



REGULAR BOARD MEETING
Thursday, June 1, 2023, at 6:00 PM

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

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

Pursuant to Government Code Section 54953(b), Director Roper will attend the meeting via teleconference, location at 1414 Park Avenue, Space 29, Burley, Idaho, 83318

Call to Order - Pledge of Allegiance

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

2. Approval of Agenda

3. Public Participation

Anyone wishing to address any matter pertaining to District business listed on the agenda or not, may do so at this time. However, the Board of Directors may not take action on items that are not on the agenda. The public comment period may be limited to three (3) minutes per person. Any member wishing to make comments may do so by filling out the speaker's card in person or using the "raise the hand" or "chat" feature. If viewing remotely a speaker's card may be filled out at the following link: <https://www.surveymonkey.com/r/HKGNLL8> or use the features referenced above. The District requests that all speaker cards be submitted at any time prior to the close of public participation.

4. Consent Items

- a. Approval of Minutes: May 18, 2023, Regular Board Meeting
- b. Bills Paid Report

5. Reports

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

Regular Business:

- 6. Discussion and Possible Action Regarding Approval of Directors' Expense Reports**
- 7. Discussion Only Regarding Proposed Solid Waste Rate Increase**
- 8. Discussion and Possible Action Regarding Public Safety Event**
- 9. Discussion and Possible Action Regarding Declaring Certain Property as Surplus**

10. Discussion and Possible Action Regarding Adoption of Resolution 2023-14: A Resolution of the Board of Directors of the Helendale Community Services District Expressing Sincere Appreciation to Ross Swearingen, Helendale School District Superintendent, Upon His Retirement
11. Discussion and Possible Action Regarding Approval of Computer Support Services and the Acquisition of Computers and Server as necessary

Other Business

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

Closed Session

13. Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2)
One Potential Case
14. Conference with Real Property Negotiator
(Government Code Section 54956.8)
Property: 26538 Lakeview Drive
District Negotiator: Kimberly Cox
Negotiating Parties: Verizon Wireless
Under Negotiation: Price and Terms of payment

15. Report of Closed Session Item

16. 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: June 1, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #1
Discussion and Possible Action Regarding Director Remote Participation

NOTIFICATION OF REMOTE BOARD MEETING ATTENDANCE

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

JUST CAUSE

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

Just Cause means any of the following:

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

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

EMERGENCY CIRCUMSTANCES

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

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

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



Helendale Community Services District

Date: June 1, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #4
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: May 18, 2023, Regular Board Meeting
- b. Bills Paid Report



Helendale Community Services District

Date: June 1, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #4a
Minutes from Board meeting 5/18/2023



Minutes of the Helendale Community Services District
REGULAR BOARD OF DIRECTORS MEETING
May 18, 2023, at 6:30 PM
26540 Vista Road, Suite C. Helendale, CA 92342

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

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

Board Members Roll Call:

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

Staff Members Present:

Kimberly Cox, General Manager; Craig Carlson, Water Operations Manager; Alex Aviles, Wastewater Operations Manager; Cheryl Vermette, Parks, Recreation & Programs Supervisor; Bill Kuhlmann, Wastewater Operator III

Consultants/Guests:

Steve Kennedy, Legal Counsel (Zoom)
Wes Zuber, Ultimate Internet Access

Members of the Public:

There were three members of the public attending in person.

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:04 pm by President Spiller, after which the Pledge of Allegiance was recited.

1. Director Remote Participation pursuant to AB2449 (Government Code Section 54953(f))

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

Discussion: None

2. Approval of Agenda

Discussion: General Manager Cox requested to add a second potential case under the closed session item.

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

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

3. Public Participation

Lise King, Barstow Women's Club - addressed the Board and requested to place domestic abuse awareness stickers in the park restrooms. She also announced that there will be an event at Liberty Sculpture Park in Yermo on June 4th to unveil a new statue.

David Hart commented that while he was volunteering for the COP's at the Concert in the Park, he heard a lot of positive comments. He also noted that while he was on patrol with the COP's he noticed that the curbs by the fire hydrants aren't red anymore.

4. Consent Items

- a. Approval of Minutes: May 4, 2023, Regular Board Meeting
- b. Bills Paid Report
- c. March Financials

Motion: Director Cardenas made a motion to approve the consent items as presented. Director Haas seconded the motion.

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

5. Reports

a. Directors' Reports

Director Roper reported that she attended the Concert in the Park noting that it was well attended and heard nothing but good comments.

Director Haas commented that she is supportive of the request to put the domestic abuse awareness stickers up in the restrooms.

President Spiller commented that he thought the concert was a success, there was a great turn out and everyone seemed to enjoy the band. He also talked about National Night Out coming up in August and appointed himself and Director Roper to the National Night Out ad hoc committee to assist in planning the event.

b. General Managers Report

General Manager Cox reported that the LAFCO fee waiver was approved on 5/17 by the Commission. The Notice of Filing has been circulated. The consultant's original scope of work to complete the report and forms has been completed, the balance of the cost will be less than \$5,000. Staff will begin public outreach over the summer.

Wastewater Operator III, Bill Kuhlmann gave the wastewater update. The hydro rangers were installed at Schooner and Silver Lakes Parkway. Staff installed new swivel designed electrical conduit for the flow transducers. All flow meters were calibrated at the treatment plant. Staff cleaned the entire plant facility and prepared for an inspection that took place on May 18th from the State Water Board. Fuel testing took place on May 4th. Staff also repaired a 6" irrigation leak at the alfalfa fields.

General Manager Cox provided the administrative and financial update. There were 36 account transfers in April. The District has a total cash balance of \$6,638,555. The water fund has a balance of \$2,138,620; the wastewater fund has a balance of \$3,118,447; the park fund has a balance of \$556,678; and the solid waste fund has a balance of \$270,350. The District currently has \$170,097 in DCB; \$1,328,961 in CBB; \$1,045,542 in LAIF, and \$2,037,645 in CBB Trust.

Regular Business

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

Motion: Director Cardenas made a motion to approve the Directors' expense reports. Director Roper seconded the motion.

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

7. Discussion Only Regarding Update on Internet Services

Discussion: UIA partnered with the District in 2015 to lease conduit infrastructure and tower space. The president of the company invested personal funds to run fiber optic cable throughout the community. This has been a successful public-private partnership. UIA pays the District 5% of their revenue which helps fund park and rec. In the calendar year 2022, UIA paid the District \$94,544, in FY 2024, \$96,000 was budgeted. UIA owner, Wes Zuber provided an update on service and connectivity. He discussed the Affordable Connectivity Program, and agreed to come out and do a presentation to the Senior Center to share more information.

Motion: None

8. Workshop to Review Draft Budget for Fiscal Year 2024

Discussion: General Manager Cox explained that the budget presentation format will be a little different this year. The Board President requested a different format. She provided an overview of all the funds, discussed general changes, and addressed some specific elements of the budget. She presented the table of organization that included all the positions and salary ranges for the District. She noted that salaries will increase by 8% due to the COLA effective July 1, 2023. Staffing only increased by 0.5 FTE from last year. She also discussed the Organizational Chart, noting that the Program Assistant is funded 50% out of Admin, 30% out of parks and 20% out of solid waste; a new Maintenance 1/Water position was added, this person will be funded 75% out of water and 25% out of parks. The Recycling Center Supervisor will be funded 50% out of solid waste and 50% out of the Recycling Center. The FY 2024 budget includes \$2,143,833 for salaries. Electrical costs have been budgeted at \$335,125. The District has two loans – Loan 14-017 is paid for out of the water fund. This was a \$4 million loan to pay for water rights. The payoff is available in 2024. The annual amount is \$149,447.45. This loan has a 4% interest rate. Loan 20-024 was refinanced in 2020 and is paid 23.4% out of the water fund (\$47,417 annually), 50.4% out of the wastewater fund (\$102,123 annually), and 26.2% out of the property fund (\$53,088). General Manager Cox reviewed many of the programs offered by the District. She then discussed Board Discretionary Revenue. Currently 100% of the Board Discretionary Revenue goes to parks. The source of the revenue comes from the Verizon lease (\$36,896); SBA (\$30,644); T-Mobile (\$18,680); UIA (\$96,000); property taxes (\$108,400); and solid waste franchise fees (\$102,587).

The District has three enterprise funds – water, wastewater, and solid waste. All of these funds have adopted rates and the revenue is generated through a provision of services. The General Government funds are park, properties, the recycling center, and administration.

Construction has slowed, therefore the budget for FY 2024 shows a decrease from 4 to 2 for the estimated new housing units. This reduction impacts water, wastewater and parks funds due to the water supply fee, connection fees, wastewater connection fees and the park development impact fee.

The water fund is estimated to see a budget surplus of \$899,063; the wastewater fund is estimated to see a budget surplus of \$351,086 and the solid waste fund is estimated to see a budget surplus of \$1,604.

Delinquent fees have increased. The implementation of SB998 extended the payment period to 90 days before the District can disconnect a service due to non-payment. There have been fewer disconnections, but delinquent fees have increased. The District liens properties for non-payment.

Water Operations Manager Carlson provided an overview of the services the Water Department provides. He also shared that a new Maintenance Worker I position was added, that will work 75% with the water department and 25% with the parks department. Water service revenues are static with some minor changes in usage patterns, therefore minor adjustments were made to the budget based upon trends, etc. Employee expenses (Retirement, WC, Med Benefit) increased due to the addition of .75 FTE and the COLA. Software support increased due to vendor changing license pricing. Other software increased by approximately 10%, utilities increased slightly (3%), and operating supplies increased (chlorine costs have increased significantly from \$10k to \$16k), uniforms increased due to need to purchase winter gear this year, Watermaster fees increased .62 cents per AF pumped. The fund balance is estimated at \$899,062.

In the wastewater fund, vehicle maintenance has decreased due to newer vehicles (from \$19,000 to \$2500), lab analysis has increased over the last couple of years (budget increased by \$2500), software has increased based upon anticipated installation of SCADA and increase in GIS software license, the water utility cost for wastewater has increased significantly from \$6k to \$13,900 due to meter being identified and operating supplies increased from \$9k last year to \$15k this year. Wastewater Operations Manager Aviles discussed the services the wastewater staff provides to the community and discussed the new Wastewater Operator I position that was added. Wastewater expenses are budgeted at \$1,529,158 and revenues are estimated at \$1,880,244.

The solid waste revenue fluctuates based on customer base and annual price increases. The public meeting on solid waste rates will be held on June 1 and the public hearing will be held on June 15. To date no protests have been received. Additional GLs were added to help track individual fees such as SB1383 fees. There will be a positive ending balance for the first time in three years due to minor cuts, revenue increases, and some staff offset. GM Cox reviewed the staffing and the services offered by the solid waste department. The revenues are estimated at \$1,040,510 and the expenses are estimated at \$1,038,906 for solid waste.

Changes were made to the Thrift Store/Recycling Center full time allocation. There was a reduction in electrical costs from \$33k to \$8,400 since AC units were not completed last year. Vehicle maintenance increased slightly; propane increased by \$250 based upon usage. Operating supplies increased by \$2k over last year's budget. The employee incentive program remains unchanged (employees can earn a \$10 target gift card for every day over \$1000 in

sales). GM Cox discussed the staffing and duties of the Recycling Center/Thrift Store employees.

Property Rentals – no employee is assigned to this fund. The rental income pays for the debt service on the park property. All rents were increased by 10%. Contractual services increased to \$10,000 in anticipation of some masonry work that needs to be done. Some utilities were also increased based upon trends and rate increases.

Parks & Recreation - Program revenues are based upon past experience; program fees typically break even and fluctuate every year with participation. Board discretionary revenue funds park operations. Added 30% of Program Assistant to budget. We will be recruiting for park maintenance vacancy with anticipation to fill by July 1. The General Manager holds the District's license for herbicides and pesticides, and CEU's are required to maintain the license. The street lighting bill is paid out of this fund with revenue from the property taxes. There were minor changes to O&M. Will need to increase cost of concerts based upon increase in fireworks to \$6k. Last year the budget included an annual allocation to the senior center in the amount of \$2500. General Manager Cox reviewed the staffing and duties of the parks and recreation department.

Administration Department – there have been Impressive increase in investment earnings, it is anticipated that this will continue through January 2024. The franchise fees increased based upon CPI increase. The solid waste billing fees pay for one customer service staff member. Contractual services increased slightly by \$2,000. Software support increased across the board which resulted in a \$11,000 increase in the administrative fund. Audit and financial support services were approved by the Board in separate actions. Directors' fees were reduced based upon a reduction in stipend requests \$90,000 to \$60,000. The Board meeting expense category increased by \$1,500 and this category will now include executive meeting expenses as well. The community promotions fund was established several years ago and allows for funding for donations to community organizations. Donations are at the discretion of the GM and are typically less than \$300. The employee morale fund pays for the Christmas party and birthday gift cards. this is funded in part through salvage funds. Expenses in Admin are distributed to water, wastewater, and solid waste. General Manger Cox discussed the staffing and duties of the administrative staff.

The Board Discretionary revenue is made up of thrift store proceeds (\$46,000), the Verizon tower lease (\$36,896), the T-Mobile lease (\$18,680), the SBA lease (\$30,644), UIA payments (\$96,000), and property taxes (\$108,400). The admin allocation from the water fund is \$630,186, \$617,582 from the wastewater fund and \$12,604 from the solid waste fund.

The budget is scheduled for adoption on June 15th.

Motion: None

Other Business

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

President Spiller called for a brief recess at 8:11 pm to be followed by closed session.

Closed Session began at 8:21 pm. Director Haas did not attend the closed session.

Closed Session

10. Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2)
Two Potential Cases

11. Report of Closed Session Items

The Board met in closed session and discussed the agenda items. Legal Counsel Kennedy stated that there was no reportable action resulting from the closed session item.

12. Adjournment

President Spiller adjourned the meeting at 8:52 pm

Submitted by:

Approved by:

Henry Spiller, President

Sandy Haas, Secretary

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



Helendale Community Services District

Date: June 01, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item #4 b
Consent Items: Bills Paid and Presented for Approval

STAFF RECOMMENDATION

Updated Report Only. Receive and File

STAFF REPORT:

Staff issued 36 checks and 6 EFT's totaling \$77,260.26

Total Cash Available:	<u>05/15/2023</u>	<u>05/01/2023</u>
Cash	\$6,670,428.80	\$6,638,555.05
Drafts /Checks/EFT's Issued	\$ 77,260.26	\$ 276,932.22

INVESTMENT REPORT:

The Investment Report shows the status of the invested District funds. The interest rate is 2.87% for LAIF and 5.0685% for CA Class for April 2023. Income earned April 2023 on CA Class account is \$8,420.77.



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 05/16/2023 - 05/25/2023

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
05/19/2023	26327	SWRCB, Office of Operator Certification	-150.00	Check	Accounts Payable
05/19/2023	26328	A&G Instrument Service and Calibration, Inc.	-1,356.64	Check	Accounts Payable
05/19/2023	26329	ACI Payments, Inc	-56.50	Check	Accounts Payable
05/19/2023	26330	Allied Public Risk LLC	-2,194.00	Check	Accounts Payable
05/19/2023	26331	Amazon Capitol Services	-81.60	Check	Accounts Payable
05/19/2023	26332	County of San Bernardino, Solid Waste Mgmt. Div.	-858.26	Check	Accounts Payable
05/19/2023	26333	Forshock	-57.00	Check	Accounts Payable
05/19/2023	26334	Frontier Communications	-60.25	Check	Accounts Payable
05/19/2023	26335	Frontier Communications	-80.96	Check	Accounts Payable
05/19/2023	26336	Frontier Communications	-90.81	Check	Accounts Payable
05/19/2023	26337	Hank Dyer Electric	-125.00	Check	Accounts Payable
05/19/2023	26338	Kimberly Cox	-6,082.49	Check	Accounts Payable
05/19/2023	26339	R & C Compliance Management Service	-725.00	Check	Accounts Payable
05/19/2023	26340	SB County Registrar of Voters	-1,875.00	Check	Accounts Payable
05/19/2023	26341	Synagro West, LLC	-1,097.57	Check	Accounts Payable
05/19/2023	26342	USA Blue Book	-589.34	Check	Accounts Payable
05/19/2023	26343	Verizon Wireless	-711.90	Check	Accounts Payable
05/19/2023	26344	Verizon Wireless	-106.32	Check	Accounts Payable
05/24/2023	26345	Brunick, McElhane & Kennedy Professional Law Corp	-3,993.75	Check	Accounts Payable
05/24/2023	26346	Aqua Metrics Sales Company	-23,721.25	Check	Accounts Payable
05/24/2023	26347	ANNA CALLIHAN	-206.83	Check	Utility Billing
05/24/2023	26348	BILL SPANGLER	-94.85	Check	Utility Billing
05/24/2023	26349	JUANWEN SONG	-351.09	Check	Utility Billing
05/24/2023	26350	SALLY BECKMAN	-364.71	Check	Utility Billing
05/24/2023	26351	California State Disbursement Unit	-230.76	Check	Accounts Payable
05/24/2023	26352	State of California - Franchise Tax Board	-50.00	Check	Accounts Payable
05/25/2023	26353	Amazon Capitol Services	-284.39	Check	Accounts Payable
05/25/2023	26354	Burrtec Waste Group, Inc	-12,694.91	Check	Accounts Payable
05/25/2023	26355	Cardmember Services	-1,767.11	Check	Accounts Payable
05/25/2023	26356	Citizens on Patrol Unit 436	-500.00	Check	Accounts Payable
05/25/2023	26357	Geo-Monitor, Inc.	-228.00	Check	Accounts Payable
05/25/2023	26358	Helendale Community Services District	-230.26	Check	Accounts Payable
05/25/2023	26359	Home Depot Credit Services	-1,447.35	Check	Accounts Payable
05/25/2023	26360	Sierra Analytical Labs, Inc	-180.00	Check	Accounts Payable
05/25/2023	26361	Staples Credit Plan	-459.48	Check	Accounts Payable
05/25/2023	26362	Trevor Samorajski	-175.00	Check	Accounts Payable
05/22/2023	EFT0004593	SCE Street Lighting Acct # 700013030275	-1,688.26	EFT	General Ledger
05/22/2023	EFT0004594	SCE ACH Park Wellheads Acct 700448234519	-366.09	EFT	General Ledger
05/25/2023	EFT0004599	SCE ACH Sod Farm Acct 700255337588	-1,341.63	EFT	General Ledger
05/22/2023	EFT0004610	CalPERS Classic Pmt PPE 4/23/23	-8,145.18	EFT	General Ledger
05/22/2023	EFT0004611	CalPERS PEPPA Pmt PPE 3/26/23	-1,669.91	EFT	General Ledger
05/16/2023	EFT0004615	To record Tasc Flex Claim Pmt PPE 5/7/23	-770.81	EFT	General Ledger

Bank Account 251229590 Total: (43) -77,260.26

Report Total: (43) -77,260.26

Summary

Bank Account
[251229590 CBB Checking](#)

Count	Amount
43	-77,260.26
Report Total: 43	-77,260.26

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

Count	Amount
43	-77,260.26
Report Total: 43	-77,260.26

Transaction Type	Count	Amount
Check	36	-63,278.38
EFT	6	-13,981.88
Report Total:	42	-77,260.26



Helendale Community Services District

DATE: June 1, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Approval of Directors' Expense Reports

STAFF RECOMMENDATION

None.

STAFF REPORT

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

FISCAL IMPACT: NA

POSSIBLE MOTION: At the discretion of the Board.

ATTACHMENTS: Expense Reports

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: Shirley Haas Pay Period Ending: 5-21-23

Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
5/10	Event	Tric Comm lunch		\$ 31.00			Y		C
5/12	Description of Public Benefit	Shasta w/other CSD, County officials, County sealer		\$					B
	Event	Spur w/ GM		\$					
5/16	Description of Public Benefit	Week 13 abot of Progress					Y		A
	Event	Park & Rec		\$			Y		
5/17	Description of Public Benefit	Consent in the park (Excellent) Changing date for							C
	Event	Meeting w/ GM		\$					
5/18	Description of Public Benefit	agenda materials & at the dist. Board					Y		C
	Event	General Meeting		\$					
			Total Miles	Total Meals	Total Lodging	Total Other Expense	Total Compensable Meetings		
				31.00			750		

Signature: Shirley Haas Date: 5-18-23

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

Los Domingos
(760) 256-1381

Ticket No: 62
Ticket UID: 20230510BFB6-33
Small Room->(1) 7

Employee: Brittney
Dine In
Date: 5/10/2023
Time: 12:19:39 PM

L-25 Crispy Chicken Wrap	\$10.95
-- Fruit	\$0.00
L-6 Quesadillas	\$8.89
-- Add On Mushrooms	\$1.50
Coke	\$3.50

Subtotal: \$24.84
Tax: \$2.17
Total: \$27.01

Suggested Tip
10% (Tip: \$2.70, Total: \$29.71)
15% (Tip: \$4.05, Total: \$31.06)
20% (Tip: \$5.40, Total: \$32.41)

4.05
31.06



Thank you come again!
Please leave us a review on Yelp, Google or
Facebook



Helendale Community Services District

Date: June 1, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion Only Regarding Proposed Solid Waste Rate Increase

STAFF RECOMMENDATION:

None.

STAFF REPORT:

Staff has circulated the rate increase notification per direction given at the April 2nd Board meeting related to the rate increase requested by the solid waste franchisee, Burrtec. The process includes a public meeting in which affected residents and rate payers can attend to learn additional information and ask any questions they may have.

The contract terms with Burrtec include and upper threshold for the annual CPI increase at 4%, however, due to the unusual business climate with hyper-inflation along with regulatory mandates, the Board directed that the full CPI of 8.7% be included in the rate notification that has been circulated amongst all rate payers. This consideration was given in light of the fact that Burrtec has never exercised Section 10.08 in the contract which allows them to capture *“extraordinary operating costs due to unforeseen factors such as changes in law; changes in operating costs brought about by unforeseen circumstances beyond the control of contractor; or change in disposal facility”*. Out of due consideration of the foregoing factors, the Board felt it appropriate and prudent to consider the actual CPI for this proposed rate consideration.

Included in this requested increase are costs for covering the SB1383 Organics compliance. SB1383 was signed into law in 2016 by Governor Brown, with implementation required by 2022. There are regulatory reporting requirements and service mandates that require additional oversight and support by both Burrtec as the service provider and the District as the responsible agency. Burrtec has provided support for public outreach and worked with commercial customers. They also assist with compliance documentation for the District. In addition to Burrtec’s requested increase for SB1383, a new cost component has been included in the rate to cover the required staff time related to District compliance with this unfunded mandate.

Attached to this staff report is a copy of the rate increase notification that was mailed to each affected rate payor noticing the public meeting and the public hearing. This is in compliance with Proposition 218 that requires specific notification related to the contemplation of rate increases.

In addition to the CPI increase, additional fees are proposed to cover the SB1383 mandatory compliance. All of the solid waste rate components are outlined below.

RATE COMPONENTS:

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

The new rate proposal includes fees related to SB1383 compliance which includes : (7) SB1383 food waste drop off program weekly service; (8) Food waste processing costs; (9) SB1383 Burrtec program coordinator for reporting and compliance requirement; (10) District 1383 compliance costs for program implementation and maintenance.

RECYCLING COSTS:

Recycling costs cover the expense to process the material in the blue recycling carts. The value of the recycled materials is used to offset the operation of the Materials Recovery Facility (MRF) located in Victorville that processes the contents of the recycling barrels. Recycling costs increase and decrease based upon the recycled goods commodities market. In FY22 the rate was \$1.84; in FY23 it was \$1.20. For FY 24 an increase of \$0.08 is proposed for a cost of \$1.28 for the monthly recycling fee.

RATE INCREASE:

The breakdown for the residential CPI of 8.7% and other related increases are represented on the chart below. Commercial rates vary significantly and are represented in the attached notice.

Fee	Current	Proposed	Difference
Cart service w/ESFR	17.77	19.32	1.55
Recycling Fee	1.20	1.28	0.08
Admin Billing Fee	2.54	2.76	0.22
218 Fee	0.07	0.08	0.01
Franchise Fee	2.39	2.70	0.31
SB 1383 Drop off Program Service	0	0.16	0.16
SB 1383 Drop Off Processing	0	0.19	0.19
SB1383 Compliance & Reporting	0	0.59	0.59
SB1383 District Compliance & Reporting	0	0.40	0.40

\$3.51

FISCAL IMPACT: None at this time.

Possible Motion: None. The public meeting is for discussion regarding the proposed increase to be considered at a Public Hearing on June 15, 2023.

ATTACHMENTS: Solid Waste Rate Notification

**NOTICE OF PUBLIC HEARING REGARDING
HELENDALE COMMUNITY SERVICES DISTRICT
REFUSE COLLECTION SERVICE CHARGES**

The HELENDALE CSD Board of Directors will be considering a \$3.51 cent per month increase in residential curbside trash service.

Commercial rate increases will also be considered based upon level of service.

Article XIII D of the California Constitution requires the Helendale Community Services District (HCSD) to send notification of a proposed rate increase to all owners and tenants of real property within HCSD's service area who would be directly liable to pay for refuse collection services to the property at least 45 days prior to a public hearing at which adoption of the proposed rate increases will be considered. In accordance with those requirements, please be advised that HCSD is proposing an increase in its refuse collection service charges. This Notice identifies the amount of the proposed rate increases; the basis upon which the proposed increases were calculated; the reason for the proposed rate increases; the date, time, and location of a public hearing on the proposed rate increases; and the manner in which all persons opposed to the proposed increases may object and/or file a written protest thereto. Consequently, please be advised that this document shall serve as formal notification to you that HCSD's Board of Directors will hold a Public Meeting on **June 1, 2023**, and a Public Hearing on **June 15, 2023**, on the proposed rate increases described herein, at 6:30 p.m., in the HCSD Board Room located at 26540 Vista Road, Suite C, Helendale, California.

INFORMATION ABOUT THE CHARGES

- A. Basis upon which the charges were calculated.** The HCSD Board of Directors has previously determined that the collection and disposal of refuse in its service area shall be performed by Burrtec Waste Industries, Inc. ("Burrtec"), under the terms of an exclusive franchise agreement. The monthly residential curbside collection charge is comprised of eleven components: (1) an amount for the administration and operation of automated curbside refuse collection service, which includes the provision of collection carts - a 95 gallon refuse cart and up to two 65-gallon recycling carts - with weekly pick-up service; (2) the cost of recycling; (3) an amount to compensate HCSD for its administrative costs in connection with billing, customer service and noticing requirements; (4) an amount to compensate HCSD for franchise service provision as assumed from the County of San Bernardino; (5) the cost of residential disposal at the landfill if not otherwise paid through the tax rolls; (6) the cost of hauling green waste; (7) a reimbursement for 218 notification for the prior year; (8) SB1383 program service; (9) SB1383 food processing; (10) SB1383 Compliance and Reporting; (11) District Compliance and Reporting. Typically, residential disposal costs are paid out of a disposal fee listed on the property tax bill. If this fee is not paid on the tax bill, then the disposal costs are added to the monthly bill for those accounts receiving curbside service. The commercial charges are comprised of three components: (1) An amount for the administration and operation of commercial bin refuse and recycling collection service; (2) the tipping/disposal fee; and (3) an amount to compensate HCSD for franchise service provision as assumed from the County of San Bernardino.
- B. Reason for the proposed increases.** The total proposed increase of \$3.51 per month is based on the following factors: a \$1.55 per month increase for collection service based on the Riverside-San Bernardino-Ontario 2022 average Consumer Price Index (CPI) for All Urban Consumers; a \$0.22 increase per month in the administration fee to reflect the CPI increase; a \$0.31 increase per month in the franchise fee to reflect the CPI increase; an \$0.08 increase per month in the cost of recycling; a \$0.01 increase in Prop 218 notification reimbursement. In addition, new cost components have been added to cover the mandates of SB1383 Organics diversion program. The program cost for the food waste drop off program include: \$0.16 per month for servicing; \$0.19 per month for food waste processing; \$0.59 per month for Waste Hauler Compliance and Reporting; \$0.40 per month for District Compliance and Reporting. Commercial rates vary by frequency and type of service. See Exhibit A for more information related to additional residential service costs and commercial services.
- C. Charge per parcel.** HCSD proposes to adopt rate increases for residential and commercial refuse collection service charges as described in Exhibit A on the reverse side of this Notice. If you need assistance determining the charge for your property or parcel for residential service, you may contact HCSD by calling (760) 951-0006, by mail to PO BOX 359, Helendale, CA 92342, or in person at 26540 Vista Road, Suite B, Helendale, California. For questions about commercial refuse service, you may contact Burrtec by calling (760) 245-8607.
- D. Written report.** A written report has been prepared and filed with HCSD's General Manager regarding the proposed new commercial and residential refuse collection service charges. As required by California Government Code Section 66016, the written report also provides data indicating the amount of cost, or estimated cost, to provide refuse collection service and the revenue sources anticipated to provide the service. A copy of the written report is available at HCSD's offices located at 26540 Vista Road, Suite B, Helendale, California.

HOW TO PARTICIPATE

If you have any questions or comments about the proposed rates or wish to protest you may:

Write – Formal written protests may be mailed to the Helendale Community Services District, Attention: Clerk of the Board, P.O. Box 359, Helendale, CA 92342; or hand delivered to the administration office at 26540 Vista Road, Suite B, Helendale, California. Written protests must specify the rate or charge being protested and must include: Your name, parcel number and/or service address, and your signature. E-mailed protests will not be accepted.

Attend the Public Meeting – A Public Meeting will be held on **June 1, 2023**, at 6:00 p.m., in the HCSD's Board Room located at 26540 Vista Road, Suite C, Helendale, California during which a presentation will be made outlining the proposed rate. This will be an opportunity to ask questions regarding the proposed rate.

Attend the Public Hearing – Written protests may also be submitted at the Public Hearing on **June 15, 2023**, at 6:00 p.m., in HCSD's Board Room located at 26540 Vista Road, Suite C, Helendale, California. All written protests must be received before the conclusion of the Public Hearing. You may address the Board; however, oral comments do not qualify as a formal protest unless accompanied by a written protest. You may attend the Public Hearing on **June 15, 2023**, at 6:00 p.m. either in-person in HCSD's Board Room located at 26540 Vista Road, Suite C, Helendale, California, or via teleconference at www.zoom.com Meeting ID: 463 173 8457 Passcode: HCSD.

Information available to you – Copies of the written report, the proposed Resolution, HCSD's exclusive franchise agreement with Burrtec, and further details concerning the reasons for the proposed rate increases and the basis upon which they were calculated, are available for review at the HCSD office located at 26540 Vista Road, Suite B, Helendale, California.

Public Hearing process – At the time of the Public Hearing, the Board of Directors will hear and consider all protests and objections. After the Public Hearing, if a majority of the property owners and tenants of real property directly liable for paying refuse collection service bills for the affected parcels file written protests in opposition to the proposed rate increases, the increases will not be imposed. However, if a majority protest is not received, HCSD's Board of Directors may increase the refuse collection service rates after public input and deliberation in the manner described in this Notice. If adopted, the proposed rates would become effective **July 1, 2023**.



Helendale Community Services District

Date: June 1, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette, Program Coordinator & Park Supervisor
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding a First Responder Appreciation Night

STAFF RECOMMENDATION:

None.

STAFF REPORT:

At the Board meeting of May 18, the President Spiller announced that he would like to form and Ad Hoc committee for the purpose of organizing the National Night Out event. President Spiller and Director Roper will be on the committee.

At a meeting of the ad hoc committee held on May 24, 2023, the committee determined that the event would be combined with the August Concert-in-the-Park event on August 13. This will save staff time, provide a larger audience for the displays and demonstrations, and create a greater sense of community through the participation of a greater audience. Because of this change the trademarked name cannot be used because the event is not being held on the first Tuesday of August. Therefore, the event will be called "First Responder's Appreciation Night".

The committee would like to include the San Bernardino County Sheriff's Department, Search and Rescue, San Bernardino County Fire, SWAT, K9 demonstrations, community partners, military, local businesses, and food trucks. The committee and Staff will also approach local businesses to donate raffle prizes and ask them to do door prize raffles. To provide some relief from the heat in August, the committee would like to rent a water bounce house. The committee will meet again on June 15th at 5 pm to discuss progress.

FISCAL IMPACT: Budget for the event is \$1,300.

REQUESTED ACTION: Provide thoughts regarding this change in the NNO annual event.

ATTACHMENTS: None.



Helendale Community Services District

Date: June 1, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #9
Discussion and Possible Action Regarding Declaring Certain Property as Surplus

STAFF RECOMMENDATION:

In 2008, the Board approved a policy for the disposal of District-owned assets which outlines the process to be followed when equipment and vehicles have exceeded their useful life or are no longer needed by the District. Typically, the District uses equipment until the asset's repair costs exceeds its usability. The Equipment Salvage Policy is attached for the Board's review. In April, the Board approved the surplus of various older service units which are suitable for auction.

During the week of May 22nd, Staff took Board Members on a site visit of the District's leased equestrian area. During that visit the Board was shown a 1970's mobile home that had been parked on the property for decades. The unit is in ill repair and unsafe for habitation. Staff is recommending that we surplus this mobile unit and that the Board authorize Staff to dispose of it in the most cost-effective and responsible manner possible.

FISCAL IMPACT: Undetermined disposal costs

POSSIBLE MOTION: Approve the surplus and disposal of the mobile unit.

ATTACHMENTS: Surplus Equipment and Salvage Policy and Procedures

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 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, auction, E-Bay sale or advertisement in the local newspaper miscellaneous advertisements. If sold by competitive bid, the sale date, sale location, list of vehicles or equipment to be sold shall be advertised in a local paper 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 after a minimum reserve amount has been established. In all circumstances, the bidder with the highest bid price shall be deemed the successful bidder.

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 .

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.

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 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

HELENDALE COMMUNITY SERVICES DISTRICT
Surplus Property and Salvage Policy and Procedures

shall provide guidance to the General Manager as to how to dispose of the property, whether by competitive bid, auction, demolition, scrap or trade 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 \$4,000.00 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.

Section 6. Extent of Authorization.

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: June 1, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #10
Discussion and Possible Action Regarding Adoption of Resolution 2023-14: A Resolution of the Board of Directors of the Helendale Community Services District Expressing Sincere Appreciation to Ross Swearingen, Helendale School District Superintendent, Upon His Retirement

STAFF RECOMMENDATION:

Adopt Resolution of appreciation.

STAFF REPORT:

Over the tenure of Ross Swearingen as Superintendent of the Helendale School District we have partnered on youth programs sharing facilities and resources for the betterment of the community. Our partnership has been valued and has enhanced the lives of our young people and has helped further a greater sense of community.

After more than 30 years in public education and 11 years at the Helendale School District, Ross is retiring. In honor of this momentous occasion and his partnership with the District over these past eight years, this resolution is a small token of the appreciation for the accomplishments attributed to this partnership.

FISCAL IMPACT: None

REQUESTED ACTION: Adopt Resolution 2023-14

ATTACHMENTS: Resolution 2023-14



RESOLUTION NO. 2023-14

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
HELENDALE COMMUNITY SERVICES DISTRICT EXPRESSING SINCERE APPRECIATION TO ROSS
SWEARINGEN, HELENDALE SCHOOL DISTRICT SUPERINTENDENT, UPON HIS RETIREMENT**

WHEREAS, the Helendale Community Services District (“the District”) wishes to express our sincere appreciation for the partnership between the Helendale CSD and the Helendale School District which includes Friday Night Lights, Junior High and High School Soccer, Flag Football and a robust Community Basketball program;

WHEREAS, the District wishes to acknowledge the joint accomplishments with the Helendale School District made possible through the leadership of Ross Swearingen;

WHEREAS, in 2015, Ross Swearingen approached the District about the desire to start a high school football program and partnered with the District to create a home field;

WHEREAS, in 2017, Ross Swearingen was instrumental in helping the District establish a flag football program during which Ross was there every week for games volunteering his time in knowing the program will help instill the basics of football skills in young people within the community and to date there are over 84 participants in two season;

WHEREAS, in 2017 Ross Swearingen personally participated every Saturday in the inaugural season of community basketball that recently celebrated its 6th year with over 683 students participating.

WHEREAS, the Helendale School District Junior High and High School teams have benefited from these early youth programs of Soccer, Football and Basketball in preparing future school athletes and fulfilling the vision Ross has of feeder programs.

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

That the Helendale Community has greatly benefited from the leadership of Ross Swearingen in the development of community spirit, athleticism and cooperative participation between the Helendale School District and the Helendale Community Services District in creating a greater sense of community through extra-curricular activities that build character and skills amongst our youth.

ADOPTED AND APPROVED this 1st day of June 2023, by the following vote:

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

By: _____
Henry Spiller, Vice-President

ATTEST: _____
Sandy Haas, Secretary



Helendale Community Services District

Date: June 1, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #11
Discussion and Possible Action Regarding Approval of Computer Support Services and the Acquisition of Computers and Server as necessary

STAFF RECOMMENDATION:

Approve Staff's Recommendation

STAFF REPORT:

The District is provided computer support through an managed support agreement with Sonic Systems. Recently the District contacted another qualified service provider for a quote which is higher than the current service provider. Staff is recommended that we continue with the current service provider, Sonic Systems.

Recently, District Staff uncovered a nefarious attempt to reroute a wire transfer that Staff was preparing to send by providing erroneous wire instructions coming from an outside entity and validate by the General Manager. These two emails, among others were proven to be from an illegitimate source. The bank launched an investigation as did we regarding this attempted breach. Based upon this incident, the General Manager authorized Sonic Systems to launch enhanced security for our system as we are seeing a significant increase in cyber crimes throughout the country. These services were going to be presented with this request to approve the service contract, however, given the circumstances they were deployed immediately for the protection of the District's data and finances.

Sonic has been providing the District's IT support services since August 2019. For FY 23, the monthly service charge has been \$1727.70. For the enhanced security protections the service will increase to \$2200.50 per month or an increase in \$427.80 per month. The proposal received from a new potential service provider was for \$3,334 per month. Staff is recommending that the District continue utilizing Sonic System at an annual cost of \$26,406. Staff has the proposed scope of work reviewed by another IT professional who affirmed that the proposed scope appear to be standard and reasonable.

At a point when additional work stations are added for the field staff in their new offices, the cost of support will increase on a per system basis.

In addition to the annual service contract, the main system server will need to be replaced at a cost of approximately \$10,000. In addition, there are some computer work stations that are also due for replacement. All units are five or more years old. Staff estimates that these replacements will cost less than \$8,000.

FISCAL IMPACT: \$26,406 for an annual service contract plus the additional expenditures under the GM signing authority for a server and desktop systems as necessary

REQUESTED ACTION: Approve the costs for enhanced security IT services with Sonic Systems for FY24 in an amount not to exceed \$27,000 for monthly standard service.

ATTACHMENTS: Description of Sonic Protect Managed IT services.



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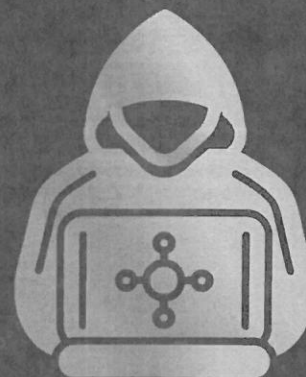
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- Advanced Spam filtration
- Complete Email System Backup
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- Complete Web and Desktop Microsoft Office Suite
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