the Board, and/or on all committees and other assignments on behalf of the District and/or the Board, unless subsequently authorized by the Board.

1.6.3 The withholding of all compensation by the District to the censured Board member except as otherwise allowed for attending meetings of the Board and other meetings subsequently authorized by the Board.

Section 2. **RELATIONS WITH STAFF.**

2.1 **General Managers.**

2.1.1. The Board shall appoint General Managers for the District. The General Managers shall serve at the pleasure of the Board. The Board shall set the compensation for the General Managers. The Board may require that the General Managers be bonded. The District shall pay the cost of the bonds.

2.1.2. In accordance with Resolution No. 2026-01 adopted by the Board on March 5, 2026, the General Managers shall be responsible for all of the following:

- a. The implementation of the policies established by the Board for the operation of the District;
- b. The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board;
- c. The supervision of the District's facilities and services; and
- d. The supervision of the District's finances.

2.1.3 The General Managers are the Board's primary link to operational achievement and conduct of the District, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the General Managers.

2.1.4 No individual Board Member, including any Officer, shall dictate policies to the General Managers, interfere with or disrupt their work (or the work of any District staff or contract employee). Board Member visit/discussion hours or appointment schedules designated by the General Managers shall be strictly adhered to.

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Section 3. **ANNUAL REVIEW.**

Each year the Board shall review this Resolution to determine its effectiveness and the necessity for its continued operation. The District's General Managers 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 4. **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 5. **EFFECTIVE DATE.**

The provisions of this Resolution shall supersede and rescind Resolution No. 2024-18 adopted by the District's Board of Directors on December 19, 2024, and shall take effect immediately upon adoption.

Approved and Adopted this 2nd day of April, 2026.

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors

ATTEST:

Clerk of the Board



Helendale Community Services District

Date: April 2, 2026
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding Awarding a Contract for Design of Water Pipeline for Treatment and Blending

STAFF RECOMMENDATION:

Staff seeks approval from the Board regarding this item.

STAFF REPORT:

The District was informed that, due to elevated manganese levels in Well 13, a blending plan is required before the well can be placed into production. Historically, Well 6 required a mandatory blending plan with Well 4A prior to serving customers. Well 4A is now significantly overdue for rehabilitation. If Well 4A were to go offline, Well 1A would be the District's only available production source capable of meeting community demand.

To ensure system redundancy and prepare for the anticipated future need to treat for PFAS, staff is seeking Board input on completing engineering for a pipeline connection between Well 1A and Well 13. The proposed manifold configuration would also allow Well 2 to be utilized as a supply source, as it too would require blending to address iron and manganese levels.

At the October 2, 2025, Board meeting, the Board directed staff to proceed with obtaining engineering proposals for the proposed pipeline project. Under the District's Purchasing Policies and Procedures, this project qualifies as a professional services agreement and is therefore exempt from competitive bidding requirements, as outlined in Section E. However, because the proposal amounts exceed the General Manager's signing authority, Board approval is required pursuant to Section 6, D, 4.

Staff solicited proposals from three engineering firms:

Firm	Proposal Amount
WSC	\$153,280
Cal Rural Water	\$220,467
Merrell Johnson	\$ 38,944

If approved by the Board, Staff will work with District Counsel on a Professional Services Agreement with Merrell Johnson Engineering.

FISCAL IMPACT: To Be Determined

POSSIBLE MOTION: Motion to proceed with the engineering of the pipeline.

STRATEGIC PLAN ALIGNMENT: Goal 2

ATTACHMENTS: Scope of work proposals.

MERRELL JOHNSON

March 4, 2026

Helendale Community Services District
Attn: Craig Carlson
ccarlson@helendalecsd.org
760-403-5115

RE: New Watermain along Helendale Rd
Helendale, CA, 92342

Craig Carlson,

We are pleased to submit the following proposal/estimate for the subject project and thank you for your consideration. This proposal is based on the information provided to our office and on our current understanding of the project. Our work will consist of engineering and survey services for the subject project.

Please note that in order to complete this scope of work, Merrell Johnson will need to be provided information about the existing wells. This information includes but is not limited to pump curve data, duty points, flow rates, and depth of water at wells. Merrell Johnson will utilize this data as a part of the hydraulic modeling in order to size the new watermain.

We have attached a Client Information Sheet that we will need filled out and returned to us so that we can prepare a Professional Services Agreement (PSA) for this proposal. Please review and let us know if you have any questions. Upon receipt of the Client Information Sheet, we can prepare the PSA. We require a retainer in the amount of \$3,000 and the signed PSA in order to schedule your project.

The following proposal is valid for 90 days. Should you have any questions or require additional information please feel free to contact us.

Sincerely,



LANDON ROWAN
Project Manager

Cost Breakdown

The below provides a summary of the estimated services and fees for the subject project. A detailed breakdown of each line item with a description of the work to be performed has also been provided as Exhibit B. Also included is the cost breakdown from our geotechnical team.

PROPOSAL SUMMARY	
Topographic Survey	\$16,128
Utility Research	\$1,564
Hydraulic Modeling and Calculations	\$6,584
Water Improvement Plans	\$9,848
Meetings with Client (Estimated – Billed Time and Materials Basis)	\$4,208
Reproduction (Estimated – Billed Time and Materials Basis)	\$612
TOTAL	\$38,944

Merrell-Johnson Engineering, Inc. does not estimate or pay plan review checking fees (with the exception of filing fees for maps to the County). Client agrees to pay to governing agency at time of submittal. Plan checking fees vary from agency to agency and typically range from 1.5% to 5% of the estimated construction costs. In some cases, the checking fees are greater than our design fees.

Timeline

Based on our current workload, your project can tentatively start within 4-6 weeks of your notice to proceed. We estimate that our initial submittal (30%) to be submitted to the client for review and comment within 3-4 weeks from when the field work is completed. If there are any comments from the client, we will review the comments and provide a timeline for addressing those comments within 1 week of receiving them. 90% plans will then be prepared and submitted to the client and any other governing agency. Upon receipt of any requested plan corrections, we will review and provide a timeline for addressing those within 1 week of receiving them. Upon receipt of signed PSA and retainer, we will confirm the schedule of the project based on our workload at that time.

Excluded Items

The below services may be required to complete your project. We have not included in our scope of work those items not listed on the enclosed Fee Proposal/Estimate, including but not limited to:

- > Cost Estimates
- > Horizontal Control Plan
- > Erosion Control Plans
- > Storm Water Pollution Prevention Plan (SWPPP)
- > Specifications
- > Construction Staking
- > Construction inspections and testing

Merrell-Johnson Engineering, Inc. does not provide environmental or traffic engineering services. We also do not provide building and landscape architectural services. If requested, we can coordinate these services through separate firms as additional consultants. These services are not included in our scope, including but not limited to:

- > Title Report/Guarantees
- > Phase I Environmental
- > Traffic Study/Traffic Impact Analysis
- > Environmental Assessment
- > Biological Survey
- > Cultural Survey
- > Historical Survey
- > Endangered Plant Survey
- > Landscape and Irrigation Plans
- > Landscape and Maintenance Assessment District Formation

FEE PROPOSAL/ESTIMATE

Merrell Johnson Companies
22221 U.S. Highway 18
Apple Valley, CA 92307

March 4, 2026

Helendale Community Services District
Attn: Craig Carlson
ccarlson@helendalecsd.org
760-403-5115

New Watermain along Helendale Rd
Helendale, CA, 92342

Engineering Cost Estimate

1. Topographic Survey

Perform field topographic survey and search for survey monumentation for use with Improvement Plans.

Sub-total \$ 16,128.00

2. Utility Research

Perform Utility research for the development of this project.

Sub-total \$ 1,564.00

3. Hydraulic Modeling and Calculations

Modeling of existing water system and proposed water improvements for the analysis and design of new waterline.

Sub-total \$ 6,584.00

4. Water Improvement Plans

Preparation of water plans for new water line and connection to existing wells and distribution system.

Sub-total \$ 9,848.00

FEE PROPOSAL/ESTIMATE

5. Meetings with Client

Meetings and correspondence with the Client for coordination to assist in the approval process for this project. To be billed on a time and material basis.

Scope/Description	Hours	Rate	Total
Associate Engineer	8	\$ 180.00	\$ 1,440.00
Project Manager	16	\$ 158.00	\$ 2,528.00
Project Coordinator	2	\$ 120.00	\$ 240.00
		Sub-total	\$ 4,208.00

6. Reproduction

The cost for plotting and running prints is based on the number of prints each agency requires for submittal and the client is requesting. This is invoiced on a time and materials basis. Plotting will also be invoiced on a time and materials basis per our schedule of fees. Time and Fees are estimated based on our understanding of the project scope at the time of this proposal.

Scope/Description	Hours	Rate	Total
Project Manager	1	\$ 158.00	\$ 158.00
Senior Designer	2	\$ 147.00	\$ 294.00
Project Coordinator	1	\$ 120.00	\$ 120.00
Bond (24 x 36)	10	\$ 4.00	\$ 40.00
		Sub-total	\$ 612.00
		TOTAL	\$ 38,944.00



SCHEDULE OF FEES

PROFESSIONAL STAFF

Principal Engineer	\$200 /Hr.
Geotechnical Engineer	\$200 /Hr.
Principal Land Surveyor	\$200 /Hr.
Engineering Geologist	\$200 /Hr.
Associate Engineer	\$180 /Hr.
Project Manager	\$158 /Hr.

ADMINISTRATIVE AND TECHNICAL STAFF

Qualified SWPPP Developer (QSD)	\$180 /Hr.
Qualified SWPPP Practitioner (QSP)	\$147 /Hr.
Laboratory Manager	\$158 /Hr.
Quality Control Manager	\$147 /Hr.
Senior Designer	\$147 /Hr.
Designer	\$120 /Hr.
Project Coordinator	\$120 /Hr.
Administrative Assistant	\$105 /Hr.
Laboratory Technician	\$100 /Hr.
Dispatcher	\$80 /Hr.

FIELD STAFF STANDARD RATE

One-Man Survey Crew	\$205 /Hr.
Two-Man Survey Crew	\$275 /Hr.
Special Inspector / Materials Technician	\$100 /Hr.
Non-Destructive Testing Technician (NDT)	By Quotation
Core Drilling	\$280 /Hr.

FIELD STAFF PREVAILING RATE

One-Man Survey Crew	\$240 /Hr.
Two-Man Survey Crew	\$425 /Hr.
Special Inspector / Materials Technician	\$140 /Hr.
Non-Destructive Testing Technician (NDT)	By Quotation
Core Drilling	\$330 /Hr.

ADDITIONAL SERVICES

Mileage (Where Applicable)	\$0.75 /Mi.
Materials Sample Transport	\$92 /Hr.
Travel (Where Applicable)	See Terms
Per Diem	By Quotation
Permit Application Fees	By Quotation
Miscellaneous Equipment	By Quotation
Geotechnical Investigation	By Quotation
Geologic Hazards Report	By Quotation
Phase I / II Environmental	By Quotation
Percolation Test and Report	By Quotation
Infiltration Test and Report	By Quotation
Quality Control Plan	By Quotation
On Site / Mobile Laboratory	By Quotation
Certified Payroll	See Terms
Sub-Contract Services	Cost +20%

Terms and Conditions

ADDITIONAL SERVICES

Provided above are typical costs and services most frequently conducted by Merrell Johnson Engineering, Inc. and Merrell Engineering Company, Inc. Costs and services not listed may be provided upon request, as well as special quotations for volume projects.

ADVANCE NOTICE AND CANCELLATION

Land Surveying and Construction Staking services require a minimum of seventy-two hours advanced notice for scheduling personnel to report to the project site. Materials Testing and Special Inspection Services require twenty-four hours advanced notice for scheduling personnel to report to the project site. This advance notice is greatly appreciated and will provide assistance in avoiding schedule conflicts, as well as allow us to better accommodate your project. Cancellations must be made by 4:00 pm the day preceding scheduled services, or a minimum charge may be incurred at the applicable rate.

MINIMUM CHARGES

Unless otherwise noted, a four-hour minimum charge will be incurred for all field services. A six-hour minimum charge will be incurred for all field services in excess of four-hours. An eight-hour minimum charge will be incurred for all field services in excess of six-hours. Field services in excess of eight-hours will continue to accrue in one-hour intervals at the applicable rate.

OVER TIME

Services conducted more than eight-hours per day Monday – Friday, conducted outside of normal business hours of 7:00 am - 4:00 pm, or conducted during the first twelve-hours on Saturday will incur a charge at time and one-half the applicable rate.

DOUBLE TIME

Services conducted in excess of twelve-hours per day Monday – Saturday or conducted on Sunday will incur charges at double the applicable rate. Services conducted on the following holidays will incur a charge at double the applicable rate. New Year’s Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day after, Christmas Day.

TRAVEL TIME

For materials testing and special inspection services travel time fees (if applicable) will be provided by quotation. For surveying services, travel time is invoiced at the applicable field rate up to 8 hours per day, and at one-half the applicable rate for time in excess of 8 hours per day, on-site.

PER DIEM

On remote projects, subsistence, when not furnished by the client, may be charged by quotation.

RUSH REPORTING

Unit rates provided do not include rush or urgent testing / inspection or reporting. Standard reporting time may vary depending on project conditions and workload. Rush or urgent testing / inspection or reporting may be provided at additional cost by quotation. The client is advised to express desired scheduling and reporting timelines so that preparation and applicable expenses may be accounted for prior to the commencement of work.

SAMPLE DISPOSAL

Materials samples may be disposed of at the discretion of Merrell Johnson 30 days after submission of test reports unless a prior request is made.

INVOICING

Invoices will be issued on a periodic basis. The net cash amount is payable on receipt of the invoice. The unpaid balance will be subject to a maximum finance charge of 7% per annum if not paid within 30 days of the invoice date. Unless noted otherwise, fees include standard invoicing with time detail. Invoicing backup (timesheets, daily field reports or test reports) may be included at an additional cost upon request.

CERTIFIED PAYROLL

Certified payroll for prevailing wage projects will be provided only if requested at the start of the project. An additional hour of administrative time will be charged for each pay period.

MERRELL JOHNSON

22221 US Highway 18
Apple Valley, CA 92307
Ph. 760-240-8000 Fax 760-240-1400

**The following form must be completed and returned via fax or mail
before work can be scheduled on this project. Thank You!**

Client Name _____

Billing Address _____ **City** _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____

Client's Representative (if any) _____ **Phone** _____ **Fax** _____

A.P.N. # _____ **Site Address** _____

Legal Owner of Property: _____ **Private Work** **Public Work**

Address _____ **City** _____ **State** _____ **Zip** _____

Original Contractor (if any): _____

Address _____ **City** _____ **State** _____ **Zip** _____

Construction Lender (if any): _____

Address _____ **City** _____ **State** _____ **Zip** _____

I hereby affirm that the above information is true and correct.

Client Signature

Date



Proposal for Design of the Helendale Well Field Blending Pipeline

March 9, 2026

Helendale Community Services District

Craig Carlson
Water Operations Manager
26540 Vista Rd
Helendale, CA 92342

WSC Ontario

3602 Inland Empire Blvd # C320
Ontario, CA 91764
P: (909) 483-3200

Christopher Deiter

P: (909) 254-4250
E: cdeiter@wsc-inc.com

Dear Craig,

Water Systems Consulting, Inc. (WSC) is pleased to present this proposal for the design of the Helendale Community Services District (HCSD) Well Field Blending Pipeline (Project), which is located on Helendale Road in Helendale, California.

Based on discussions with and the information provided by HCSD it is our understanding that that Project includes construction of a new pipeline to support blending of HCSD's existing wells. This pipeline will span approximately 3,000 linear-feet along Helendale Road from a new connection with the existing feed system, make new connections to Well #4 and Well #1, and include provisions for future connections.

We welcome the opportunity to discuss our proposal with you in more detail, and to answer any questions you may have. Feel free to contact Laine at (909) 254-6767 or Christopher at (909) 254-4250. You can also email us at lcarlson@wsc-inc.com or cdeiter@wsc-inc.com.

Thank you again for this opportunity, we look forward to your response.

Sincerely,

Water Systems Consulting, Inc.

Laine Carlson, PE
Vice President & PIC

Christopher Deiter, PE
Project Manager

Scope of Work

Task 0 Project Management

0.1 Project Administration

- Provide project administration and coordination.
- Prepare project schedule and update as required based upon actual progress and HCSD's direction.
- Prepare monthly progress reports and invoices.

0.2 QA/QC

- Perform comprehensive quality control reviews of deliverables by WSC senior technical staff prior to submittal to HCSD for review.

Deliverables: Monthly progress reports and invoices.

Assumptions: Project duration is 9 months.

Task 1 Meetings

1.1 Kick-Off Meeting and Site Visit

- Plan, organize, and conduct one (1) Kickoff Meeting and site visit.
- The purpose of the Kickoff Meeting will be to: (1) establish roles and responsibilities; (2) review scope, schedule, and deliverables; (3) review available data and establish data needs; and (4) discuss HCSD's preferences for design plans and technical specifications.
- The purpose of the site visit will be to gather relevant data, document existing site conditions, and review existing equipment layouts against record drawings.

1.2 30% Design Review Conference Call

- Plan, organize, and conduct the 30% Design Review Conference Call via Microsoft Teams.
- The purpose of the call will be to discuss the 30% Design Submittal, which will include plans and an outline for the technical specifications.
- WSC will provide electronic versions of the plan set (PDF), technical specifications outline (Word), and draft agenda (Word) prior to the meeting.
- Discussion topics will include the proposed pipeline alignment, utility conflicts, design potholing (if necessary), points of connection, stubs for future mainline extension, confirmation of segments slated for abandonment (if any), confirmation of the services slated for replacement (if any), technical specification preferences, and any other comments or preferences HCSD would like to incorporate. The review will be followed by a discussion of the next steps and design completion schedule.

1.3 60% Design Review Meeting and Site Visit

- WSC will plan, organize, and conduct the 60% Design Review Meeting and site visit.
- The purpose of the meeting will be to discuss the 60% Design Submittal, which will include design plans and technical specifications.
- WSC will provide electronic versions of the plan set (PDF), technical specifications (Word), and draft agenda (Word) prior to the meeting. The review will be followed by a discussion of the next steps and design completion schedule.
- The purpose of the 60% Design site visit will be to compare field conditions to the design and to observe any potential conflicts.

1.4 90% Design Review Conference Call

- WSC will plan, organize, and conduct the 90% Design Review Conference Call via Microsoft Teams.
- The purpose of the call will be to discuss the 90% Design Submittal, which will include design plans, technical specifications, and cost estimate.
- WSC will provide electronic versions of the plan set (PDF), technical specifications (Word), cost estimate (PDF), and draft agenda (Word) prior to the meeting. The review will be followed by a discussion of the next steps and design completion schedule.

Deliverables: Meeting Agendas and Minutes

Assumptions: Review meetings and calls will be held approximately two (2) weeks after submission of deliverables.

Task 2 Preliminary Engineering

2.1 Data Collection and Review

- Request and review record maps of existing and proposed HCSD facilities. WSC assumes HCSD will provide digital copies of all available record drawings within the project area within two (2) weeks of contract execution.
- Data requests will include record drawings, well flow rates, pumping strategies, and HCSD standards for materials and construction.

2.2 Utility Research

- Obtain the Design DigAlert list of agencies and utilities who may have facilities in the project area.
- Prepare and distribute record drawing request letters to each utility listed.
- Based upon the responses and record drawings received, plot existing facilities on our basemap, using surface features as identified on the topographic survey to help refine the location.

2.3 Soils Investigation and Geotechnical Report

- WSC's geotechnical subconsultant, LOR Geotechnical Group, Inc. (LOR), will review available geotechnical data for the project area.

- LOR will perform three (3) exploratory borings at a depth of approximately 20 ft each. Boring locations will be outside of paved areas.
- LOR will prepare a project geotechnical report based on the subsurface exploratory borings, laboratory evaluations, and analysis performed.
- Permits for borings will be obtained by LOR. Direct costs for permits, if any, will be paid for directly by HCSD.

Deliverables: Geotechnical Investigation Report

2.4 Topographic Survey and Basemap

- WSC's survey subconsultant, Hillwig-Goodrow (HG), will perform a search of public records for available maps and survey tie sheets for use in centerline control of Shadow Mountain Road and Helendale Road. Prepare a field survey package that includes pre-calculations of the centerlines of said roads.
- Establish project control by static GPS methods and both place and survey photo panels for aerial photography of the project area. The survey will be constrained to CCS, NAD 83, Zone 5 and the 1998 NAVD.
- Perform a conventional instrument ground survey of the area within the project limits as shown on the provided exhibit. In the performance of the work, the project will be photographed by an aerial drone. The survey will include the following:
 - Roadway cross sections at 50' intervals.
 - Visible existing utilities including overhead structures and lines.
 - Drainage features.
 - Location of medians.
 - Curbs and gutters, sidewalks.
 - Sewer manholes and storm drain manholes with measured inverts.
 - Water meters, fire hydrants and valves.
 - Headwalls, utility boxes, poles, trees and fences.
- Prepare an AutoCAD drawing file in conformance with National CAD Standard Version 3.1. Layering and graphic representations shall conform with the AIA based system. Drawings will include the following:
 - Mapping scale: 1" = 40'; one-foot contour intervals; details at 1" = 20' or 1" = 10'.
 - All drawings will be created with north being straight up.
 - Mapping to include all survey items noted above.
 - Perform research of the records of the serving utility companies for the existence of underground utilities such as water, gas, electric, sewer and telecommunications. Provide a note on the plans if any utility refuses to provide utility mapping.
 - Invert elevations of storm drain and sewer lines.
 - A reference to Basis of Bearings (coordinates) and benchmark.
 - Provide latitude/longitude values at locations selected by client.

Deliverables:

- (1) AutoCAD files together with the following:

- Copy of field notes and electronic (ASCII format).
- Site photos of surveyed features.
- Ground Surface Model (DTM).
- Digital ortho photo file of high-resolution aerial photography.

Task 3 Construction Documents

3.1 Design Plans

- Prepare a basemap using the survey data, record drawings obtained from utility companies, and aerial and street view imagery available in the public domain.
- WSC will conduct a site visit of the project area to verify the information depicted on the utility location maps and plans, where possible. Additional evidence of existing utilities or necessary corrections observed during the site visit will be field measured and the basemap will be updated to reflect the approximate locations.
- Prepare a detailed plan set that includes the following features:
 - (1) New pipelines located in street right-of-way and existing pipelines to be abandoned.
 - (2) The horizontal alignment of the proposed pipelines dimensioned offset from relevant features (such as right-of-way) with coordinates tied to local control as appropriate.
 - (3) Connections to the existing system and the existing mains to be abandoned (if any) in plan and profile view.
 - (4) Locations of existing customer services (if any).
 - (5) Locations for shut-off valves, fire hydrants, blow off valves, air and vacuum release valves, or other relevant water system appurtenances.
 - (6) Pipe centerline stationing to identify the locations of pertinent features on the plan and profile view as well as to aid in collecting accurate as-built information during construction.
 - (7) Horizontal and vertical bends labeled.
 - (8) Connection Details showing the proposed valves, reducers, fittings, and couplings to be used to connect the proposed water lines to the existing mains.
 - (9) Construction Notes and Callouts.
 - (10) Standard Drawings.
- The anticipated plan sheets are shown in the Preliminary Sheet List below with their completion level for 30%, 60%, 90%, and Final Design.

Preliminary Sheet List

#	Name	30% Submittal	60% Submittal	90% Submittal	Final Bid Docs
General					
1	Title and Sheet Index	Prelim	Update	Update	Final
2	Notes	Prelim	Update	Update	Final
3	Legend and Abbreviations	Prelim	Update	Update	Final
4	Key Map	Prelim	Update	Update	Final
Waterline Plan and Profile					
5	Helendale Rd 0+00 to 8+00	Prelim	Update	Update	Final
6	Helendale Rd 8+00 to 16+00	Prelim	Update	Update	Final
7	Helendale Rd 16+00 to 24+00	Prelim	Update	Update	Final
8	Helendale Rd 24+00 to 30+00	Prelim	Update	Update	Final
Details and Standards					
9	Connection Details	-	Prelim	Update	Final
10	Standard Drawings	-	Prelim	Update	Final
11	Standard Drawings	-	Prelim	Update	Final

3.2 Specifications

- Prepare technical specifications in CSI format using WSC's standard specifications. WSC will incorporate supplemental content from HCSD's standard specifications, as appropriate, to conform to HCSD's design standards and preferences. WSC will use HCSD's Front End Documents and General Conditions.
- The anticipated specifications are shown in the Specification Section list below with their completion level for 30%, 60%, 90%, and Final Design.

Specification Section List

Division	Section	30% Submittal	60% Submittal	90% Submittal	Final Bid Docs
SPECIFICATIONS GROUP					
DIVISION 01 – GENERAL REQUIREMENTS					
01 10 00	Summary	Outline	Prelim	Update	Final
01 20 00	Price And Payment Procedures	Outline	Prelim	Update	Final
01 25 00	Substitution Procedures	Outline	Prelim	Update	Final

Division	Section	30% Submittal	60% Submittal	90% Submittal	Final Bid Docs
01 30 00	Administrative Requirements	Outline	Prelim	Update	Final
01 33 00	Submittal Procedures	Outline	Prelim	Update	Final
01 40 00	Quality Requirements	Outline	Prelim	Update	Final
01 50 00	Temporary Facilities and Controls	Outline	Prelim	Update	Final
01 55 26	Traffic Control	Outline	Prelim	Update	Final
01 57 23	Temporary Storm Water Pollution Control	Outline	Prelim	Update	Final
01 60 00	Product Requirements	Outline	Prelim	Update	Final
01 70 00	Execution And Closeout Requirements	Outline	Prelim	Update	Final
DIVISION 02 – PROTECTION OF UTILITIES					
02 01 20	Protecting Existing Underground Utilities	Outline	Prelim	Update	Final
DIVISION 31 - EARTHWORK					
31 05 13	Soils For Earthwork	Outline	Prelim	Update	Final
31 05 16	Aggregates For Earthwork	Outline	Prelim	Update	Final
31 10 00	Site Clearing	Outline	Prelim	Update	Final
31 22 13	Rough Grading	Outline	Prelim	Update	Final
31 23 17	Trenching	Outline	Prelim	Update	Final
DIVISION 32 - EXTERIOR IMPROVEMENTS					
32 11 23	Aggregate Base Courses	Outline	Prelim	Update	Final
32 12 16	Asphalt Paving	Outline	Prelim	Update	Final
DIVISION 33 - UTILITIES					
33 11 13	Public Water Utility Distribution Piping	Outline	Prelim	Update	Final
33 12 16	Water Utility Distribution Valves	Outline	Prelim	Update	Final
33 12 19	Water Utility Distribution Fire Hydrants	Outline	Prelim	Update	Final
33 13 00	Disinfecting Of Water Utility Distribution	Outline	Prelim	Update	Final

3.3 Opinion of Probable Cost

- Prepare and submit an opinion of probable construction cost with the 90% Design Submittal.
- The cost opinion will be based on AACE International cost estimate classifications. Accuracy of the cost opinion will be as indicated in the following deliverables table.

Construction Documents Deliverables

WSC will adhere to HCSD’s requirements by preparing the following submittals. For each submittal, WSC anticipates HCSD will review the submittal within a two-week time frame and WSC will receive one consolidated set of comments. The comments will be discussed during that submittal’s Design Review Meeting or Conference Call. A Review Meeting is not anticipated for the Final Bid Set deliverable. All deliverables will be submitted in PDF format and in their native file formats as requested by HCSD.

DESIGN SUBMITTALS

30% Design Submittal

WSC will utilize the information from the site investigation, input from HCSD, utility research, and the survey to prepare a Plan Set and Technical Specification Outline for the 30% Design Submittal.

- **Plan Set:** will include the preliminary design basemap with utility placement, survey, and features (1) – (4) under **Task 3.1** .
- **Specifications:** Table of Contents style outline.

60% Design Submittal

WSC will incorporate comments from the 30% Design Review Conference Call and prepare updated Plan Set and Technical Specifications for the 60% Design Submittal.

- **Plan Set:** will include features (1) – (7) under **Task 3.1** .
- **Specifications:** will be provided without full bid quantities and project dates.

90% Design Submittal

WSC will incorporate comments from the 60% Design Review Meeting and will prepare updated Plan Set, Technical Specifications, and Opinion of Cost.

- **Plan Set:** will include features (1) – (10) under **Task 3.1** .
- **Specifications:** will be provided with all quantities and dates filled in.
- **Cost Opinion:** will be equivalent to AACE Class 2.

Final Bid Set Documents Submittal

Once approved by HCSD, WSC will provide plans and specifications signed and stamped by the Engineer of Record labeled “Bid Set” in PDF format for distribution by HCSD during the Bid Phase of the Project. The PDF digital copy will be suitable for reproduction by a local printer for distribution to prospective bidders.

Project Assumptions

- The scope of the project lies entirely within street right-of-way and existing Public Utility Easements or within property where HCSD has written permission from property owners and that no easement or property acquisition by WSC is required.
- Permit fees will be paid directly by HCSD.
- Existing manhole covers and valve can lids are visible and accessible for survey data collection.
- HCSD will provide field utility location and marking of its existing facilities prior to field survey.
- Surge analysis will not be required.
- Compliance with the California Environmental Quality Act (CEQA) will be provided by HCSD.
- Excludes State Water Resources Control Board Division of Drinking Water Watermain Separation Waivers.
 - If waivers are required, WSC can provide HCSD a proposal for preparation of the waiver package after the 60% Design Review Meeting.
- Based on the project description, WSC anticipates encroachment permits will be required through the County of San Bernardino Public Works. Assumptions regarding permitting are as follows:
 - HCSD will prepare and submit the permit application packages for the County utilizing supporting technical documentation provided from WSC's Draft Design documents.
 - HCSD will negotiate the specific terms and conditions of the permits and pay all permit fees.
 - WSC will incorporate terms and conditions of the permits into the Final Design documents.
 - Other than the scope identified above, WSC has not included any scope to support permit acquisition for the project. WSC can add additional support at the request of HCSD.
- Potholing is not included but can be added at HCSD's request.
- Traffic control design is not included but can be added at HCSD's request.



Fee Estimate

Task No.	Task Description	WSC						WSC Labor Hours	WSC Labor Fee	Expenses	WSC Fee	Billwright Goodrow Survey	LOR Geotechnical	ALL FIRMS Total Fee
		PIC & OAVC Lynn Curtain	Project Manager Chris Deiter	Project Engineer	CAO	Project Administration	WSC Labor Hours							
0	<i>Billing rates, \$/hr</i>	\$370	\$313	\$240	\$214	\$186								
0.1	Project Management	10	24	12	46	12	46	\$ 13,444	-	\$ 13,444			\$ 13,444	
0.2	QA/QC	10			10		10	\$ 3,700	-	\$ 3,700			\$ 3,700	
	SUBTOTAL	20	24	0	56	12	56	\$ 17,144	-	\$ 17,144			\$ 17,144	
1	Meetings													
1.1	Kick-Off Meeting & Site Visit		10		10		10	\$ 3,130	\$ 100	\$ 3,230			\$ 3,230	
1.2	30% Design Review Conference Call		5		5		5	\$ 1,565	-	\$ 1,565			\$ 1,565	
1.3	60% Design Review Meeting		10		10		10	\$ 3,130	\$ 100	\$ 3,230			\$ 3,230	
1.4	90% Design Review Conference Call		5		5		5	\$ 1,565	-	\$ 1,565			\$ 1,565	
	SUBTOTAL	0	30	0	30	0	30	\$ 9,390	\$ 200	\$ 9,590			\$ 9,590	
2	Preliminary Engineering													
2.1	Data Collection and Review		2	4	12		12	\$ 2,870	-	\$ 2,870			\$ 2,870	
2.2	Utility Research		2	24	26		26	\$ 6,386	-	\$ 6,386			\$ 6,386	
2.3	Soils Investigation & Geotechnical Report		2		2		2	\$ 628	-	\$ 628			\$ 628	
2.4	Topographic Survey & Base Map		2		4		4	\$ 1,054	-	\$ 1,054	\$ 12,432		\$ 13,486	
	SUBTOTAL	0	8	28	44	0	44	\$ 10,936	-	\$ 10,936	\$ 12,432		\$ 23,368	
3	Construction Documents													
3.1	Design Plans		24	96	252		252	\$ 58,800	-	\$ 58,800			\$ 58,800	
3.2	Specifications		24	60	84		84	\$ 21,912	-	\$ 21,912			\$ 21,912	
3.3	Opinion of Probable Cost		8	20	28		28	\$ 7,304	-	\$ 7,304			\$ 7,304	
	SUBTOTAL	0	56	176	364	0	364	\$ 88,016	-	\$ 88,016			\$ 88,016	
	COLUMN TOTALS	20	118	204	494	12	494	\$ 125,486	\$ 200	\$ 125,686	\$ 12,432	\$ 15,163	\$ 153,280	

10% mark-up on direct expenses; 15% mark-up for sub-contracted services
 Mileage will be reimbursed at the prevailing federal mileage reimbursement rate in effect at the time of travel
 Rates are subject to revision as of January 1 each year.

Proposal: HCSD-01
Dated: January 13, 2026

Proposal for Professional Services
Specialized Utility Services Program (SUSP) and
Helendale Community Services District (Client)

Background:

Helendale Community Services District (HCSD) is located in an unincorporated area of San Bernardino County and provides drinking water to the communities of Helendale and Silver Lakes. The water system has a recently constructed well with manganese levels out of compliance with primary drinking water standards. The water system has three additional wells in the area and HCSD has previously completed a blending evaluation and plan to blend water from the existing, compliant wells with the high manganese well. The Client has requested SUSP provide a proposal to perform the following services to design a new pipeline and manifold to blend water from four existing water supply wells.

SCOPE OF WORK:

Task 1 – Project Management

Project work will be overseen, coordinated, and directed by a designated project manager. SUSP will schedule and lead a kick-off meeting with all stakeholders at the start of the project. The kickoff meeting will inform participants of specific roles for each of the team members, and confirm the project schedule including sub tasks, milestones, critical path items, and a schedule for progress meetings (anticipated to be monthly).

In addition, SUSP staff will conduct weekly team meetings internally to ensure the project goals and schedule align with Client's goals and expectations. This task includes project management activities throughout the course of the agreement including the following:

1. Coordinating and scheduling meetings with Client and stakeholders, attend monthly project meetings, provide status updates, and respond to questions.
2. Managing/monitoring the project budget and schedule
3. Preparing and distributing meeting notes and action items
4. Field reviews
5. General project coordination with internal staff and sub consultants

Task Deliverables:

- ***Meeting notes and action items summary, invoices and supporting documents.***

Task 2 – Preliminary Investigations, Utility Coordination

Prior to commencing design work, the SUSP team will review available information to develop a more comprehensive understanding of the project, identify missing information, discuss HCSD operations and equipment preferences, and verify right-of-way requirements. SUSP staff will visit the site to take photos of street crossings and existing facilities with a representative from the water system. As part of this task, a USA design inquiry will be submitted to locate current underground utilities and SUSP will coordinate with all existing utility providers for future design purposes.

Task 3 – (Optional) Water Modeling and Preliminary Alignment

SUSP to conduct Hydraulic modeling of the distribution system and facilities to ensure proper pipe sizing to optimize efficiency of the new portion of the system. The results of the model will be included in the Preliminary Design. The results of the water model will determine the transmission main and manifold piping sizes for design and preferred distribution system connection point.

Task Deliverables:

- ***Hydraulic Water Model in EPANET format.***
- ***Preliminary alignment submittal including Schematic/map of existing facilities, proposed new facilities, and recommended pipeline sizes***

Task 4 – Design

The SUSP team will prepare the design of the new pipeline and mixing manifold, incorporating results from Task 2 (and 3 above, if selected). It is assumed the design will include approximately 3,300 LF of pipe, connections to existing distribution pipelines, valves, fittings, and appurtenances. A licensed surveyor will be contracted to provide a topographic survey of the project area, shoot key points, and elevations to support the completion of design and construction staking tasks.

The pipeline design would include plan and profile, showing utility and other obstacle crossings. The mixing manifold is anticipated to include plan view and elevation views of the manifold piping with equipment details and a site plan.

As part of this task SUSP shall retain a Geotechnical subconsultant that will perform a geotechnical investigation for the proposed pipeline alignment (up to 13 borings at a maximum depth of 5-feet below ground surface).

Design is anticipated to include the following features and components:

1. Civil engineering as needed for operation of new facilities.
2. Estimated Construction Cost
3. Drawings Anticipated (14 sheets)
4. General Sheets (2)

5. Civil Sheets (12)
6. The scale is anticipated to be 1" = 40' for horizontal plan and 1' = 2" for vertical but will ultimately depend on each drawing's layout.
7. The Bid Form and Technical Specifications will be prepared as a word and PDF document separate from the Drawings.

As part of this task, SUSP has budgeted for County Encroachment Permit support and coordination. After the 60% plans have been prepared and submitted for review and comments, and comments received are addressed, SUSP shall submit the plans to the County for review and comments. SUSP has budgeted for two rounds of review and comments from the County. SUSP will note on the plans that the contractor is required to submit a traffic control plan, insurance, and other documents as needed as part of the requirements to finalize the encroachment permit.

This task includes Plans prepared in AutoCAD, specifications in Word and PDF form, cost estimates, and will be submitted for review according to the task deliverables below. No contract or bidding documents other than a bid schedule/bid form will be provided and are excluded from this scope of services as it is understood that the Client will use their own contract and bidding documents. One round of review and comments has been budgeted for the 60 percent submittal, and two rounds have been budgeted for following the 90 percent submittal. Comments received after each submittal will be incorporated into the next submittal.

Task Deliverables:

- **60%, 90%, and Final Design Plans (1 PDF to Client)**
- **Technical Specifications 90% and Final (1 PDF to Client)**
- **Final Cost Estimate (1 PDF to Client)**

Task 5 – Bidding Services

SUSP will provide bidding services as needed and requested by the Client. Services are limited to the following:

1. Preparation of up to three addendums – addressing questions from potential bidders during the bidding process. Client will distribute the addendums.
2. A conformed set of drawings and specifications incorporating any changes made through addendums prior to construction.

Client will advertise and distribute the plans and specifications to the plan rooms of their choosing. Client will accept bids at its location and will conduct a public bid opening.

Task Deliverables:

- **Addendums (up to 3).**
- **Conformed set of drawings and specifications for construction.**

SCHEDULE:

Task No.	Task Name	Due Date
Anticipated Start		By February 9, 2026
<i>Kick off Meeting</i>		<i>By March 5, 2026</i>
Task 1	Project Management	On-going
Task 2	Preliminary Investigations and Utility Coordination	April 16, 2026
Task 3	Water Modeling (Optional Task)	May 11, 2026
<i>Review Period by Client and Stakeholders</i>		<i>3 Weeks</i>
Task 5	Design - 60% Plans, Specifications, and Cost Estimate	July 30, 2026
<i>Review Period by Client and Stakeholders</i>		<i>3 Weeks</i>
Task 5	Design - 90% Plans, Specifications, and Cost Estimate	September 14, 2026
<i>Review Period by Client and Stakeholders</i>		<i>3 Weeks</i>
Task 5	Final 100% Plans, Specifications, and Cost Estimate	November 15, 2026
Total Time to Complete Design (Pending Caltrans Acceptance)		9 Months from Kick off
Task 6	Bidding Services	During Bidding – TBD by Client

BUDGET:

SUSP may, as the Project requires, shift budgets across line items, the budget is based on time and materials, not to exceed \$220,467 based on the following task budgets:

Task No.	Task Name	Budget
Task 1	Project Management	\$20,080
Task 2	Preliminary Investigations and Utility Coordination	\$23,010
Task 3 (Opt.)	(Optional) Hydraulic Modeling and Preliminary Alignment	\$14,320
Task 4	Design	\$163,580
Task 5	Bidding Services	\$11,080
	Sub Total	\$232,070
	5% CRWA Member Discount	\$11,604
	Task Order Total	\$220,467

All other terms and conditions of the referenced Professional Services Agreement remain unchanged.

For SUSP:
Specialized Utility Services Program

For Client:
Helendale Community Services District

By: _____

By: _____

Date: _____

Date: _____



Helendale Community Services District

DATE: April 2, 2026
TO: Board of Directors
FROM: Alex Aviles, Wastewater Operations Manager
SUBJECT: Agenda item #9
Discussion and Possible Action Regarding Adoption of Resolution 2026-05: A Resolution of the Board of Directors of the Helendale Community Services District Approving Award of a Sole Source Contract to MISCO Water for the Purchase of Replacement Blowers from Kaeser

STAFF RECOMMENDATION

Staff recommends approval of the proposed resolution

Staff Report

In 2012 the board approved the purchase of two Kaeser positive displacement blower units as replacements for the previously operated Centrifugal blowers. The blowers service the aeration needs of the treatment plant for the purpose of added oxygen and mixing. At the time Gierlich-Mitchell was the Southern California equipment representative for Kaeser.

In late 2015 blower number 1 experienced a catastrophic failure, causing staff to purchase a new replacement blower block for \$8,554.64 from Gierlich-Mitchell. In 2024 blower number #2 began experiencing issues with tripping of the electrical, high-pressure output, and excessive heat. Staff contacted Kaeser in attempt to have the blower serviced but was informed that we would need to ship the block back east for breakdown and inspection. Due to shipping constraints and consideration of the age of the equipment, staff removed the blower block and serviced it in-house. The blower has been in operation since the repair; however, staff is now observing similar failures.

Staff has evaluated the options of replacing the entire blower units with other performance-equivalent brands and determined that purchasing two new Kaeser blower blocks to replace the aging and failing blowers is the best option for the district. This option would keep the original motors, tank muffler, air intake, and air discharge, dramatically reducing the overall cost.

Based upon several factors, including Cost, operational efficiency, only Kaeser blower blocks of the exact model will be compatible with the equipment staff plans to reuse. Additionally, MISCO Water is the authorized representative for our area in Southern California for the Kaeser Blower line, District staff is requesting that the Board approve a Sole Source Contract to MISCO Water for the purchase of two Kaeser aeration blower blocks in accordance with the District's Purchasing Policy Section 7.C.

Fiscal Impact

\$28,357.65 plus freight charges funded from Wastewater

Possible Motion

Approve the Sole Source Contract with MISCO Water in the amount of \$28,357.65 plus shipping charges

STRATEGIC PLAN ALIGNMENT: Goal 2

ATTACHMENTS: Resolution 2026-05

RESOLUTION NO. 2026-05

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
HELENDALE COMMUNITY SERVICES DISTRICT
APPROVING AWARD OF A SOLE SOURCE CONTRACT
TO MISCO WATER FOR TWO KAESER BLOWER BLOCKS**

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

WHEREAS, the District is subject to Public Contracts Code Section 20682(b), which provides that all “contracts for materials and supplies for the construction or completion of any building, structure, or improvement, when the cost exceeds \$25,000 shall be contracted for and let to the lowest responsible bidder after notice”;

WHEREAS, it is well-settled that exceptions to the competitive bidding requirement exist in the event that the specific facts and circumstances surrounding the particular work is such that the services sought for the proposed project are unique to a single contractor and the public agency must use such specialized services for efficient and effective completion thereof [see, e.g., Hiller v. City of Los Angeles (1962) 197 Cal. App. 2d 685, 17 Cal. Rptr. 579], or that engaging in the process would be undesirable or impracticable as a matter of public interest because a delay would result that would operate to undermine the public benefits to be gained by the proposed project [see, e.g., Graydon v. Pasadena Redevelopment Agency (1980) 104 Cal. App. 3d 631, 164 Cal. Rptr. 56];

WHEREAS, on September 5, 2024, the District’s Board of Directors (“Board”) adopted revised Purchasing Policies and Procedures for the District (“the Purchasing Policy”) which created bidding and contract procedures as part of the District’s Rules and Regulations so as to provide guidance and direction to the District’s staff in obtaining outside services and supplies for projects initiated by the District;

WHEREAS, Section 4 of the Purchasing Policy provides that the District must comply with certain formal and informal competitive bidding requirements with respect to the purchase of supplies for the construction of any building, structure, or improvement when the cost exceeds \$25,000;

WHEREAS, pursuant to legally-recognized exceptions to competitive bidding requirements, Section 7(D) of the Purchasing Policy provides that the District may procure construction supplies on a negotiated basis “when competitive bidding would fail to produce an advantage and/or when the advertisement for Competitive Bidding would be undesirable, impractical, or impossible”;

WHEREAS, pursuant to legally recognized exceptions to competitive bidding requirements, Section 7(C) of the Purchasing Policy further provides that the District may procure construction supplies on a negotiated basis for any project in which a “Sole Source Contractor” has been designated;

WHEREAS, for purposes of Section 7(C) of the Purchasing Policy, the term “Sole Source Contractor” is defined in Section 2(O) thereof as “a contractor or consultant that has been evaluated to provide unique or specialized Services or Supplies that cannot be obtained from other contractors or consultants,” which designation must be approved by the Board;

WHEREAS, the facts, circumstances, and challenges surrounding the proposed purchase of two Kaeser blower blocks from MISCO Water for the replacement of two Kaeser displacement blower units (“the Project”), as described in the staff report attached hereto and incorporated herein (“the Staff Report”), supports a determination by the District’s Board of Directors that imposing a formal competitive bidding requirement for the purchase of supplies for the proposed Project would be undesirable or impracticable because the process could potentially not be timely completed given all the intervening factors outlined in the staff report; and

WHEREAS, as further described in the Staff Report, Kaeser blower blocks possess characteristics that are uniquely applicable to the proposed Project and the satisfactory operation of the District’s wastewater system, which has been historically acceptable to both the District and other local governmental agencies possessing regulatory oversight.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Helendale Community Services District that, based upon the unique facts and circumstances described in the Staff Report and other evidence presented to the Board, the Board hereby finds and determines that the proposed Project is exempt from any otherwise-applicable formal competitive bidding requirement pursuant to Sections 7(D) of the Purchasing Policy because compliance therewith would be undesirable and impracticable as a matter of public interest.

BE IT FURTHER RESOLVED that the Board hereby finds and determines that Kaeser be designated as a Sole Source Contractor for the Project pursuant to Section 7(C) of the Purchasing Policy. The Board reserves the right to withdraw this designation in its entirety, or to suspend this designation on a project-by-project basis, in the exercise of its sole discretion.

BE IT FURTHER RESOLVED that the Board hereby approves the purchase of two Kaeser blower blocks for the Project, and authorizes the award of a contract to MISCO Water for the purchase of such construction supplies for a price not to exceed \$28,357.65, based upon the recommendations of the District's Wastewater Operations Manager in the Staff Report, as well as the oral and written statements presented to, and considered by, the District's Board of Directors prior to adoption of this Resolution.

ADOPTED this 2nd day of April, 2026.

AYES:

NOES:

ABSTAIN:

ABSENT:

President, Board of Directors

ATTEST:

Clerk, Board of Directors



Helendale Community Services District

DATE: April 2, 2026
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #10
 Discussion and Possible Action Regarding Approval of a Contract with Kennedy Jenks for a Bureau Feasibility Study

STAFF RECOMMENDATION

Staff seeks approval of this item.

STAFF REPORT:

The District was awarded a \$1M set aside from Congressman Jay Olberholte for design of a tertiary wastewater treatment facility including the budget included money for a Bureau Feasibility Study as well and Environmental Studies consistent with NEPA. The funding has a matching requirement of \$250,000. Below is the project budget:

Function	Federal Funding	Non-Fed Funding	Total	Use
Engineering	\$850,000	\$67,765	\$917,765	Complete engineering drawings for plant tertiary upgrade
Environmental	\$150,000	0	\$150,000	Complete CEQA and NEPA including public hearings
Program Admin	0	\$50,235	\$50,235	Reimbursement for applicable Staff Costs, Public meetings, Public hearing costs, info graphics for public outreach
Bureau Analysis & Grant services	0	\$132,000	0	Completion of a Bureau of Rec Feasibility Analysis and Support services for locating Construction Grant Funding
TOTAL	\$1,000,000	\$250,000	\$1,250,000	

Most of the engineering and all of the environmental are slated to be funded by the Congressional Community set aside while the Bureau Feasibility Analysis and grant support is to be funded by the District as part of our required match. Staff has received a quote from Kennedy Jenks to complete the Bureau Feasibility study that will position the District for federal grant money through the Bureau of Reclamation. The District has received funding from multiple rounds of the Water Smart Grant funding for the Smart Meter program. By having “shovel-ready” engineering and the Bureau Feasibility Study, the District will be in the best possible position for

If approved by the Board, Staff will seek concurrence from the EPA grant officer and will work with District Counsel on a Professional Services Agreement with Kennedy Jenks.

FISCAL IMPACT: \$60,648

POSSIBLE MOTION: Approve an Expenditure of \$60,648 for a Bureau of Reclamation Feasibility Report by Kennedy Jenks

STRATEGIC PLAN ALIGNMENT: Goal 2

ATTACHMENTS: Proposal from Kennedy Jenks

23 March 2026

Ms. Kimberley Cox
Helendale Community Services District
26540 Vista Road
Helendale, CA 92342

Subject: Proposal for Professional Services to Assist with Preparation of Bureau of Reclamation Title XVI Water Reclamation and Reuse Program Feasibility Study

Dear Ms. Cox:

As requested, Kennedy/Jenks Consultants (KJ) is providing this proposal to assist Helendale in preparing a Feasibility Study that meets the requirements of the Bureau of Reclamation's (Bureau) Title XVI Water Reclamation and Reuse Program (WTR 11-01) for Helendale Community Water District's (Helendale, District) Wastewater Treatment Plant (WTR) Upgrade to Provide Reuse Opportunities

Helendale currently operates a 1.2 million gallon per day (MGD) secondary wastewater treatment facility. The sewage is treated to a low level of processing and disinfection and is used to irrigate animal feed crops and/or sent to stored lined holding ponds to evaporate. By upgrading the facility to tertiary treatment, the highly treated effluent could be used for park and sports field irrigation as well as a local golf course thereby preserving limited groundwater supplies.

Scope of Services

The scope of work has been organized to mirror the recommended sections outlined in the USBR Reclamation Manual Directives and Standards WTR 11-01 for a Title XVI Feasibility Study to expedite the review process. Each task will pull pertinent information from, and build on, prior studies prepared for the WTP Upgrade (herein called the Project)

Task 1. Data Gathering

KJ will provide a Request for Information (RFI) to the District that identifies information needed to complete the application. Available information to be reviewed includes:

- Recycled Water Facilities Plan from 2012.
- Technical Report for 30% Design
- Recent water production and wastewater flow information,
- Waste Discharge Requirements for wastewater discharge
- Other information needed to complete a draft and final Feasibility Study

A kick-off conference call is proposed to discuss the project, review the request for information, answer questions, and review the proposed schedule for completion.

Assumptions:

Ms. Kimberley Cox
Helendale Community Water District
23 March 2026
Page 2

A 2-hour kick-off call is scheduled to go over the RFI with the District (1 x 1hr x 2 KJ staff).

Deliverables:

Request for Information

Task 2. Develop Report Content

Subtask 2.1 Introductory Information

This section sets the stage for the Project, and will be:

- Providing a brief overview of the Project.
- Providing a description of the study area, including existing recycled water facilities and proposed facilities that were analyzed.

Subtask 2.2 Statement of Problems and Needs

This section highlights how recycled water could provide a solution to key water resource management issues in the region. This task includes:

- Providing a brief description of why the Project is needed from a water supply perspective.
- Providing a description of the District's current and future water supplies.
- Providing a description of the District's current and future potable and non-potable water demands.
- Providing a brief discussion on the water quality of the District's current and future water supplies.
- Providing a summary of the District's current recycled water uses, consisting of irrigation for animal feed crops and sending the effluent to stored lined holding ponds to evaporate.

Subtask 2.3 Water Reclamation and Reuse Opportunities

This section highlights how recycled water could provide a solution to key water resource management issues in the region. This task includes:

- Providing a summary of potential water reclamation and reuse opportunities, based primarily on information from the Technical Report for the 30% Design and supplemented by other reports the District will provide from the RFI.
- Describe current effluent discharge limits for Helendale's WTR (from Waste Discharge Requirements).
- Briefly describe the water market for the Project, which would be non-potable water users for irrigation of a local park and local golf course.
- Briefly describe potential project challenges, which may include public acceptance and regulatory approval.
- Describe potential stakeholders of the Project.
- Providing a brief description of the WTR, including capacities, treatment processes, and design criteria.
- Providing a brief description of the District's current non-potable reuse.

Ms. Kimberley Cox
Helendale Community Water District
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- Providing a flow projection of available wastewater supply for the Project, including seasonal variations by month.

Subtask 2.4 Description of Alternatives

This section highlights how recycled water could provide a solution to key water resource management issues in the region. This task includes:

- Providing summary of Project objectives.
- Describe available recycled water for the Project.
- Describe up to 3 alternatives for delivering recycled water to customers of the Project.
 - Develop figures and narrative to describe the 3 alternatives
 - Develop budgetary-level capital and O&M cost estimates for the identified 3 alternatives. Cost estimates developed as part of prior studies will be used as a basis and will be updated for consistency and based on recent cost data from current project bids.
 - Cost estimating will meet USBR criteria per Reclamation Manual FAC 09B01 Directives and Standards.
 - Describe evaluation criteria to be used for ranking the alternatives.

Subtask 2.5 Economic Analysis

This section focuses on a comparison of the Title XVI Project to other water supply alternatives that could be implemented. The intent is to justify the cost effectiveness and economic benefits that would be realized after implementation of the Title XVI Project. This section will:

- Describe conditions that exist in the area and projects of the future with and without the project.
- Compare the costs of alternatives that would satisfy the same demands as the Proposed Title XVI Project (i.e. cost of increasing imported water or qualitative cost).
- Identify the benefits of the Title XVI Project and the alternatives in terms of the cost of the alternative most likely to be implemented in the absence of the project. Qualitative benefits will be described.

Subtask 2.6 Selection of Proposed Title XVI Project

- This section serves to provide a justification of why the proposed project is the selected alternative in terms of meeting objectives, demands, needs, cost effectiveness and other criteria that influenced the decision.
- Providing summary of alternatives analysis and screening to justify Project selection.
- Describe how the Project will affect the District's need for other water supplies through reduction, postponement or elimination of development of new or expanded water supplies.
- Discuss reduction of demand on local groundwater for potable use.

Subtask 2.7 Environmental Consideration and Potential Effects

This section highlights how recycled water could provide a solution to key water resource management issues in the region.

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The review of a Title XVI FS does not require National Environmental Policy Act (NEPA) compliance as the Bureau of Reclamation is not making a recommendation to go forward with the proposed project. However, the Title XVI Feasibility Study must include sufficient information on each alternative to allow assessment of potential measures and costs that may be necessary to comply with NEPA and other applicable Federal Laws.

This task will include:

- Discuss California Environmental Quality Act (CEQA) and NEPA compliance considerations (e.g., Federal Crosscutter studies) for each alternative.
- Conduct a high-level preliminary environmental review to assess potential environmental constraints for each alternative that could result in significant effects on the environment. It is understood that at a later date, full CEQA and NEPA compliance must be completed if federal funding is pursued. KJ will review the 2017 Wastewater Treatment Plant and expansion area from the Title 22 Engineering Report & Farm Management Plan CEQA MND, however final design will dictate requirements for final environmental documentation.
- Identify potential impacts on, or benefits to, endangered or threatened species, public health or safety, natural resources, regulated waters of the United States, or cultural resources from existing reports on conditions in the area.

Subtask 2.8 Legal and Institutional Requirements

This section will identify any legal or institutional requirements or barriers to implementing the Proposed Title XVI Project. This task includes:

- Review of existing inter-agency agreements and discuss potential future agreements that could be required for the Project.
- Discuss water rights.
- Discuss contractual requirements that could impact supply availability for the Proposed Title XVI Project.
- Providing a summary of permitting requirements for the Proposed Title XVI Project.
- Comment on any unresolved issues associated with implementing the Proposed Title XVI Project and how and when such issues may be resolved or how the project would be affected if such issues are not resolved.

Subtask 2.9 Financial Capability of Sponsor

This section is intended to demonstrate to USBR that the non-Federal sponsor has the financial capability to finance the project to completion. This task includes:

- Providing an implementation schedule for the Project.
- Discuss willingness of the non-Federal Sponsor to pay for its share of the capital and O&M costs.
- Providing a brief discussion on how the Project will be funded with input from the District.
- Summarize potential available funding for the project based on the most recent information available on current and potential future grants and loans, including cost-share limitations.

Ms. Kimberley Cox
Helendale Community Water District
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Page 5

Subtask 2.10 Research Needs

This task will provide a description of potential research needs for implementation of the Project and regulatory compliance.

Assumptions:

- KJ has reviewed the 2012 Recycled Water Facilities Plan which evaluated treatment options for the wastewater treatment facility upgrade. The Feasibility Study will provide a summary of that evaluation and will upgrade the costs of each alternative to present date.
- The Feasibility Study will evaluate up to three marketing alternatives for use of the tertiary treated water. The current plan, as documented in the 2012 Recycled Water Facilities Plan is to use the recycled water to irrigate an adjacent park and a nearby golf course in addition to the current use of irrigation for fodder crops. An economic analysis will be performed for each alternative.

Task 3. Administrative, Draft and Final Title XVI Feasibility Study

Task 3.1 Administrative Draft Feasibility Study

KJ will prepare an Administrative Draft of the Feasibility Study based on the information compiled in Tasks 1 and 2. An electronic draft will be Provided to the District for review.

Task 3.2 Draft Feasibility Study

Based on the comments received from the District on the Administrative Draft Feasibility Study, KJ will prepare a Draft Report ready for electronic submittal to USBR. KJ will coordinate with the District to review comments as necessary. It is assumed that the District will submit the document to the Bureau.

Task 3.3 Final Feasibility Study

It is anticipated that the Bureau of Reclamation will have comments on the Draft Feasibility Study. KJ will coordinate with the District to review comments as necessary. It Kennedy Jenks will evaluate the comments and coordinate a call with the District to review them and how the comments should be addressed. A Final Feasibility Study will then be submitted to the Bureau.

Assumptions:

- All deliverables will be provided electronically (Word, PDF) for the District's review.
- One set of comments for each draft will be provided by the District to KJ.
- KJ assumed up to 6 conference calls (6 x 1hr x 2 KJ staff) will be held to kick-off the project, review content underdevelopment and review the Administrative Draft comments and Draft comments.

Deliverables:

- Administrative Draft Feasibility Study
- Draft Feasibility Study
- Final Feasibility Study

Ms. Kimberley Cox
 Helendale Community Water District
 23 March 2026
 Page 6

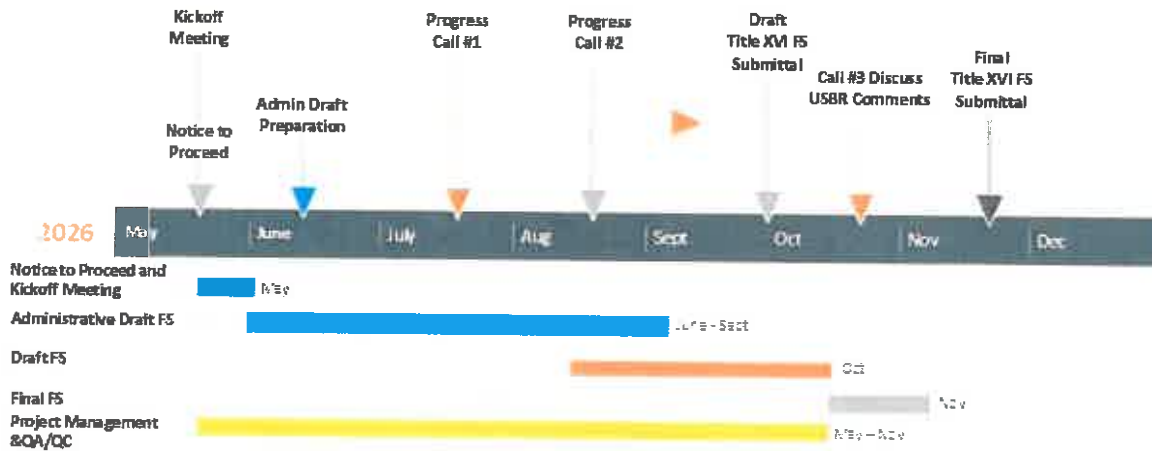
Task 4. Project Management and QA/QC

Task 3. Project Management and QA/QC

Kennedy Jenks will provide quality assurance/quality control (QA/QC) review of the draft and final work products under Tasks 1-3 to ensure that they meet our quality standards and maintains consistency with the Bureau of Reclamation Funding Opportunity Announcement prior to submittal. Project Management activities will also include coordination of Kennedy Jenks staff and internal project setup and management.

Schedule

Kennedy/Jenks will initiate work on this project immediately following receipt of a written Notice to Proceed (NTP) from the District, based on the schedule below. The proposed schedule for the grant application is shown below and assumes authorization by May 2026 and completion by November 2026.



Budget and Terms

Kennedy/Jenks proposes to provide the scope of services on a time and materials basis for an estimated fee of \$60,648 in accordance with the enclosed fee proposal. We assume the work to be performed will follow the terms and conditions as outlined in the attached Agreement.

Project Team

Lauren Everett Smith will serve as the Project Manager with support from Kelsey Vought and Kevin Clack as staff support. Sachi Itagaki, P.E. will serve as Technical Advisor and will perform Quality Assurance/Quality Control review. Please contact Lauren Everett Smith at 805-973-5723 or

Ms. Kimberley Cox
Helendale Community Water District
23 March 2026
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LaurenEverett@kennedyjenks.com if you have any questions. We look forward to assisting Valley District in obtaining grant funds.

Very truly yours,

KENNEDY/JENKS CONSULTANTS



Sachi Itagaki
Principle

Enclosures

Proposal Fee Estimate

Kennedy/Jenks Consultants

CLIENT Name: Helendale Community Services District
 PROJECT Description: BOR Title XVI Water Reclamation & Reuse Program Feasibility Study
 Proposal/Job Number: _____ Date: 3/19/2026

Jan 1 2026 Rates

Classification:	Eng-Sci-8	Eng-Sci-6	Eng-Sci-5 GIS	Eng-Sci-3	Eng-Sci-2	Project Admin.	Total Hours	Total Labor Fees	Comm. Charges 4%	Total Labor + Expenses Fees
Hourly Rate:	\$340	\$290	\$270	\$230	\$200	\$145				
Task 1 - Data Gathering										
Subtask 2.1 Introductory Information	0	4	0	0	0	0	4	\$1,160	\$46	\$1,206
Subtask 2.2 Statement of Problems and Needs										
Subtask 2.3 Water Reclamation and Reuse Opportunities										
Subtask 2.4 Description of Alternatives (up to 3 alternatives to be developed)	8	8	2	8	4	4	10	\$2,300	\$92	\$2,392
Subtask 2.5 Economic Analysis	2	8	6	6	0	0	22	\$14,700	\$588	\$15,288
Subtask 2.6 Selection of Proposed Title XVI Project										
Subtask 2.7 Environmental Consideration and Potential Effects										
Subtask 2.8 Legal and Institutional Requirements										
Subtask 2.9 Financial Capability of Sponsor										
Subtask 2.10 Research Needs										
Task 2 - Subtotal	10	36	10	23	8	0	135	\$29,910	\$1,186	\$31,106
Task 3 - Administrative Draft, Draft, and Final Feasibility Study										
Subtask 3.1 Administrative Draft Title XVI Feasibility Study		8	8	12	10		38	\$9,240	\$370	\$9,610
Subtask 3.2 Draft Title XVI Feasibility Study		8	8	8	4		18	\$4,500	\$180	\$4,680
Subtask 3.3 Final Title XVI Feasibility Study		6	8	8	0		14	\$3,980	\$143	\$3,723
Task 3 - Subtotal	0	22	8	26	14	0	70	\$17,320	\$693	\$18,013
Task 4 - Project Management & QA/QC										
Subtask 4.1 Project Management		20					25	\$6,525	\$261	\$6,786
SubTask 4.2 QA/QC		10					10	\$3,400	\$136	\$3,536
Task 4 - Subtotal	10	20	0	0	0	0	35	\$9,925	\$397	\$10,322
All Tasks Total	20	82	18	49	22	5	244	\$58,316	\$1,243	\$60,548



Helendale Community Services District

DATE: April 2, 2026
TO: Board of Directors
FROM: Cheryl Vermette, Administrative Services Manager
SUBJECT: Agenda item #11
Discussion and Possible Action Regarding the Purchase of a Sound System for the Park

STAFF RECOMMENDATION:

Approve the purchase of a professional sound system in an amount not to exceed \$29,019.60 to support the District's Concerts in the Park series and other community events.

STAFF REPORT:

The District hosts the annual Concerts in the Park series, which has become a well-attended and valued community event. Currently, the District relies on third-party sound providers or limited in-house equipment, which can result in:

- Inconsistent sound quality
- Limited control over event production
- Higher costs for bands to provide their own sound

As the program continues to grow, staff has evaluated the long-term feasibility of owning a professional-grade sound system to support District events.

Operational Benefits

The proposed sound system is a complete, professional-grade setup capable of supporting outdoor concerts and community events of varying sizes. This system will allow the District to:

- Deliver consistent, high-quality audio for performances and announcements
- Support larger audiences at Community Park
- Provide adequate stage monitoring for performers, improving event quality
- Maintain full control over setup, operation, and scheduling

The system includes line array speakers, subwoofers, monitors, microphones, and all necessary accessories to operate independently without reliance on outside vendors.

Financial Considerations

The total cost of the system, including tax and initial setup/training, is:

- Equipment Total: \$28,019.60
- Setup & Training: \$1,000.00
- Total Project Cost: \$29,019.60

Long-Term Value

Ownership of a District sound system provides additional value beyond the concert series, including:

- Use for community meetings, events, etc.
- Flexibility to support youth programs, recreation activities, and special events
- Ability to expand or upgrade components over time as needed

The selected equipment is industry-standard, durable, and supported by reputable vendors, ensuring reliability and longevity.

Training and Implementation

The proposal includes initial setup and training at the first concert, ensuring staff can:

- Properly operate the system
- Manage basic troubleshooting
- Safely handle and store equipment

PURCHASING POLICY COMPLIANCE

This purchase complies with Section 6(D)(4) of the District's Purchasing Procedures & Policies for purchases exceeding \$25,000.

Due to the specialized and technical nature of professional audio equipment, a traditional formal bid process is not the most practical or effective procurement method. To ensure the District received competitive pricing and an appropriately designed system, the District utilized a qualified third-party audio professional to evaluate needs, develop system specifications, and identify suitable equipment.

The third-party expert:

- Has performed at our Concert in the Park series for many years and is very familiar with the venue and sound needs
- Assessed the District's event needs, audience size, and venue conditions
- Developed a complete system configuration to ensure compatibility and performance
- Identified industry-standard equipment appropriate for outdoor concerts and community events
- Obtained and reviewed pricing from multiple qualified and authorized vendors

Based on this evaluation, written pricing, specifications, and availability were obtained from multiple reputable vendors and manufacturer-authorized distributors. Proposals were evaluated based on:

- Total system cost
- Equipment compatibility and completeness
- Product availability and lead times
- Manufacturer support and warranty
- Industry reputation and reliability

The recommended system represents a cohesive, professionally designed package that meets the District's operational needs and avoids the risk of incompatible or underperforming components. Pricing is consistent with current market rates for comparable professional-grade systems.

In accordance with District policy:

- Competitive pricing was obtained from multiple qualified sources
- Pricing was provided in written format
- Specifications and system design were professionally developed and are included as part of the procurement documentation
- The total purchase exceeds \$25,000 and is therefore presented to the Board for approval prior to award

Staff determined that utilizing a qualified third-party expert, combined with competitive vendor pricing, satisfies the requirement for procurement "to the maximum practical extent" while ensuring best value and minimizing risk to the District

FISCAL IMPACT: The total fiscal impact of this purchase is \$29,019.60. Funding will be from the park fund currently at \$874,598 (cash on hand plus reserves).

POSSIBLE MOTION: Approve the purchase of a professional sound system in an amount not to exceed \$29,019.60 to support the District's Concerts in the Park series and other community events.

ATTACHMENTS: Sound System Price Sheet

STRATEGIC PLAN ALIGNMENT: Goal 5

Helendale Sound System

Item	Description	Quantity	Price	Vendor
Mixing Board	Allen & Heath Qu-24 24 Channel Digital Mixer Chrome addition & Gator G-TOURQU24 ATA wood mixer case.	1	2,599.00	Sweetwater
Stage Box	Allen & Heath AR2412 24x12 I/O expander for Qu/Avantis.SQ mixers	1	787.00	DJE
Speakers (Tops))	QSC LA112 2,400W 12-inch Active Line Array Speaker and Pole Mount System	4	9,615.20	QSC
Covers (tops)	LA112	4	616.00	QSC
Speakers (Subs)	LS118 4000W 18 inch Powered Subwoofer	2	4,807.60	QSC
Covers (subs)	LS118	2	280.50	QSC
Speaker Poles	SP-36	2	86.40	QSC
Monitors	JBL EON712 1300W 12-inch Powered PA Speaker	6	3,114.00	Sweetwater
Vocal mics	Shure Beta 58A	6	1,065.00	DJE
Instrument mics	Shure SM57	6	600.00	DJE
Drum mics	Sennheiser e 600 Drum Microphone Kit	1	1,099.00	DJE
XLR cables	HMIC XLR Cable - 25 foot	10	290.00	DJE
XLR cables	HMIC XLR Cable - 15 foot	10	200.00	DJE
XLR cables (mains)	Pro Co XLR Cable - 75 foot	2	100.00	Sweetwater
Mic stands	On-Stage MS7701B Euro Boom Microphone Stand 2-Pack	10	230.00	DJE

Short Mic stands	Gator Frameworks GFW-MIC-0821 Compact-base Bass Drum and Amp Mic Stand	2	84.00	DJE
Misc	Extention cords, cable box, Ethernet cable		400.00	
	SUB TOTAL		25,973.70	
	TAX (estimated)		2,045.90	
	GRAND TOTAL (equipment)		28,019.60	
	Research, delivery, set up & training (at first concert)		1,000.00	
			29,019.60	



Helendale Community Services District

DATE: April 2, 2026
TO: Board of Directors
FROM: Cheryl Vermette, Administrative Services Manager
SUBJECT: Agenda item #12
Discussion and Possible Action Regarding Seasonal Time Adjustments for Concerts in the Park

BACKGROUND:

Concerts in the Park are typically scheduled from 6:00 p.m. to 9:00 p.m. During peak summer and fall months, temperature and daylight conditions vary significantly, which may impact attendance, comfort, and overall event experience.

STAFF REPORT:

Seasonal adjustments to event times would better align concerts with climate conditions and daylight availability.

Proposed adjustments include:

- **July & August:** Shift to 7:00 p.m. – 10:00 p.m.
 - Allows temperatures to decrease before event start
 - Maintains a three-hour event window to support vendors and attendance
- **October:** Shift to 5:00 p.m. – 8:00 p.m.
 - Accounts for earlier sunset and cooler evening temperatures
 - Improves comfort and visibility during the event
 - Aligns with the hours of the “Helendale Night Out” safety event

These adjustments maintain consistency in event duration while improving conditions for attendees, performers, and vendors.

OPTIONS:

Option 1: Maintain current hours (6:00 p.m. – 9:00 p.m.) for all concerts

Option 2: Approve seasonal adjustments:

- July & August: 7:00 p.m. – 10:00 p.m.
- October: 5:00 p.m. – 8:00 p.m.

Option 3: Provide alternative direction

FISCAL IMPACT: None

POSSIBLE MOTION: At the discretion of the Board

ATTACHMENTS: Sound System Price Sheet

STRATEGIC PLAN ALIGNMENT: Goal 5



Helendale Community Services District

DATE: April 2, 2026
TO: Board of Directors
FROM: Cheryl Vermette, Administrative Services Manager
SUBJECT: Agenda item #13
Discussion and Possible Action Regarding Selection of Mission, Vision, and Values Sign Design

RECOMMENDATION:

Select a preferred design option for the District's Mission, Vision, and Values display sign.

BACKGROUND:

The District has developed a Mission, Vision, and Values statement as part of its organizational and strategic planning efforts. A permanent display sign has been designed for installation at the District office to reinforce organizational priorities and communicate these principles to staff and the public.

Two design options have been prepared for Board consideration.

DISCUSSION:

Version 1

- Utilizes a Joshua tree graphic that closely aligns with the District's existing logo and branding
- Provides consistency with current visual identity
- Presents a clean and recognizable aesthetic tied to the District's established image

Version 2

- Features a more detailed and visually refined Joshua tree graphic
- Maintains the same desert and Joshua tree imagery associated with the District's identity
- Emphasizes aesthetic appeal while maintaining the same overall layout and messaging

Both versions include identical content, layout, and sign dimensions. The primary difference is the style of the Joshua tree.

OPTIONS:

Option 1: Approve Version 1 (branding consistency with existing logo)

Option 2: Approve Version 2 (enhanced visual design)

Option 3: Provide alternative direction

STRATEGIC PLAN ALIGNMENT: Goal 5 -

ATTACHMENT(S):

Exhibit A – Sign Designs

Version 1

Final Sign Size 46"x30"



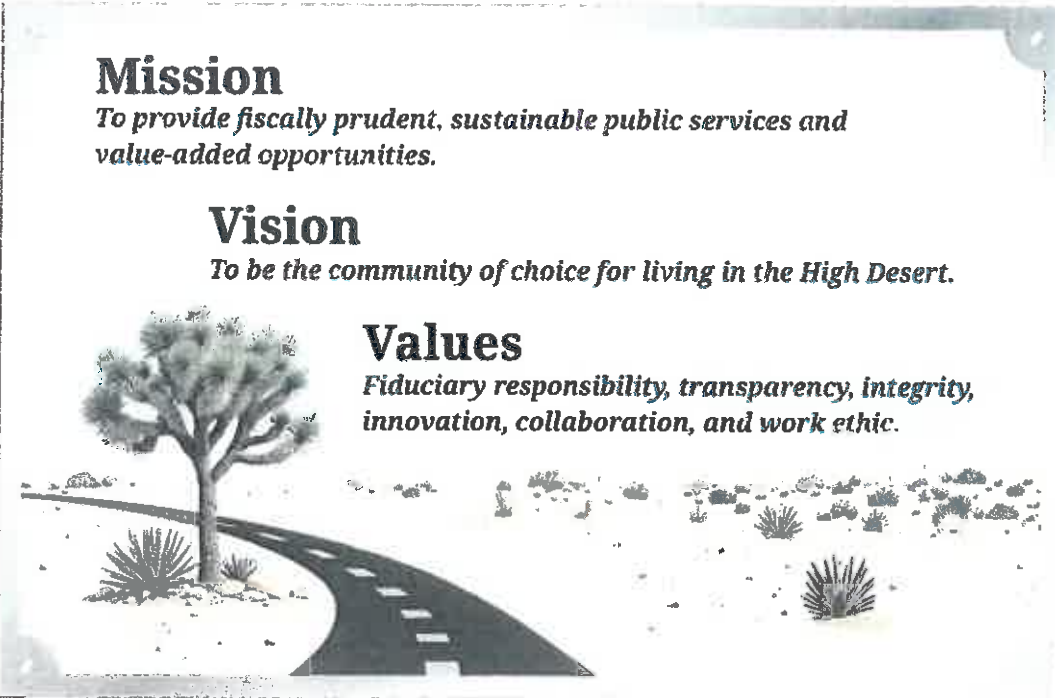
Mission
To provide fiscally prudent, sustainable public services and value-added opportunities.

Vision
To be the community of choice for living in the High Desert.

Values
Fiduciary responsibility, transparency, integrity, innovation, collaboration, and work ethic.

Version 2

Final Sign Size 46"x30"



Mission
To provide fiscally prudent, sustainable public services and value-added opportunities.

Vision
To be the community of choice for living in the High Desert.

Values
Fiduciary responsibility, transparency, integrity, innovation, collaboration, and work ethic.

Job Proofing



Helendale Community Services District

DATE: April 2, 2026
TO: Board of Directors
FROM: Cheryl Vermette, Administrative Services Manager
SUBJECT: Agenda item #14
Discussion and Possible Action Regarding Approval of Resolution 2026-06: A Resolution of the Board of Directors of the Helendale Community Services District in Appreciation of the Exemplary Service of Dr. Kimberly Cox

RECOMMENDATION:

Approve Resolution 2026-06 recognizing and honoring Kimberly Cox for her 19 years of dedicated service to the Helendale Community Services District.

BACKGROUND:

Dr. Kimberly Cox served the Helendale Community Services District for 19 years and was the District's first General Manager, hired in 2007 following the District's formation. Over the course of her tenure, she guided the organization from its early development into a stable and forward-thinking agency. Under her leadership, the District advanced significant capital and community projects, including the development of the Helendale Community Park and Community Center, expansion of water and wastewater infrastructure, and implementation of innovative programs such as the District's Recycling Center/Thrift Store. She also played a key role in strengthening the District's financial position and organizational structure.

STAFF REPORT:

This recognition reflects the District's appreciation for Dr. Cox's leadership, vision, and lasting contributions to the community.

Adoption of Resolution No. 2026-06 provides the Board of Directors with an opportunity to formally acknowledge Dr. Cox's leadership, dedication to public service, and the lasting impact of her contributions to the Helendale community.

STRATEGIC PLAN ALIGNMENT: Goal 1

ATTACHMENTS:

Resolution 2026-06

RESOLUTION NO. 2025-06

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
HELENDALE COMMUNITY SERVICES DISTRICT
IN APPRECIATION OF THE EXEMPLARY SERVICE OF
DR. KIMBERLY COX**

WHEREAS, the Helendale Community Services (“District”) is a public agency organized and operating under the Community Services District Law, California Government Code Section 61000 et seq.

WHEREAS, Dr. Kimberly Cox was the District’s first General Manager, hired in February 2007, shortly after the election that established the District.

WHEREAS, over the course of Dr. Cox’s 19-year tenure with the District, she guided the District from its infancy into a thriving, forward-thinking organization. Her leadership was instrumental in the development of the Helendale Community Park and the Helendale Community Center, which includes a recycling center, senior center, community space and District offices. Through tireless dedication, she negotiated contracts, forged strong partnerships, and mentored many along the way. Dr. Cox built a foundation that will serve the community for generations to come.

WHEREAS, recognizing the absence of public parks within the District’s expansive rural service area, in 2008 a property was purchased and Dr. Cox began the development of the Helendale Community Park which was a high priority project for the District’s Board of Directors (“Board”). The vision and leadership of Dr. Cox resulted in the creation of a recreational space that supports organized sports, family activities, and events such as Concerts in the Park.

WHEREAS, with the purchase of the Community Center building in 2011, Dr. Cox demonstrated strategic leadership by creating a District-operated Recycling Center/Thrift Store within the solid waste enterprise. The Thrift Store offers residents a place to drop off their unused items to be repurposed instead of thrown away. The Recycling Center operation accepts items such as electronics, mattresses, cardboard, and green waste to be beneficially repurposed. This innovative model reduces tonnage going to the landfill, strengthens recycling efforts, and establishes a funding source for Parks and Recreation. The operation won a state-wide award from California Special District’s Association as Innovative Project of the Year in 2021.

WHEREAS, during her tenure, Dr. Cox developed agendas and presented at more than 400 Board meetings. Dr. Cox oversaw \$40 million in capital expenditures, including the development of three new wells; replacement of all water customer service lines serving over 2,800 homes; the purchase of 1,921 acre-feet of permanent water rights; construction of new wastewater drying beds; rehabilitation of headworks and clarifiers; construction of two 7,200 square-foot maintenance buildings; and completion of two boundary annexations that added a total of 37 square miles to the District for a total District boundary of 127 square miles.

WHEREAS, Dr. Cox's leadership established a strong financial foundation for the District, marked by sound investments, transparent policies, and long-term fiscal responsibility. An entrepreneurial mindset permeated all aspects of District operations, as staff continues to deliver services in the most cost-effective and responsible manner - resulting in a robust reserve fund and a resilient organization.

WHEREAS, beyond the District, Dr. Cox is a highly respected public servant. She has served as an elected official on the Mojave Water Agency for 23 years; represented San Bernardino County's 54 special districts on the Local Agency Formation Commission for 22 years; and served for 13 years on the Lahontan Regional Water Quality Control Board as an appointee of Governors Brown and Newsom. Dr. Cox's service on numerous committees and boards throughout her career reflects her unwavering dedication to the public good. She also serves as an adjunct faculty member at California Baptist University where she works with doctoral students.

WHEREAS, more than anything, Dr. Cox built a team - work family - whose commitment and professionalism will continue to serve the Helendale community for many years to come, building upon the strong foundation she so thoughtfully laid.

WHEREAS, beyond infrastructure and operations, Dr. Cox's greatest impact may be the people she invested in. She was a dedicated mentor who intentionally developed staff, cultivated leadership within the organization, and created opportunities for professional growth. Through Dr. Cox's guidance, encouragement, and example, she empowered employees to strengthen their skills, build confidence, and carry the District's mission forward.

NOW, THEREFORE, BE IT RESOLVED by the Board that it takes great pleasure in recognizing, celebrating, and honoring the said Dr. Kimberly Cox for her commitment and dedication to the District on the occasion of her retirement, and herewith expresses its sincere gratitude for the invaluable contributions she has made to the District and the health, safety, and welfare of the constituents served thereby.

BE IT FURTHER RESOLVED by the Board that this Resolution be entered into the record of its permanent minutes and that a copy thereof be suitably framed for presentation to the said Dr. Kimberly Cox.

ADOPTED this 2nd day of April, 2026.

Ron Clark, President

George Cardenas, Vice-President

Gail Guinn, Director

Artie DeVries, Director

Billy Rosenberg, Director