Helendale Community Services District
26540 Vista Road, Suite C, Helendale, CA 92342

REGULAR BOARD MEETING
Thursday, June 19, 2025, 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. join remotely: www.zoom.com or Zoom Ap; click on "Join". Enter **Meeting ID 463 173 8547** and Passcode: **HCSD**. Use your computer audio or join by phone with the directions below. Phone-In Instructions: Call **1-669-900-6833**, enter **Meeting ID 463 173 8547**, Participant ID or press #, and enter Audio Password/Passcode: **872103**.

Call to Order - Pledge of Allegiance

1. Approval of Agenda

2. Public Participation

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

3. Consent Items

a. Approval of Minutes: Regular Board Meeting of June 5, 2025
b. Bills Paid Report
c. April Financial Report

4. Reports

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

Regular Business:

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

6. Public Hearing to Receive Comments and Possible Adoption of Resolution 2025-05: A Resolution of the Helendale Community Services Board of Directors Determining that there was No Majority Protest to Proposed Increases to Refuse Collection Service Charges and Adopting a Rate Schedule for Such Charges and Superseding Existing Applicable Rates

7. Public Hearing for the Board to Hear and Consider the Status of Helendale CSD's Job Vacancies (If Any), and Recruitment and Retention Efforts, Prior to Adoption of the Final Annual Budget

8. Public Hearing to Receive Comments and Possible Adoption of Resolution 2025-03: A Resolution of the Board of Directors of the Helendale Community Services District Approving and Adopting the FY2026 Annual Budget and Authorizing Appropriations Therefrom

9. Discussion and Possible Adoption of Resolution 2025-04: A Resolution of the Board of Directors of the Helendale Community Services District Establishing the Appropriations Limit for Fiscal Year 2026 Pursuant to Article XIII B of the California State Constitution

10. Discussion and Possible Action Regarding Award of Contract for Wastewater Engineering Services

11. Discussion and Possible Action Regarding Election of Officer for the California Special District Association Board of Directors

Other Business

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

Closed Session

13. Public Employee Appointment
[Government Code Section 54957(b)]
Title: General Manager

14. Report of Closed Session Items

15. 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 agenized 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 19, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

a. Approval of Minutes: Regular Meeting June 5, 2025
b. Bills Paid Report

Helendale Community Services District

Date:	June 19, 2025
TO:	Board of Directors
FROM:	Kimberly Cox, General Manager
BY:	Cheryl Vermette, Clerk of the Board
SUBJECT:	Agenda item #3a
	Minutes from Regular Board meeting 6/5/2025

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

Date:	June 5, 2025
Time:	6:02 PM
Meeting called to order by:	President Ron Clark

Attendance

President Ron Clark	☒Present	☐Absent	☒ In Person	☐ Remote
Vice President George Cardenas	☒Present	☐Absent	☒ In Person	☐ Remote
Director Gail Guinn	☒Present	☐Absent	☒ In Person	☐ Remote
Director Artie DeVries	☒Present	☐Absent	☒ In Person	☐ Remote
Director Billy Rosenberg	☒Present	☐Absent	☒ In Person	☐ Remote

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

Consultants/Guests
Steven Kennedy, Legal Counsel
Michael Heftman, Burrtec Waste
Richard Morales, San Bernardino County Sheriff's Department
Hali Peterson, San Bernardino County Sheriff's Department

Members of the public
There were three members of the public attending in person and two members of the public attending via zoom.

1. APPROVAL OF AGENDA

Discussion None
Motion Vice President Cardenas made a motion to approve the agenda as presented.
Second Director DeVries
Vote

Vice President Ron Clark	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director George Cardenas	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director Gail Guinn	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director Artie DeVries	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director Billy Rosenberg	☒ Yes	☐ No	☐ Absent	☐ Abstain

2. PUBLIC PARTICIPATION

Deputy Morales gave the crime statistics for May: Information calls -66, Wireless 911 calls – 30, Welfare Checks – 11, Follow Ups – 10, Misc. Incidents – 10, Audible Alarms – 8, Total Calls for Service – 220. There were 200 calls into the call center, 22 deputy initiated calls and 21 reports taken. Deputy Morales also introduced the new Sheriff's Service Specialist, Hailey Peterson.

Henry Spiller, COP Commander introduced the newest member of the Citizens on Patrol Team – Steve Samaras. He also thanked Michael Heftman from Burrtec for their contribution to the COPs.

3. CONSENT ITEMS

a. Approval of Minutes: Regular Board Meeting of May 15, 2025 and Special Board Meeting of May 29, 2025
b. Bills Paid Report
c. April Financial Statement

Discussion None

Motion Vice President Cardenas made the motion to approve the consent items as presented.
Second Director Guinn

Vote

Vice President Ron Clark	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director George Cardenas	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director Gail Guinn	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director Artie DeVries	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director Billy Rosenberg	☒ Yes	☐ No	☐ Absent	☐ Abstain

4. REPORTS

a. Directors' Reports

Director Guinn reported that CERT met on Monday. Two CERT members are now CERT trainers. The team is working on the response plan and location to store the donated supplies. Director Guinn mentioned that the stairs may be a safety issue and requested to move the supplies to a location downstairs. Director Guinn also attended the SLA meeting and reported that they discussed the golf course, lights and the budget. She also attended form Board Member Sandy Haas' memorial service.

Director Cardenas reported that he also attended Director Haas' memorial service. He attended the management class at Mojave Water Agency as well as the TAC meeting. At the TAC meeting, the BIG project was discussed, The City of Adelanto made a presentation and there was a presentation from Fish and Wildlife on the Joshua Trees. There is a free permit that residents can get to remove Joshua Trees within 30 feet of a structure.

Director Rosenberg reported that he attended the Senior Affairs Commission meeting as well as the management meeting hosted by Mojave Water Agency.

b. General Managers Report

A local Girl Scout will be doing her Gold Award project at the park. The project will involve the installation of a swing set in place of the unused volleyball courts. Staff determined that the swing set would be a valuable addition, and the Scout has successfully raised over $1,000 toward the effort. The total cost of the swing set is $4,730, and it is scheduled for delivery on Friday. The project is expected to be completed by the end of July.

General Manager Cox showed pictures of the progress on the solar project.

Program Report: The last day of soccer is scheduled for June 7, which is also the date of the cheer meeting. Adult softball will begin on June 9, and registration for flag football is currently open.

A representative for Congressman Jay Obernolte will be available at the Helendale CSD on the third Tuesday of even-numbered months from 2:30 p.m. to 5:00 p.m. Additionally, a representative for Senator Rosilicie Ochoa-Bogh will be present on the third Tuesday of every

third month from 11:00 a.m. to 1:00 p.m., starting on June 17. The community yard sale is coming up on June 7th, we have 63 people registered.

The next Concert in the Park will take place on June 14, featuring the *Back to the 80's* band. There will be variety of food truck options. Additionally, the Sunsetters car club will be hosting a picnic and car show, expecting around 70 cars to participate. It promises to be a lively event with great music, delicious food, and classic cars on display!

St. Mary Neighborhood Health with Providence will have mobile medical services available on the second Tuesday of every month beginning June 10th.

Staff completed all monthly inspections for May and has begun work on the 2024 Consumer Confidence Report. Staff has also begun the new 2025 Cross Connection Survey. Additionally, a new thrift store donation box has been installed. Staff repaired an emergency service line leak after hours and serviced the cla-valves at wells 1 and 4. Additionally, a broken switch on the post indicator valve for the fire system at the shop was repaired. Electrical outlets and lighting were also completed inside the chlorine shed at well 13. A new DG path was installed at the park from the playground to the nature play area, this was part of the Per Capita Grant. Staff also completed the pump control installation at Well 13.

REGULAR BUSINESS

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

Discussion: None

Motion: Director DeVries made the motion to accept the Directors' expense reports.

Second: Director Guinn

Vote

Vice President Ron Clark	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director George Cardenas	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director Gail Guinn	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director Artie DeVries	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director Billy Rosenberg	☒ Yes	☐ No	☐ Absent	☐ Abstain

6. Discussion Only Regarding Proposed Solid Waste Rate Increase

Discussion: Michael Heftman from Burrtec waste gave a thorough presentation on recycling commodities. The purpose of the presentation was to provide information to the public regarding a proposed rate increase and allow residents to ask questions and learn more about the changes. Section 10.05 of the contract outlined the annual Consumer Price Index (CPI) adjustment, and the contractor submitted a request in a timely manner. The Board directed staff to circulate a public notice, and the proposed CPI increase for FY26 was 2.61%. Previous CPI adjustments had varied, including 3.07% in FY21, 1.87% in FY22, 5.76% in FY23, 8.7% in FY24, and 4% in FY25, which was the contract cap. The contract allowed Burrtec to request extraordinary rate increases due to changes in law, unforeseen costs beyond the contractor's control, or changes in disposal facilities, though they had not exercised this option.

The presentation primarily addressed residential rates, while commercial rates varied based on the type of service provided. All rates were detailed in Exhibit A. The recycling cost had increased from $1.42 to $1.71, based on actual costs. Curbside pickup and administrative fees had adjusted in line with CPI changes. Staff had requested an increase in the green waste fee from $0.37 to $0.40. The

Prop 218 fee had decreased from $0.08 to $0.02, reflecting the actual cost of printing and mailing notices.

A public hearing was scheduled for June 19, providing another opportunity for residents to discuss the proposed changes. Protests were accepted until the close of the public hearing, at which point the Board determined whether a majority protest existed. No action was required from the Board at that time.

Motion: None

7. Discussion and Possible Action Regarding Approval of a Professional Services Agreement for Audit Services

Discussion: In December, the Board directed staff to continue with the current audit firm. Staff subsequently requested a new proposal, which includes a change in the firm's name and an extension of contract terms beyond the General Manager's retirement. The proposal honors prior audit costs for FY25 and FY26, with a modest increase for FY27 and the optional years of FY28 and FY29. The Professional Services Agreement (PSA) outlines a contract through the FY27 audit, to be completed by December 2028, and includes two optional years. The Board must now decide whether to incorporate the option years into the PSA or address them separately in FY28.

Motion: Director Rosenberg made the motion to approve the PSA with CJ Brown and Company for Audit Services for Audit Years FY 25 through FY 29.

Second: Vice President Cardenas

Vote

Vice President Ron Clark	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director George Cardenas	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director Gail Guinn	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director Artie DeVries	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director Billy Rosenberg	☒ Yes	☐ No	☐ Absent	☐ Abstain

8. Discussion and Possible Action Regarding Approval of a Revised Table of Organization

Discussion: This item was discussed by the Board in April, however, one position was omitted from the organizational table. The correction must be approved by the Board. General Manager Cox presented a chart of FTE's by FY, the table of organization and the organizational chart.

Motion: Director Guinn made the motion to adopt the revised table of organization and organization chart for FY 2026.

Second: Director DeVries

Vote

Vice President Ron Clark	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director George Cardenas	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director Gail Guinn	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director Artie DeVries	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director Billy Rosenberg	☒ Yes	☐ No	☐ Absent	☐ Abstain

9. Discussion and Possible Action Regarding Adoption of a Revised Mission and Vision Statement and Core Values

Discussion: The Board began with the following Mission Statement: "To provide fiscally prudent, sustainable public services and value-added opportunities through innovation."
Vision Statement: "To be the community of choice for living in the High Desert."
Core Values: Fiduciary responsibility, transparency, respect, innovation, collaboration, and work ethic.
After a thorough discussion, the final Mission Statement is: "To provide fiscally prudent, sustainable public services and value-added opportunities." The Vision Statement is: "To be the community of choice for living in the High Desert." The Core Values are: Fiduciary responsibility, transparency, integrity, innovation, collaboration, and work ethic.

Motion: Director Rosenberg made the motion to adopt mission, vision and values as stated in the presentation.

Second: President Clark

Vote

Vice President Ron Clark	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director George Cardenas	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director Gail Guinn	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director Artie DeVries	☒ Yes	☐ No	☐ Absent	☐ Abstain
Director Billy Rosenberg	☒ Yes	☐ No	☐ Absent	☐ Abstain

OTHER BUSINESS

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

The Board took a brief break at 7:24 pm and went into closed session at 7:39 pm

Closed Session

11. Public Employee Performance Evaluation
(Government Code Section 54957)
Title: General Manager

President Clark adjourned the closed session meeting at 9:27 pm and re-opened the open session.

12. Report of Closed Session Items

Action: Legal Counsel Kennedy reported that the Board met in closed session to discuss the item listed on the agenda, there was no reportable action.

13. Adjournment

President Clark adjourned the meeting at 9:30 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: June 19, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Andrea Chavis, Customer Service Lead
SUBJECT: Agenda item #3b
Consent Items: Bills Paid and Presented for Approval

STAFF RECOMMENDATION
Updated Report Only. Receive and File.

STAFF REPORT:
Staff issued 49 checks, 11 Bank Drafts and 12 EFT's totaling $253,422.98

Total Cash Available	6/13/25	5/21/25
Cash	$9,512,728.39	$9,147,156.55
Checks, DFT's/EFT's Issued	$253,422.98	$75,048.97

INVESTMENT REPORT:
The Investment Report shows the status of the District funds invested as of 5/31/25

	Interest Rate	Interest Income
CA CLASS*	4.39%	$87,946.35 Fiscal Year to date
CBB Trust	4.20%	$26,743.89 Year to date
LAIF	4.31%	$12,381.85 Fiscal Year to date

Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 06/02/2025 - 06/13/2025

Cleared Date Range:

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 211102187 - CBB Checking					
06/03/2025	28816	Silver Lakes Landscaping and Maintenance LLC	-6,685.00	Check	Accounts Payable
06/03/2025	28817	Starting Line Advisory	-2,958.15	Check	Accounts Payable
06/05/2025	28818	AVCOM Services Inc.	-70.00	Check	Accounts Payable
06/05/2025	28819	Burrtec Waste Industries Inc	-191.88	Check	Accounts Payable
06/05/2025	28820	Business Card	-12,410.62	Check	Accounts Payable
06/05/2025	28821	Citizens Business Bank	-101,312.38	Check	Accounts Payable
06/05/2025	28822	County of San Bernardino, Solid Waste Mgmt. Div.	-1,291.40	Check	Accounts Payable
06/05/2025	28823	ES OPCO USA LLC	-145.50	Check	Accounts Payable
06/05/2025	28824	Frontier Communications	-216.05	Check	Accounts Payable
06/05/2025	28825	Frontier Communications	-70.20	Check	Accounts Payable
06/05/2025	28826	G.A. Osborne Pipe & Supply Inc.	-2,132.87	Check	Accounts Payable
06/05/2025	28827	Mobile Occupational Services, Inc.	-45.00	Check	Accounts Payable
06/05/2025	28828	On Line Information Services, Inc	-21.84	Check	Accounts Payable
06/05/2025	28829	O'Reilly Auto Parts	-396.04	Check	Accounts Payable
06/05/2025	28830	Parkhouse Tire, Inc.	-941.92	Check	Accounts Payable
06/05/2025	28831	Silver Lakes Hardware	-132.19	Check	Accounts Payable
06/05/2025	28832	Silver Lakes Landscaping and Maintenance LLC	-1,750.00	Check	Accounts Payable
06/05/2025	28833	Steve A. Filarsky, Attorney at Law	-595.00	Check	Accounts Payable
06/05/2025	28834	The Woodall Group, Inc	-35.00	Check	Accounts Payable
06/05/2025	28835	Ultimate Internet Access, Inc	-818.65	Check	Accounts Payable
06/05/2025	28836	Zenith National Insurance Company	-9,029.00	Check	Accounts Payable
06/10/2025	28851	Brunick, McElhaney & Kennedy Professional Law Corp	-34,950.00	Check	Accounts Payable
06/12/2025	28852	Burrtec Waste Industries Inc	-614.52	Check	Accounts Payable
06/12/2025	28853	Cal Fire	-447.43	Check	Accounts Payable
06/12/2025	28854	Choice Builder	-1,021.42	Check	Accounts Payable
06/12/2025	28855	County of San Bernardino, Environmental Health Services	-434.00	Check	Accounts Payable
06/12/2025	28856	Frontier Communications	-104.87	Check	Accounts Payable
06/12/2025	28857	Geo-Monitor, Inc.	-351.00	Check	Accounts Payable
06/12/2025	28858	Infosend, Inc	-2,089.27	Check	Accounts Payable
06/12/2025	28859	James Harvey	-227.50	Check	Accounts Payable
06/12/2025	28860	Jeff C. Hale	-1,250.00	Check	Accounts Payable
06/12/2025	28861	Lowe's Inc.	-1,467.69	Check	Accounts Payable
06/12/2025	28862	Mojave Desert AQMD	-200.00	Check	Accounts Payable
06/12/2025	28863	State of California Department of Justice	-49.00	Check	Accounts Payable
06/12/2025	28864	Trini Martin	-815.00	Check	Accounts Payable
06/13/2025	28865	Core & Main LP	-258.60	Check	Accounts Payable
06/04/2025	EFT0005484	To record Paymentech CC Fees Acct Ending 9479	-668.41	EFT	General Ledger
06/06/2025	DFT0002672	Cal PERS	-246.24	Bank Draft	Accounts Payable
06/06/2025	DFT0002673	Cal PERS	-162.35	Bank Draft	Accounts Payable
06/06/2025	DFT0002674	Cal PERS	-250.00	Bank Draft	Accounts Payable
06/06/2025	DFT0002675	Cal PERS	-5,300.53	Bank Draft	Accounts Payable
06/06/2025	DFT0002676	Cal PERS	-848.26	Bank Draft	Accounts Payable
06/06/2025	DFT0002677	Cal PERS	-1,615.93	Bank Draft	Accounts Payable
06/06/2025	DFT0002679	Cal PERS	-4,794.38	Bank Draft	Accounts Payable
06/06/2025	DFT0002680	Cal PERS	-1,208.95	Bank Draft	Accounts Payable

Issued Date	Number	Description	Amount	Type	Module
06/06/2025	DFT0002681	Cal PERS	-14.88	Bank Draft	Accounts Payable
06/06/2025	DFT0002688	Cal PERS	-1,227.65	Bank Draft	Accounts Payable
06/06/2025	DFT0002689	Cal PERS	-2,516.73	Bank Draft	Accounts Payable
06/02/2025	EFT0005457	SCE Community Center ACH Acct.# 700218740906	-1,850.71	EFT	General Ledger
06/05/2025	EFT0005458	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-20,403.29	EFT	General Ledger
06/10/2025	EFT0005464	SW Gas Community Center 910000010177	-61.95	EFT	General Ledger
06/10/2025	EFT0005465	SW Gas ACH WWTP Acct # 910000010195	-30.41	EFT	General Ledger
06/10/2025	EFT0005466	SW Gas Water Shop Acct # 910001037540	-11.00	EFT	General Ledger
06/10/2025	EFT0005467	SW Gas ACH 4-Plex Acct # 910000817466	-77.32	EFT	General Ledger
06/11/2025	EFT0005469	SCE ACH 4-Plex Acct 700392338368	-205.70	EFT	General Ledger
06/11/2025	EFT0005470	ACH Water Shop SCE Acct 700453074415	-142.93	EFT	General Ledger
06/06/2025	EFT0005479	To record CalPERS Health Premium	-20,840.05	EFT	General Ledger
06/04/2025	EFT0005483	To record Paymentech Fees Acct Ending 6621	-2,419.24	EFT	General Ledger
06/10/2025	EFT0005486	To record Sales Tax Pmt #2 - 2nd Quarter	-1,965.86	EFT	General Ledger
06/11/2025	EFT0005488	To record Tasc Flex Claim Pmt PPE 6/1/25	-1,031.22	EFT	General Ledger
			Bank Account 211102187 Total: (60)		**-253,422.98**
			Report Total: (60)		**-253,422.98**

Summary

Bank Account		Count	Amount
211102187 CBB Checking		60	-253,422.98
	Report Total:	**60**	**-253,422.98**

Cash Account		Count	Amount
99 99-111000 Cash in CBB - Checking		60	-253,422.98
	Report Total:	**60**	**-253,422.98**

Transaction Type		Count	Amount
Bank Draft		11	-18,185.90
Check		36	-185,528.99
EFT		13	-49,708.09
	Report Total:	**60**	**-253,422.98**

	Master Card Apr 17- May 16, 2025										
Acct #	Description	Charges	Charges	Charges	Charges	Charges	Charges	Charges	Charges	Totals	
01-524500	HDMWA Class / Tri State Seminar	275.00	198.00							473.00	
01-553000	Snake Tongs / Electrolyte Popsicles / Wel 4-812A Exhaust Fan / Sunscreen	19.05	28.00	87.14	72.22					206.41	
01-545000	Dump Trailer Switch	34.78								34.78	
02-521500	Sun Ad for WW Proposals	219.04								219.04	
02-524500	Tri State Seminar	99.00	99.00							198.00	
02-541000	Staff Appeciation Lunch / Washdown Motor	63.40	1,927.25							1,990.65	
02-553000	Inkjet Printer / Sunscreen	463.31	38.10							501.41	
03-553000	Air Freshener / Toilet Seat Covers / Hand Towels	69.10	50.05	37.40						156.55	
05-410000	Plumbing Parts / Bathroom Sink	28.25	32.07							60.32	
05-541000-00-3	R/O Sysem Motor / R/O System Solenoid	330.15	254.58							584.73	
05-550003	Bungee Cords / Cold Packs /Jersies / Pinnies	45.24	17.96	35.02	174.79	867.21	131.49			1,271.71	
05-553000	Sand for Fields / Safety Nozzle for Paint Sprayer / Al Purose Cleaner / Swing Set / All Purpose Cleaner /	36.32	134.41	4,730.22	236.29	128.21				5,265.45	
05-553300	Concert Water / Pizza for Band	4.69	84.88							89.57	
06-553555	Earth Day Pencils / Pizza Boxes / Smores	57.87	100.55	12.48	64.62	155.14	19.96			410.62	
10-522510	Director's Breakfast Meeting (KC, GG & RC)	64.02								64.02	
10-553000	Ink Cartridges / Filter / Pop-up Notes / Spray Glue	87.15	29.08	214.36	114.12	13.79	78.30	186.41	(29.08)	694.13	
10-556800	$ 190.23	190.23								190.23	
Total Due	Staff Key:	KC	AA	CC	CV					12,410.62	Total Due
Due 6/12/25											

Flagstar Visa Statement 5/2/25												
Acct #	Description	Charges	Charges	Charges	Charges	Charges						Totals
02-541000	Interviews, Lunch, after project, Breakfast meeting	48.32	56.26	78.60								183.18
02-553600	Boots for Bill, Uniform Shirts for Alex, Bill & Garrett	274.71	301.22									575.93
01-553000	Water Supplies	17.12										17.12
02-553000	Wastewater Supplies	42.96										42.96
03-553000	TS Supplies	65.57										65.57
03-556800	TS Gift Card	470.00										470.00
05-553000	Park Supplies	66.79										66.79
06-553555	Earth Day Giveaway, Clean Up Day Banner, Earth Day Supplies	139.20	317.42	610.14	4.99	40.02	5.39	21.18	17.40	35.53	39.98	1,231.25
10-522510	Board Room Supplies, Admin Executive	17.55	8.19	23.33	61.83	8.19						119.09
10-521600	Zoom, Constant Contact	159.90	85.00									244.90
10-524500	Strategic Meeting	21.99										21.99
10-526650	ASBCSD Dinner	7.90	52.07	25.84								85.81
10-553000	Business Cards, Office Supplies	88.93	62.33									151.26
10-556800	Anniversary Gift Card, Kimberly's Bday,	55.00	25.00									80.00
Due 6-1-25	Staff Key:	KC	AA	CC	CV	TM						3,355.85 Total Due

Helendale Community Services District

Date: June 19, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Public Hearing to Receive Comments and Possible Adoption of Resolution 2025-05: A Resolution of the Helendale Community Services Board of Directors Determining That There Was No Majority Protest to Proposed Increases to Refuse Collection Service Charges and Adopting a Rate Schedule for Such Charges and Superseding Existing Applicable Rates

STAFF RECOMMENDATION:
Hold the public hearing to receive comments.

STAFF REPORT:
As of the date of preparation of this staff report there have been no written protests received.

Staff has circulated the rate increase notification per direction given at the April 3rd Board meeting related to the rate increase requested by the solid waste franchisee, Burrtec. The process includes a public meeting that was held on June 5 and a Public Hearing held June 19, in which affected residents and rate payers can attend to learn additional information and ask any questions they may have and protest the rate increase in writing any time up the close of the public hearing and consideration of adoption of the proposed Resolution.

This is the public hearing in which the Board will receive public comments and consider protests to the proposed rate increase. In the event there is not a majority protest, the Board may consider adoption of the resolution so stating. The proposed rate increase is contemplated in the exclusive franchise agreement between Burrtec and the Helendale CSD which provides for an annual increase based upon the Consumer Price Index and other considerations. A representative from Burrtec will be present at the hearing to help answer any questions regarding the proposed increase.

On April 3, 2025, the honorable Board of Directors accepted Burrtec's CPI based rate request and directed Staff to circulate information to all rate payers regarding the proposed rate increases. Public notices were mailed on May 5, 45-days prior to the Public Hearing that was scheduled for June 19. To date, District staff has not received any inquiries nor protests from the public. If members of the public and affected rate payers wished to protest the proposed rate increase, they may do so up until the close of the public hearing on June 19 at which time the Board will consider if a majority protest was received.

PROPOSED RATE INCREASE:
The majority of this staff report will focus on residential customers. Due to the numerous options available for residential bin and commercial customers. Please refer to Exhibit A (attached) as costs vary depending upon type and frequency of service. Exhibit A also provides details on the cost increase for other services such as extra carts, additional pick-ups, and other customer requested services.

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

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

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

History of CPI Increases under the Burrtec Contract:

FY22	1.87%	
FY23	5.76%	
FY 24	8.7%	Due to Economic challenges the Board awarded full amount.
FY25	4%	Actual CPI was 4.65%
FY26	2.61%	

RATE CHANGES:
With the waiver granted by CalRecycle the community has been exempted from the encumbrances of SB1383 for the most part until 2028. Last year residential rates actually reduced from $27.85 to $27.53 due to the elimination of SB1383 related costs. The estimated cost of residential curbside trash service with the proposed rate increase of 2.61% will be $28.51, effective July 1.

The chart below shows the rate increase at the 2.61% increase for curbside trash pick and admin billing services. The Recycling Fee is calculated independent of the CPI and is based upon a pro-rata share of the cost of operation offset by the recycled product commodity market.

	Trash	Recycling Fee	Franchise Fee	Admin Billing Fee	Green Waste Fee	ESFR	Prop 218 Notification	Burrtec Credits	Total	Last Year's Rate	Amount of Increase
Prior	20.09	1.42	2.70	2.87	0.37	0	$0.08			27.53	
Change	$0.53	$0.29	$0.11	$0.08	$0.03	0	($0.06)		$0.98		
S/F	$ 20.62	$ 1.71	$ 2.81	$ 2.95	$ 0.40	$ -	$ 0.02		$ 28.51	$ 27.53	$ 0.98
DUPLEX	$ 41.24	$ 3.42	$ 5.62	$ 5.90	$ 0.80	$ -	$ 0.04		$ 57.02	$ 55.06	$ 1.96
CONDO	$ 20.62	$ 1.71	$ 2.81	$ 2.95	$ 0.40	$ 7.10	$ 0.02		$ 35.61	$ 34.63	$ 0.98
X GREEN	$ 9.17		$ 1.02						$ 10.19	$ 9.93	$ 0.26
X BLUE	$ 1.80		$ 0.20						$ 2.00	$ 1.94	$ 0.06

RATE COMPONENTS:

The current residential rate includes the following components: (1) a cost for the weekly curbside trash pick-up service; (2) a recycling fee; (3) a franchise fee that is paid to the District by Burrtec for the exclusive franchise to provide service within District boundaries; (4) an administration fee paid to the District for billing, customer service, bulky item pickup and can delivery; (5) a fee for the disposal of green waste from the drop-off program; (6) a recovery fee to cover the prior year's cost of the Proposition 218 rate increase notifications that the District is required to mail and publish prior to any rate hearing. The Prop 218 fee was reduced from $0.8 to $0.02 due to the reduction in rate notices that were mailed last year. Lastly, the green waste hauling fee increases by $0.03 to help cover the costs of the program.

RECYCLING COSTS:

Recycling costs cover the expense to process the material in the blue recycling carts. The value of the recycled materials is used to offset the operation of the Materials Recovery Facility (MRF) located in Victorville that processes the blue barrel contents. The proposed cost for FY26 increases by $0.29 to $1.71.

RESIDENTIAL BINS:

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

Size	FY25	FY26	Increase
1.5	90.22	92.49	2.27
2	116.34	119.27	2.93
3	157.08	161.03	3.95

COMMERCIAL SERVICE:

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

FISCAL IMPACT: The proposed rate increase represents a $0.98 increase in the monthly costs for typical residential cart service. Other costs are outlined in Exhibit A

Possible Motion: Adopt Resolution 2025-05 determining there was no majority protest

ATTACHMENTS: Public Notification and Exhibit A
Resolution 2025-05

NOTICE OF PUBLIC HEARING REGARDING HELENDALE COMMUNITY SERVICES DISTRICT
REFUSE COLLECTION SERVICE CHARGES
FOR RESIDENTIAL AND COMMERCIAL CUSTOMERS

The HELENDALE CSD Board of Directors will be considering an increase in residential and commercial trash service charges.
Exhibit A attached hereto and incorporated herein provides specific costs related to type and frequency of services provided.

Residential weekly curbside service will increase by $0.98 per month if this rate increase is approved.
Commercial and residential bin services vary based upon many factors. Please see details herein.

Article XIIID 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 meeting and 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 5, 2025,** and a Public Hearing on **June 19, 2025**, on the proposed rate increases described herein, at 6:00 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 total proposed increase for residential customers varies based upon type and frequency of service. HCSD provides one refuse cart and up to two recycling carts for all residential customers. **RESIDENTIAL CART:** The monthly residential curbside collection charge is comprised of seven 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 curbside 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; and (7) a reimbursement for Proposition 218 notification. Typically, residential disposal costs are paid out of a disposal fee listed on the property tax bill. If this fee is not on the tax bill, then the disposal costs are added to the monthly bill for those accounts receiving curbside service. **RESIDENTIAL BIN SERVICE:** For residential bin customers the increases vary based upon size and frequency of service. You may be able to reduce costs by changing from bin service to cart service. The residential bin charges are comprised of three components: (1) An amount for the administration and operation of residential bin refuse and recycling collection service; (2) the tipping/disposal fee (as applicable); and (3) an amount to compensate HCSD for franchise service provision as assumed from the County of San Bernardino. **COMMERCIAL SERVICE:** The commercial charges are comprised of four components: (1) An amount for the administration and operation of commercial bin refuse and recycling collection service; (2) the tipping/disposal fee; (3) an amount to compensate HCSD for franchise service provision as assumed from the County of San Bernardino; and (4) mandatory Assembly Bills 341 and 826 recycling and organic waste diversion requirements.

B. **Reason for the proposed increases.**
The increase for collection service is based upon the Riverside-San Bernardino-Ontario 2024 average Consumer Price Index (CPI) for All Urban Consumers of 2.61%. The monthly residential increase includes a $0.53 increase in curbside residential pick-up service; an $0.08 increase in the administration fee to reflect the CPI increase; an increase of $0.11 for the franchise fee capped at 10% of the total; a $0.29 increase in the cost of recycling and an increase of $0.03 for the Green Waste hauling charges. In addition, there is a reduction of $0.06 for the Proposition 218 notification cost reimbursement. Residential and Commercial Bin rates vary by frequency and type of service. See Exhibit A for more information related to specific service-related costs and increases.

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 or change the level of service, you may contact HCSD by calling (760) 951-0006 x224, 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 by Burrtec 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 5, 2025,** 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 19, 2025,** 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 19, 2025**, 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 8547 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, 2025**. Pursuant to Government Code Section 53759, a 120-day statute of limitations period applies for any judicial action or proceeding challenging any new, increased, or extended refuse collection fee or service charge. Pursuant to Government Code Section 53759.1, all objections must be submitted prior to the close of the public hearing set forth in this Notice. The failure to submit a timely objection bars any right to challenge the proposed fees or charges through a legal proceeding.

EXHIBIT A - HELENDALE CSD PROPOSED 2025 RATE INCREASE (Effective 7/1/2025 - 6/30/2026)

Service Type	Current 2024/25 Rate	Proposed 2025/26 Rate
RESIDENTIAL SERVICES		
Residential & MF Service		
95-gallon barrel with paid disposal costs	$ 27.08	$ 28.11
95-gallon barrel w/o paid disposal costs	$ 34.18	$ 35.21
Extra 95-gallon trash barrel	$ 9.93	$ 10.19
65/95-gallon recy. 1st extra	N/C	N/C
65/95-gallon recy. extra	$ 1.94	$ 2.00
Extra pick-up on non-service day (barrels)	$ 29.53	$ 30.30
Extra pick-up on service day (barrels)	$ 9.93	$ 10.19
Green Waste Hauling	$0.37	$0.40
Barrel Exchange (one exchange per year at no charge, does not apply to graffiti or damaged barrels)	$ 20.23	$ 20.77
Barrel Replacement (gross damage)	$87.16	$89.43
Barrel Roll out Service (excludes qualified participants	N/A	$39.23
Residential Bulky Item Pick Up	N/A	$57.74
Residential & MF with 2-4 units Trash Bin Service (with paid disposal costs)		
Size / Freq		
1.5 / 1	$ 90.22	$ 92.49
1.5 / 2	$ 180.38	$ 184.91
1.5 / 3	$ 270.59	$ 277.39
2 / 1	$ 116.34	$ 119.28
2 / 2	$ 232.68	$ 238.53
2 / 3	$ 348.99	$ 357.78
3 / 1	$ 157.06	$ 161.03
3 / 2	$ 314.16	$ 322.07
3 / 3	$ 471.23	$ 483.09
Residential & MF with 2-4 units Trash Bin Service (without paid disposal costs)		
Size / Freq		
1.5 / 1	$ 97.32	$ 99.59
1.5 / 2	$ 187.48	$ 192.01
1.5 / 3	$ 277.69	$ 284.49
2 / 1	$ 123.44	$ 126.38
2 / 2	$ 239.78	$ 245.63
2 / 3	$ 356.09	$ 364.88
3 / 1	$ 164.18	$ 168.13
3 / 2	$ 321.26	$ 329.17
3 / 3	$ 478.33	$ 490.19
Residential Bin Service		
Bin Exchange (one exchange per year at no charge, does not apply to graffiti or damaged bins)	$ 101.17	$ 103.81
Bin Replacement + actual cost of bin lost or stolen	$ 112.06	$ 114.99
Permanent (Trash) + Disposal/Processing		
40 yard	$ 266.08	$ 270.68
20 yard	$ 266.08	$ 270.68
10 yard	$ 266.08	$ 270.68
40 yard compactor	$ 266.08	$ 270.68
Dry Run /Relocate	$ 93.84	$ 96.30
Rental Fee (per day)	$ 31.77	$ 32.60
Disposal (per ton)	$ 68.32	$ 68.32
Temporary Roll-Offs (Trash)		
40 yard	$ 676.01	$ 680.61
20 yard	$ 949.30	$ 953.90
10 yard	$ 949.30	$ 953.90
Dry Run /Relocate	$ 93.84	$ 96.30
Disposal (per ton)	$ 68.32	$ 68.32

Service Type	Current 2024/25 Rate	Proposed 2025/26 Rate
COMMERCIAL SERVICES		
Commercial & MF with 5+ units Trash Service		
Size / Frequnecy		
1.5 / 1	$ 110.19	$ 110.94
1.5 / 2	$ 209.03	$ 210.24
1.5 / 3	$ 308.00	$ 309.68
2 / 1	$ 143.09	$ 144.00
2 / 2	$ 274.99	$ 276.51
2 / 3	$ 406.84	$ 408.98
3 / 1	$ 197.84	$ 198.77
3 / 2	$ 395.62	$ 397.47
3 / 3	$ 593.50	$ 596.27
3 / 4	$ 791.30	$ 794.98
3 / 5	$ 989.09	$ 993.69
3 / 6	$ 1,186.93	$ 1,192.46
Commercial Recycling Bin Service		
1.5 / 1	$ 97.26	$ 103.06
1.5 / 2	$ 194.44	$ 206.06
1.5 / 3	$ 291.69	$ 309.10
2 / 1	$ 125.87	$ 133.52
2 / 2	$ 251.72	$ 267.02
2 / 3	$ 377.56	$ 400.51
3 / 1	$ 172.00	$ 183.03
3 / 2	$ 344.00	$ 366.07
3 / 3	$ 516.00	$ 549.10
3 / 4	$ 687.99	$ 732.12
3 / 5	$ 859.98	$ 915.13
3 / 6	$ 1,031.97	$ 1,098.16
Commercial Green Waste Bins & Barrels		
1.5 / 1	$ 126.09	$ 130.13
1.5 / 2	$ 240.83	$ 248.63
1.5 / 3	$ 355.70	$ 367.26
3 / 1	$ 229.66	$ 237.17
3 / 2	$ 459.24	$ 474.27
3 / 3	$ 688.93	$ 711.47
3 / 4	$ 918.54	$ 948.58
3 / 5	$ 1,148.14	$ 1,185.68
3 / 6	$ 1,377.80	$ 1,422.84
35g / 1	$ 57.57	$ 59.19
35g / 2	$ 92.60	$ 95.28
35g / 3	$ 127.68	$ 131.39
35g / 4	$ 162.71	$ 167.44
35g / 5	$ 197.76	$ 203.54
35g / 6	$ 232.81	$ 239.63
65g / 1	$ 63.16	$ 65.03
65g / 2	$ 103.70	$ 106.87
65g / 3	$ 144.29	$ 148.73
65g / 4	$ 184.81	$ 190.57
65g / 5	$ 225.37	$ 232.40
65g / 6	$ 265.91	$ 274.23
95g / 1	$ 68.66	$ 70.79

Service Type	Current 2024/25 Rate	Proposed 2025/26 Rate
COMMERCIAL SERVICES CONTINUED		
Commercial Barrel Service		
Size / Frequency		
95-gallon barrel-trash / 1	$ 21.97	$ 22.34
95-gallon barrel-trash / 2	$ 55.52	$ 56.59
95-gallon barrel-trash / 3	$ 81.63	$ 83.19
Automated Recy 35g / 1	$ 9.06	$ 9.44
Automated Recy 35g / 2	$ 18.21	$ 19.00
Automated Recy 35g / 3	$ 27.37	$ 28.54
Automated Recy 35g / 4	$ 36.52	$ 38.10
Automated Recy 35g / 5	$ 45.67	$ 47.64
Automated Recy 35g / 6	$ 54.82	$ 57.19
Automated Recy 65g / 1	$ 9.89	$ 10.43
Automated Recy 65g / 2	$ 19.78	$ 20.86
Automated Recy 65g / 3	$ 29.66	$ 31.28
Automated Recy 65g / 4	$ 39.54	$ 41.70
Automated Recy 65g / 5	$ 49.43	$ 52.13
Automated Recy 65g / 6	$ 59.32	$ 62.56
Automated Recy 95g / 1	$ 10.68	$ 11.37
Automated Recy 95g / 2	$ 21.30	$ 22.67
Automated Recy 95g / 3	$ 31.91	$ 33.97
Automated Recy 95g / 4	$ 42.53	$ 45.27
Automated Recy 95g / 5	$ 53.16	$ 56.58
Automated Recy 95g / 6	$ 63.78	$ 67.88
Barrel Exchange (one exchange per year at no charge, does not apply to graffiti or damaged barrels)	$ 20.23	$ 20.77
Barrel Replacement (lost or stolen)	$ 87.16	$ 89.43
Commercial Bins Service		
Bin Exchange (one exchange per year at no charge, does not apply to graffiti or damaged bins)	$ 101.17	$ 103.81
Bin Replacement + actual cost of bin comml-lost or stolen	$ 112.06	$ 114.99
Commercial Food Waste Bins & Barrels		
Size / Freq		
2 / 1	$ 270.32	$ 281.81
2 / 2	$ 525.58	$ 549.28
2 / 3	$ 780.82	$ 816.71
2 / 4	$ 1,036.06	$ 1,084.14
2 / 5	$ 1,291.30	$ 1,351.59
2 / 6	$ 1,546.54	$ 1,619.03
35g / 1	$ 73.58	$ 74.79
35g / 2	$ 122.69	$ 126.48
35g / 3	$ 172.24	$ 176.19
35g / 4	$ 221.58	$ 229.87
35g / 5	$ 270.90	$ 281.57
35g / 6	$ 320.22	$ 333.26
65g / 1	$ 86.34	$ 94.01
65g / 2	$ 148.33	$ 164.82
65g / 3	$ 210.36	$ 235.67
65g / 4	$ 272.32	$ 306.48
65g / 5	$ 334.31	$ 377.29
65g / 6	$ 396.31	$ 448.09

Service Type	Current 2024/25 Rate	Proposed 2025/26 Rate
OTHER SERVICES		
Permanet & Temporary Roll-Off (Recycling) + Disposal / Processing		
40 yard	$ 260.80	$ 267.62
20 yard	$ 260.80	$ 267.62
10 yard	$ 260.80	$ 267.62
40 yard compactor	$ 260.80	$ 267.62
40 yard g/w	$ 260.80	$ 267.62
40 yard tires	$ 260.80	$ 267.62
Liner for Roll-Off	$ 135.33	$ 138.87
Roll-Off drop-off Program for g/w (per box)	$ 186.90	$ 191.78
End Dump (rate per hour)	$244.77	$ 251.17
Wastewater Sludge Hauling	$474.24	$ 486.64
Temporary Bins		
Temporary Bins-Comml	$ 141.07	$ 144.76
Dump & Return-Comml	$ 141.07	$ 144.76
Temporary Bins-Resdl w/paid disp.	$ 146.50	$ 150.18
Dump & Return-Resdl w/paid disp.	$ 146.50	$ 150.18
Temporary Bins-Resdl w/o paid disp.	$ 153.60	$ 157.28
Dump & Return-Resdl w/o paid disp.	$ 153.60	$ 157.28
Miscellaneous Bin Charges		
Locking container	$ 9.93	$ 10.19
Container steam clean	$ 49.14	$ 50.43
Pull-out service	$ 49.14	$ 50.43
Extra pick-up	$ 59.09	$ 60.63
Recy contamination bins	$ 57.60	$ 59.11
Recy contamination barrels	$ 43.63	$ 44.78
Concrete Washout		
Delivery	$ 685.58	$ 703.50
Pump	$ 505.16	$ 518.37
Pump Service	$ 685.58	$ 703.50
Relocate	$ 173.21	$ 177.74
Rental Fee (per day)	$ 13.99	$ 14.36
Certificate of Destruction		
Taken to San Bernardino County Landfill (per ton)	$ 140.99	$ 144.68

RESOLUTION NO. 2025-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT DETERMINING THAT THERE WAS NO MAJORITY PROTEST TO PROPOSED INCREASES TO REFUSE COLLECTION SERVICES CHARGES AND ADOPTING A RATE SCHEDULE FOR SUCH CHARGES AND SUPERSEDING EXISTING APPLICABLE RATES

WHEREAS, the Helendale Community Services District ("District") is a Community Services District located within the County of San Bernardino and is organized and operates pursuant to the California Government Code Section 61000 et seq.

WHEREAS, on or about June 21, 2006, the Local Agency Formation Commission of the County of San Bernardino ("LAFCO") adopted Resolution No. 2927 which made determinations on, and approved the incorporation of, the District, which was subsequently approved by the electorate pursuant to an election held on November 7, 2006, and thereafter confirmed by LAFCO pursuant to its adoption of Resolution No. 2951 on December 4, 2006, all of which operated to authorize the formation of the District as the successor agency for the performance of water, sewer, streetlighting, refuse collection, parks and recreation, and graffiti abatement functions and services within the prior County Service Area 70, Improvement Zones B and C (the "District Boundaries").

WHEREAS, LAFCO Resolution No. 2951 specifically authorizes the District to collect, transfer, and dispose of solid waste and to provide solid waste handling services, including but not limited to source reduction, recycling, and composting activities, pursuant to Division 30 (commencing with Section 40000), and consistent with Section 41821.2 of the Public Resources Code ("Solid Waste Services"), within the District Boundaries.

WHEREAS, pursuant to the authority expressly set forth in LAFCO Resolution No. 2951, the District entered into an Exclusive Franchise Agreement with Burrtec Waste Industries, Inc. ("Burrtec"), effective December 1, 2011, and updated effective January 1, 2018 (the "Franchise Agreement"), which granted to Burrtec the exclusive right, privilege, and franchise to provide certain Solid Waste Services (as described in the Franchise Agreement) within the District Boundaries, subject to the terms and conditions of said Franchise Agreement.

WHEREAS, the First Amendment to the Franchise Agreement entered into with Burrtec on or about June 17, 2021, established a rate schedule for the refuse collection service charges for the Solid Waste Services, subject to potential annual adjustment in an amount equal to the calendar year annual twelve-month mean average change in the Consumer Price Index for All Urban Consumers for the Riverside-San Bernardino-Ontario Area as published by the United States Department of Labor, Bureau of Labor Statistics, for the previous calendar year annual twelve-month period ("CPI").

WHEREAS, pursuant to the Franchise Agreement, Burrtec submitted to the District a written request not later than April 1, 2025, for a CPI-based rate adjustment of 2.61 percent to the refuse

collection service charges for Residential Cart Solid Waste Services resulting in an increase of **$.98** per month for residential cart customers.

WHEREAS, the cost of processing residential recycled materials and the value to resell such items for beneficial use has slightly increased over the past year, resulting in an increase of **$0.29** cents per month.

WHEREAS, the cost of hauling green waste increased by **$0.03** cents per month.

WHEREAS, additional cost components have been removed or reduced due to the mandates of SB1383, the Climate Pollution Reduction Act, and the waiver granted that initially included a drop-off program service fee, a drop-off processing fee and a compliance and reporting fee for the District that have all be removed. A compliance and reporting fee for Burrtec remains **$0.14** per month.

WHEREAS, the District is allowed to collect certain administrative fees in relation to residential cart service for billing and processing residential solid waste customer payments and other related cost increase of **$0.11** cents, in addition to a franchise fee that has not changed, and the costs of printing and postage to mail notifications remains unchanged for a total cost increase of **$1.38** per residential customer's in the annexation area per month over the current County rate or **$16.56** per year.

WHEREAS, the revenue raised by the proposed rate increases to the refuse collection service charges will be used to provide adequate Solid Waste Services within the District Boundaries and do not exceed the total cost of such services.

WHEREAS, this action is necessary to meet operation and administration expenses for refuse disposal and recycling programs, and to obtain funds necessary to maintain adequate Solid Waste Services within the District Boundaries, and is therefore exempt from the requirements of the California Environmental Quality Act as provided by Public Resources Code Section 21080(b)(8).

WHEREAS, rates for commercial solid waste customers varies by numerous factors and are outlined on Exhibit A based upon service specifics.

WHEREAS, the amount of the rates and charges hereby adopted do not exceed the minimum amount necessary, less other sources of revenue including but not limited to taxes other exempt charges, grants, and state or federal funds, to cover the actual costs for the corresponding services provided by the District, and therefore the fees imposed hereby satisfy the fee requirements under Government Code Section 54999.7 and do not qualify as a "tax" under Article XIIIC, Section 1(e) of the California Constitution or Section 50076 of the California Government Code, and the actions taken herein are exempt from the additional notice and public meeting requirements of the Brown Act pursuant to Government Code Section 54954.6(a)(1)(A) and (B).

WHEREAS, the District has satisfied all of the substantive and procedural prerequisites of Articles XIIIC and XIIID of the California Constitution in establishing the rates and charges set forth herein, including but not limited to, the identification of the parcels upon which the rates and charges will be imposed; the calculation of the rates and charges; the mailing of written notice to the record owners of each parcel upon which the rates and charges will be imposed describing the amount thereof, the basis upon which the rates and charges were calculated, the reason for the rates and charges, and the date, time, and location of the public hearing to be held thereon; and

the conducting of a public hearing on the rates and charges not less than 45 days after mailing the notice during which all protests against the fee were considered.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Helendale Community Services District does hereby resolve and determine that the written protests against the rates and charges set forth herein that were received by the District prior to the close of the public hearing hereon represented less than a majority of the parcels subject to the rates and charges set forth below and, thus, the District's Board of Directors further finds that the public interest and necessity requires the adoption of the following rates and charges for Solid Waste Services, as well as affirmation and ratification of all prior rates and charges previously approved and/or adopted by the District's Board of Directors:

SECTION 1. REFUSE COLLECTION SERVICE CHARGES

The rates for residential and commercial refuse collection service charges for Solid Waste Services within the District Boundaries are hereby established in the amounts listed in Exhibit "A" attached hereto and incorporated herein by this reference.

SECTION 2. GENERAL MANAGER AUTHORITY

The District's General Manager is hereby authorized to take any and all actions necessary to carry out the intent of the District's Board of Directors as is stated herein and as otherwise required in order to comply with applicable law.

SECTION 3. EFFECTIVE DATE

This Resolution shall take effect on July 1, 2025, and shall supersede any and all prior resolutions and ordinances applicable to the District only to the extent expressly inconsistent with the terms hereof.

APPROVED AND ADOPTED by the Board of Directors of the Helendale Community Services District at a regular meeting held on June 19, 2025, by the following vote:

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

By: _____
Ron Clark, President

Attest:

_____
Clerk of the Board

Helendale Community Services District

DATE: June 19, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Public Hearing Regarding Compliance with New Legal Obligations Regarding Assembly Bill 2561; Government Code Section 3502.3 On Vacancies and Recruitment and Retention Effort

STAFF RECOMMENDATION

Conduct a public hearing to receive comments on the District's vacancies and retention efforts in compliance with Assembly Bill (AB) 2561 (Government code section 3502.3).

STAFF REPORT

AB 2561 was signed into law in September 2024, and became effective January 1, 2025, with implementation required prior to the adoption of the FY26 budget. This is an unfunded mandate. In compliance therewith, this public hearing has been duly noticed during which Staff will make a presentation on the current status of any vacancies. The stated intent of the legislation was to highlight public sector vacancies as it can negatively impact workload. Interestingly, it includes a requirement to cooperate with "recognized employee organizations" for agencies that have staff represented by unions or other organizations.

At the hearing, Staff will present information regarding the status of any vacancies, recruitment and retention efforts as required by Government Code Section 3502.3(a)(1). Staff will identify any changes to policies, procedures or recruitment activities related to the hiring process per Government code section 3502.3(a)(3). As required by Government Code Section 3502.3(a)(2), this presentation will occur prior to the consideration of the FY26 Budget Adoption.

Fiscal Impact: This is an unfunded mandate which means that any costs or staff time required to comply with this new legislation is not reimbursable

Possible Motion: Provide any direction on policy changes related to District vacancies.

Attachments: Assembly Bill 2561.

Assembly Bill No. 2561

CHAPTER 409

An act to add Section 3502.3 to the Government Code, relating to public employment.

[Approved by Governor September 22, 2024. Filed with Secretary of State September 22, 2024.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2561, McKinnor. Local public employees: vacant positions.

Existing law, the Meyers-Milias-Brown Act (act), authorizes local public employees, as defined, to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of labor relations. The act requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations and to consider fully presentations that are made by the employee organization on behalf of its members before arriving at a determination of policy or course of action.

This bill would, as specified, require a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year, and would entitle the recognized employee organization to present at the hearing. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the bill would require the public agency, upon request of the recognized employee organization, to include specified information during the public hearing. By imposing new duties on local public agencies, the bill would impose a state-mandated local program. The bill would also include related legislative findings.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement shall be made pursuant to these statutory provisions for costs mandated by the state pursuant to this act, but would recognize that a local agency or school district may pursue any available remedies to seek reimbursement for these costs.

The people of the State of California do enact as follows:

SECTION 1. The Legislature finds and declares as follows:

(a) Job vacancies in local government are a widespread and significant problem for the public sector affecting occupations across wage levels and educational requirements.

(b) High job vacancies impact public service delivery and the workers who are forced to handle heavier workloads, with understaffing leading to burnout and increased turnover that further exacerbate staffing challenges.

(c) There is a statewide interest in ensuring that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations.

SEC. 2. Section 3502.3 is added to the Government Code, to read:

3502.3. (a) (1) A public agency shall present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year.

(2) If the governing board will be adopting an annual or multiyear budget during the fiscal year, the presentation shall be made prior to the adoption of the final budget.

(3) During the hearing, the public agency shall identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

(b) The recognized employee organization for a bargaining unit shall be entitled to make a presentation at the public hearing at which the public agency presents the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

(c) If the number of job vacancies within a single bargaining unit meets or exceeds 20 percent of the total number of authorized full-time positions, the public agency shall, upon request of the recognized employee organization, include all of the following information during the public hearing:

(1) The total number of job vacancies within the bargaining unit.

(2) The total number of applicants for vacant positions within the bargaining unit.

(3) The average number of days to complete the hiring process from when a position is posted.

(4) Opportunities to improve compensation and other working conditions.

(d) This section shall not prevent the governing board from holding additional public hearings about vacancies.

(e) The provisions of this section are severable. If any provision of this section or its application is held invalid, the invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

(f) For purposes of this section, "recognized employee organization" has the same meaning as defined in subdivision (a) of Section 3501.

SEC. 3. The Legislature finds and declares that Section 2 of this act, which adds Section 3502.3 to the Government Code, furthers, within the

meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

It is in the public interest, and it furthers the purposes of paragraph (7) of subdivision (b) of Section (3) of Article I of the California Constitution, to ensure that information concerning public agency employment is available to the public.

SEC. 4. No reimbursement shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code for costs mandated by the state pursuant to this act. It is recognized, however, that a local agency or school district may pursue any remedies to obtain reimbursement available to it under Part 7 (commencing with Section 17500) and any other law.

O

Helendale Community Services District

Date: June 19, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Public Hearing to Receive Comments and Possible Adoption of Resolution 2025-03: A Resolution of the Board of Directors of the Helendale Community Services District Approving and Adopting the FY2026 Annual Budget and Authorizing Appropriations Therefrom

STAFF RECOMMENDATION:
Consider approval of the FY 2026 Annual Budget.

STAFF REPORT
The public notice for budget adoption was published two times in the local newspaper, identifying the date and time of the public hearing at which interested members of the public can provide comment on how the District expends the funds collected. Attached for reference is the budget document.

As we approach the new budget year, the District is in a strong financial position with cash and reserves of over $9 million dollars. This is a testament to the prudent fiscal policies established by the Board and the conscientious commitment from Staff to function in an efficient and cost-effective manner. The budget includes one new technical position to be shared between Water and Wastewater. The budget is developed using the "zero-based budget" method, which means all line items start at "zero" at the beginning of each fiscal year. All line items were evaluated based upon current year's expenses and anticipated costs during the upcoming year. An extensive review of revenue and expenditure detail and trends was part of the staff-level budget development process. Based upon costs over the past year, several line items have been increased accordingly. Fortunately, the severe increases that occurred in the two years post-COVID seem to have stabilized and Staff does not anticipate many surprises in cost increases this year. The Budget represents Staff's best estimate of anticipated expenses and revenues for the upcoming year.

Over the past six months, District staff has presented various aspects of the budget at board meetings where different components of the budget were discussed as agendized items. The structure and composition of the budget is intended to provide greater depth of information and transparency as requested by the Board. The specificity of revenues and expenditures in the budget will provide a clear guide to the public as to how the District utilizes the funds it receives. Staff will make a detailed presentation during the hearing providing an overview of the budget.

Understanding that the budget is Staff's best estimate for District expenditures, Staff is confident that the projections embodied in the budget are as accurate as possible given current market conditions and past data. Revenues are stable, however, expenses are still somewhat unpredictable. During mid-year budget review Staff will review budget estimates with the Board and request any necessary modifications. Further, each month financial statements are presented in the agenda material providing regular updates to the Board and the public on the condition of the District's finances as it relates to the budget.

Capital Improvement Plan

The contemplated capital improvement expenditures as discussed with the Board previously are included in the budget document and everything over the General Manager's signing authority will entail an additional agendized discussion with the Board on a case-by-case basis with a designated funding source identified as part of the Board approval process. Funding for capital items could include grant funding, reserves, or projected excess revenue. The approved five-year Capital Improvement Plan (CIP) is included as part of the budget document. The CIP is a look ahead by Staff as to what projects are considered necessary for the park, water, and wastewater operations. During the year additional unanticipated capital improvements may occur that are not embodied in the CIP document based upon operational necessity and/or Board directives.

Availability of the Budget

Copies of the draft detailed budget for Fiscal Year 2026 are available at the District administrative office for public viewing and is part of the agenda material that is available on the District's website. Once approved, the FY26 Budget will be posted on the District's website.

Staffing

The organizational chart included within the budget depicts the approved staffing that was previously discussed with the Board. One position was added to the Table of Organization. Staffing is discussed in full-time equivalents or FTE's which represents 2080 working hours in a year. Staffing represented on the Table of Organization is 23.2 FTE representing both full and part-time staff. Salary costs increased based upon the approved Cost of Living Adjustment (COLA) of 3.7% and an anticipated merit increase during the year.

Debt Service

The District continues to enjoy a reduced debt burden in FY26 due to the early pay-off of one loan and the refinance of a second loan. The District will continue to pay down debt as quickly as practical. Interest and principal are listed in each fund for full disclosure.

Park funding:

The Board has prioritized Park operations and the development of Park facilities utilizing discretionary funds. The discretionary funding comes from sources other than rates. This includes rent revenue for cell tower leases, property tax, and infrastructure lease for fiber optic network. In addition, the net proceeds from the Recycling Center/Thrift Store operation are transferred to the Park fund to help with operational expenses. For Fiscal Year 2026, the Recycling Center is anticipated to contribute approximately $9,000 to the park fund from net revenues. It is anticipated that this amount will end up being greater than estimated. To date the District has

developed a 14-acre public park that includes soccer/football fields, baseball fields, playground, exercise circuit and picnic shelters and pavilions. The park has an inter-fund loan with Wastewater that is memorialized in a revised resolution and repayment plan adopted by the Board on May 16, 2024. The plan increased the repayment from $42,100 per year to $71,571 with an anticipated repayment period of ten years. In the event that the Park fund has additional revenue it can accelerate the repayment of the loan to the Wastewater fund. Conversely, if there are extraordinary expenses, the repayment amount can be revisited.

Fiscal Impact

The projected net surplus based upon the revenue and expenditure estimates contained within the draft budget document are outlined in the chart below. All capital expenditures would utilize the fund balance first then fund reserves as necessary.

Fund	Revenue	Expenditures	Balance*
Water	$ 2,917,401	$ 2,416,283	$ 501,118
Wastewater	$ 2,032,636	$ 1,856 483	$ 176,153
Solid Waste	$ 1,032,599	$ 1,011,959	$ 20,640
Recycling Center	$ 300,000	$ 299,168	$ 832
Properties	$ 146,388	$ 90,511	$ 55,877
Parks	$ 538,177	$ 399,947	$ 138,230

**Balance does not include any capital expenditures for the year*

Administration:

The Administration department provides general support for all District operations. The budget for this fund represents a pass-through of costs reimbursed by Water, Wastewater and Solid Waste enterprise funds. Additional, general operating costs such as insurances, workers, compensation and other general costs are paid out of the administrative department. Discretionary revenue is received into the Administrative fund and then transferred to Parks as appropriate.

FISCAL IMPACT: As outlined in the draft Fiscal Year 2026 Budget

REQUESTED ACTION: Adopt Resolution 2025-03

ATTACHMENTS: Resolution 2025-03
Budget for Fiscal Year 2025-2026

RESOLUTION NO. 2025-03

RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING THE 2026 ANNUAL BUDGET AND AUTHORIZING APPROPRIATIONS THEREFROM.

WHEREAS, a proposed annual budget for the Helendale Community Services District for the fiscal year commencing July 1, 2025, and ending June 30, 2026 was submitted to the Board of Directors and is on file in the District Administration office; and

WHEREAS, the proceedings for adoption of the budget have been duly taken; and

WHEREAS, the Board of Directors conducted budget workshops open to the public and has made certain revisions and modifications to the proposed budget; and

WHEREAS, the General Manager has caused the proposed document to reflect the changes ordered by the Board of Directors.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The budget incorporated herein by reference, is adopted by Resolution as the Annual Budget for the Helendale Community Services District for the fiscal year commencing July 1, 2025 and ending June 30, 2026.

Section 2. There is hereby appropriated to each account set forth in the said budget, incorporated herein by reference, the sum shown for each account in the Fiscal Year 2026 Budget, and the General Manager is authorized and empowered to expend such sum for the purpose of such account within the purchasing limits adopted by prior Board resolution. No expenditure by any department for any items within an account shall exceed the amount budgeted therefore without prior approval of the General Manager, and/or prior approval of the District Board of Directors.

APPROVED AND ADOPTED this 19th day of June, 2025.

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

By: _____
Ron Clark, President

Attest: _____
Clerk of the Board

COMMUNITY SERVICES DISTRICT
HELENDALE

Budget
FY 2026

Adopted
June 19, 2025

Helendale Community Services District Board of Directors

The District is governed by a five-member Board of Directors elected to four-year terms in even-year election cycles with two members elected in one cycle and three elected the following cycle. The Board of Directors sets the policies of the District and delegates management responsibilities to an at-will contracted General Manager. The General Manager is responsible for carrying out the policy direction of the Board and oversees the day to day operations of the District. The District's General Manager, General Counsel, and external Auditor report to the Board of Directors.

Board meetings are governed by the Brown Act, which requires the public's business to be conducted in an open and transparent manner. Helendale CSD holds regularly scheduled Board meetings on the first and third Thursday of each month at 6:00 pm at 26540 Vista Road, Suite C. Meetings are open to the public and attendance is encouraged.

Ron Clark

President

George Cardenas

Vice President

Artie DeVries
Director

Gail Guinn

Director

Billy Rosenberg

Director

Helendale Community Services District Staff

The management team at the Helendale Community Services District is committed to overseeing the reliable operation of our water and wastewater systems while ensuring responsible fiscal management.

Our leadership team works diligently to ensure prudent management of the water services, wastewater collection and treatment systems, parks and recreation, solid waste disposal, and street lighting. Through careful financial planning and resource allocation, we strive to enhance the quality of life in Helendale while supporting sustainable growth.

This budget reflects Management's collective efforts to uphold the highest standards of service, maximize efficiency, and prioritize projects that benefit our community.

Kimberly Cox

General Manager

Alex Aviles

Wastewater Operations Manager

Craig Carlson

Water Operations Manager

Cheryl Vermette

Administrative Services Manager

MESSAGE FROM THE GENERAL MANAGER

June 19, 2025

Honorable Board of Directors and Residents of Helendale,

We are pleased to present the Annual Budget for Fiscal Year 2025-2026. The budget year for the Helendale CSD begins July 1, 2025, through June 30, 2026. The revenue and expenditures outlined in this budget represent Management's best judgment as to how the financial resources of the District need to be allocated to meet the health and safety requirements set forth by the primacy agencies as well as providing quality of life opportunities for our community through the recreational opportunities offered to our residents. The District begins this new year with an unprecedented $9 million dollars of reserve funding to address capital infrastructure needs. This has been a long process to achieve this level of financial strength and was made possible by the dedication of staff to be efficient in their daily operations as well as the fiscal oversight of the Board who provides policy guidance.

On behalf of the Staff, I would like to express our gratitude for the leadership and policy direction of the Board of Directors, your fiscal oversight of District operations and the confidence you place in us to represent the best interests of the District, our customers and our community in our day-to-day activities. As we transition into a new budget year, it is with anticipation of positive things to come for the community, the Staff and the Board as new management will take the helm of the District with my retirement in April 2026. Through the continued development of a stellar management team, I am confident that it will be a seamless transition. It is important that the public be reassured of the thoughtful process the Board will undertake during the next few months. This budget is a testament to the collaborative teamwork amongst the management staff, each of whom have contributed to their departmental budgets and capital improvement plans.

The District continues to complete Capital Improvement Projects (CIP) that will sustain the infrastructure and enhance the operation. This Budget has been prepared based upon the best information available regarding anticipated revenues and expenses based upon prior years' experience and anticipating regulatory mandates. The District will continue to remain nimble and responsive to the ever-changing regulatory landscape. Further, the Budget reflects the District's dedication to provide services to our community with a commitment to prudent fiscal management by developing policies and procedures that are efficient and cost-effective while meeting all regulatory and legal requirements. This budget is balanced and has been developed to be fiscally responsible in support of the District's core functions of water, wastewater, solid waste management and park and recreation activities.

I would like to thank the dedicated CSD Staff for the professional and conscientious manner in which they carry out their duties understanding the importance of protecting public health and safety, providing excellent customer services and being fiscally responsible. The leadership of the Board sets the standard for all of your staff. Thank you for your dedication, prudent fiscal management, and for providing the vision and resources within this Budget. Your leadership allows Staff to meet all regulatory requirements encumbered upon us as a public agency and stewards of the public trust.

Respectfully submitted,
Dr. Kimberly Cox

Budget Guide

The purpose of Helendale CSD's budget is to serve as a blueprint for providing services and as a working financial plan for the fiscal year. It also represents the official organizational plan by which policies, priorities, and programs are implemented. It provides the means to communicate to residents, customers, and employees how the District's financial resources are used to provide services to the community. The budget is organized by department.

A fund is defined as a fiscal accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and balances, which are segregated for the purpose of carrying on specific activities in accordance with special regulations, restrictions, or limitations. Each fund has line-item descriptions on revenues and expenses. Most budgets offer far less detail; however, at the direction of the Board of Directors and in an effort to provide the highest level of transparency regarding the District finances, line-item detail is provided in most expenditure categories.

After the proposed department budgets are submitted by the General Manager to the Board of Directors in April and May, a Special Budget Meeting is held to review the Draft budget. A public hearing at a regular Board meeting is held to consider adoption. The Budget is adopted prior to July 1st every year.

Budget Message: Includes the General Manager's letter to the Board of Directors and describes any challenges or budget issues.

Budget Overview: Provides a summarized narrative of the budget highlights, explanation on variances both on revenues and expenditures, and other pertinent data about the budget.

General Information: Includes the Budget Guide, describes the budget process, and provides the description of each fund. The funds are listed below:

- Water Fund (Enterprise)
- Wastewater Fund (Enterprise)
- Solid Waste Fund (Enterprise)
- Recycling Center Fund (General Government)
- District Properties Fund (General Government
- Park and Recreation Fund (General Government)
- Administration Fund (General Government)

Summaries of Financial Data: Provides a variety of financial analyses such as debt, pie charts of resources and appropriations, multi-year budget comparisons by fund, and revenue details/narratives with historical trends.

Departmental Details: Divides the document by department. The reader will find an organization chart, a narrative describing the department, and financial data including multi-year comparisons of expenditures.

Capital Improvement Program: Provides a summary of the proposed capital improvement projects planned for the next five years with an estimated cost for each project.

The budget document also includes a brief history of Helendale, miscellaneous statistics, a community profile, and financial policies.

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, work ethic

ESTABLISHED IN

2007

OF EMPLOYEES

27

Our mission is to:

- Provide adequate Well Maintained Infrastructure
- Hire and retain high quality staff
- Provide park spaces and recreational opportunities
- Promote Partnerships

Services

- Water
- Wastewater
- Solid Waste
- Park & Recreation
- Properties
- Administration
- Thrift Store/Recycling Center

History of Helendale

The original name given to the area by the Mojave Indians was Point of Rocks. The Santa Fe Railroad arrived in the 1880s and built a station at Point of Rocks, which provided a watering stop for the steam engine locomotives moving trains across the High Desert. On December 15, 1897, the name was changed to Helen in honor of Helen A. Wells, daughter of railroad executive Arthur G. Wells. On September 22, 1918, the name was changed to Helendale.

Route 66, or National Trails Highway, was paved and officially opened in the Helendale area in 1926. Helendale has a historical marker commemorating the old road that is located 100 yards south of the intersection of Route 66 and Vista Road.

In 1969, the primarily rural agricultural area began to change with the construction of a 277-acre resort community within Helendale that included two man-made lakes. The community, called Silver Lakes, opened in the early 1970s and was marketed to mid-level executives as a vacation home with attractive, affordable amenities such as golf, swimming, and tennis in a desert oasis.

During the 1990s, a water adjudication in the High Desert was a catalyst for the transition of Helendale from alfalfa fields to fallowed acreage as water rights became a valuable commodity to be sold to municipalities. The Mojave Water Agency, established in 1960 by special legislation, was appointed by the court as the overseer or Watermaster of the Adjudication. As water usage was reduced due to court-ordered reductions in water pumping, a group of local residents began evaluating energy and water usage for the local Silver Lakes Homeowners Association. When the committee was disbanded by the Association, the group continued their evaluation of local service provision of water and wastewater handled by the County at that time. A fiscal analysis showed that there would be cost savings and efficiencies to be gained if the services were controlled locally.

The group raised funds to submit an application to the Local Agency Formation Commission (LAFCO), a County organization charged with overseeing boundary and service changes. LAFCO deemed the creation of the Helendale Community Services District feasible, and the action of the LAFCO Commission paved the way for a ballot measure on November 6, 2006, for the creation of the District and the selection of its five-member board of directors. In a successful election, the 90-square-mile Helendale Community Services District was formed under California Government Code Section 67000, et seq. and is authorized to provide the services of water, wastewater, solid waste management, park and recreation, graffiti abatement, and street lighting. Since the initial formation, two annexations have occurred that expanded the District's boundaries to the south and the west. The first annexation expanded the District's boundary by 7,762 acres, and the second annexation added 14,720 acres, bringing the District to more than 120 square miles of primarily vacant land.

Demographics

Helendale Population

There are 6,677 residents in Helendale, with a median age of 39. Of this, 52% are males and 48% are females. US-born citizens make up 88.11% of the resident pool in Helendale, while non-US-born citizens account for 9.96%. Additionally, 1.93% of the population is represented by non-citizens. A total of 5,944 people in Helendale currently live in the same house as they did last year.

		Y-o-Y Change
Total Population	6,677	5.7%
Male Population	3,472	8.2%
Female Population	3,205	3.1%

Male population 52%

Female population 48%

		Y-o-Y Change
Median Age	39	-2.5%
Citizen US Born	5,883	10.4%
Citizen not US Born	665	-14.0%
Not Citizen	129	-40.3%

Citizen US Born 88.1%

Citizen not US Born 9.96%

Not Citizen 1.93%

		Y-o-Y Change
Moved from Same County	181	-23.6%
Moved from Same State	136	-52.8
Moved from Different State	416	109.0%
Same House as Last Year	5,944	6.3%

Moved from Same County 2.71%

Moved from Same State 2.04%

Moved from Different State 6.23%

Same House as Last Year 89.02%

Households in Helendale

There are a total of 2,545 households in Helendale, each made up of around 2 members. Family establishments represent 66.92% of these Helendale households, while non-family units account for the remaining 33.08%. Additionally, 23.69% of households have children and 76.31% of households are without children.

		Y-o-Y
Total Households	2,545	7.2%
Average People Per Household	2	-23.7%
Family Households	1,703	-4.3%
Non-family Households	842	41.8%

Family Households 66.92%

Non-family Households 33.08%

		Y-o-Y
Households with Children	603	-23.69%
Households without Children	1,942	76.31%

Households with Children 23.69%

Households without Children 76.31%

Source: U.S. Census Bureau release, the 2023 American Community Survey

Demographics

Employment statistics

White-collar workers make up 76.77% of the working population in Helendale, while blue-collar employees account for 23.23%. There are also 400 entrepreneurs in Helendale (7.36% of the workforce); 3,022 workers employed in private companies (55.63%); and 1,556 people working in governmental institutions (28.65%).

		Y-o-Y
White Collar	4,170	107.0%
Blue Collar	1,262	68.5%

White Collar 76.77%

Blue Collar 32.3%

		Y-o-Y
Self Employed	400	86.9%
Private Companies	3,022	115.2%
Governmental Workers	1,556	73.5%
Not for Profit Companies	454	82.3%

Self Employed 7.36%

Private Companies 55.63%

Governmental Workers 28.65%

Not for Profit Companies 8.36%

Education Level

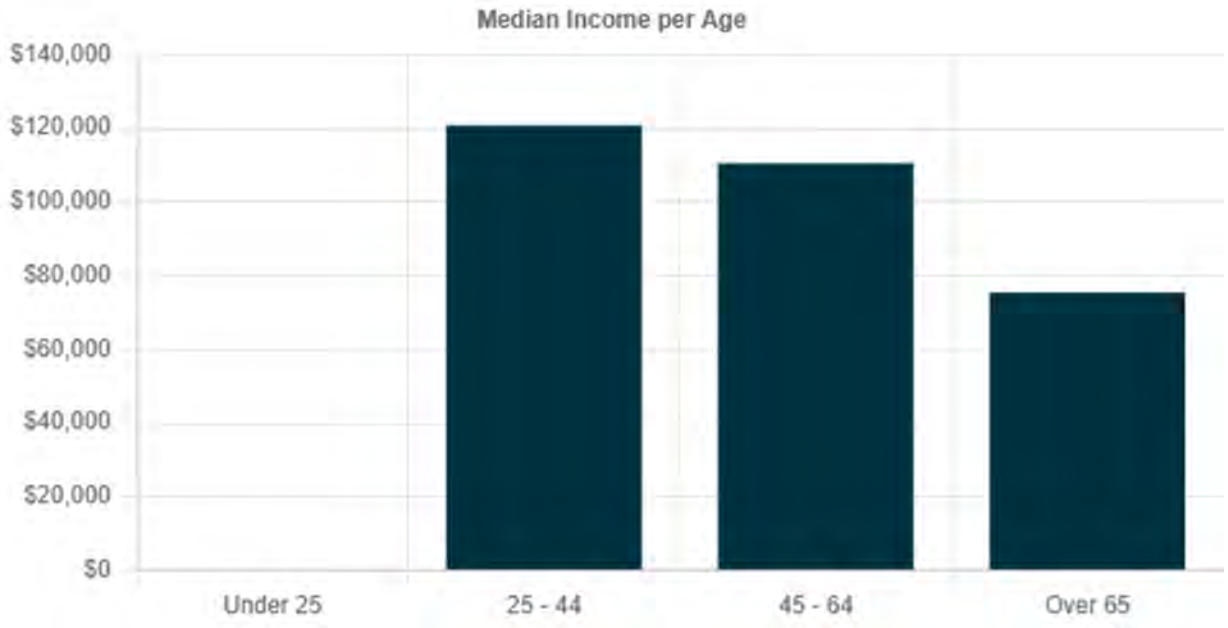
Approximately 29.08% of the population in Helendale holds a high school degree (that's 1,498 residents), while 37.29% have attained a college certificate (1,921 locals) and 12.29% have a bachelor's degree (633 people.)

		Y-o-Y
No High School	132	10.9%
Some High School	1,498	-2.6%
Some College	1,921	-8.7%
Associate degree	506	17.1%
Bachelor's Degree	633	33.5%
Graduate Degree	462	-12.8%

Source: U.S. Census Bureau release, the 2023 American Community Survey

Median and average incomes in Helendale

The average annual household income in Helendale is $141,866, while the median household income sits at $110,586 per year. Residents aged 25 to 44 earn $120,840, while those between 45 and 64 years old have a median wage of $110,568.



		Y-o-Y Change
Average Household Income	$141,866	33.0%
Median Household Income	$110,586	11.4%
People below Poverty Level	436	24.9%
People above Poverty Level	6,241	4.6%

Source: U.S. Census Bureau release, the 2023 American Community Survey

Salary & Benefits

Compensation

Compensation includes both salary and other benefits and are a key consideration in any organization to attract and retain employees in a competitive environment. The District employs certified water and wastewater operators whose technical skills and certifications make them a target for recruitment by other agencies. The General Manager is an at-will employee under contract with the Board, all other employees are compensated based on competitive salary ranges approved annually by the Board of Directors.

Salary

In 2019, the Board approved a new salary schedule for staff based upon a market-based evaluation completed by a professional firm. The study benchmarked employees' job duties with similar agencies for each of the District's classifications. Several factors were considered, including: local market rates for similar positions in other districts, the level of responsibility, technical qualifications, certifications, and the relative degree of difficulty, and required level of decision making.

Salary ranges have been adjusted annually based upon market factors with Board approval. In order to retain and attract qualified, educated and certified employees, it has been the intent of the Board to keep salary ranges competitive and in pace with inflation. The Consumer Price Index (CPI) for all urban consumers within Riverside and San

Bernardino County is used as a guideline. The 12-month year over year CPI period ending January 31st establishes the Cost-of-Living Adjustment (COLA) rate each year. The cost-of-living adjustment is considered by the Board prior to budget development and is factored into the salaries and other related costs in the FY2026 budget document. Salary ranges are adjusted accordingly effective July 1st of each year in accordance with the approved COLA. The approved COLA for 2026 is 3.7%.

Elements that can increase an employee's pay include a merit step increase for satisfactory performance; a promotion which can be based upon several factors including education and/or certification levels achieved; or a cost-of-living increase (COLA) approved by the Board. Employees are evaluated annually and may receive a merit-based pay increase based upon performance as recommended and documented by their respective manager/supervisor. Once an employee is at the top of their range, only the COLA increases will apply.

Employees are encouraged to seek additional education with the assistance of a tuition reimbursement program. Technical staff are also encouraged to achieve higher levels of certification to expand their knowledge within their chosen competencies.

Salary & Benefits

Benefits

The District offers a competitive benefits package that includes vacation, sick leave and thirteen paid holidays. In addition quality medical insurance packages are offered along with $1750 per employee per month towards medical, dental and vision coverage.

Employee Retention

Retaining our certified and highly trained staff is critical in this competitive market. While the District has enjoyed minimal turn over this past year the District must remain vigilant to ensure we retain our critical technical staff. There is a shortage in wastewater operators statewide which resulted in the loss of one certified wastewater operator this year who left for a salary that the District could not match. The Board has played a key role in maintaining competitive benefits, providing an annual cost of living adjustment and supporting the recommendations of management in an effort to remain competitive.

Retirement

The District contracts with the California Public Retirement System (CalPERS) for employee retirement. There are two tiers of retirement benefits: Classic formula for those vested in CalPERS prior to 2013 which offers a retirement formula of 2.7% at 55. The second retirement system that was mandated by the Public Employee Pension Reform Act (PEPRA) was signed into law in 2012 and took effective January 1, 2013. The new law limited the retirement benefits that a public agency could provide to employees new to public employment to 2% at 62. Through attrition, eventually the workforce will all be on the new PEPRA formula. The District does not participate in Social Security for full-time employees.

Medical

Having adequate medical insurance coverage is an important consideration for employees and can impact their job choices. In fiscal year 2025, the District increased the medical benefit for full-time staff based upon a market analysis of comparable Districts the result of which was a significant increase in benefit offered for medical coverage. The benefit was increased to $1750 per month per employee to be used for medical, dental, and vision insurance. In an effort to help employees save for retirement, any unused portion of the defined benefit amount can be invested in a 457 retirement savings account to augment retirement income.

Life

Life insurance/accidental through a third-party provider is available to staff and will provide up to $50,000 of benefit. Additional insurance can be purchased by the employee as desired. Further, the District provides State Disability Insurance and Long-Term Disability Insurance.

Disability Insurance

The District provides State Disability Insurance and Long-Term Disability Insurance.

Leave

The District offers employees 13 paid holidays per year. Competitive sick and vacation leave is accrued by Staff each pay period and used as needed by employees upon approval of a supervisor. Sick leave is accrued at a rate of 3.96 hours per pay period. Vacation leave is accrued based upon tenure and set at a specific rate each pay period (pp). Below is a chart depicting the accrual rate for full-time employees:

Service Years	Vacation Days
1-4	80 hrs @ 3.077/pp
5-9	120 hrs @ 4.61 /pp
10-20	160 hrs @ 6.15/pp
20+	200 hrs @ 7.69/pp

Part-time

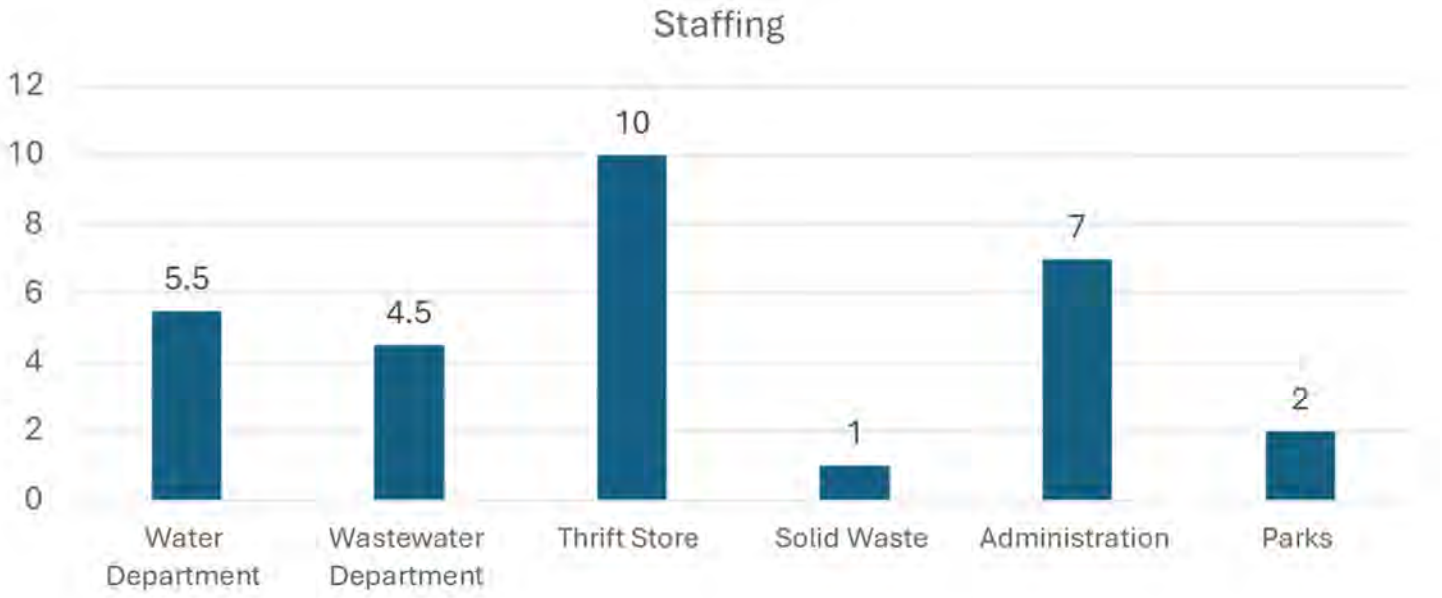
The District employs part-time employees in the Recycling Center and Parks. Social Security is paid for part-time staff who work less than 1000 hours or less. Forty hours of sick leave is provided annually for all part-time staff members.

Personnel

The District's workforce consists of both full-time and part-time employees. The full-time equivalent (FTE) measure of employee labor hours is based on an annual total of 2,080 working hours. The District maintains a stable workforce of 23.2 FTE. The average tenure of full-time staff is 11.4 years, while part-time employees have an average tenure of 3.3 years.

The District's staff includes highly skilled professionals certified in water treatment and distribution, wastewater collection, and wastewater treatment—all regulated technical fields requiring specialized expertise. In addition to these certifications, employees bring a diverse range of educational qualifications, from bachelor's and master's degrees to doctoral degrees, ensuring a knowledgeable and well-equipped team. To attract and retain qualified personnel, the District offers competitive medical and retirement benefits for full-time employees.

In FY 2026, staffing will expand with the addition of two new full-time positions—one dedicated to the wastewater department and another shared between the water and wastewater departments to support operational needs.



Staffing as of 6/19/2025—includes both full and part time staff.

Organizational Chart

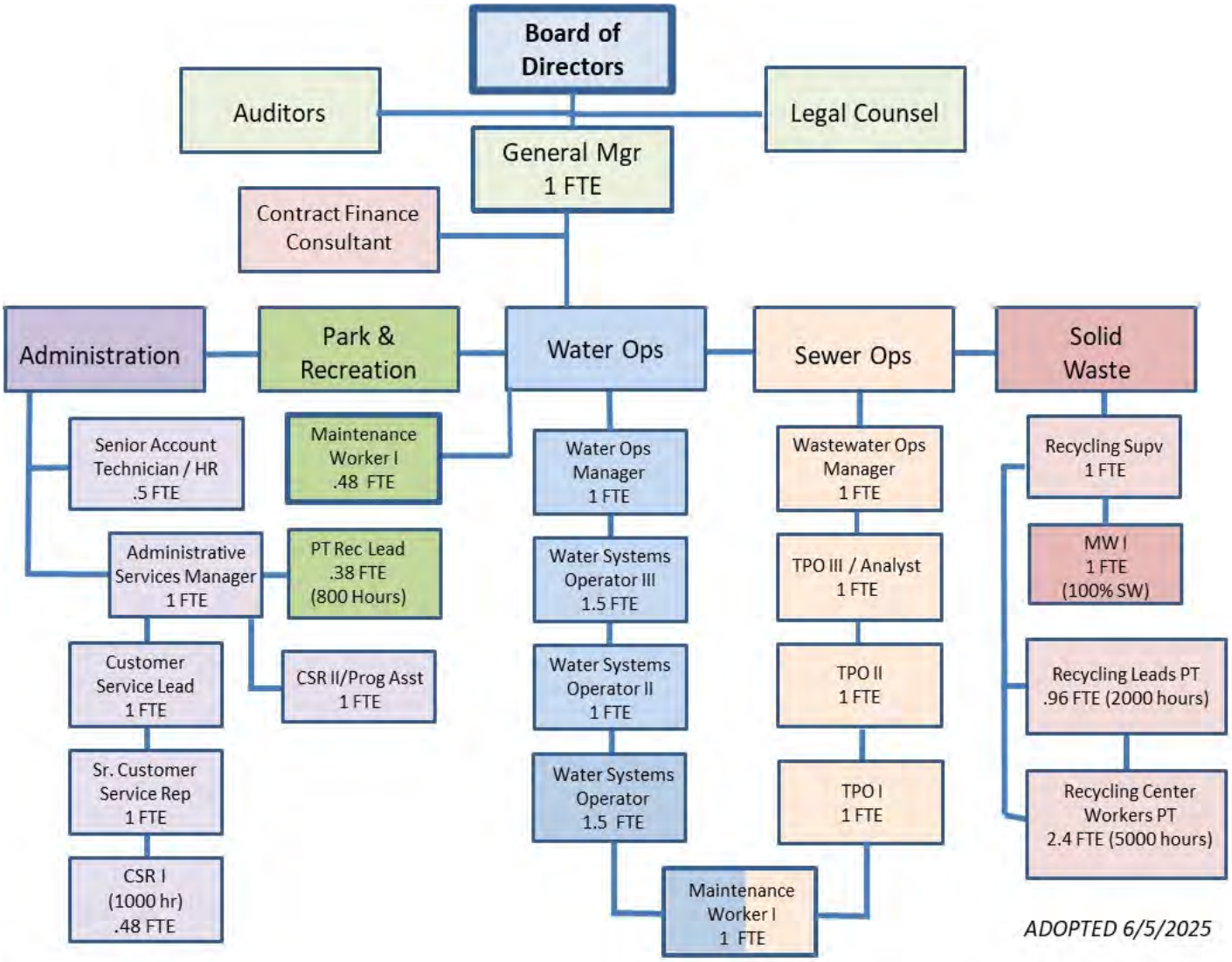


Table of Organization

Pay Schedule for FY2026

Effective 7/1/2025 through 6/30/2026

Title	Range	Annually		Monthly		Per Pay Period		Hourly		
Parks		Min	Max	Min	Max	Min	Max	Min	Max	FTE
Rec Leader	9							$ 19.14	$ 23.91	0.38
MWI	16							$ 22.75	$ 28.42	0.45

Water	Range	Min	Max	Min	Max	Min	Max	Min	Max	FTE
MWI	16	$ 47,329	$ 59,108	$ 3,944	$ 4,923	$ 1,820.38	$ 2,273.38	$ 22.75	$ 28.42	0.5
WSO I	28	$ 63,653	$ 79,494	$ 5,304	$ 6,624	$ 2,448.19	$ 3,057.45	$ 30.60	$ 38.22	1.5
WSO II	32	$ 70,261	$ 87,746	$ 5,855	$ 7,312	$ 2,702.34	$ 3,374.85	$ 33.78	$ 42.19	1
WSOIII	36	$ 77,555	$ 96,855	$ 6,463	$ 8,071	$ 2,982.88	$ 3,725.21	$ 37.29	$ 46.57	1.5
WOM	55	$ 123,983	$ 154,838	$ 10,332	$ 12,903	$ 4,768.58	$ 5,955.30	$ 59.61	$ 74.44	1

Wastewater	Range	Min	Max	Min	Max	Min	Max	Min	Max	FTE
MWI	16	$ 47,329	$ 59,108	$ 3,944	$ 4,923	$ 1,820.38	$ 2,273.38	$ 22.75	$ 28.42	0.5
OIT	19	$ 50,969	$ 63,653	$ 4,247	$ 5,304	$ 1,960.33	$ 2,448.19	$ 24.50	$ 30.60	0
TPO I	28	$ 63,653	$ 79,494	$ 5,304	$ 6,624	$ 2,448.19	$ 3,057.45	$ 30.60	$ 38.22	2
TPO II	32	$ 70,261	$ 87,746	$ 5,855	$ 7,312	$ 2,702.34	$ 3,374.85	$ 33.78	$ 42.19	1
TPO III / Analyst	45	$ 96,855	$ 120,959	$ 8,071	$ 10,080	$ 3,725.21	$ 4,652.27	$ 46.57	$ 58.15	1
WWOM	55	$ 123,983	$ 154,838	$ 10,332	$ 12,903	$ 4,768.58	$ 5,955.30	$ 59.61	$ 74.44	1

Solid Waste/Recy Cntr	Range	Min	Max	Min	Max	Min	Max	Min	Max	FTE
Recycling Center Worker-PT	5							$ 16.50	$ 20.89	2.4
Recycling Center Lead-PT	10							$ 19.62	$ 24.50	0.96
MW I	16	$ 47,329	$ 59,108	$ 3,944	$ 4,923	$ 1,820.38	$ 2,273.38	$ 22.75	$ 28.42	1
Recycling Center Supv	20	$ 5,223	$ 65,244	$ 4,354	$ 5,437	$ 2,009.34	$ 2,509.39	$ 25.12	$ 31.37	1

Administration	Range	Min	Max	Min	Max	Min	Max	Min	Max	FTE
CSR I	15							$ 22.20	$ 27.72	0.48
CSR II	19	$ 50,969	$ 63,653	$ 4,247	$ 5,304	$ 1,960.33	$ 2,448.19	$ 24.50	$ 30.60	1
Sr. CSR	23	$ 56,260	$ 70,261	$ 4,688	$ 5,855	$ 2,163.84	$ 2,702.34	$ 27.05	$ 33.78	1
Sr. Acct Tech	29	$ 65,244	$ 81,481	$ 5,437	$ 6,790	$ 2,509.39	$ 3,133.89	$ 31.37	$ 39.17	0.5
CS Lead	29	$ 65,244	$ 81,481	$ 5,437	$ 6,790	$ 2,509.39	$ 3,133.89	$ 31.37	$ 39.17	1
Admin Svcs Manager	55	$ 123,983	$ 154,838	$ 10,332	$ 12,903	$ 4,768.58	$ 5,955.30	$ 59.61	$ 74.44	1
General Manager	80	$ 229,858	$ 287,061	$ 19,155	$ 23,922	$ 8,840.68	$ 11,040.80	$ 110.51	$ 138.01	1

Budgetary Control

The Board of Directors adopts the Helendale Community Services District's Annual Budget before June 30 each year after a series of public meetings and after a public hearing is held. The budget is developed and adopted in accordance with Generally Accepted Accounting Principles (GAAP) and is in effect from July 1 of the current year to June 30 of the following year. The Board may modify the budget at any time with majority approval.

Each year the Board approves the Appropriation Limit which sets the maximum amount of tax funding that the District can receive. The District receives taxes equal to approximately 80% of the limit. The General Manager maintains budgetary controls to ensure compliance with the budget as required and ensures tax revenues are below the maximum limit. It is the responsibility of the General Manager to establish adequate controls to ensure expenditures do not exceed the approved budget. The purchasing policy provides the standards and approval levels by which purchases can be made. Additionally, rules of procedure are established by the General Manager to protect against abuse of the public's trust. Supplemental appropriations during the year must be approved by the Board of Directors. These appropriations, representing amendments to the budget during the year, could be significant in relationship to the original budget as adopted and are based upon unforeseen operational necessities that occur after the adoption of the budget.

In an effort to keep the Board of Directors informed and to provide greater transparency for the public, the review of expenditure occurs on a regular basis. The monthly financial reports are presented to the Board in the publicly available agenda material. In addition, under the consent calendar in each meeting material packet a list is published of bills that have been paid since the last public meeting. The Board takes specific action to approve the bills paid at each meeting.

Accounting and Financial Practices

The District's accounting and budgetary records are maintained using an accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic assets used, such as unbilled but utilized utility services recorded at year end. The budget detailed in this document is used as a management tool for projecting and measuring revenues and expenses.

The accounts of the District are organized on the basis of funds, each of which is considered a separate accounting entity with a self-balancing set of accounts established for the purpose of carrying out specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Funds are organized into two major categories:

- **Enterprise Funds:**

  Water, Wastewater, Solid Waste

- **Government Funds:**

  Administration, Park and Recreation, Street Lighting, & Recycling Center

Financial Policies

Helendale Community Services District financial policies include many of the District's financial management practices that are used by District staff as guidelines for operational and strategic decision making related to current and future financial matters. The purpose of establishing these policies is to set parameters in which the District can operate to best serve its constituents. Some policies are flexible when they are utilized by District staff as management tools to monitor the District's finances, while others are restrictive to emphasize accountability.

These policies are drafted as living documents to maintain their effectiveness in order to accommodate changes. District staff and Board Members review these policies periodically to accommodate minor changes to the existing policy or major changes in financial priorities as approved by the Board of Directors at its sole discretion.

The District's primary financial policies encompass the following areas:

- Purchasing
- Investment
- Reserves

Purchasing Policy

The purchasing policy was developed to standardize the purchasing procedures of the Helendale Community Services District and comply with statutory requirements. The policy can serve to increase public confidence in the procedures for District purchasing and to set forth the duties and responsibilities of the General Manager and District staff. The purchasing policy is reviewed periodically and updated as deemed appropriate by the Board of Directors.

Purchasing Procedures & Policies. The Purchase of Services and Supplies shall be on the basis of Competitive Bidding to the maximum practical extent. However, whenever Supplies or Services are procured by Competitive Bidding, negotiation, price quotations or other evidence of reasonable prices and other vital matters deemed necessary by the District's General Manager shall be solicited by the maximum number of qualified sources of Supplies or Services consistent with the nature of and requirements for the Supplies or Services to be Purchased, in accordance with the basic policies set forth below:

1) **Purchases - Not to Exceed $5,000.**

   When the General Manager considers prices to be fair and reasonable and when the total amount of the Purchase does not exceed $5,000, procedures and documentation will be simplified to the degree possible. The General Manager shall establish such rules of procedures for such Purchases as he/she feels necessary to insure against abuse of the public interest. Procedures shall include verbal authorization, fax authorization, or other form of written authorization as required.

2) **Purchases - $5,000 to $15,000.**

   Purchases exceeding $5,000 but not exceeding $15,000 in total cost will be supported by a record of price quotations from three (3) different sources or an adequate explanation justifying the absence of such alternate quotes. Such quotations may be obtained in writing, verbally or by such other means as may be prescribed by the General Manager as appropriate to the circumstances. General Manager approval shall be written and become part of the supporting documentation for the Purchase.

3) **Purchases - $15,000 to $25,000.**

Purchases exceeding $15,000 but not exceeding $25,000 in total cost will be supported by a record of price quotations and Informal Bids or Formal Bids at the discretion of the General Manager. Criteria to be used for Formal Bid shall be whether or not the Purchase is a Capital Expenditure, a contract for professional services or lease, or an annual purchase order for Supplies, and/or maintenance and repair services. General Manager approval shall be written and become part of the supporting documentation for the Purchase.

4) Purchases Exceeding $25,000.

Purchases exceeding $25,000 in value must be approved by the Board prior to award. Request for such approval will be accompanied by a full statement of facts justifying the recommendation for award. Purchases with potential values that may exceed $25,000 will be advertised at least once in a newspaper of general circulation within the District and at least ten (10) days before the time specified to receive bids. The District may advertise at least once in any appropriate industry publications or periodicals. Specifications, Plans, and bid procedures shall be provided to vendors responding to the advertisement. Bid responses to these advertised bids must be made in a written format. The Specifications and Plans shall become part of the awarded contract.

Investment Policy

It is the policy of the Helendale Community Services District to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all state and local statutes governing the investment of public funds.

The objective of the investment policy is to provide guidelines for insuring the safety of funds invested while maximizing investment interest income to the District. The General Manager, is responsible for investing the cash balances in all District funds in accordance with the California Government Code, Sections 53600 et seq. and 53635 et seq. This policy does not include Long Term Debt Reserve Funds and Deferred Compensation Funds, which are exceptions covered by other more specific Government Code sections and the legal documents unique to each debt transaction.

The standard of prudence to be used by the General Manager to manage the investment portfolio shall be the "prudent investor" standard which states, in essence, that "in investing... property for the benefit of another, a trustee shall exercise the judgment and care, under the circumstances then prevailing, which men of prudence, discretion and intelligence exercise in the management of their own affairs..." (This standard is established in the California Uniform Prudent Investor Act, codified in California Probate Code § 16045 et seq). This standard shall be applied in the context of managing an overall portfolio.

The three principal investment factors of **Safety, Liquidity** and **Yield** are to be taken into consideration, in the specific order listed, when making any and all investment decisions.

Reserve Policy

The District's reserve policy was established to protect the District's customers, taxpayers, investments in various assets and commitments under numerous financial, regulatory, and contractual obligations. The efficient management of these reserves add additional assurance that current levels of safety, service reliability, and quality will continue into the future. Reserve targets have been established for some funds. Reserves are broken down into three areas: Operations, Replacement, and Disaster Response.

Unrestricted Reserves

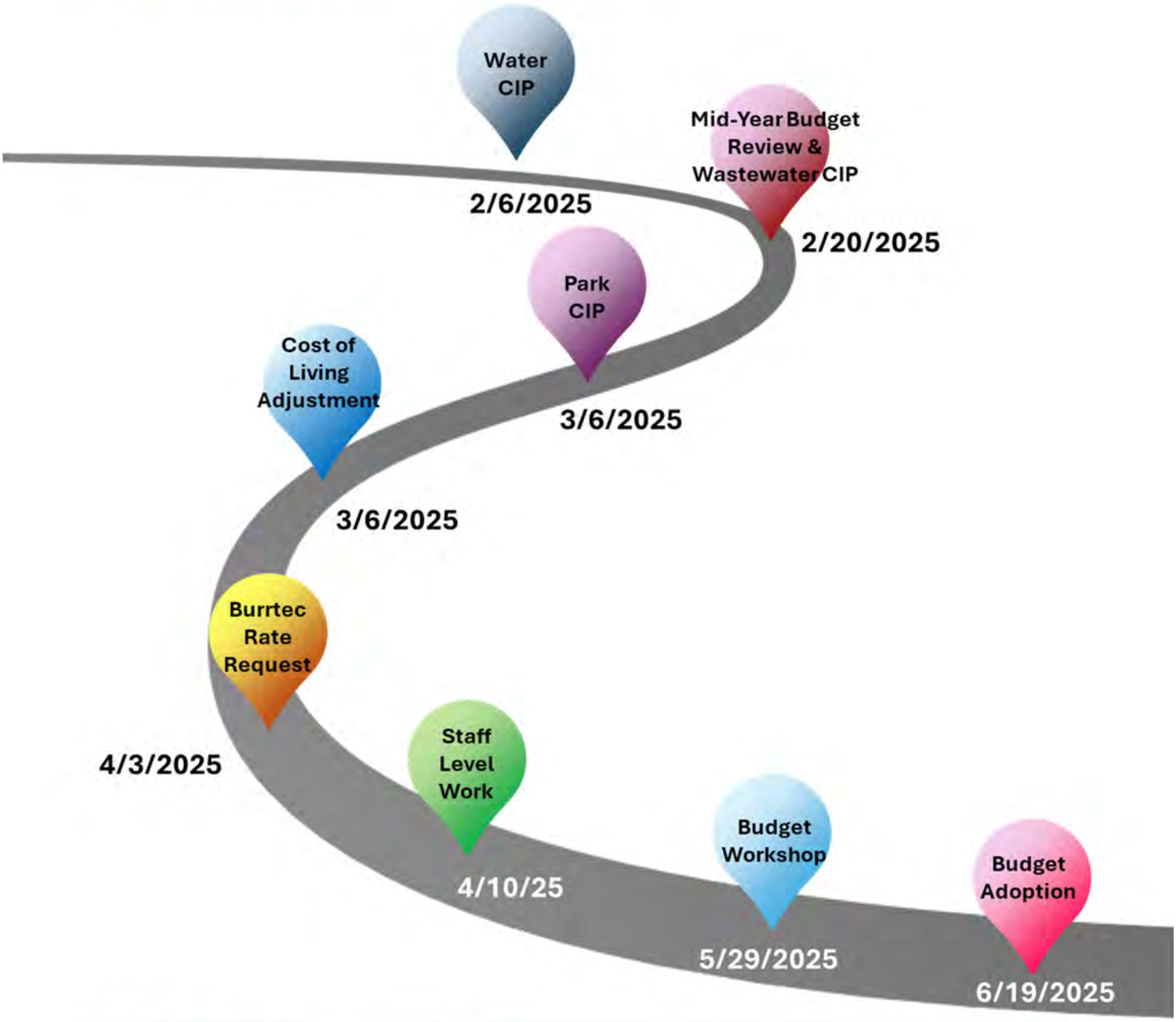
A "Reserve for Operations" is hereby created for the District's general account, to which the Board may appropriate unrestricted District revenues. Each such Reserve for Operations may be utilized to pay the cost of operating the District's general system, including unanticipated costs of operation. The District shall endeavor to maintain in each Reserve for Operations an amount sufficient to pay for a minimum of three months of normal operation but not exceed six months of normal operation. However, funds appropriated to any Reserve for Operations may be accessed at any time for any other District purpose, upon approval by the Board. Funds appropriated to a Reserve for Operations may be invested in the same manner as other District surplus funds, and the earnings thereon shall be credited to the District's Administrative General fund.

A "Reserve for Replacements" is hereby created for the District's general account to which the Board of Directors may appropriate unrestricted District revenues. Each Reserve for Replacements may be utilized to replace the District's physical plant, as needed. The District shall endeavor to maintain in each Reserve for Replacements an amount approximately equal to twenty-five percent (25%), not to exceed fifty percent (50%), of the total accumulated amount of depreciation of the District's physical plant for the District's general system and as reflected in the annual audit of the District Presented to the Board each year, plus 100% of the prior year's depreciation. However, the funds appropriated to each Reserve for Replacements may be accessed at any time for any other District purpose, upon approval by the Board. Funds appropriated to a Reserve for Replacements may be invested in the same manner as other District surplus funds, and the earnings thereon shall be credited to the District's Administrative General Fund.

Reserve for Disaster Response, A "Reserve for Disaster Response" is hereby created for the District's general account to which the Board of Directors may appropriate unrestricted District revenues. Each Reserve for Disaster Response may be utilized to procure such equipment and supplies, perform such repairs, employ such personnel, and take such other measures as may be necessary or appropriate in the event of a disaster or calamity requiring District response. The District shall endeavor to maintain in each Reserve for Disaster Response an amount approximately equal to Ten Percent (10%) of the original cost of the District's physical plant for the District's general system and as reflected in the annual audit of the District presented to the Board each year. However, the finds appropriated to each Reserve for Disaster Response may be accessed at any time for any other District purpose, upon approval by the Board. Funds appropriated to a Reserve for Disaster Response may be invested in the same manner as other District surplus funds, and the earnings thereon shall be credited to the District's Administrative General Fund.

Additional Accounts. In addition to the unrestricted accounts identified above, the Board of Directors may approve the creation of such additional accounts, whether temporary or permanent (such as Capital Improvement Projects and system update/replacement projects identified in the Budget), as the Board deems necessary or appropriate, by amendment to this resolution or by simple motion. In such event, the Board will identify the purposes, for which such additional accounts are created, provide guidance as to the amount which the District should endeavor to maintain in each such account, and establish the limits and restrictions pertaining thereto.

2025 Budget Timeline



Milestone Title	Description or Activity
Water CIP	Proposed water projects on 5-year CIP are reviewed with the Board
Mid-Year Budget Review	This review provides the baseline for budget projects for FY26
Wastewater CIP	Proposed wastewater projects on 5-year CIP are reviewed with the Board
Park CIP	Proposed park projects on 5-year CIP are reviewed with the Board
Cost of Living Adjustment	The COLA based upon the CPI helps keep salary current with economic issues
Contract related acceptance of Burrec Rate Request	This item is the first step is scheduling the public hearing for possible rate increase
Staff Level Work	Staff will work through budget
Budget Workshop	Detailed review with Board
Budget Adoption	Public Hearing for Adoption of Budget

Budget Process

Each year, staff presents the Board of Directors with a budget for consideration at a public hearing held no later than the last regular board meeting in June. The process leading up to the hearing includes several public meetings to provide the Board and the public with information for consideration and the opportunity for input on the budget process.

Beginning in January, managers and supervisors gather information in preparation for the budget. Staff considers the District's goals, department goals, and state and federal mandates. They also review various analyses for their areas of responsibility, such as water quality, customer service, conservation, production, and operations. Staff considers the age, condition, and other impacts on assets to determine any necessary repairs or replacements. Staff reviews and considers operational needs to accomplish the tasks necessary to meet goals and mandates. After a complete review and analysis, considering all internal and external impacts, managers and supervisors provide their budgetary requirements for consideration.

The Board gives guidance to staff regarding various components of the budget, including budget assumptions such as the consumer price index and other economic factors that impact the budget. Staff prepares the draft budget incorporating Board input for review and adoption at a public hearing. The draft document includes Board direction and information received from each department to create a comprehensive budget document designed to enhance the reader's understanding of District operations and how the District spends the public dollars entrusted to it. The final draft budget is made available for public review prior to the Board's consideration of adoption. The Board then holds a public hearing where public input is welcomed and encouraged. The events listed below outline various discussions held during public meetings to promote public participation in the budget process.

Capital Improvement Projects Budget Process

The Capital Improvement Project (CIP) list is discussed with the Board each year as part of the budget process. Projects are completed as funds are available and as operational necessity may dictate. If a project is not completed in the year designated on the CIP, it can be moved to a subsequent year. All capital projects exceeding the General Manager's signing authority are approved by the Board of Directors prior to award and comply with the District's purchasing policy.

Summary

The Fiscal Year 2026 Budget reflects Staff's best estimates of expenditures anticipated for the fiscal year. The District continues its commitment to responsible stewardship of public funds through sound fiscal management practices. District Staff remains focused on providing excellent services and programs to District customers while maintaining the water and wastewater infrastructure, providing solid waste services, and creating recreation programs that enhance quality of life.

User Fees and Charges

Water Rates

Helendale Community Services District is committed to providing safe, reliable water to its customers that meets all regulatory standards. HCSD customers receive water from three groundwater wells located within the District Service area. HCSD's basic operational costs have seen increases, including rising electricity costs to operate wells, maintenance and infrastructure costs, labor-related costs, and increased expenditures due to regulatory permits and other compliance-related mandates. The current customer meter rates are listed in the chart below. Customer usage is billed at $1.50 per hundred cubic feet (HCF). One HCF is 748 gallons of water, which equates to $0.002 cents per gallon.

Meter Size	Monthly Meter Charge
¾" – 1"	$46.05
2"	$96.71
3"	$363.81
4"	$460.52
6"	$690.79

Wastewater Rates

In 2021, the Board adopted a phased-in rate increase. The District had not had a rate increase in its 15-year history. Despite staff's best efforts and keeping expenses down, rising operational costs and the necessity for capital projects required a rate increase. The District hired a third-party consultant to perform a rate study evaluating the cost of service with adequate debt coverage and sufficient operating revenue. The study looked at charges for service, infrastructure replacement and capital projects, and inflationary pressure on routine operating costs. Based upon these factors the following rates were approved by the Board on December 2, 2021. This will be the last increase from the 2021 rate study.

Date	Rate
January 2022	$41.64
July 2022	$46.64
January 2023	$51.64
July 2024	$53.45
July 2025	$55.32

Capital Improvement Projects

Capital projects and expenditures are completed in accordance with the District's Purchasing Policy. Typically, the cost must exceed $5,000 and have an expected life of more than five years to be capitalized. Capital Improvement Projects are unique construction projects that provide improvements or additions to structures and infrastructure. All Capital Improvement Projects over the General Manager's signing authority require Board approval before commencing. The plan provides a working blueprint for sustaining and improving the community's infrastructure. It coordinates strategic planning, financial capacity, and physical development. The CIP is a working document and is reviewed and updated annually to reflect changing infrastructure needs, priorities, and grant funding opportunities. Maintenance of the community's infrastructure is essential to protect public health and safety.

The District has capital improvement plans for its Water, Wastewater, and Park funds.

	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Water	$181,000.00	$1,621,000.00	$3,175,000.00	$700,000.00	$90,000.00	$1,170,000.00
Wastewater	$179,000.00	$1,100,000.00	$1,295,000.00	$1,735,000.00	$850,000.00	$1,955,000.00
Parks	$42,500.00	$119,000.00	$2,120,000.00	$20,000.00	$565,000.00	$30,000.00

5 Year Water Capital Improvement Plan

	FY 2025	FY2026	FY2027	FY2028	FY2029	FY2030
Camera System & Lights - Will be done	$ 10,000					
Automated Gate		$ 12,000				
Material Storage Bays		$ 12,000				
New Well (Community Center)		$ 1,000,000				
Generator Well 13		$ 125,000				
Well 13 Rehab						$ 90,000
Well 1A Building Improvements			$ 40,000			
Well Rehabilitation 1A					$ 90,000	
Abandon Wells 5 & 6						$ 30,000
Engineering for Tank isolation valving			$ 50,000			
North & South Tank - Interior Re-Coating				$ 500,000		
North & South Tank - Valves & Manifold				$ 200,000		
New Turbine Pumps Well 4A & Rehab		$ 125,000				
AMI Meters	$ 60,000	$ 75,000	$ 75,000			
Mig Welder		$ 5,000				
Valves (4) Were any completed in FY 24 or 25?		$ 20,000	$ 10,000			
River Crossing Permitting						$ 50,000
River Crossing Water Pipeline						$ 1,000,000
Portable Lift	$ 20,000					
20' Equipment Trailer with Wench	$ 12,000					
Chlorine Truck - Replace WOM Truck	$ 55,000					
Air Compressor	$ 6,000					
Concrete Well 13 - Done						
Hydrant Replacements (4) did we do any in FY25?	$ 18,000	$ 12,000				
Used Skip Loader		$ 35,000				
Engineering for PFAS Treatment		$ 75,000				
PFAS Well Manifold		$ 50,000				
PFAS Treatment Plant			$ 2,000,000			
Pipeline for Manifold			$ 1,000,000			
Portable Generator Hook ups for Wells		$ 75,000				
Total Water Capital Projects	**$ 181,000**	**$ 1,621,000**	**$ 3,175,000**	**$ 700,000**	**$ 90,000**	**$ 1,170,000**

5 Year Wastewater Capital Improvement Plan

	FY 2025	FY 2026	FY 2027	FY2028	FY2029	FY2030
Rehab Digester					$ 250,000	
Generator replacement wiring & conduit					$ 200,000	
Plant & Lift Station #1 SCADA		$ 50,000				
Plant Sludge Lines (Replacement)				$ 800,000		
Secondary Clarifier Rehabilitation			$ 320,000			
Rehabilitate Schooner Pump Station (Coating, Electrical Panels and New Pump)			$ 150,000			
Rehabilitate Parkway Pump Station (Coating, Electrical Panels and New Pump)			$ 150,000			
Coating Parshall Flume, grit chamberand Concrete Repair & Replacement. New grating				$ 360,000		
BioFilter Rebuild TF#1 & TF#2			$ 95,000			
Collection System Lining - Various areas		$ 30,000	$ 30,000			
Fine Bar Screen - Completed this FY	$ 130,000					
Pump Room Valve Replacements (18)			$ 45,000			
Sump Pumps (5)		$ 20,000				
Backhoe		$ 140,000				
Diaphragm Sludge Pumps		$ 40,000	$ 40,000			
Headworks Electrical Repair/Replacement			$ 115,000			
Coarse Barscreen Replacement				$ 250,000		
Primary Clarifier Coating		$ 350,000				
Filtrate Pumps, Electrical Panel & Sonic Meter-Done						
Solar Field						$ 250,000
Collection System Lining - Vista to Sunshine		$ 350,000				
Plant and Process Camera System -Done						
Electrical Replacement Primary, Secondary, Digester		-				$ 150,000
Sewer Camera				$ 75,000		
Trickling Filter Drives. Panels & enclosure					$ 400,000	
Asphalt Road in Plant			$ 350,000			
Pick up truck (Sm Chevy) - Completed this FY	$ 40,000					
Blower Heads		$ 60,000				
Effluent & Influent Meters with installation-Done	$ 9,000					
Lift Systems in Blower Room - Done						
Influent Slide Gate Replacement						$ 55,000
Blower Line & Diffuser Replacement				$ 250,000		
Galleon Line Replacement/Repair						$ 1,500,000
Trickling Filter Gate Vales and Check Valve		$ 25,000				
Smithson Electrical Upgrade		$ 35,000				
Total Wastewater Capital Projects		**$1,100,000**	**$ 675,000**	**$1,735,000**	**$ 600,000**	**$ 1,955,000**

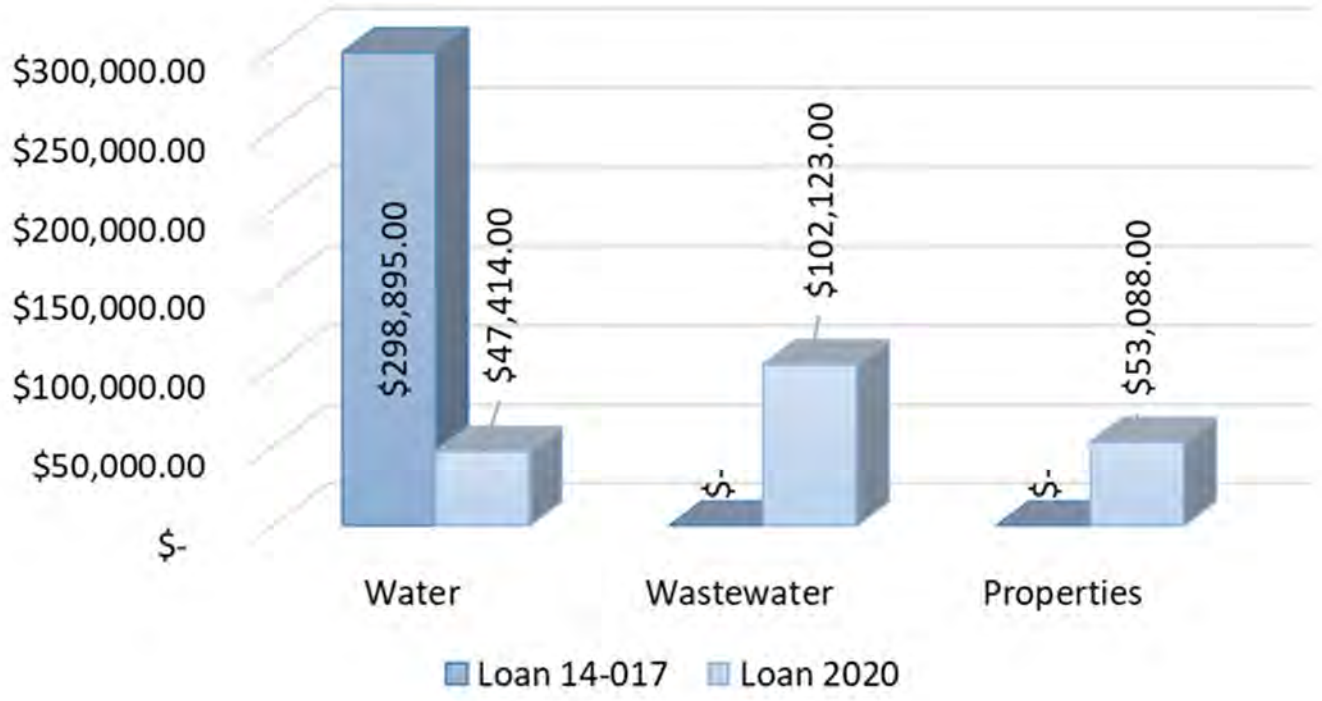
5 Year Park Capital Improvement Plan

Project List	FY 2025	FY 2026	FY 2027	FY2028	FY 2029	FY 2030	Grant Only
Electronic Gates (2)	$ 20,000						
Community Center Card Lock	$ 5,000						
Ride on Lawnmower	$ 4,000						
Leaf and Lawn Vaccuum	$ 3,500						
Bathroom Unit for Park - Done							
Community Center Parking Lot Lights	$ 10,000						
Sports field Lighting - Done							
DG Walking Path Memorial Grove		$ 10,000					
Concrete for dancing at park		$ 6,000					
Epoxy Floors in Park Bathrooms		$ 3,000					
Sewer replacement Community Center		$ 100,000					
Dog Park West			$ 50,000				
Community Center Parking Lot Resurfacing			$ 20,000				
Community Center HVAC Unit D			$ 20,000				
Stadium seating (towable)			$ 30,000				
Building for Basketball Court and Sr Center			$ 2,000,000				
Parking Lot Lighting (Wild Road) using LED/Solar				$ 20,000			
Additional Playground Features							$20,000
Improvements to Unit D					$ 65,000		
Parking Lot at Community Park					$ 500,000		
Pickleball Courts - Done							
Solid Surfacing at Wild Rd playground							$65,000
Lighting for Baseball Fields							$500,000
New Flooring Community Center						$ 30,000	
Total Park Capital Improvement Plan		**$ 119,000**	**$ 2,120,000**	**$ 20,000**	**$ 565,000**	**$ 30,000**	**$585,000**

Debt Service

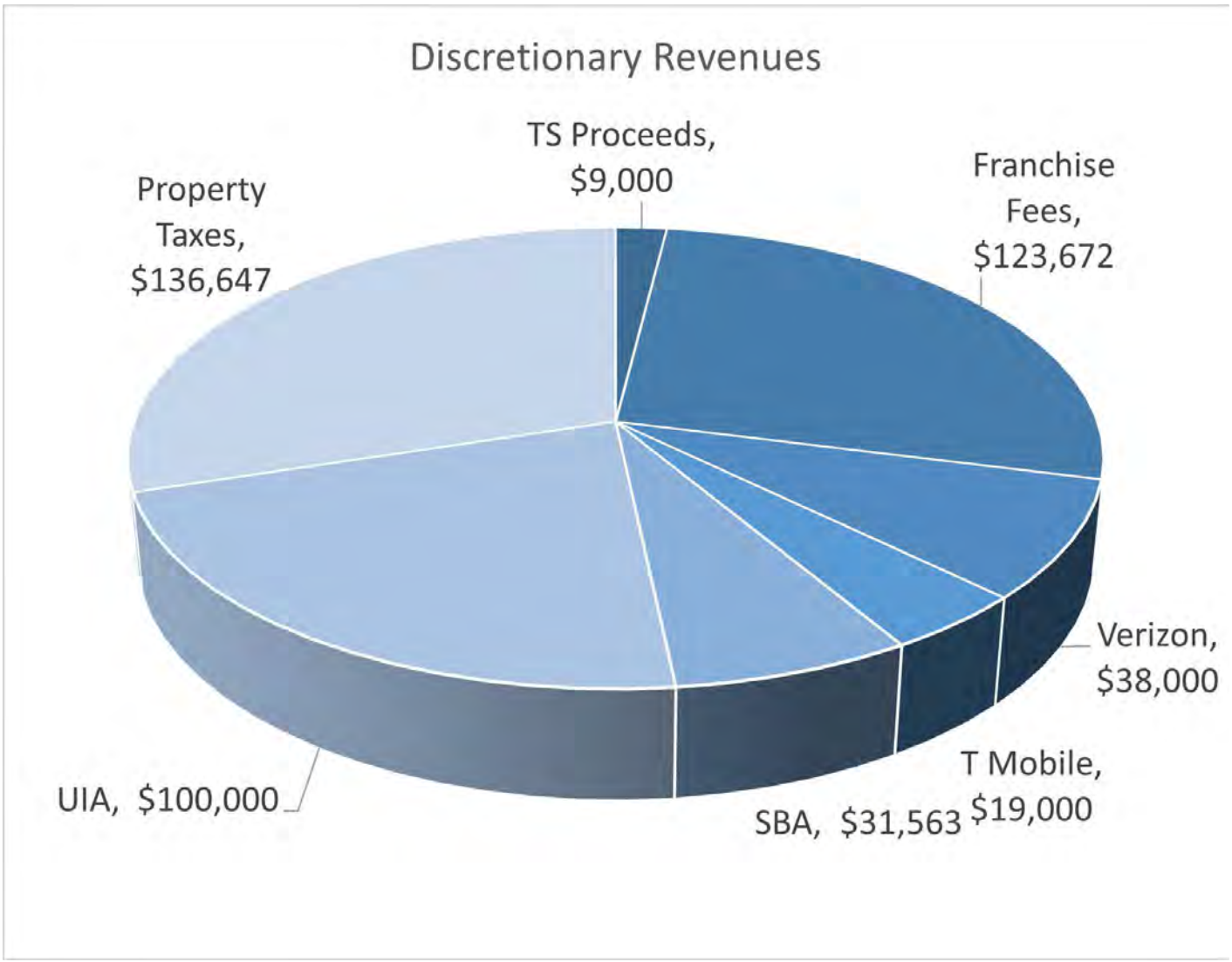
The following chart shows how the debt service is allocated to different funds.

	Water	Wastewater	Property	Balance Due after FY26
Loan 2014	$ 298,896.00	$0	$0	$ 2,839,501.55
Loan 2020*	$ 47,414.00	$ 102,123.00	$ 53,088.00	$ 118,428.00
TOTAL	$ 346,309.00	$ 102,123.00	$ 53,088	$ 2,957,929.55



Board Discretionary Revenue

Discretionary revenues are resources that are not legally restricted for particular uses and Discretionary revenue is accounted for in the Administration Fund and is currently allocated to the Park Fund at the direction of the Board. Discretionary revenue is the only substantial revenue to fund park operations. The sources of discretionary revenue come from cell tower leases, internet infrastructure payments, property taxes and solid waste franchise fees.



Budget Summary

Operating Budget

The operating budget covers the routine operations and maintenance of District facilities and services at current levels and does not directly include funds for capital improvements or increased capacity.

Capital projects are completed utilizing the net revenue first and the reserve funds for any remaining balance.

Cash & Reserves, Expense & Net by Fund

	Water	Wastewater	Thrift Store	Properties	Parks	Solid Waste	Admin
Cash & Reserves*	$3,898,496.0	$3,796,834.0		$192,649.55	$521,597.00	$169,927.00	$486,347.00
Revenue	$2,917,401.1	$2,032,636.6	$300,000.00	$146,388.00	$538,176.96	$1,032,599.0	$149,240.00
Expense	$2,416,283.0	$1,856,483.0	$299,168.00	$90,511.08	$399,947.50	$1,011,959.8	$149,240.00
Net	$501,118.02	$176,153.60	$832.00	$55,876.92	$138,229.46	$20,639.28	$-

Budget Summary

Account Type	FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
Fund: 01 - Water Operations							
Revenue	3,074,857.60	3,039,837.49	2,917,224.88	3,164,542.22	2,780,314.34	3,136,170.89	2,917,401.11
Expense	2,143,097.56	2,367,147.27	2,015,275.26	2,105,386.58	2,128,946.89	2,178,833.31	2,416,283.09
Fund: 01 - Water Operations Surplus (Deficit):	**931,760.04**	**672,690.22**	**901,949.62**	**1,059,155.64**	**651,367.45**	**957,337.58**	**501,118.02**
Fund: 02 - Sewer Operations							
Revenue	1,774,334.76	1,798,296.92	1,880,244.08	1,942,458.68	1,952,366.60	1,988,761.38	2,032,636.60
Expense	1,363,927.24	1,526,365.00	1,528,008.26	1,623,527.82	1,628,303.29	1,537,225.52	1,856,483.28
Fund: 02 - Sewer Operations Surplus (Deficit):	**410,407.52**	**271,931.92**	**352,235.82**	**318,930.86**	**324,063.31**	**451,535.86**	**176,153.32**
Fund: 03 - Recycling Center							
Revenue	258,000.00	330,116.52	325,000.00	282,721.32	300,000.00	288,223.02	291,000.00
Expense	255,744.50	330,116.52	278,216.05	282,721.32	260,845.60	235,352.35	290,168.00
Fund: 03 - Recycling Center Surplus (Deficit):	**2,255.50**	**0.00**	**46,783.95**	**0.00**	**39,154.40**	**52,870.67**	**832.00**
Fund: 04 - Property Rental							
Revenue	125,480.00	126,966.07	132,348.00	135,180.79	146,388.00	128,106.37	146,388.00
Expense	85,270.48	94,292.38	92,304.48	97,483.45	93,690.25	81,924.03	90,511.08
Fund: 04 - Property Rental Surplus (Deficit):	**40,209.52**	**32,673.69**	**40,043.52**	**37,697.34**	**52,697.75**	**46,182.34**	**55,876.92**
Fund: 05 - Parks & Recreation							
Revenue	531,894.54	488,350.77	529,480.96	641,184.06	551,772.96	576,200.79	538,176.96
Expense	356,575.49	356,828.28	352,323.77	420,310.54	389,280.12	676,105.11	399,947.50
Fund: 05 - Parks & Recreation Surplus (Deficit):	**175,319.05**	**131,522.49**	**177,157.19**	**220,873.52**	**162,492.84**	**-99,904.32**	**138,229.46**
Fund: 06 - Solid Waste Disposal							
Revenue	862,201.10	869,925.21	1,040,510.10	977,707.63	979,316.33	1,061,756.83	1,032,599.08
Expense	885,128.07	940,951.68	1,038,855.92	972,137.39	961,070.28	901,982.54	1,011,959.80
Fund: 06 - Solid Waste Disposal Surplus (Deficit):	**-22,926.97**	**-71,026.47**	**1,654.18**	**5,570.24**	**18,246.05**	**159,774.29**	**20,639.28**
Report Surplus (Deficit):	**1,537,024.66**	**1,037,791.85**	**1,519,824.28**	**1,642,227.60**	**1,248,021.80**	**1,567,796.42**	**892,849.00**

Water Department

1,126
Service Orders Completed

1,495
Acre Feet Pumped

440
New meters Installed

443
Water quality samples taken

37
Miles of pipeline

2,902
Service Connections

2025-26 Goals

- ⇒ Complete meter replacement program
- ⇒ Rehab Well 4
- ⇒ Install new entrance gate at the operations yard
- ⇒ Install new SCADA system
- ⇒ Complete operations building office
- ⇒ Engineer pipeline manifold
- ⇒ Engineer treatment plan
- ⇒ Replace 4 fire hydrants
- ⇒ Replace 2 system valves

Staffing

Water Operations Manager—1 FTE

Water System Operator III—1.5 FTE

Water System Operator II—1 FTE

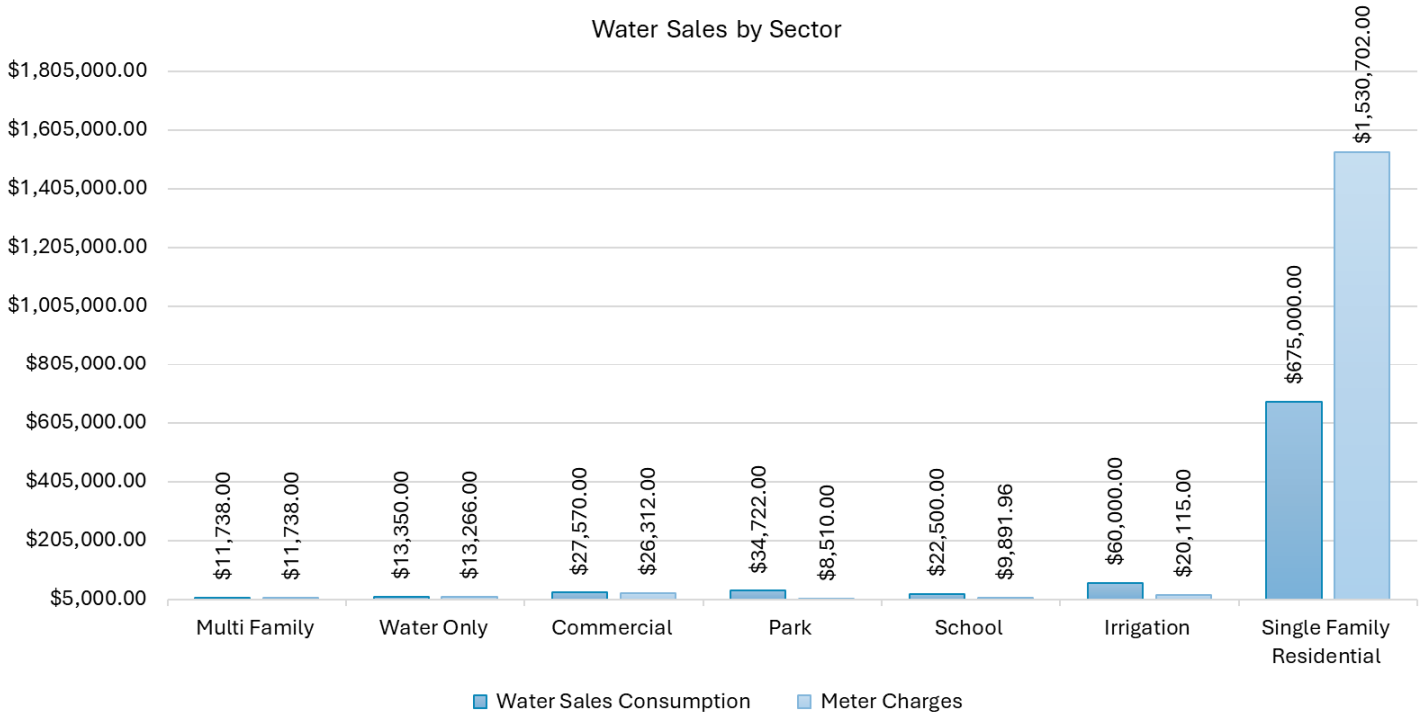
Water Maintenance Worker I—.5 FTE

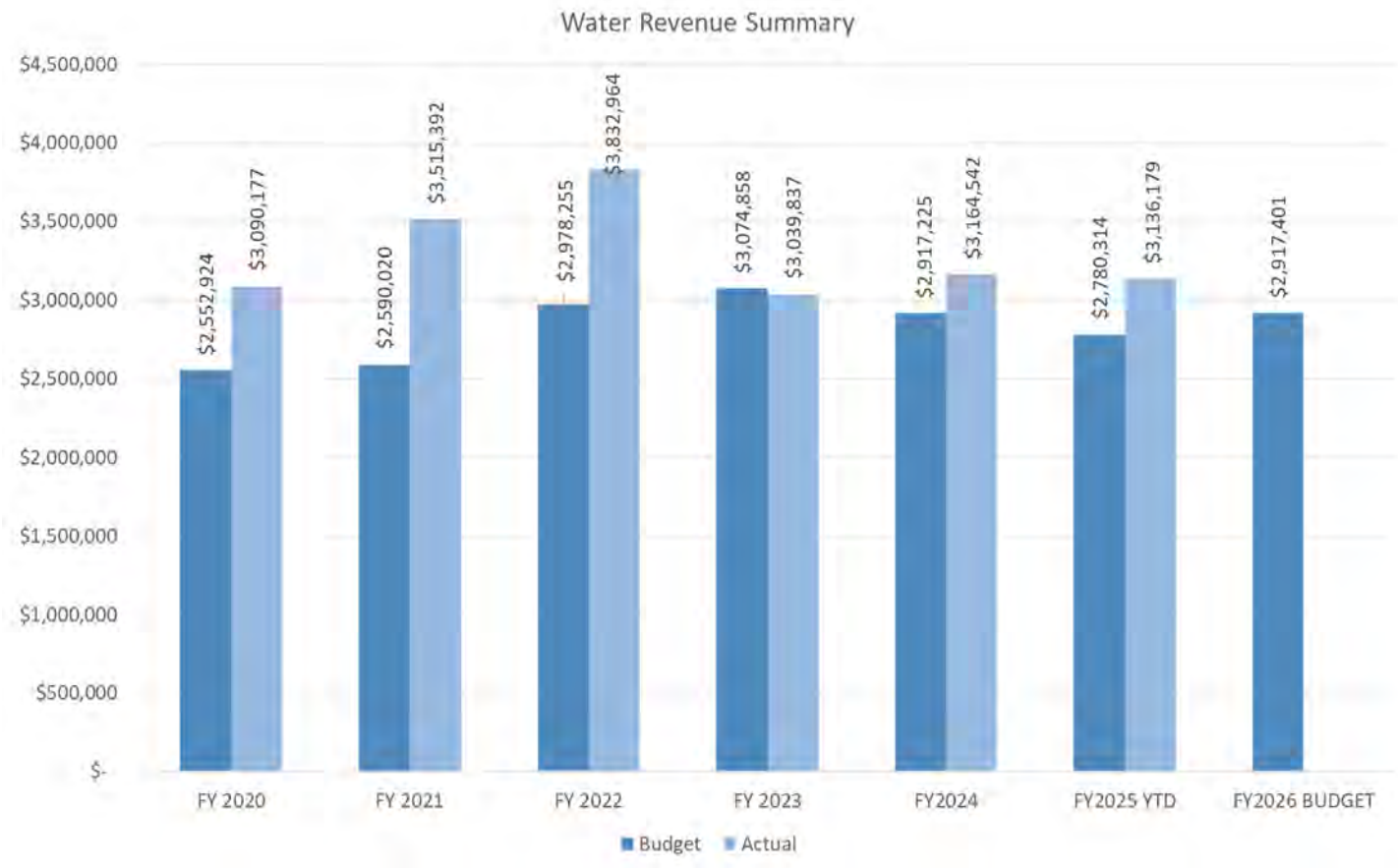
The District's water supply is sourced from three wells and stored in two reservoirs with a combined capacity of 5 million gallons. Located within the Alto subarea of the Mojave Basin Area, the District operates under a court settlement that governs water pumping. The District holds sufficient water rights to meet the needs of the community.

At the pump site, potable water is treated with a small amount of chlorine for disinfection before entering the distribution system. The Water Fund supports the operation and maintenance of the entire water supply and distribution network, ensuring a safe, reliable, and uninterrupted potable water supply with adequate volume and pressure for domestic, irrigation, and fire flow requirements.

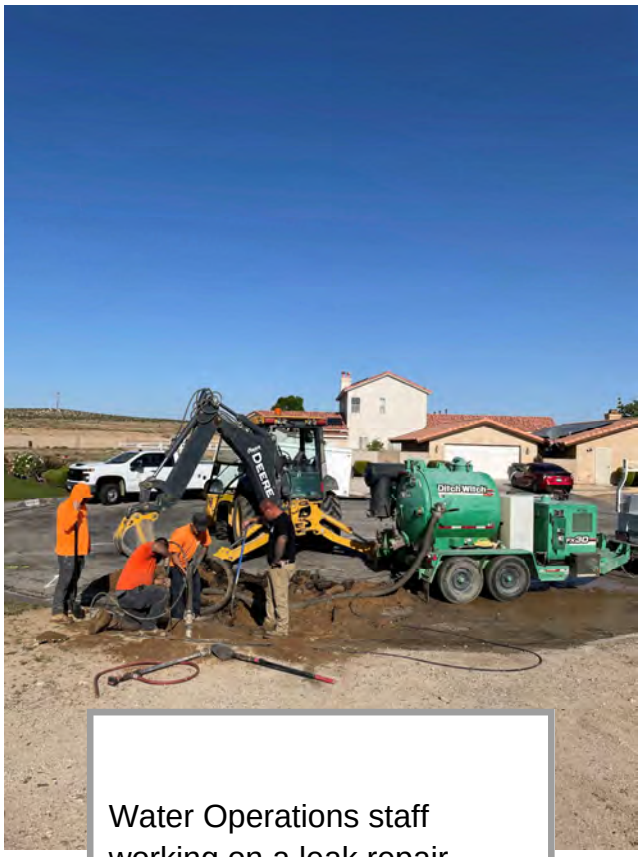
District staff oversee water quality sampling and monitoring, disinfection processes, valve maintenance, meter reading and repairs, valve replacements, and water main leak repairs. Additional responsibilities include hydrant maintenance, system flushing, backflow prevention inspections, pump and reservoir monitoring, and coordination with regulatory agencies to maintain compliance with water quality standards.

Water Fund Revenue



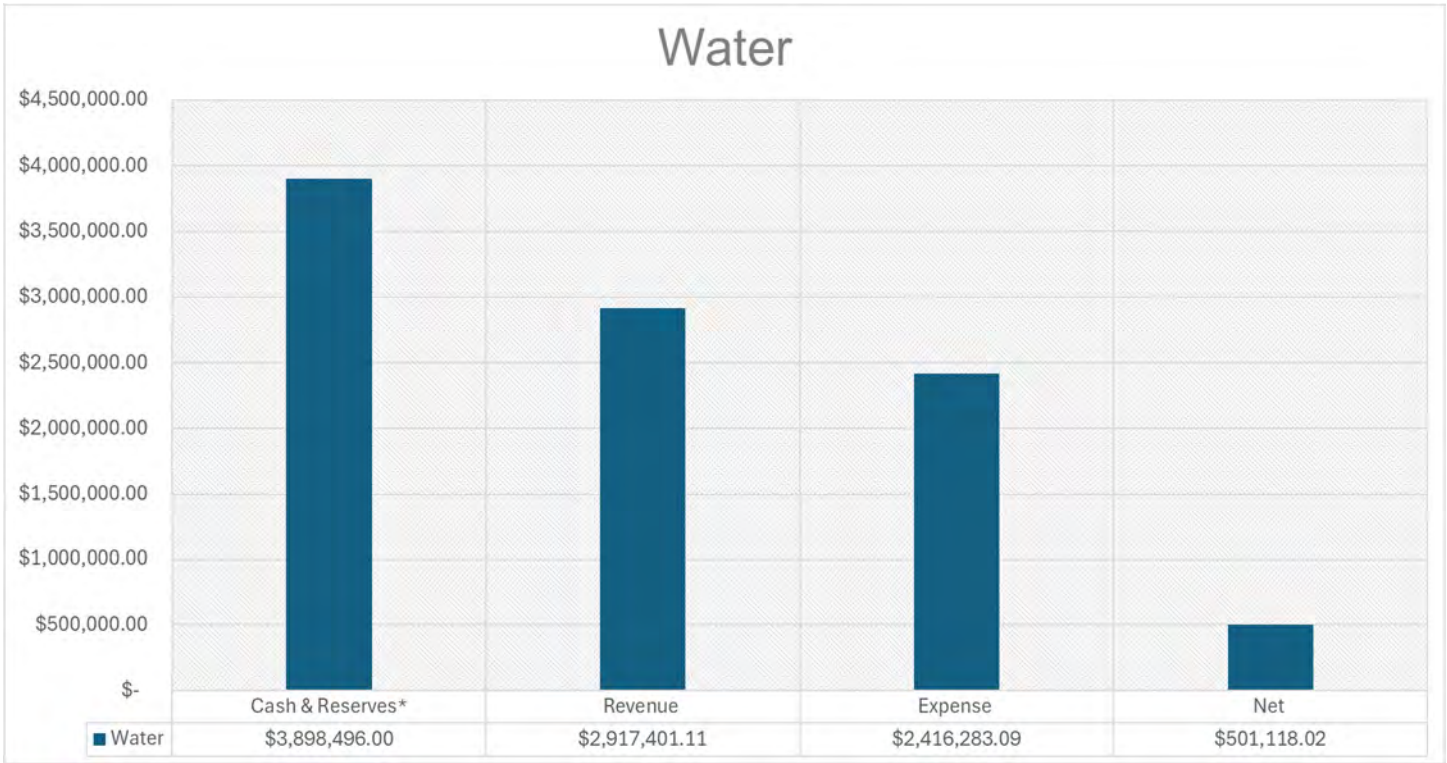


Water Fund



Water Operations staff working on a leak repair.

New production Well. Will be online FY 2026.



WATER FUND REVENUE

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
Fund: 01 - Water Operations								
Revenue								
01-410011-00-0	Water Sales - Single Family-Me...	1,505,890.32	1,516,628.80	1,505,890.32	1,523,207.01	1,509,758.52	1,529,302.88	1,530,702.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Single Family .75" or 1" Mtr $46.05 x 12 = $552.60			2,770.00	-552.60	-1,530,702.00		
01-410012-00-0	Water Sales - Single Family-Con...	780,000.00	665,702.01	750,000.00	663,391.72	600,000.00	720,005.01	675,000.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Consumption			450,000.00	-1.50	-675,000.00		
01-410111-00-0	Water Sales - Multi-Family-Met...	10,831.32	13,907.70	10,831.32	12,968.26	11,361.07	13,815.60	11,738.69
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Multi Family 2" Meter - Internal Condos			1.00	-96.71	-96.71		
Preliminary	Multi-Family .75 or 1" Meter: $46.05x 12 = $552.60			2.00	-552.60	-1,105.20		
Preliminary	Multi-Family .75" & 1" Meter - Internal 4plex			2.00	-46.05	-92.10		
Preliminary	Multi-Family 2" Meter: $96.71x 12 = $1160.52			9.00	-1,160.52	-10,444.68		
01-410112-00-0	Water Sales - Multi-Family-Con...	4,500.00	4,747.46	6,000.00	5,466.63	4,500.00	7,273.50	7,500.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Consumption			5,000.00	-1.50	-7,500.00		
01-410311-00-0	Water Sales - Water Only-Meter	10,000.00	13,815.00	10,000.00	13,815.00	12,000.00	13,538.70	13,266.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	24 .75 & 1 inch meters x 46.06/mo =			24.00	-552.75	-13,266.00		
01-410312-00-0	Water Sales - Water Only-Cons...	10,950.00	13,105.50	13,350.00	12,115.50	12,000.00	14,148.00	13,500.00

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Consumption			9,000.00	-1.50	-13,500.00		
01-411021-00-0	Water Sales - Commercial-Met…	34,559.54	36,003.25	30,580.62	33,058.70	32,708.24	40,071.77	38,454.80
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Comm 1" $46.05x 12 = $552.60 (1 church)			15.00	-552.60	-8,289.00		
Preliminary	Comm 2" $96.71 x 12 = $1160.52 (11 & 1 Church)			14.00	-1,160.52	-16,247.28		
Preliminary	Comm 2" Motel (SL Inn) 96.71x12			1.00	-1,160.52	-1,160.52		
Preliminary	Comm 2" WWTP 96.71x2=1160.52			2.00	-1,160.52	-2,321.04		
Preliminary	Comm-3" $363.81x 12 = $4365.72			1.00	-4,365.72	-4,365.72		
Preliminary	Const $545.72 x 1 = $545.72			1.00	-545.00	-545.00		
Preliminary	SLA RV 6" billed as 4"x460.52			12.00	-460.52	-5,526.24		
01-411022-00-0	Water Sales - Commercial-Con…	19,845.00	29,321.75	35,500.50	27,457.04	27,570.00	28,179.70	27,570.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Consumption - Churches			1,717.00	-1.50	-2,575.50		
Preliminary	Consumption - Commercial			7,528.00	-1.50	-11,292.00		
Preliminary	Consumption - Construction Hydrant			50.00	-3.99	-199.50		
Preliminary	Consumption - Hotel			2.00	-1.50	-3.00		
Preliminary	Consumption - Wastewater Internal			9,000.00	-1.50	-13,500.00		
01-411421-00-0	Water Sales - Park-Meter	6,741.84	7,303.66	6,741.84	6,741.84	6,741.84	6,741.84	8,510.28
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Park .75 & 1" Meter: $46.05 x 12 = $552.60			7.00	-552.60	-3,868.20		
Preliminary	Park 2" Meter: $96.71 x 12 = $1160.52			4.00	-1,160.52	-4,642.08		
01-411422-00-0	Water Sales - Park-Consumption	45,363.00	58,454.25	22,600.50	7,161.75	34,263.75	37,686.00	34,722.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Consumption - Park			8,148.00	-1.50	-12,222.00		
Preliminary	Consumption - SLA RV Park			500.00	-1.50	-750.00		
Preliminary	Consumption Park (Internal)			29,000.00	-0.75	-21,750.00		
01-411521-00-0	Water Sales - School-Meter	9,891.96	10,716.29	9,891.96	9,891.96	9,891.96	9,891.96	9,891.96

Budget Worksheet

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	School 3" Meter: $363.81 x 12 = $4365.72			1.00	-4,365.72	-4,365.72		
Preliminary	School 4" Meter :$460.52 x12=$5526.24			1.00	-5,526.24	-5,526.24		
01-411522-00-0	Water Sales - School-Consumpt...	24,900.00	25,599.00	24,600.00	26,554.50	23,250.00	20,577.00	22,500.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Consumption			15,000.00	-1.50	-22,500.00		
01-413041-00-0	Water Sales - Irrigation-Meter	17,186.52	19,640.63	17,186.52	19,024.01	18,402.36	18,347.04	20,115.48
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	1" - $46.05 x 12 = $552.60			7.00	-552.60	-3,868.20		
Preliminary	2" - $96.71x 12 = $1160.52			14.00	-1,160.52	-16,247.28		
01-413042-00-0	Water Sales - Irrigation-Consu...	52,500.00	67,629.00	60,000.00	54,895.50	50,100.00	68,196.00	60,000.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Consumption			40,000.00	-1.50	-60,000.00		
01-415000-00-0	Permits & Inspections	360.00	360.00	120.00	840.00	480.00	660.00	600.00
01-416000-00-0	Connection Fees	9,006.60	13,509.90	4,503.30	31,523.10	9,006.60	24,768.15	13,509.90
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Connection Fee $2251.65			6.00	-2,251.65	-13,509.90		
01-416500-00-0	Water Supply Fee	20,000.00	30,000.00	10,000.00	70,000.00	20,000.00	55,000.00	30,000.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Water Supply Fee			6.00	-5,000.00	-30,000.00		
01-417000-00-0	Meter Installation	2,400.00	3,600.00	1,200.00	8,400.00	2,400.00	6,600.00	3,600.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Meter Installation Fee			6.00	-600.00	-3,600.00		
01-419000-00-0	Fees & Charges	18,000.00	23,294.50	18,000.00	26,738.58	20,000.00	22,054.50	20,000.00
01-419500-00-0	Delinquent Fees & Penalties	35,000.00	50,090.86	50,000.00	51,516.01	50,000.00	57,039.45	50,000.00

Budget Worksheet

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
01-419815-00-0	Construction/Hydrant Water F...	0.00	0.00	0.00	0.00	0.00	53.30	
01-450000-00-0	Sale or Lease of Water Rights	0.00	401,244.93	300,000.00	428,474.84	300,000.00	311,040.90	300,000.00
01-705000-00-0	Special Assmts - Water Standby	22,820.00	16,496.40	22,670.00	16,904.10	17,880.00	16,633.77	17,220.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Water Standby Fee for In-fill lots	574.00	-30.00	-17,220.00

01-705500-00-0	Special Assmts - PY Water Stan...	4,858.00	4,657.20	4,858.00	9,808.95	5,000.00	5,671.05	5,000.00
01-706000-00-0	Penalties On Delinquent Taxes	2,700.00	2,888.67	2,700.00	7,465.28	3,000.00	5,993.55	4,000.00
01-740000-00-0	Grant Revenue	405,000.00	15,000.00	0.00	90,000.00	0.00	90,000.00	
	Revenue Total:	**3,074,857.60**	**3,039,837.49**	**2,917,224.88**	**3,164,542.22**	**2,780,314.34**	**3,136,179.10**	**2,917,401.11**
	Fund: 01 - Water Operations Total:	**3,074,857.60**	**3,039,837.49**	**2,917,224.88**	**3,164,542.22**	**2,780,314.34**	**3,136,179.10**	**2,917,401.11**
	Report Total:	**3,074,857.60**	**3,039,837.49**	**2,917,224.88**	**3,164,542.22**	**2,780,314.34**	**3,136,179.10**	**2,917,401.11**

WATER FUND EXPENSE

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
Fund: 01 - Water Operations								
Expense								
01-500001-00-0	Salaries - Full Time	305,496.62	325,285.26	393,806.40	394,441.22	418,184.00	403,652.53	486,190.00
01-500002-00-0	Salaries - Overtime	14,000.00	13,691.72	14,000.00	12,076.36	14,000.00	9,418.12	11,000.00
01-500003-00-0	Salaries - On-Call Pay	14,090.00	12,937.14	14,090.00	12,934.29	14,090.00	10,460.00	14,290.00

Budget Detail				
Budget Code	**Description**	**Units**	**Price**	**Amount**
Preliminary	Holiday On-Call	10.00	50.00	500.00
Preliminary	On-Call Fri-Sun: 3 days x 52 weeks	157.00	50.00	7,850.00
Preliminary	On-Call Mon-Thu: 4 days x 52 weeks	198.00	30.00	5,940.00

01-510000-00-0	PERS Retirement	40,946.00	34,240.68	43,359.72	42,842.21	53,586.35	42,316.32	57,756.00
01-510001-00-0	Benefit Plan	62,880.00	45,766.87	62,880.00	53,045.90	78,600.00	64,398.70	116,160.00
01-510003-00-0	Payroll Taxes - FICA/Medicare	7,564.00	6,438.04	5,965.00	5,967.00	6,267.25	6,284.78	6,998.00
01-510009-00-0	PEPRA Retirement	3,279.00	4,136.68	8,468.00	6,988.41	8,910.52	9,126.77	11,800.00
01-521000-00-0	Laboratory Analysis	6,000.00	17,666.50	4,000.00	9,206.50	5,000.00	8,077.50	10,000.00
01-521500-00-0	Contractual Services	31,840.00	29,331.00	19,595.00	21,527.76	20,975.00	16,654.62	20,975.00

Budget Detail				
Budget Code	**Description**	**Units**	**Price**	**Amount**
Preliminary	Apple Valley Communication	12.00	135.00	1,620.00
Preliminary	Dig Alert	300.00	1.85	555.00
Preliminary	Dig Alert Annual Fee	1.00	300.00	300.00
Preliminary	Electrical Contractor	1.00	5,000.00	5,000.00
Preliminary	HACH	1.00	6,500.00	6,500.00
Preliminary	Misc	1.00	5,000.00	5,000.00
Preliminary	SCADA	1.00	2,000.00	2,000.00

01-521501-00-0	Engineering Services	6,000.00	0.00	2,000.00	0.00	2,000.00	0.00	2,000.00
01-521600-00-0	Software Support	27,412.00	10,396.00	29,012.00	26,658.00	29,012.00	27,075.24	23,000.00

Budget Detail				
Budget Code	**Description**	**Units**	**Price**	**Amount**
Preliminary	GIS Support - 2 Licenses / 1 module Sensus	1.00	7,000.00	7,000.00
Preliminary	(Software & Basestation Maint)	1.00	16,000.00	16,000.00

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
01-523000-00-0	Permits and Fees	22,900.00	23,795.18	24,900.00	23,199.44	27,025.00	26,966.71	28,225.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Annual Fuel Tank Testing 50%			0.50	2,000.00	1,000.00		
Preliminary	MDAQMD			2.00	800.00	1,600.00		
Preliminary	Misc			1.00	1,000.00	1,000.00		
Preliminary	SB County Fire			5.00	525.00	2,625.00		
Preliminary	SWRCB			1.00	22,000.00	22,000.00		
01-524000-00-0	Equipment Rental	2,000.00	0.00	2,000.00	412.75	2,000.00	0.00	2,000.00
01-524500-00-0	Education and Training	8,738.00	5,307.14	8,738.00	5,814.36	9,921.00	6,739.60	10,096.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Certifications / Renewal			6.00	125.00	750.00		
Preliminary	CEU Training / Registration - Tri State & Others			3.00	200.00	600.00		
Preliminary	HDWMA			30.00	50.00	1,500.00		
Preliminary	Lodging ($150/day), Travel & Meals ($59/day):			14.00	189.00	2,646.00		
Preliminary	Miscellaneous			1.00	1,500.00	1,500.00		
Preliminary	Sensus Conference			1.00	700.00	700.00		
Preliminary	Traffic Flagging			5.00	300.00	1,500.00		
Preliminary	Trench Shoring			3.00	300.00	900.00		
01-527500-00-0	Rents and Leases - Water Shop	9,600.00	9,600.00	9,600.00	9,600.00	9,600.00	8,000.00	9,600.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Water Shop Lease Paid to Park			12.00	800.00	9,600.00		
01-527501-00-0	Rent - BLM Tank Sites	1,890.00	1,260.00	1,890.00	1,254.82	2,000.00	2,520.00	2,600.00
01-531000-00-0	Utilities - Electric	207,247.04	178,659.51	209,725.00	197,841.52	209,725.00	206,904.70	224,405.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Park Well 3-033-0695.77			1.00	1,284.00	1,284.00		
Preliminary	Water Shop			1.00	2,894.00	2,894.00		
Preliminary	Well #1 3-029-4595-77			1.00	53,500.00	53,500.00		
Preliminary	Well #13			1.00	85,600.00	85,600.00		
Preliminary	Well #2: 3-029-4601-27			1.00	630.00	630.00		
Preliminary	Well #3 3-029-4595-87			1.00	1,166.00	1,166.00		
Preliminary	Well #4 3-029-4596-03			1.00	75,464.00	75,464.00		
Preliminary	Well #6 3-029-4596-36			1.00	856.00	856.00		
Preliminary	Well #7 3-029-4596-44			1.00	1,284.00	1,284.00		
Preliminary	Well #8 3-029-4596-58			1.00	1,097.00	1,097.00		
Preliminary	Well #9: 3-029-4596-71			1.00	630.00	630.00		
01-531001-00-0	Utilities - Gas	500.00	199.09	500.00	132.38	150.00	132.00	150.00

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
01-532500-00-0	Utilities - Telephone	5,000.00	4,065.63	3,428.00	4,301.16	3,756.00	4,955.81	6,000.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Verizon - 6 Water Staff @$55/mo			12.00	330.00	3,960.00		
Preliminary	Verizon Wireless - Tablet (4 units)			12.00	105.00	1,260.00		
Preliminary	Water Shop			12.00	65.00	780.00		
01-541000-00-0	Operations and Maintenance	90,000.00	40,584.84	90,000.00	51,663.06	90,000.00	29,192.89	115,000.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Distributon Parts & Materials / Maintenance Servic			1.00	65,000.00	65,000.00		
Preliminary	Meters and Meter Parts			1.00	50,000.00	50,000.00		
01-545000-00-0	Vehicle Maintenance	7,000.00	12,365.18	7,000.00	9,288.23	7,000.00	13,920.25	13,000.00
01-545001-00-0	Vehicle Fuel	25,000.00	28,249.51	25,000.00	27,072.08	30,000.00	23,925.86	21,000.00
01-552700-00-0	Mileage and Travel Reimburse...	1,500.00	636.31	1,500.00	348.26	2,000.00	927.95	1,000.00
01-553000-00-0	Operating Supplies	18,000.00	34,342.87	24,000.00	29,411.80	24,000.00	22,668.11	26,000.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Chlorine			1.00	18,000.00	18,000.00		
Preliminary	Misc Operating Supplies			1.00	8,000.00	8,000.00		
01-553555-00-0	Water Conservation Program	4,000.00	562.46	4,000.00	560.30	4,000.00	560.30	2,447.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	AWAC Calendar			300.00	2.75	825.00		
Preliminary	Misc			1.00	222.00	222.00		
Preliminary	Misc			1.00	500.00	500.00		
Preliminary	Water Audit			1.00	100.00	100.00		
Preliminary	Water Conservation Printed Materials			1.00	500.00	500.00		
Preliminary	Water Conservation Workshop			3.00	100.00	300.00		
01-553600-00-0	Uniforms	2,500.00	2,510.22	3,500.00	2,685.06	3,500.00	2,745.97	4,000.00
01-554600-00-0	Small Tools	3,000.00	3,425.67	3,500.00	3,316.22	3,500.00	1,173.39	3,500.00
01-556500-00-0	Dues & Subscriptions	250.00	405.00	250.00	439.33	696.00	586.00	746.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	AWWA - WOM			1.00	321.00	321.00		
Preliminary	HDMWA			6.00	50.00	300.00		
Preliminary	Misc			1.00	125.00	125.00		
01-561000-00-0	Watermaster Fees	7,000.00	10,254.77	15,200.00	17,335.64	15,000.00	5,676.81	12,000.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Watermaster Fees ($7.08/AF)			1.00	12,000.00	12,000.00		

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
01-595001-00-0	Interest Expense	127,766.00	124,914.07	118,991.00	116,089.73	113,893.55	109,851.88	100,340.03
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	2014 Loan - 14-017			1.00	96,313.66	96,313.66		
Preliminary	2020 Loan - 20-024			1.00	4,026.37	4,026.37		
01-999100-00-0	Admin Allocation	646,025.40	573,175.66	627,686.14	674,112.37	684,098.00	627,089.87	828,036.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	50% of Admin allocation			0.50	1,656,072.00	828,036.00		
	Expense Total:	**2,143,097.56**	**2,367,147.27**	**2,015,275.26**	**2,105,386.58**	**2,128,946.89**	**2,178,833.31**	**2,416,283.09**
	Fund: 01 - Water Operations Total:	**2,143,097.56**	**2,367,147.27**	**2,015,275.26**	**2,105,386.58**	**2,128,946.89**	**2,178,833.31**	**2,416,283.09**
	Report Total:	**2,143,097.56**	**2,367,147.27**	**2,015,275.26**	**2,105,386.58**	**2,128,946.89**	**2,178,833.31**	**2,416,283.09**

Wastewater Department

69.86

Tons of Sludge Removed

437,000

Influent Gallons Per Day

417,000

Effluent Gallons Per Day

32

Miles of Pipeline

7.2

Miles of pipeline cleaned

527

Manholes

2025-26 Goals

⇒ Install SCADA System

⇒ Rehab Parkway & Schooner Lift Station

⇒ Install new check valves for all sludge pumps

⇒ Install new aeration blowers

⇒ Fix diaphragm pumps in primary and secondary digester

⇒ Install new course screen

⇒ Coat primary clarifiers

Staffing

Wastewater Operations Manager—1 FTE

Treatment Plant Operator III/Analyst—1 FTE

Treatment Plant Operator II—1 FTE

Treatment Plant Operator I—1 FTE

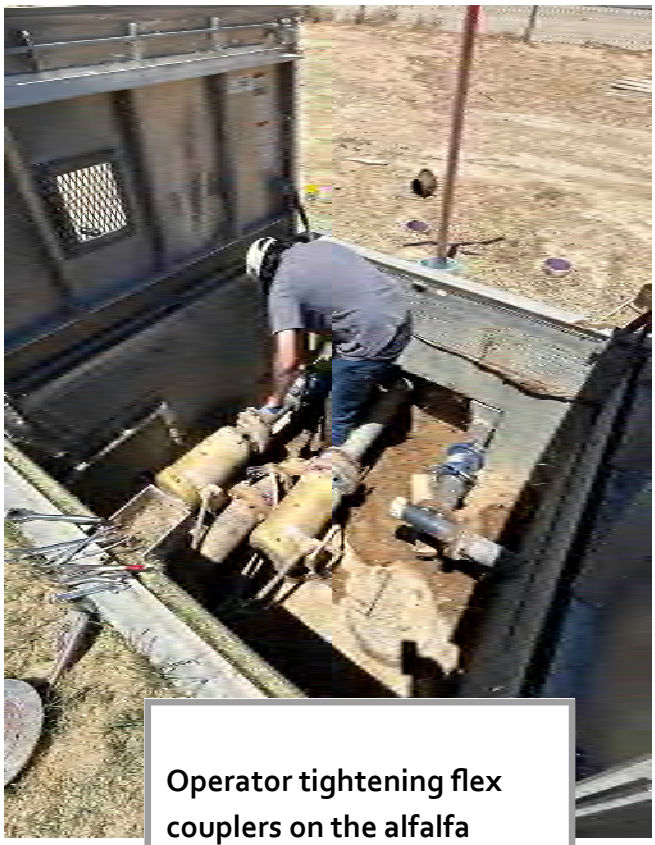
Maintenance Worker I—.5 FTE

The treatment plant processes an average of 15 million gallons of wastewater per month, with a daily average flow of 437,000 gallons of influent—effectively managing and treating the community's wastewater needs. The Wastewater Operation is responsible for the ongoing maintenance and operation of the District's sanitary sewer system and wastewater treatment plant, including secondary effluent treatment. This department ensures compliance with all regulatory mandates set by the State Water Resources Control Board and the Regional Water Quality Control Board, maintaining high water quality standards.

To maximize the use of treated water, an agricultural operation utilizes the treated effluent to irrigate alfalfa and other livestock feed crops. This process helps remove nitrates, further enhancing water quality. The treatment plant is required to retain all secondary water onsite, with designated areas set aside for crop irrigation within the facility and its expanded irrigation zone. Physical barriers and signage ensure proper separation from public access.

Operational duties include general maintenance, cleaning, and video inspections of the District's 32-mile collection system, to ensure that it remains free of blockages and ensuring efficiency. To support increasing maintenance needs, the Wastewater Department has added a new operator position and a part-time maintenance worker.

Wastewater Fund



Operator tightening flex couplers on the alfalfa pumps

Installing a new pump at the Smithson Lift Station

WASTEWATER REVENUE

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
Fund: 02 - Sewer Operations								
Revenue								
02-410010-00-0	Sewer Charges - Single Family	1,599,212.16	1,609,104.08	1,693,585.44	1,695,719.88	1,754,229.00	1,758,590.15	1,818,921.60
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	SFR: $55.32 x12 mo =$663.84 EDU			2,740.00	-663.84	-1,818,921.60		
02-410110-00-0	Sewer Charges - Multi-Family	27,714.96	34,636.20	37,180.80	36,911.42	38,484.00	38,375.40	39,830.40
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Sewer rate = $55.32 x 12 months= $663.84/ EDU			60.00	-663.84	-39,830.40		
02-411020-00-0	Sewer Charges - Commercial	63,095.76	67,551.24	66,925.44	66,305.76	69,271.20	68,436.13	71,694.72
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Church = $55.32 x 12 months=$663.84/ EDU			5.00	-663.84	-3,319.20		
Preliminary	Commercial = $55.32 x 12 months=$663.84/ EDU			69.00	-663.84	-45,804.96		
Preliminary	Mobile Home = $55.32 x 12 months=$663.84/ EDU			3.00	-663.84	-1,991.52		
Preliminary	Motel = $55.32 x 12 months=$663.84/			31.00	-663.84	-20,579.04		
02-411420-00-0	Sewer Charges - Park	2,948.40	4,419.24	2,478.72	4,234.48	3,848.40	1,057.29	3,983.04
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Sewer rate = $55.32x 12 months=$663.84/ EDU			6.00	-663.84	-3,983.04		
02-411520-00-0	Sewer Charges - School	21,818.16	23,358.84	22,928.16	22,928.16	23,731.80	23,664.83	24,562.08
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Sewer rate = $55.32 x 12 months=$663.84/ EDU			37.00	-663.84	-24,562.08		

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
02-413040-00-0	Sewer Charges - Irrigation w/Re..	2,358.72	2,525.28	2,478.72	2,478.72	2,565.60	2,558.36	2,655.36
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Sewer rate = $55.32 x 12 months=$663.84/ EDU			4.00	-663.84	-2,655.36		
02-415000-00-0	Permits & Inspection	876.00	1,314.00	438.00	3,285.00	876.00	2,683.00	1,314.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Permit & Inspection Fees			6.00	-219.00	-1,314.00		
02-416000-00-0	Connection Fees	13,443.60	20,165.70	6,721.80	50,414.25	13,443.60	40,331.40	20,165.40
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Sewer Connection Fees			6.00	-3,360.90	-20,165.40		
02-419000-00-0	Fees & Services	0.00	0.00	0.00	0.00	0.00	275.00	
02-419500-00-0	Delinquent Fees & Penalties	17,000.00	21,744.86	21,600.00	26,763.49	21,600.00	30,542.19	25,000.00
02-705000-00-0	Special Assmts - Sewer Standby	19,440.00	12,949.05	19,080.00	13,417.35	17,490.00	13,396.08	17,010.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Sewer Standby Fees for in-fill lots			567.00	-30.00	-17,010.00		
02-705500-00-0	Special Assmts - PY Sewer Stan...	4,827.00	4,637.55	4,827.00	9,767.70	4,827.00	5,777.85	5,000.00
02-706000-00-0	Penalties on Delinquent Taxes	600.00	2,309.51	2,000.00	5,824.24	2,000.00	3,079.05	2,500.00
02-712000-00-0	Other Income	0.00	0.00	0.00	4,408.23	0.00	0.00	
	Revenue Total:	**1,774,334.76**	**1,798,296.92**	**1,880,244.08**	**1,942,458.68**	**1,952,366.60**	**1,988,766.73**	**2,032,636.60**
	Fund: 02 - Sewer Operations Total:	**1,774,334.76**	**1,798,296.92**	**1,880,244.08**	**1,942,458.68**	**1,952,366.60**	**1,988,766.73**	**2,032,636.60**
	Report Total:	**1,774,334.76**	**1,798,296.92**	**1,880,244.08**	**1,942,458.68**	**1,952,366.60**	**1,988,766.73**	**2,032,636.60**

WASTEWATER EXPENSE

Fund: 02 - Sewer Operations		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	Preliminary
Expense								
02-500001-00-0	Salaries - Full Time	263,931.00	264,607.21	362,377.00	301,310.50	360,942.40	307,803.64	426,410.00
02-500002-00-0	Salaries - Overtime	7,000.00	8,417.79	9,000.00	8,525.39	9,000.00	9,299.79	9,000.00
02-500003-00-0	Salaries - On-Call Pay	14,040.00	14,058.57	14,040.00	14,277.14	14,040.00	13,150.00	11,000.00
02-510000-00-0	PERS Retirement	32,834.00	27,616.85	39,629.00	33,873.32	46,618.55	33,473.46	46,922.00
02-510001-00-0	Benefit Plan	47,160.00	54,346.43	62,880.00	52,525.45	62,880.00	66,612.53	84,000.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	$1750/mo			4.00	21,000.00	84,000.00		
02-510003-00-0	Payroll Taxes - FICA/Medicare	4,031.00	4,151.19	5,529.00	4,455.65	5,437.24	4,566.14	6,131.00
02-510009-00-0	PEPRA Retirement	4,302.00	4,324.63	5,605.00	6,085.79	5,329.06	6,710.83	11,216.00
02-521000-00-0	Laboratory Analysis	20,000.00	26,752.00	22,500.00	24,095.00	22,500.00	24,615.47	25,000.00
02-521500-00-0	Contractual Services	53,000.00	46,652.97	48,020.00	41,297.73	51,775.00	48,363.00	67,835.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Apple Valley Communication - Alarms			12.00	140.00	1,680.00		
Preliminary	Atlas Labs			1.00	19,000.00	19,000.00		
Preliminary	Dig Alert			300.00	1.85	555.00		
Preliminary	Dig Alert Annual Fee			0.50	600.00	300.00		
Preliminary	Electrical Work			1.00	6,500.00	6,500.00		
Preliminary	Misc			1.00	4,800.00	4,800.00		
Preliminary	Sewer Line Cleaning			1.00	35,000.00	35,000.00		
02-521600-00-0	Software/GIS Support	5,000.00	2,400.00	43,200.00	2,500.00	43,200.00	2,500.00	42,500.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	GIS Support			1.00	2,500.00	2,500.00		
Preliminary	SCADA			1.00	40,000.00	40,000.00		
02-523000-00-0	Permits and Fees	37,500.00	33,155.91	40,000.00	34,691.64	43,300.00	38,127.04	44,300.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Annual Fuel Tank Test 50%			0.50	2,000.00	1,000.00		
Preliminary	MDAQMD - Sludge,Gas pod,Diesel Eng,WWTP, Nat Gas			1.00	4,500.00	4,500.00		
Preliminary	Miscellaneous			1.00	6,500.00	6,500.00		
Preliminary	SB Co Fire Protection-CUPA, APSA,HAZMAT,CA SVC CHG			1.00	1,000.00	1,000.00		
Preliminary	SWRCB - Threat / Complexity 2B			1.00	27,000.00	27,000.00		
Preliminary	SWRCB - Threat / Complexity 3C			1.00	4,300.00	4,300.00		

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
02-524500-00-0	Education and Training	6,177.00	2,531.32	6,177.00	3,582.18	6,882.00	2,645.07	7,782.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Certification Refresher			1.00	850.00	850.00		
Preliminary	Certifications / Renewal			3.00	265.00	795.00		
Preliminary	CEU Training / Registration - Tri State & Others			2.00	200.00	400.00		
Preliminary	Confined Space			2.00	300.00	600.00		
Preliminary	CWEA Collections			4.00	120.00	480.00		
Preliminary	CWEA Training			2.00	188.00	376.00		
Preliminary	Lodging ($150/day) & Meals ($59/day)			9.00	209.00	1,881.00		
Preliminary	Traffic FlaggingTraining			4.00	300.00	1,200.00		
Preliminary	Trench Shoring			4.00	300.00	1,200.00		
02-531000-00-0	Utilities - Electric	89,613.00	114,431.13	102,000.00	127,868.58	133,350.00	123,682.96	144,150.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Misc			1.00	3,500.00	3,500.00		
Preliminary	Schooner Lift Station: 3-029-4595-25			1.00	750.00	750.00		
Preliminary	Secondary Recycled			1.00	5,500.00	5,500.00		
Preliminary	SLP Lift Station: 3-029-4595-45			1.00	1,400.00	1,400.00		
Preliminary	Smithson Lift Station: 3-029-4595-64			1.00	24,000.00	24,000.00		
Preliminary	Sod Farm: 3-29-9011-74			1.00	24,000.00	24,000.00		
Preliminary	WWTP Blower Room: 3-029-4594-81			1.00	85,000.00	85,000.00		
02-531001-00-0	Utilities - Gas	840.00	590.73	1,000.00	1,165.74	1,200.00	1,296.89	1,200.00
02-531002-00-0	Utilites-Water- WWTP	4,000.00	7,640.52	8,400.00	9,610.81	8,400.00	7,430.68	8,400.00
02-531006-00-0	Sludge/Compost Disposal	6,030.00	8,340.09	13,900.00	8,766.72	13,900.00	5,640.88	10,000.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Burrtec Hauling - Sludge			4.00	475.00	1,900.00		
Preliminary	Sludge Disposal=Tipping Fee - Biosolids			1.00	8,100.00	8,100.00		
02-532500-00-0	Telephone	3,567.48	3,934.82	4,504.84	4,709.94	4,150.00	4,444.48	4,150.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Frontier Landlines Alarm for Process			12.00	83.33	1,000.00		
Preliminary	Smithson Lift Station			12.00	62.50	750.00		
Preliminary	Verizon Wireless- 4 Operators			12.00	200.00	2,400.00		
02-541000-00-0	Operations and Maintenance	15,000.00	23,622.12	15,000.00	36,563.80	20,000.00	20,545.22	25,000.00
02-545000-00-0	Vehicle Maintenance	19,182.87	9,390.84	2,500.00	4,071.51	3,500.00	4,425.54	3,500.00

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
02-545001-00-0	Vehicle Fuel	11,000.00	13,029.21	12,000.00	12,816.26	12,000.00	8,840.69	12,000.00
02-552700-00-0	Mileage and Travel Reimburse...	1,500.00	624.71	1,500.00	139.36	1,500.00	454.26	1,500.00
02-553000-00-0	Operating Supplies	9,000.00	10,319.70	15,000.00	22,492.64	18,000.00	10,241.26	12,000.00
02-553555-00-0	Public Outreach	550.00	0.00	550.00	538.01	750.00	0.00	1,250.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Fog - Scrapers			500.00	0.30	150.00		
Preliminary	Misc			1.00	100.00	100.00		
Preliminary	Outreach Materials			1.00	1,000.00	1,000.00		
02-553600-00-0	Uniforms	3,500.00	1,902.99	3,500.00	3,227.79	3,500.00	2,398.72	3,500.00
02-554600-00-0	Small Tools	4,500.00	3,880.95	4,500.00	2,255.66	4,500.00	842.31	4,500.00
02-556500-00-0	Dues & Subscriptions	710.00	404.00	710.00	663.00	1,210.00	239.00	1,210.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	CWEA			4.00	265.00	1,060.00		
Preliminary	HDMWA (High Desert Mtn Water Assoc)			3.00	50.00	150.00		
02-595001-00-0	Interest Expense	16,024.00	15,978.76	13,640.00	13,593.50	11,190.00	56,966.90	8,672.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	2020 Loan Refinance 02-024			1.00	8,672.00	8,672.00		
02-800000-00-0	Debt Service	86,099.00	86,098.84	88,483.00	88,482.85	90,933.00	45,155.98	93,451.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	2020 Loan Refinance 02-024			1.00	93,451.00	93,451.00		
02-999100-00-0	Admin Allocation	633,104.89	561,712.14	615,132.42	660,630.17	670,416.04	614,548.00	811,475.28
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	49% of Admin allocation			0.49	1,656,072.00	811,475.28		
02-999900-00-0	Interfund Transfer Out/(In)	-42,100.00	-42,099.96	-42,100.00	-42,099.96	-42,100.00	-65,606.75	-71,571.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Interfund Loan Payment Receipt (From Park)			1.00	-71,571.00	-71,571.00		
	Expense Total:	**1,363,927.24**	**1,526,365.00**	**1,528,008.26**	**1,623,527.82**	**1,628,303.29**	**1,537,225.52**	**1,856,483.28**
	Fund: 02 - Sewer Operations Total:	**1,363,927.24**	**1,526,365.00**	**1,528,008.26**	**1,623,527.82**	**1,628,303.29**	**1,537,225.52**	**1,856,483.28**
	Report Total:	**1,363,927.24**	**1,526,365.00**	**1,528,008.26**	**1,623,527.82**	**1,628,303.29**	**1,537,225.52**	**1,856,483.28**

Solid Waste Department

2

Clean Up events heled

46.68

Tons of green waste recycled

746

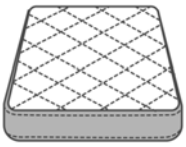
Tons of curbside recycling collected

4,342

Tons of curbside refuse collected

14,744

Pounds of electronic waste recycled



454

Mattresses recycled

2025-26 Goals

⇒ Continue diversion efforts by creating new and innovative recycling opportunities

⇒ Hold two clean up days. Spring cleanup day includes document shredding and fall cleanup day includes household hazardous waste drop.

⇒ Continue bulky item pickup and drop off program at the Thrift Store

Staffing

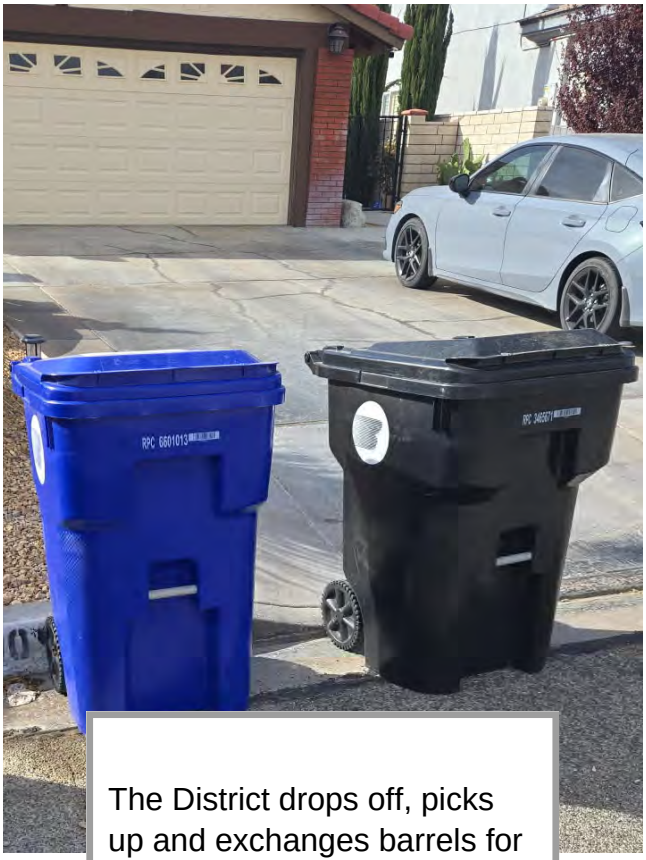
Maintenance Worker I 1 FTE

The District assumed responsibility for the residential solid waste disposal within its boundaries from San Bernardino County Solid Waste Management Department in fiscal year 2010-11. The District administrative staff provides customer service and billing for the Solid Waste operation. In addition to weekly curbside pickup, residents can participate in our two clean-up days per year a robust bulky item pick up program; and green waste drop off service.

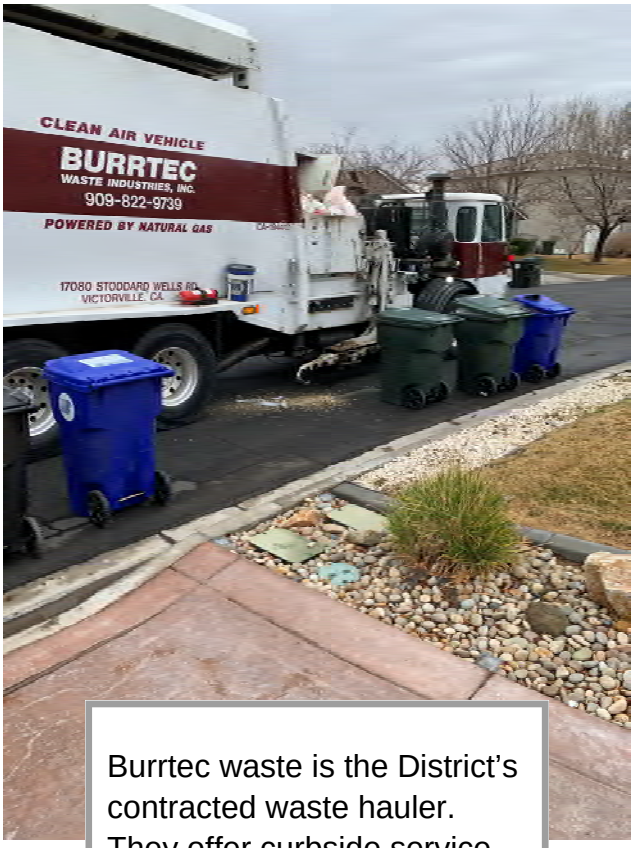
The District also assumed the disposal assessment of $85.14 from the County to help fund landfill costs for all solid waste picked up by the franchise trash hauler as well as the self-haul dump pass program. District staff delivers and picks up trash carts as needed by the customers.

The Recycling Center/Thrift Store provides recycling services for the community including green waste, metal, e-waste, appliance and mattress recycling.

Solid Waste Fund Revenue



The District drops off, picks up and exchanges barrels for customers.



Burrtec waste is the District's contracted waste hauler. They offer curbside service for all residents.

SOLID WASTE REVENUE

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
Fund: 06 - Solid Waste Disposal								
Revenue								
06-410000-00-0	Residential Trash Service	599,922.12	607,955.77	597,482.40	665,366.95	656,140.56	652,479.55	693,748.44
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Resi Trash Service (57 Units) - w billed ESFR			672.00	-22.33	-15,005.76		
Preliminary	Residential Trash Service ($44.66) - Duplex			12.00	-44.66	-535.92		
Preliminary	ResiTrash (2531 accts) ($22.33) - Route 12			2,531.00	-267.96	-678,206.76		
06-410000-01-0	Residential Billed ESFR Trash Se...	0.00	0.00	997.20	0.00	5,278.68	0.00	4,852.98
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Residential Billed ESRF Condos			57.00	-85.14	-4,852.98		
06-410000-04-0	Extra Solid Waste Services	0.00	0.00	17,798.40	0.00	40,646.18	51,047.13	54,848.86
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Extra Pick up not on Service Day			11.00	-30.30	-333.30		
Preliminary	Extra Pick Up on Service Day			20.00	-10.19	-203.80		
Preliminary	Extra Recycling Barrel (11)			132.00	-2.00	-264.00		
Preliminary	Extra Trash Barrel (442 extra)			5,304.00	-10.19	-54,047.76		
06-410000-07-0	218 Fee	0.00	0.00	0.00	1,938.24	2,435.00	2,454.03	600.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	218 fee ($0.02*2495/month)			12.00	-50.00	-600.00		
06-410001-00-0	Green Waste Hauling Fee	10,926.84	11,025.24	11,317.56	11,038.24	11,259.84	11,373.80	12,148.80
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Green Waste Hauling = $0.40 x 12 = $4.80			2,531.00	-4.80	-12,148.80		
06-419000-00-0	Other Fees & Services	0.00	87.50	0.00	0.00	0.00	227.26	
06-419500-00-0	Delinquent Fees & Penalties	6,000.00	8,968.53	7,000.00	11,209.95	7,000.00	14,458.60	12,000.00
06-705000-00-0	Special Assmts - ESFR	234,220.14	232,146.96	234,220.14	231,598.52	242,095.59	241,868.59	243,500.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Single Family ESFR ($85.14 or above)			0.00	0.00	-243,500.00		

Budget Worksheet **For Fiscal: FY 2024-2025 Period Ending: 06/30/2025**

Defined Budgets

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
06-705500-00-0	Special Assmts - Pr Yr Refuse L...	3,500.00	3,374.88	3,000.00	4,915.50	3,000.00	4,657.38	3,500.00
06-706000-00-0	Penalties on Delinquent Taxes	1,832.00	749.34	1,000.00	1,845.57	1,000.00	1,370.56	1,000.00
06-712100-00-0	Recycling Revenue	5,800.00	5,520.99	6,200.00	9,341.57	6,200.00	6,798.72	6,400.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	E-Waste Recycling	3.00	-1,800.00	-5,400.00
Preliminary	Mattress Recycling	4.00	-250.00	-1,000.00

06-740000-00-0	Grant Revenue	0.00	0.00	0.00	0.00	0.00	67,671.80	
	Revenue Total:	**862,201.10**	**869,925.21**	**1,040,510.10**	**977,707.63**	**979,316.33**	**1,061,759.58**	**1,032,599.08**
	Fund: 06 - Solid Waste Disposal Total:	**862,201.10**	**869,925.21**	**1,040,510.10**	**977,707.63**	**979,316.33**	**1,061,759.58**	**1,032,599.08**
	Report Total:	**862,201.10**	**869,925.21**	**1,040,510.10**	**977,707.63**	**979,316.33**	**1,061,759.58**	**1,032,599.08**

SOLID WASTE EXPENSE

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
Fund: 06 - Solid Waste Disposal								
Expense								
06-500001-00-0	Salaries - Full Time	66,349.50	88,230.75	85,565.00	86,070.37	51,584.00	47,183.80	54,850.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	MW I			1.00	54,850.00	54,850.00		
06-510001-00-0	Benefit Plan	31,440.00	26,166.93	19,500.00	18,165.12	15,600.00	16,278.41	21,120.00
06-510003-00-0	Payroll Taxes - FICA/Medicare	1,375.00	1,509.18	1,353.00	1,638.91	750.00	590.18	800.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	MWI			1.00	800.00	800.00		
06-510009-00-0	PEPRA Retirement	7,081.00	6,841.98	6,692.00	4,673.88	3,962.00	3,423.58	4,366.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	MW I			1.00	4,366.00	4,366.00		
06-521510-00-0	Contract Service - Burrtec Fees	585,367.08	600,602.74	734,677.20	628,182.90	694,752.32	591,450.84	717,673.08
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Extra Recycling			264.00	1.80	475.20		
Preliminary	Extra Trash ($9.17/mo)x442 acctsx12 mo=$258.12			442.00	110.04	48,637.68		
Preliminary	Trash Service $22.33 @ 2495 x12 mo=$			2,495.00	267.96	668,560.20		
06-523500-00-0	SB County Disposal Fees	156,768.00	157,312.87	155,000.00	177,618.94	155,000.00	135,098.08	168,000.00
06-523550-00-0	Green Waste Disposal	9,000.00	9,813.54	10,000.00	16,690.66	18,000.00	16,365.96	20,000.00
		000	0.00	0.00	515.42	0.00	0.00	
06-532500-00-0	Telephone	258.84	812.92	840.00	892.98	840.00	789.94	840.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Verizon Wireless - Tablet & Data Plan			12.00	70.00	840.00		
06-545000-00-0	Vehicle Maintenance	2,362.14	1,175.64	1,500.00	903.45	1,000.00	0.00	500.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Parts & Services			1.00	500.00	500.00		
06-545001-00-0	Vehicle Fuel	4,500.00	2,288.26	3,000.00	1,780.56	1,000.00	1,984.69	2,000.00

Budget Worksheet

For Fiscal: FY 2024-2025 Period Ending: 06/30/2025

Defined Budgets

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
06-553200-00-0	Postage & Delivery	900.00	2,070.38	900.00	0.00	900.00	1,090.78	1,100.00
06-553555-00-0	Public Outreach	1,735.00	560.15	1,300.00	962.98	2,050.00	2,618.39	2,250.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Clean Up Day - Bags & Gloves	1.00	100.00	100.00
Preliminary	Clean Up Day - Banner	1.00	250.00	250.00
Preliminary	Clean Up Day - Foods	2.00	150.00	300.00
Preliminary	Earth Day - Foods	1.00	1,000.00	1,000.00
Preliminary	Earth day - Supplies	1.00	500.00	500.00
Preliminary	Misc	1.00	100.00	100.00

06-553600-00-0	Uniforms	250.00	183.09	250.00	423.32	650.00	184.82	600.00
06-553700-00-0	Printing Costs	1,300.00	0.00	1,300.00	0.00	1,300.00	1,217.22	1,300.00
06-999100-00-0	Admin Allocation	12,920.51	11,463.53	12,553.72	13,482.20	13,681.96	12,541.76	16,560.72

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	1% of Admin allocation	0.01	1,656,072.00	16,560.72

Expense Total:	**885,128.07**	**940,951.68**	**1,038,855.92**	**972,137.39**	**961,070.28**	**901,982.54**	**1,011,959.80**
Fund: 06 - Solid Waste Disposal Total:	**885,128.07**	**940,951.68**	**1,038,855.92**	**972,137.39**	**961,070.28**	**901,982.54**	**1,011,959.80**
Report Total:	**885,128.07**	**940,951.68**	**1,038,855.92**	**972,137.39**	**961,070.28**	**901,982.54**	**1,011,959.80**

Recycling Center / Thrift Store

AWARD WINNING

Hours

Monday through Saturday
11 am - 4 pm

Sales

New sales every week

Donations

Donations are accepted during normal business hours

Funds the Park

Revenue helps fund the park department.

Services

- ⇒ Mattress Recycling
- ⇒ Electronics Recycling
- ⇒ Green Waste Drop Off—Branches, yard clippings and yard waste can be dropped off.
- ⇒ Appliance and metal recycling.
- ⇒ Cardboard Recycling—boxes must be broken down.
- ⇒ Free Pickups—the Thrift Store offers free pick ups of gently used re-sellable items.

Staffing

Recycling Center Supervisor—1 FTE

Part Time Recycling Center Leads—.96 FTE

Part Time Recycling Center—2.4 FTE

The District offers a variety of recycling programs such as green waste, electronic waste (anything with a cord), metal, appliances, and mattress recycling. To further promote sustainability, residents can donate unwanted items to the Recycling Center for repurposing, rather than throwing them away.

This service encourages recycling helping divert waste from going into the landfill while giving usable items a second life. Items that cannot be resold are recycled with as little as possible disposed of in the landfills.

The District is committed to expanding recycling opportunities and continuously seeks innovative solutions. The Thrift Store/ Recycling Center is open 6-days a week and offers free pick-up of items that customers would like to donate items.

Proceeds from the Thrift Store directly support the Helendale Community Park and our recreation programs, helping to fund activities and improvements that benefit the local community.

Recycling Center/Thrift Store Fund Revenue

Thrift Store Showroom floor. The Thrift Store is open Monday—Saturday from 11 am to 5 pm.

Thrift Store warehouse. The community's donations help fund the Helendale Park.

RECYCLING CENTER/THRIFT STORE REVENUE

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
Fund: 03 - Recycling Center								
Revenue								
03-480000-00-0	Retail Sales - Recycling Center	325,000.00	330,116.52	325,000.00	282,479.65	300,000.00	288,223.02	300,000.00
03-712000-00-0	Other Income	0.00	0.00	0.00	241.67	0.00	0.00	
03-999700-00-0	Board Discretionary Revenue	-67,000.00	0.00	0.00	0.00	0.00	0.00	-9,000.00
	Revenue Total:	**258,000.00**	**330,116.52**	**325,000.00**	**282,721.32**	**300,000.00**	**288,223.02**	**291,000.00**
	Fund: 03 - Recycling Center Total:	**258,000.00**	**330,116.52**	**325,000.00**	**282,721.32**	**300,000.00**	**288,223.02**	**291,000.00**
	Report Total:	**258,000.00**	**330,116.52**	**325,000.00**	**282,721.32**	**300,000.00**	**288,223.02**	**291,000.00**

RECYCLING CENTER/THRIFT STORE REVENUE

Fund: 03 - Recycling Center Expense		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
03-500001-00-0	Salaries - Full Time	28,435.50	16,427.61	28,173.60	32,055.43	59,841.60	47,071.90	63,586.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Thrift Store Supervisor Share			1.00	63,586.00	63,586.00		
03-500004-00-0	Salaries - Part-Time	151,790.00	140,739.13	181,480.00	125,029.10	131,620.00	121,786.29	143,378.00
03-510001-00-0	Benefit Plan	0.00	0.00	7,860.00	7,702.57	15,600.00	10,066.56	21,000.00
03-510003-00-0	Payroll Taxes - FICA/Medicare	11,612.00	10,878.54	14,292.00	9,564.62	9,639.00	10,016.27	12,542.00
03-510005-00-0	Vision / Dental Expense	0.00	0.00	0.00	0.00	0.00	185.70	
03-510007-00-0	Retirement Expense 457	0.00	0.00	0.00	0.00	0.00	501.24	
03-510009-00-0	PEPRA Retirement	0.00	0.00	2,183.45	2,214.67	4,595.00	3,709.51	5,062.00
03-521500-00-0	Contractual Services	4,500.00	2,608.74	2,500.00	22,637.08	2,500.00	3,537.50	2,500.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Climate Control			1.00	1,000.00	1,000.00		
Preliminary	Maintenance Services			1.00	1,000.00	1,000.00		
Preliminary	Misc			1.00	500.00	500.00		
03-524500-00-0	Education and Training	500.00	299.93	500.00	0.00	500.00	0.00	500.00
03-526601-00-0	Advertising	500.00	0.00	500.00	0.00	500.00	0.00	500.00
03-529900-00-0	Bank Charges	5,000.00	5,579.81	5,600.00	7,848.31	8,500.00	9,611.72	10,000.00
03-531000-00-0	Utilities - Electric	32,062.00	7,601.19	8,400.00	9,688.17	10,800.00	9,114.89	12,000.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Edison			12.00	1,000.00	12,000.00		
03-532500-00-0	Telephone	1,560.00	1,666.52	2,000.00	1,920.27	2,000.00	2,422.31	2,500.00
03-541000-00-0	Operations and Maintenance	1,500.00	9,591.82	2,000.00	1,800.76	2,000.00	1,346.18	2,000.00
03-545000-00-0	Vehicle Maintenance	1,000.00	612.20	1,500.00	0.00	0.00	524.30	500.00
03-545001-00-0	Propane	400.00	727.38	650.00	225.32	650.00	413.65	1,000.00
03-553000-00-0	Operating Supplies	8,000.00	14,512.84	10,000.00	8,267.46	7,000.00	9,068.10	7,000.00
03-553600-00-0	Uniforms	100.00	89.50	100.00	0.00	100.00	0.00	100.00
03-556800-00-0	EE Incentive Program	7,000.00	8,455.00	7,000.00	4,895.02	5,000.00	5,276.26	6,000.00
	Expense Total:	**255,744.50**	**330,116.52**	**278,216.05**	**282,721.32**	**260,845.60**	**235,005.98**	**290,168.00**
	Fund: 03 - Recycling Center Total:	**255,744.50**	**330,116.52**	**278,216.05**	**282,721.32**	**260,845.60**	**235,005.98**	**290,168.00**
	Report Total:	**255,744.50**	**330,116.52**	**278,216.05**	**282,721.32**	**260,845.60**	**235,005.98**	**290,168.00**

Properties

Community Center

Home to:

- **Helendale Senior Center**
- **Daily Lunch Program**
- **Classes, Sports, workshops and other activities**
- **Available for rentals**
- **Pickleball Courts**

Staffing

This fund does not have staff assigned.

4-Plex

Rental income pays debt service on park property

Condos

- **5 Units**
- **Rental income pays debt service on park property**

In 2008, the District purchased an 80-acre ranch that included 10 residential dwelling units. Rental of these units has paid the debt service on the park property helping all other available funds to be used for park maintenance and development.

The Helendale Community Center, was purchased in 2011 and houses the District's administration office, recycling center, Senior Center, community room and a multipurpose room in Suite D.

Both properties are owned by the District's Park Department.

PROPERTIES REVENUE

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
Fund: 04 - Property Rental								
Revenue								
04-419500-00-0	Delinquent Penalties	0.00	300.00	0.00	230.00	0.00	-62.42	
04-462000-00-4	15302 Smithson Rental	91,880.00	81,598.60	95,388.00	99,809.20	107,988.00	99,099.78	107,988.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Unit #A & Paddock	12.00	-1,199.00	-14,388.00
Preliminary	Unit #B	12.00	-1,100.00	-13,200.00
Preliminary	Unit #C	12.00	-600.00	-7,200.00
Preliminary	Unit #D	12.00	-2,000.00	-24,000.00
Preliminary	Unit #E	12.00	-1,400.00	-16,800.00
Preliminary	Unit #F (Ranch)	12.00	-2,700.00	-32,400.00

04-463000-00-5	15425 Wild Road Rental	33,600.00	33,880.00	36,960.00	35,612.04	38,400.00	29,069.01	38,400.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Units A-D	48.00	-800.00	-38,400.00

	Revenue Total:	**125,480.00**	**126,966.07**	**132,348.00**	**135,180.79**	**146,388.00**	**128,106.37**	**146,388.00**
	Fund: 04 - Property Rental Total:	**125,480.00**	**126,966.07**	**132,348.00**	**135,180.79**	**146,388.00**	**128,106.37**	**146,388.00**
	Report Total:	**125,480.00**	**126,966.07**	**132,348.00**	**135,180.79**	**146,388.00**	**128,106.37**	**146,388.00**

PROPERTIES EXPENSE

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
Fund: 04 - Property Rental								
Expense								
04-521500-00-0	Contractual Services	5,000.00	226.94	10,000.00	5,600.00	10,000.00	0.00	10,000.00
04-523500-00-0	San Bernardino County Fees	367.00	478.95	400.00	478.95	400.00	516.95	400.00
04-531000-00-5	Utilities - Electric - Wild Rd	4,000.00	6,179.99	6,000.00	5,990.45	7,200.00	5,410.64	7,200.00
04-531001-00-5	Utilities - Gas - Wild Rd	1,500.00	2,061.12	2,000.00	2,321.14	2,600.00	1,518.96	2,600.00
04-531002-00-4	Utilites-Water- Smithson	3,995.52	1,669.02	2,162.52	1,111.93	1,746.00	2,297.52	2,421.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Water Consumption	750.00	1.50	1,125.00
Preliminary	Water Meter Charges - 1" & .75" meters	12.00	108.00	1,296.00

04-531002-00-5	Utilites-Water- Wild Rd.	1,342.20	1,219.20	1,315.20	1,295.58	1,210.20	1,234.20	2,155.20

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Water Consumption	700.00	1.50	1,050.00
Preliminary	Water Meter Charges - 2 x $46.05 = $92.10	12.00	92.10	1,105.20

04-531003-00-4	Utilities - Sewer- Smithson	2,798.40	2,898.40	3,098.40	3,563.16	3,207.00	3,197.95	3,319.20

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Sewer Smithson - 5 EDU x 55.32 = $276.60	12.00	276.60	3,319.20

04-531003-00-5	Utilities - Sewer - Wild	1,179.36	2,318.72	1,239.36	1,744.58	1,239.36	2,558.36	1,327.68

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Monthly Sewer Charges - 2 Units x 55.32 = $110.64	12.00	110.64	1,327.68

04-541000-00-4	Operation & Maintenance - Smi...	10,000.00	12,239.85	10,000.00	3,247.67	10,000.00	1,237.34	5,000.00
04-541000-00-5	Operation & Maintenance - Wi...	2,000.00	71.47	3,000.00	6,362.55	3,000.00	8,112.69	3,000.00
04-595001-00-0	Interest Expense	8,330.00	8,306.41	7,091.00	7,066.46	5,817.04	5,817.03	4,508.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Loan - 20-024 Property Purchase	1.00	4,508.00	4,508.00

Budget Worksheet

For Fiscal: FY 2024-2025 Period Ending: 06/30/2025

Defined Budgets

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
04-720000-00-0	Other Expense	0.00	0.00	0.00	0.00	0.00	2,751.74	
04-800000-00-4	Debt Service - Rental Property	44,758.00	0.00	45,998.00	0.00	47,270.65	47,270.65	48,580.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	20-024	1.00	48,580.00	48,580.00

Expense Total:	**85,270.48**	**94,292.38**	**92,304.48**	**97,483.45**	**93,690.25**	**81,924.03**	**90,511.08**
Fund: 04 - Property Rental Total:	**85,270.48**	**94,292.38**	**92,304.48**	**97,483.45**	**93,690.25**	**81,924.03**	**90,511.08**
Report Total:	**85,270.48**	**94,292.38**	**92,304.48**	**97,483.45**	**93,690.25**	**81,924.03**	**90,511.08**

Parks Department

The Helendale Community Services District (CSD) manages both the Community Park and Dog Park, offering a variety of recreational programs, including basketball, soccer, and flag football. Additionally, the District provides classes such as art instruction, first aid training, and various seminars, depending on instructor availability.

Funding for these initiatives primarily comes from the Board's discretionary revenue, which includes franchise fees, property taxes, site leases, and rents. In 2008, the District purchased an 80-acre ranch near Silver Lakes with the vision of developing a community park. Since then, the Helendale Community Park has evolved into a multi-purpose recreational space, featuring:

- Two large sports fields that host high school soccer and football programs as well as community soccer and recreational league flag football.
- Three large picnic pavilions (added in 2018) that provide shaded areas for gatherings and events.
- Two baseball fields, concrete pathways, small picnic shelters with barbecues, an outdoor fitness area, and additional playground features.
- A restroom and snack shack (completed in 2019) alongside an RC track for remote-controlled cars.
- A disc golf course (added in 2023) surrounding the park's perimeter
- A swing set planned for installation this year (2025)

The District also hosts an annual Concerts in the Park series on the second Saturday of each month from May through October, featuring live performances under the large pavilion. The series concludes with a fireworks show that draws hundreds of community members. For one of the concerts, the District collaborates with the San Bernardino County Sheriff's Department, Fire Department, CERT team, and other community stakeholders to honor first responders with Police and First Responder Appreciation Night.

In 2011, the District acquired the Community Center on Vista Road, a four-unit facility that serves as the District's administrative headquarters, as well as the Recycling Center, Community Center, and Senior Center.

Most recently, in 2024, the District facilitated the revival of the Community Emergency Response Team (CERT) program, furthering its commitment to safety and preparedness.

132
Youth Basketball participants

172
Youth Soccer Participants

204
Participants in Flag Football

8
Adult Softball Teams

6
Concerts in the Park

2025-26 Goals

⇒ Continue to offer youth and adult sports programs

⇒ Continue to and expand community interest programs

⇒ Increase workshops and classes offered

Staffing

Contracted maintenance services

Maintenance Worker I - .48 FTE

PT Rec Lead - .38 FTE

Park & Recreation Fund Revenue

The community enjoying a Concert in the Park.

New lights for the field.

PARKS REVENUE

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
Fund: 05 - Parks & Recreation								
Revenue								
05-430001-00-0	Flag Football League Fee	0.00	5,683.66	3,000.00	12,780.06	3,000.00	7,202.50	6,400.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Registration Fees			80.00	-80.00	-6,400.00		
05-430002-00-0	Basketball League Program Fee	8,400.00	9,239.49	8,400.00	9,570.00	8,400.00	10,670.00	9,600.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Basketball: $70 each			120.00	-80.00	-9,600.00		
05-430003-00-0	Youth Soccer	9,100.00	11,793.50	10,500.00	16,603.28	10,500.00	20,295.00	12,000.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Soccer: $75 each			150.00	-80.00	-12,000.00		
05-430008-00-0	Adult Softball	1,500.00	2,175.00	1,500.00	1,445.00	1,500.00	1,995.00	1,500.00
05-430010-00-0	Cheer	0.00	0.00	0.00	0.00	0.00	2,025.00	500.00
05-430020-00-0	Sr Nutrition Program	0.00	6,300.00	0.00	8,400.00	8,400.00	7,700.00	8,400.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Monthly use			12.00	-700.00	-8,400.00		
05-460000-00-3	Water Shop Lease Income	9,600.00	9,600.00	9,600.00	9,600.00	9,600.00	8,000.00	9,600.00
Budget Code	**Description**					**Units**	**Price**	**Amount**
Preliminary	Water Shop					12.00	-800.00	-9,600.00
05-461000-C1-3	Community Center Unit C Renta...	7,974.96	8,046.94	7,974.96	7,868.62	7,974.96	7,310.38	7,974.96
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Church Rental (Saturday)			52.00	-37.98	-1,974.96		
Preliminary	Church Rental Sunday			12.00	-500.00	-6,000.00		
05-461000-P0-2	Park Field Rental	5,000.00	5,320.00	5,000.00	5,000.00	5,000.00	5,263.95	5,000.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Field Rental for HSD Football/Soccer/Softball			1.00	-5,000.00	-5,000.00		

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
05-461000-R0-3	Community Center Rental - C &...	1,500.00	3,089.50	1,500.00	1,525.07	1,500.00	680.00	500.00
05-700000-00-0	Property Taxes - Street Lights	23,533.00	19,542.53	21,600.00	20,677.34	23,000.00	19,380.74	23,000.00
05-713200-00-0	Park Development Impact Fees	6,880.00	12,040.00	3,440.00	24,080.00	6,880.00	18,920.00	10,320.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Park Development Impact Fees	6.00	-1,720.00	-10,320.00

05-730002-00-0	Donations & Sponsorship	5,500.00	9,385.00	0.00	23,321.19	0.00	30,084.72	
05-999700-00-0	Board Discretionary Revenue	441,506.58	396,675.74	445,766.00	448,151.92	459,818.00	431,115.90	443,382.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Board Discretionary Revenue	1.00	-434,382.00	-434,382.00
Preliminary	Recycling Center Net	1.00	-9,000.00	-9,000.00

	Revenue Total:	**531,894.54**	**488,350.77**	**529,480.96**	**641,184.06**	**551,772.96**	**575,317.11**	**538,176.96**
	Fund: 05 - Parks & Recreation Total:	**531,894.54**	**488,350.77**	**529,480.96**	**641,184.06**	**551,772.96**	**575,317.11**	**538,176.96**
	Report Total:	**531,894.54**	**488,350.77**	**529,480.96**	**641,184.06**	**551,772.96**	**575,317.11**	**538,176.96**

PARKS EXPENSE

Fund: 05 - Parks & Recreation Expense		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
05-500004-00-0	Salaries - PT	0.00	2,377.79	3,175.00	35,033.54	32,200.00	24,067.19	38,246.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	MW I Part Time			1.00	23,300.00	23,300.00		
Preliminary	Rec Leads - 2			1.00	14,946.00	14,946.00		
05-510003-00-0	Payroll Taxes - FICA/Medicare	1,200.00	1,564.27	1,171.15	3,229.83	2,460.00	1,860.92	2,925.00
05-521500-00-0	Contractual Services	21,760.00	10,929.40	22,732.00	11,223.91	98,775.00	91,218.19	102,960.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Apple Valley Communications			12.00	130.00	1,560.00		
Preliminary	Climate Control- A/C & Heater / Swamps			1.00	2,000.00	2,000.00		
Preliminary	Fire Crews			26.00	400.00	10,400.00		
Preliminary	Miscellaneous			1.00	5,000.00	5,000.00		
Preliminary	Park & Facility Maintenance Contract			1.00	84,000.00	84,000.00		
05-521600-00-0	Software Support - Park	589.88	0.00	589.88	114.00	589.88	228.00	350.00
05-523000-00-0	Permits and Inspection Fees	983.00	1,680.00	2,333.00	1,652.00	1,733.00	1,701.00	1,733.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	County EHS Well Permit			1.00	1,200.00	1,200.00		
Preliminary	Farmers Market - Food Permit SB County			1.00	533.00	533.00		
05-524000-00-0	Equipment Rental	0.00	4,675.85	5,000.00	0.00	5,000.00	0.00	5,000.00
05-524500-00-0	Education and Training	4,100.00	1,480.07	3,500.00	590.81	1,500.00	465.00	3,000.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Misc			1.00	1,000.00	1,000.00		
Preliminary	Park Playground Certification			1.00	1,000.00	1,000.00		
Preliminary	Pesticide Certification			1.00	1,000.00	1,000.00		
05-525000-00-0	Insurance	3,000.00	2,436.74	2,698.74	2,149.00	2,698.74	1,948.00	2,300.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Adult Sports Insurance			1.00	600.00	600.00		
Preliminary	Youth Sports Insurance			1.00	1,700.00	1,700.00		
05-531000-00-3	Utilities - Electric - Community ...	10,500.00	8,393.09	10,500.00	9,683.27	10,500.00	9,668.21	11,250.00
05-531001-00-3	Utilities - Gas - Community Cen...	6,000.00	3,185.44	5,000.00	6,950.75	6,000.00	6,417.37	6,000.00

Budget Worksheet **For Fiscal: FY 2024-2025 Period Ending: 06/30/2025**

Defined Budgets

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
05-531002-00-0	Utilites-Water- Park Internal	17,250.00	30,602.25	17,250.00	25,382.25	25,237.50	14,818.50	25,237.50

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Baseball Fields	5,500.00	0.75	4,125.00
Preliminary	Dog Park	3,000.00	0.75	2,250.00
Preliminary	Park Restroom	150.00	0.75	112.50
Preliminary	Wild Rd Park	25,000.00	0.75	18,750.00

05-531003-00-0	Utilities - Street Lighting Electric	23,533.00	19,542.53	21,600.00	20,677.34	23,000.00	21,180.12	23,000.00
05-531004-00-0	Utilities-Sewer-Park Internal	500.00	1,159.36	500.00	1,136.08	1,250.00	1,279.18	1,400.00
05-531008-00-3	Utilities - Electric Comm Ctr Uni...	1,500.00	1,428.67	1,800.00	1,509.46	1,800.00	1,106.39	1,800.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Community Center #D: 3-037-9555-25	12.00	150.00	1,800.00

05-532500-00-0	Telephone	2,288.40	2,091.92	1,800.00	2,517.00	1,800.00	1,970.87	1,800.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Community Center Pump Alarm	12.00	100.00	1,200.00
Preliminary	Verizon Wireless - 1 Maintenance Worker	12.00	50.00	600.00

05-541000-00-0	O & M - Park	4,000.00	5,213.71	5,000.00	11,531.36	6,000.00	14,726.24	6,000.00
05-541000-00-3	O & M - Community Center	8,000.00	13,756.39	10,000.00	31,032.13	13,000.00	14,004.05	13,000.00
05-545000-00-0	Vehicle Equipment / Maintena...	5,472.57	5,886.86	3,000.00	9,935.74	3,000.00	401.87	3,000.00
05-545001-00-0	Vehicle Fuel	2,500.00	1,295.52	2,000.00	3,957.58	2,000.00	2,531.47	2,000.00
05-550001-00-0	Flag Football	0.00	4,209.51	3,090.00	13,949.71	5,890.00	4,306.51	5,000.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Balls / Equipment	1.00	200.00	200.00
Preliminary	Referees	10.00	200.00	2,000.00
Preliminary	Uniforms	80.00	35.00	2,800.00

05-550002-00-0	Supplies - Basketball	8,200.00	8,495.08	8,200.00	9,257.39	8,200.00	7,809.54	7,700.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Basketballs / Equipment	1.00	500.00	500.00
Preliminary	Pictures / Awards	120.00	15.00	1,800.00
Preliminary	Referee	8.00	300.00	2,400.00
Preliminary	Uniform	120.00	25.00	3,000.00

								Defined Budgets
		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
05-550003-00-0	Youth Soccer	8,975.00	10,868.17	8,975.00	12,821.26	8,975.00	14,411.87	8,975.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Balls			50.00	7.00	350.00		
Preliminary	Chalk			1.00	100.00	100.00		
Preliminary	Cones			15.00	10.00	150.00		
Preliminary	First Aid			5.00	15.00	75.00		
Preliminary	Misc			1.00	1,000.00	1,000.00		
Preliminary	Pictures			100.00	5.00	500.00		
Preliminary	Refs			66.00	50.00	3,300.00		
Preliminary	Trophies			100.00	5.00	500.00		
Preliminary	Uniforms			1.00	3,000.00	3,000.00		
05-550005-00-0	Adult Softball	900.00	1,416.46	900.00	932.58	900.00	669.82	500.00
05-550010-00-0	Cheer	0.00	0.00	0.00	0.00	0.00	0.00	500.00
05-550011-00-0	Adult Basketball	0.00	0.00	0.00	800.00	0.00	0.00	
05-553000-00-3	Operating Supplies - Communit...	6,000.00	5,616.00	6,000.00	4,725.01	6,000.00	-1,246.75	5,000.00
05-553300-00-0	Concert in the Park Expense	11,000.00	14,727.06	14,000.00	16,446.40	17,000.00	13,597.92	22,800.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Band Food			1.00	600.00	600.00		
Preliminary	Concerts in Park - Entertainment			6.00	2,200.00	13,200.00		
Preliminary	Fire Works			1.00	7,000.00	7,000.00		
Preliminary	Safety Nights			1.00	1,000.00	1,000.00		
Preliminary	Swat (T-Shirts, Nerf stuff)			1.00	1,000.00	1,000.00		
05-553400-00-0	Program Expenses	2,000.00	3,497.62	2,000.00	569.93	2,000.00	1,074.40	1,500.00
05-553402-00-0	Senior Center	2,500.00	0.00	2,500.00	1,155.09	500.00	36.78	500.00
05-553600-00-0	Uniforms	600.00	504.89	600.00	998.68	400.00	0.00	400.00
05-553700-00-0	Printing Costs	200.00	0.00	200.00	0.00	500.00	0.00	500.00
05-554600-00-0	Small Tools	800.00	736.90	800.00	535.89	2,500.00	0.00	1,000.00
05-999900-00-0	Interfund Transfer Out/(In)	42,100.00	42,099.96	42,100.00	42,099.96	71,571.00	65,606.75	71,571.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Interfund Loan (Wastewater)			1.00	71,571.00	71,571.00		
	Expense Total:	**356,575.49**	**356,828.28**	**352,323.77**	**420,310.54**	**389,280.12**	**676,105.11**	**399,947.50**
	Fund: 05 - Parks & Recreation Total:	**356,575.49**	**356,828.28**	**352,323.77**	**420,310.54**	**389,280.12**	**676,105.11**	**399,947.50**
	Report Total:	**356,575.49**	**356,828.28**	**352,323.77**	**420,310.54**	**389,280.12**	**676,105.11**	**399,947.50**

Administration Fund

Billing
Water, sewer and trash

Human Resources
Handles personnel matters

Payroll
Processes employee payroll

Cashiering
Handles customer payments

Accounting
Responsible for accounts receivable and accounts payable

Customer Service
Assists customers with billing related questions

Governance
Board meetings and District administration.

How Customers Make Payments

- ⇒ Mail - 2,579
- ⇒ Bill Pay - 3,950
- ⇒ By phone - 1,223
- ⇒ CSD Website - 7,595
- ⇒ In Person - 3,297
- ⇒ Auto Pay - 7,412
- ⇒ Pay by Text - 447

Staffing

General Manager—1 FTE

Administrative Services Manager—1 FTE

Senior Accounting Technician—.5 FTE

CSR II/Program Assistant—1 FTE

Customer Service Lead—1 FTE

Senior Customer Service Rep—1 FTE

Customer Service Rep I—.48 FTE

The Administration Department provides support across all operations, including assisting the Board of Directors. Our customer service team manages billing for water, wastewater, and solid waste services while also serving as a resource for utility inquiries and service requests.

This department oversees human resources, including recruitment, payroll, and employee benefits. The administrative staff also plays a key role in government relations and community outreach, handling public engagement, media communications, and Board meeting coordination to strengthen ties with the community.

The General Manager reports directly to the Board of Directors, ensuring smooth oversight of District activities. Administrative costs are allocated among the three enterprise funds, with the administration fund functioning as a pass-through account, as expenses and revenues are tracked within other funds.

ADMINISTRATION REVENUE

Fund: 10 - Administration

Revenue		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
10-419000-00-0	Fees & Charges	1,300.00	1,997.89	1,500.00	1,941.18	1,500.00	2,719.61	2,500.00
10-419100-00-0	Credit Card Processing Fees	21,000.00	29,473.00	25,000.00	35,580.00	27,000.00	37,236.00	36,000.00
10-419500-00-0	Delinquent Fees & Penalties	0.00	0.00	0.00	0.00	0.00	98.27	
10-464000-00-0	Site Rent - Radio Tower	173,535.52	183,422.87	182,220.02	203,411.56	198,909.23	191,958.28	188,563.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Tower Site - SBA	1.00	-31,563.00	-31,563.00
Preliminary	Tower Site - T-Mobile	1.00	-19,000.00	-19,000.00
Preliminary	Tower Site - Verizon	1.00	-38,000.00	-38,000.00
Preliminary	Ultimate Internet Access Inc. (UIA)	1.00	-100,000.00	-100,000.00

10-700000-00-0	Property Taxes - Current	104,140.58	138,674.28	108,400.00	145,949.65	122,742.00	151,182.69	136,647.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	General Tax Levy	1.00	-152,647.00	-152,647.00
Preliminary	Street Lighting Portion	1.00	16,000.00	16,000.00

10-704000-00-0	Property Taxes - Prior	2,000.00	3,410.36	2,000.00	4,448.62	2,000.00	3,537.95	3,000.00
10-706000-00-0	Penalties on Delinquent Taxes	500.00	574.89	500.00	758.66	500.00	721.99	500.00
10-707000-00-0	Property Taxes - Homeowner E...	500.00	834.38	500.00	808.54	500.00	678.97	500.00
10-710000-00-0	Investment Income	7,140.00	130,403.30	80,000.00	285,572.72	80,000.00	315,744.50	
10-712000-00-0	Other Income	200.00	1,767.44	200.00	10,077.95	200.00	0.01	200.00
10-712100-00-0	Recycling Revenue - EE Morale	-3,000.00	0.00	0.00	0.00	0.00	5,703.80	
10-713100-00-0	Franchise Fees - Solid Waste	94,697.72	95,641.98	102,587.60	113,452.23	102,166.40	121,773.08	123,672.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Burrtec for Commercial & billed Resi	1.00	-36,000.00	-36,000.00
	Preliminary		2,600.00	-33.72 -87,672.00
	Single Family Residential $2.81 x 12= $33.72			

10-713500-00-0	Solid Waste Billing Fees	75,559.92	75,453.32	84,422.88	82,410.98	88,614.12	87,956.56	92,040.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Admin Fee $2.95 x 12 = $35.4	2,600.00	-35.40	-92,040.00

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
10-999700-00-0	Board Discretionary Revenue	-372,373.30	-416,218.27	-393,207.02	-468,829.26	-423,817.63	-450,496.64	-434,382.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Community Promotions	1.00	-8,000.00	-8,000.00
Preliminary	Employee Morale	1.00	-6,500.00	-6,500.00
Preliminary	Property Taxes	1.00	136,647.00	136,647.00
Preliminary	Site Rent - Radio Tower	1.00	88,563.00	88,563.00
Preliminary	Solid Waste Franchise Fee	1.00	123,672.00	123,672.00
Preliminary	UIA Lease	1.00	100,000.00	100,000.00

Revenue Total:	**105,200.44**	**303,201.96**	**194,123.48**	**425,955.81**	**200,314.12**	**468,815.07**	**149,240.00**
Fund: 10 - Administration Total:	**105,200.44**	**303,201.96**	**194,123.48**	**425,955.81**	**200,314.12**	**468,815.07**	**149,240.00**
Report Total:	**105,200.44**	**303,201.96**	**194,123.48**	**425,955.81**	**200,314.12**	**468,815.07**	**149,240.00**

ADMINISTRATION EXPENSE

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
Fund: 10 - Administration								
Expense								
10-500001-00-0	Salaries - Full Time	551,937.60	599,790.47	635,857.00	679,989.21	642,866.00	602,568.61	672,547.00
10-500002-00-0	Salaries - Overtime	1,600.00	391.65	1,500.00	423.05	1,500.00	49.66	2,000.00
10-500004-00-0	Salaries - Part-Time	17,935.00	18,715.09	17,053.00	26,998.71	25,430.00	32,617.32	25,480.00
10-510000-00-0	PERS Retirement	95,603.83	58,038.48	106,216.00	72,599.92	115,722.00	58,878.48	110,329.00
10-510001-00-0	Benefit Plan	94,320.00	52,591.58	102,240.00	53,105.54	94,320.00	62,010.91	126,720.00
10-510002-00-0	Workers Compensation	5,669.07	4,186.54	4,808.00	6,155.48	25,000.00	19,166.00	25,000.00
10-510003-00-0	Payroll Taxes - FICA/Medicare	9,375.12	13,821.46	10,525.00	14,122.67	11,267.00	13,386.22	11,701.00
10-510006-00-0	PERS Unfunded Accrued Liability	36,745.00	44,667.00	39,395.00	38,120.00	56,589.00	54,758.00	74,704.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Classic			1.00	72,035.00	72,035.00		
Preliminary	PEPRA			1.00	2,669.00	2,669.00		
10-510009-00-0	PEPRA Retirement	3,994.72	4,683.66	2,733.00	6,351.32	5,073.00	8,462.30	10,462.00
10-521500-00-0	Contractual Services	45,034.00	61,657.87	47,242.00	53,857.67	49,712.00	47,680.71	51,640.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Customer Billing - Infosend			12.00	145.00	1,740.00		
Preliminary	Customer Billing - Infosend Postage			12.00	2,000.00	24,000.00		
Preliminary	District Answering Service			12.00	80.00	960.00		
Preliminary	Misc			1.00	10,300.00	10,300.00		
Preliminary	Office Cleaning			26.00	300.00	7,800.00		
Preliminary	PERS Medical Admin Fee			12.00	70.00	840.00		
Preliminary	Printer Maintenance			12.00	400.00	4,800.00		
Preliminary	Shred Services			12.00	100.00	1,200.00		
10-521600-00-0	Software Support	64,042.50	78,912.76	70,879.76	79,836.00	70,879.76	77,191.62	71,400.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Adobe Publisher			2.00	500.00	1,000.00		
Preliminary	GIS Hosting			1.00	5,750.00	5,750.00		
Preliminary	HCSD Website Support			1.00	1,500.00	1,500.00		
Preliminary	IT Support			12.00	2,500.00	30,000.00		
Preliminary	Tyler Software			1.00	33,000.00	33,000.00		
Preliminary	Virtual Meeting Interface			1.00	150.00	150.00		

Budget Worksheet **For Fiscal: FY 2024-2025 Period Ending: 06/30/2025**

Defined Budgets

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
10-522000-00-0	Legal Services	50,000.00	58,562.50	50,000.00	79,970.50	80,000.00	77,657.83	80,000.00
10-522001-00-0	Auditing & Accounting Services	77,700.00	69,341.10	80,405.00	102,353.31	89,890.00	79,155.36	78,500.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Accounting Support	1.00	50,000.00	50,000.00
Preliminary	Audit & State Controllers Report	1.00	28,500.00	28,500.00

10-522500-00-0	Director's Fees	90,000.00	48,814.29	60,000.00	27,257.14	40,000.00	23,850.00	30,000.00
10-522505-00-0	Directors' Training/Seminars/M...	10,000.00	6,571.25	10,000.00	6,749.17	7,500.00	1,222.16	7,500.00
10-522510-00-0	Board & Exec Meetings	2,000.00	3,210.48	3,500.00	2,022.58	3,500.00	2,528.57	3,500.00
10-523000-00-0	Permits and Fees	10,000.00	36,587.47	10,000.00	13,500.00	10,000.00	10,000.00	10,000.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	LAFCO fee	1.00	10,000.00	10,000.00

10-523500-00-0	San Bernardino County Fees	9,020.00	4,563.40	4,600.00	5,688.19	4,850.00	1,521.87	1,000.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Property Tax Fee	1.00	400.00	400.00
Preliminary	Recording Fee	12.00	50.00	600.00

10-524300-00-0	Employment Expense	2,500.00	1,474.00	1,200.00	1,336.00	1,200.00	1,125.94	1,000.00
10-524500-00-0	Education and Training	10,000.00	3,558.26	3,700.00	6,128.72	1,700.00	3,913.83	5,600.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Conference Lodging	1.00	3,000.00	3,000.00
Preliminary	Conference Travel/Meals	1.00	200.00	200.00
Preliminary	Misc	1.00	2,400.00	2,400.00

10-525000-00-0	Insurance	99,476.00	101,051.00	103,834.00	109,253.00	120,862.00	123,987.25	153,079.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	Board Insurance	1.00	250.00	250.00
Preliminary	Property & General Liability	1.00	128,751.00	128,751.00
Preliminary	Workers Comp Insurance	1.00	24,078.00	24,078.00

10-526601-00-0	Public Notices	3,000.00	0.00	1,500.00	1,120.52	1,500.00	322.50	1,000.00
10-526650-00-0	Community Promotion	6,000.00	4,939.38	6,000.00	5,993.49	8,000.00	5,181.02	8,000.00
10-529900-00-0	Bank Charges	30,720.00	39,353.11	21,320.00	35,439.56	57,320.00	40,048.42	40,800.00

Budget Detail

Budget Code	Description	Units	Price	Amount
Preliminary	CBB Bank Analysis Charge	1.00	3,700.00	3,700.00
Preliminary	PaymentTech	1.00	29,600.00	29,600.00
Preliminary	Web Pay	1.00	7,500.00	7,500.00

		FY 2022-2023 Total Budget	FY 2022-2023 Total Activity	FY 2023 - 2024 Total Budget	FY 2023 - 2024 Total Activity	FY 2024-2025 Total Budget	FY 2024-2025 YTD Activity	FY 2025-2026 Preliminary
10-531000-00-0	Utilities - Electric	7,000.00	8,254.03	9,000.00	9,686.64	10,500.00	9,668.27	9,000.00
10-532500-00-0	Telephone	11,887.32	11,362.75	12,240.00	11,578.45	11,640.00	10,774.50	12,360.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	UIA-VOIP			12.00	820.00	9,840.00		
Preliminary	Verizon Wireless - 3 Admin			12.00	210.00	2,520.00		
10-541500-00-0	Operation and Maintenance - ...	500.00	511.50	500.00	0.00	500.00	787.22	1,200.00
10-545000-00-0	Vehicle Maintenance	2,059.07	835.30	1,500.00	471.01	750.00	0.00	750.00
10-545001-00-0	Vehicle Fuel	1,000.00	1,473.73	1,500.00	1,939.68	3,000.00	1,984.68	2,000.00
10-552700-00-0	Mileage and Travel Reimburse...	200.00	178.84	200.00	129.65	200.00	159.00	200.00
10-553000-00-0	Operating Supplies - Office	8,000.00	11,049.13	10,000.00	17,043.27	12,000.00	7,309.60	8,000.00
10-553200-00-0	Postage & Delivery	2,500.00	381.07	1,000.00	2,509.05	2,000.00	396.36	500.00
10-553600-00-0	Uniforms	200.00	221.59	200.00	48.05	700.00	0.00	700.00
10-556500-00-0	Dues & Subscriptions	15,232.00	14,961.29	12,348.00	10,791.00	12,540.00	14,105.87	12,900.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	Amazon Prime			1.00	200.00	200.00		
Preliminary	ASBCSD			1.00	300.00	300.00		
Preliminary	AWWA			1.00	500.00	500.00		
Preliminary	CA Special District			1.00	8,900.00	8,900.00		
Preliminary	Daily Press Newspaper			1.00	180.00	180.00		
Preliminary	National Notary			1.00	0.00	0.00		
Preliminary	Silver Lake HOA			12.00	235.00	2,820.00		
10-556800-00-0	Employee Benefit & Morale	6,500.00	3,658.01	6,500.00	3,346.17	6,500.00	8,942.63	6,500.00
10-999100-00-0	Admin Allocation	-1,292,050.79	-1,146,351.33	-1,255,372.28	-1,348,224.74	-1,368,196.00	-1,254,179.63	-1,656,072.00
Budget Detail								
Budget Code	**Description**			**Units**	**Price**	**Amount**		
Preliminary	1% of Admin Allocation to Solid Waste			0.01	-1,656,072.00	-16,560.72		
Preliminary	49% of Admin Allocation to Sewer			0.49	-1,656,072.00	-811,475.28		
Preliminary	50% of Admin Allocation to Water			0.50	-1,656,072.00	-828,036.00		
	Expense Total:	**105,200.44**	**415,642.96**	**194,123.48**	**269,269.05**	**220,314.76**	**235,111.21**	**0.00**
	Fund: 10 - Administration Total:	**105,200.44**	**415,642.96**	**194,123.48**	**269,269.05**	**220,314.76**	**235,111.21**	**0.00**
	Report Total:	**105,200.44**	**415,642.96**	**194,123.48**	**269,269.05**	**220,314.76**	**235,111.21**	**0.00**

Helendale Community Services District

Date: June 19, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion and Possible Adoption of Resolution 2025-04: A Resolution of the Board of Directors of the Helendale Community Services District Establishing the Appropriations Limit for Fiscal Year 2026 Pursuant to Article XIII B of the California State Constitution

---

STAFF RECOMMENDATION:
Adopt Resolution 2025-04 establishing the Helendale Community Services District Appropriations Limit for Fiscal Year 2026.

STAFF REPORT
Article XIIIB of the California Constitution and related implementing legislation provides for an annual "appropriations limit" for each entity of local government, including special districts. The law requires the governing body of each local jurisdiction to establish its appropriation limit by resolution each year.

The appropriations limit does not apply to the entire District budget but only to the appropriation of "proceeds of taxes". In the District's case this is represented solely by property taxes and special assessments. Each year the limit is adjusted by two factors: Price and Population. For FY 2025 the California Department of Finance provided these factors for San Bernardino County. The Price Factor (per capita personal income growth) is +6.44, compared to 3.62 last year; and the Population Growth Factor for San Bernardino County unincorporated areas is -0.22% compared to +0.02% growth last year. The attached Exhibit A & B to the Resolution shows the calculation for Fiscal Year 2026 as well as for the last 13 fiscal years (Historic GANN Calculations). For Fiscal Year 2026 the District Appropriation Limit is $1,020,657.

Included in the appropriation limit are the following:

- "Proceeds from taxes"
- Solid Waste Disposal parcel assessment
- Water and Wastewater standby assessments and
- General property taxes that fund the streetlights and the balance shared with the Park fund.

For Fiscal Year 2026, the total of these taxes and property assessments is estimated to be $461,186.38, which is well below the limit. Should appropriations exceed the limit, the excess taxes are required to be returned by a revision of the tax rates within the next two subsequent fiscal years.

Fiscal Impact

Resolution 2025-4 establishes the District's FY2026 appropriations limit for proceeds of taxes at $1,050,329 in accordance with Article XIIIB of the California State Constitution.

FISCAL IMPACT: None.

REQUESTED ACTION: Approve Resolution 2025-04

ATTACHMENTS: Department of Finance Price Factor and Population letter
Resolution 2025-04

DEPARTMENT OF FINANCE
OFFICE OF THE DIRECTOR

Gavin Newsom ▪ Governor
1021 O Street, Suite 3110 ▪ Sacramento CA 95814 ▪ www.dof.ca.gov

May 2025

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit
California Revenue and Taxation Code Section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2025, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2025-26. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2025-26 appropriations limit. Attachment B provides the city and unincorporated county population percentage change along with the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts
Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code Section 2228 provides additional information regarding the appropriations limit. Article XIII B, Section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: http://leginfo.legislature.ca.gov/faces/codes.xhtml.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification
The population certification program applies only to cities and counties. California Revenue and Taxation Code Section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2025.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

JOE STEPHENSHAW
Director
By:

ERIKA LI
Chief Deputy Director

Attachment

A. **Price Factor**: Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2025-26 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2025-26	6.44

B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2025-26 appropriation limit.

2025-26:

Per Capita Cost of Living Change = 6.44 percent
Population Change = 0.28 percent

Per Capita Cost of Living converted to a ratio: $\frac{6.44 + 100}{100} = 1.0644$

Population converted to a ratio: $\frac{0.28 + 100}{100} = 1.0028$

Calculation of factor for FY 2025-26: $1.0644 \times 1.0028 = 1.0674$

FISCAL YEAR 2025-26
Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2024 to January 1, 2025 and Total Population January 1, 2025

About the Data

City	County	Percent Change 24-25	Population Minus Exclusions 1-1-24	Population Minus Exclusions 1-1-25	Total Population 1-1-25
Adelanto City	San Bernardino	1.42	36,629	37,150	37,150
Apple Valley Town	San Bernardino	-0.11	75,339	75,255	75,262
Barstow City	San Bernardino	-0.55	24,634	24,498	24,811
Big Bear Lake City	San Bernardino	-0.48	4,977	4,953	4,953
Chino City	San Bernardino	1.76	90,123	91,712	95,206
Chino Hills City	San Bernardino	-0.18	77,452	77,314	77,314
Colton City	San Bernardino	-0.42	53,505	53,278	53,278
Fontana City	San Bernardino	0.96	217,084	219,172	219,172
Grand Terrace City	San Bernardino	-0.51	12,868	12,803	12,803
Hesperia City	San Bernardino	0.54	101,248	101,792	101,792
Highland City	San Bernardino	1.16	56,436	57,088	57,088
Loma Linda City	San Bernardino	-0.19	25,323	25,276	25,322
Montclair City	San Bernardino	-0.38	37,670	37,526	37,526
Needles City	San Bernardino	-0.54	4,817	4,791	4,791
Ontario City	San Bernardino	0.84	182,875	184,404	184,404
Rancho Cucamonga City	San Bernardino	0.44	175,227	175,992	175,992
Redlands City	San Bernardino	0.10	73,416	73,488	73,488
Rialto City	San Bernardino	1.09	104,426	105,565	105,565
San Bernardino City	San Bernardino	0.08	221,218	221,387	222,727
Twentynine Palms City	San Bernardino	7.84	14,775	15,934	24,257
Upland City	San Bernardino	-0.23	79,326	79,140	79,140
Victorville City	San Bernardino	0.49	135,981	136,652	141,013
Yucaipa City	San Bernardino	0.51	54,561	54,838	54,838
Yucca Valley Town	San Bernardino	0.03	22,021	22,027	22,027
Unincorporated	San Bernardino	-0.22	290,454	289,811	297,505
Incorporated	San Bernardino	0.54	1,881,931	1,892,035	1,909,919
County Total	San Bernardino	0.44	2,172,385	2,181,846	2,207,424

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

RESOLUTION NO. 2025-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2026 PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA STATE CONSTITUTION

WHEREAS, Article XIII B of the Constitution of the State of California provides that the total annual appropriations subject to limitation for each government entity shall not exceed the appropriations limit of each governmental agency for the prior year adjusted for certain changes mandated by Proposition 4 passed on November 4, 1979 and Proposition 111 passed June, 1990, except as otherwise provided for in Article XIII B and implementing State statutes; and

WHEREAS, pursuant to Article XIII B, and Section 7900 *et seq.* of the California Government Code, the District is required to set its appropriation limit for each fiscal year; and

WHEREAS, the General Manager for the Helendale Community Services District has conducted the necessary analysis and calculations to determine the appropriations limit for Fiscal Year 2025-26, relying on the approved limit from fiscal year 2024-25, and the following two adjustment factors: Annual Percent Change in Population for January 1, 2025 for San Bernardino County and the state-wide Per Capita Personal Income Change; and

WHEREAS, based on such calculations, the General Manager has determined the said appropriations limit to be $1,020,657 and pursuant to Section 7910 of the Government Code, has made available to the public the documentation used in the determination of the limit. (Exhibit "A" and "B" attached and made of part hereto).

NOW, THEREFORE, BE IT RESOLVED, ORDERED AND DETERMINED BY THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT.

APPROVED AND ADOPTED this 19th day of June, 2025.

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

By: _____
Ron Clark, President

Attest: _____
Clerk of the Board

Exhibit A

HELENDALE COMMUNITY SERVICES DISTRICT
APPROPRIATIONS LIMIT
FY 2025-2026

Per capita personal income		6.44%
Population growth - County		-0.22%
2024-2025 GANN limit	$	988,956
2025-2026 GANN limit	**$**	**1,050,329.00**

Exhibit B

HELENDALE COMMUNITY SERVICES DISTRICT
APPROPRIATIONS LIMIT
Historic GANN Calculations

Year	Prior Year Appropriations Limit	CA per Capita Personal Income		Change in Population		Calculation Factor	Appropriations Subject to Limit
FY 14	$ 553,066.00	5.12%	1.0512	0.65%	1.0065	1.0580	585,162
FY2015	$ 585,162.00	-0.23%	0.9977	0.69%	1.0069	1.0046	587,844
FY2016	$ 587,844.00	3.82%	1.0382	1.09%	1.0109	1.0495	616,952
FY2017	$ 616,952.00	5.37%	1.0537	0.68%	1.0068	1.0609	654,503
FY2018	$ 654,503.00	3.69%	1.0369	1.16%	1.0116	1.0489	686,527
FY2019	$ 686,527.00	3.67%	1.0367	0.95%	1.0095	1.0465	718,484
FY2020	$ 718,484.00	3.85%	1.0385	0.90%	1.0090	1.0478	752,861
FY2021	$ 752,861.00	3.73%	1.0373	0.51%	1.0051	1.0426	*784,926*
FY2022	$ 784,926.00	5.73%	1.0573	0.17%	1.0017	1.0591	831,313
FY2023	$ 831,313.00	7.55%	1.0755	-0.46%	0.9954	1.0706	889,964
FY2024	$ 899,964.00	4.44%	1.0444	-0.45%	0.9955	1.0397	935,693
FY2025	$ 935,693.00	3.62%	1.0362	2.00%	1.0200	1.0569	988,956
FY2026	$ 988,956.00	6.44%	1.0644	-0.22%	0.9978	1.0621	1,050,329

Helendale Community Services District

Date: June 19, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #9
Discussion and Possible Action Regarding Award of Contract for Wastewater Engineering Services

STAFF RECOMMENDATION:
Staff recommends awarding a professional services agreement to PACE for the design of the Wastewater Tertiary Upgrade.

STAFF REPORT:
On March 12, 2025, the District opened the request for proposals (RFP) for engineering services. The information was posted on the District's website, listed on BidNet, published in the Daily Press and the San Bernardino Sun twice as well as personal communication with several firms. There seemed to be significant interest on BidNet as noted on the attached Document Request List. Of the firms who responded, two indicated that they did not have time to complete the bid package prior to the closing. Based upon that, Staff extended the deadline for a month. Despite all the effort, only one bid was received by the due date. The bid was from PACE, the original firm that the District has been working with. Despite the delays with moving the project forward, Staff can affirm that every effort was made to attract qualified bidders.

A bid opening was held on June 11 at 2:30 pm with one bid received by the District from PACE in the amount of $850,465. PACE has been determined to be a responsive, responsible bidder.

BACKGROUND:
The Board awarded a PSA to PACE in January 2023, however, the contract was stopped pending the approval to proceed from EPA. Based upon the grant requirements as outlined in the EPA documentation, in April 2024, the District began working with an assigned grant officer from EPA on completion of the application documents. In September, all documents were accepted by EPA and approval to proceed was granted.

On September 5, 2024, the Board accepted the EPA Grant award for wastewater design, environmental and the bureau feasibility document. At that same meeting, the Board authorized the circulation of an RFP for engineering services as it exceeded what was then understood to be the threshold to award a professional services contract.

The Grant award required competitive bidding for all expenditures over $250,000. While the District's purchasing policy allows for the award of professional services contacts, including engineering services, without going through the competitive bid process, the grant did not appear to allow for that. On November 7, 2024, this matter was last discussed with the Board when new information was shared from the EPA that would allow the District to proceed without the competitive bid process based upon new interpretation grant requirements, however, at that time the Board felt the prudent course of action was to circulate a request for proposals for the envisioned services.

An RFP was circulated beginning 2/10/2025 with initial bid opening scheduled for March 5, 2025, however, based upon feedback of the timeframe and a desire to receive more proposals, Staff extended it to June 10, 2025 with only one proposal submitted.

FISCAL IMPACT: $850,465

POSSIBLE MOTION: Accept PACE as a responsive and responsible bidder and direct Staff and Legal Counsel to draft the Professional Services Agreement.

ATTACHMENTS: Document Request List from BidNet
PACE Bid Document

Document Request List

Document Request List

Organization Name	Main Contact	Download Date	City	Province/State
ndjfdjfcd	lfrghn cdbhcfbjd	06/03/2025 08:39 PM PDT	gtfyh	
DF Interactive NC LLC	David Fine	05/13/2025 03:45 AM PDT	Raleigh	North Carolina
RMEP Consulting Engineers, Inc.	Roozbeh Mehrkish	05/12/2025 10:47 PM PDT	Duarte	California
XiO Inc	John Noonan	05/12/2025 03:32 PM PDT	San Rafael	California
TJC and Associates, Inc.	Marketing Dept	05/12/2025 10:09 AM PDT	Oakland	California
Integrated Sustainability Consultants Ltd	Royata Sidibe	05/12/2025 10:04 AM PDT	Carlsbad	California
Carollo Engineers	Katie Matson	05/02/2025 11:25 AM PDT	Walnut Creek	California
WRAAB	Amna Butt	04/16/2025 01:19 AM PDT	sacramento	California
PTR	Atyah Kush	04/11/2025 02:40 PM PDT	San Diego	California
Heinemann & Co., Inc	David Heinemann	04/10/2025 04:36 AM PDT	Herndon	Virginia
Shannon & Wilson, Inc.	Rob Blasberg	04/03/2025 04:13 PM PDT	Los Angeles	California
Ardurra Group, Inc	Jennifer Wilkes	04/03/2025 06:56 AM PDT	San Diego	California
Wright Water Engineers	Andrew Earles	04/02/2025 05:42 PM PDT	Denver	Colorado
Environmental Water Solutions	Trevor Hunt	04/02/2025 03:40 PM PDT	Gardena	California
Scheidel Engineering	Justin Scheidel	03/31/2025 03:02 PM PDT	San Diego	California
Lead Pursuits LLC	Lead Department	03/28/2025 08:45 PM PDT	Santa Monica	California
Orthos Liquid Systems, Inc.	Stuart Humphries	03/24/2025 06:00 AM PDT	Bluffton	South Carolina
WHB	John Mukhar	03/21/2025 09:51 AM PDT	Aptos	California
Indexing Solutions	Joe Campbell	03/20/2025 11:08 PM PDT	Elko	Nevada
Silver State Marketing Group OC	Sean Norvell	03/20/2025 03:03 PM PDT	Mission Viejo	California
Lefrancois Engineering, PLLC	Sanda Iancu	03/20/2025 11:46 AM PDT	Incline Village	Nevada
Black Water Consulting Engineers, Inc.	Jeff Black	03/20/2025 10:50 AM PDT	Modesto	California
Tetra Tech	Randy Westhaus	03/20/2025 10:49 AM PDT	Santa Barbara	California
Kelsey Structural	Matt Stone	03/20/2025 10:34 AM PDT	La Mesa	California
Albert A. Webb Associates	Business Development	03/20/2025 10:33 AM PDT	Riverside	California
IO Environmental & Infrastructure Inc	Eric McAlinn	03/20/2025 10:21 AM PDT	San Diego	California
BKF Engineers	Suzi Edwards	03/20/2025 09:02 AM PDT	San Jose	California
Flottweg Separation Technology	Robert Troupe	03/20/2025 04:58 AM PDT	Independence	Kentucky
Water Works Engineers, LLC	Jodi Wagner	03/19/2025 10:09 PM PDT	Roseville, CA 95678	California
Motivf	Alrius Tolentino	03/19/2025 06:15 AM PDT	ALEXANDRIA	Virginia
Construction Journal	Construction Journal	03/19/2025 06:01 AM PDT	Stuart	Florida

Organization Name	Main Contact	Download Date	City	Province/State
Odo Labs, LLC	Andrew Wagner	03/19/2025 05:12 AM PDT	Denver	Colorado
Dewberry	Jennifer Hill	03/19/2025 03:51 AM PDT	FAIRFAX	Virginia
***DO NOT REACTIVATE Gov Solution Corp	Gov Solutions	03/18/2025 08:14 PM PDT	Los Angeles	California
N2W Engineering	James Wang	03/18/2025 03:08 PM PDT	Irvine	California
Carlos Estimating LLC	Ladan Aryan	03/18/2025 01:29 PM PDT	Gurabo	
aaju	ajju bhaiya	03/18/2025 12:29 PM PDT	nagpr	California
Water Systems Consulting	Kirk Barron	03/18/2025 12:00 PM PDT	Portland	Oregon
ALISTO ENGINEERING GROUP	Reinaldo Freitas	03/18/2025 11:22 AM PDT	Walnut Creek	California
North America Procurement Council, Inc PBC	Karen Ericksen	03/18/2025 11:20 AM PDT	Grand Junction	Colorado
MVC13	Samantha Ayres	03/18/2025 11:16 AM PDT	Dunlap	Illinois
Associated General Contractors SD Chapter	Plan Room	03/18/2025 11:05 AM PDT	Lakeside	California
SEH	Dawn Ledin	03/18/2025 10:45 AM PDT	St Paul	Minnesota
Kennedy/Jenks Consultants, Inc	Melisa Herrera	03/18/2025 09:02 AM PDT	Pasadena	California
Engineering Design Consultants, Inc.	Branco Serrano	03/18/2025 08:35 AM PDT	Spring Valley	California
Pacific Advanced Civil Engineering, Inc. (PACE)	Michelle Hoalton	03/18/2025 08:34 AM PDT	Fountain Valley	California

PROFESSIONAL ENGINEERING DESIGN SERVICES PROPOSAL
FOR HELENDALE COMMUNITY SERVICES DISTRICT

WASTEWATER ENGINEERING SERVICES FOR TERTIARY UPGRADE

PREPARED FOR

COMMUNITY SERVICES DISTRICT
HELENDALE

Attn: Alex Aviles
Helendale Community Services District
26540 Vista Rd
Helendale, CA 92342

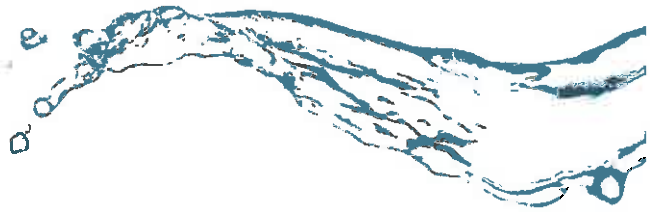
PREPARED BY

PACE
Advanced Water Engineering

17520 Newhope Street, Suite 200
Fountain Valley, California 92708
714.481.7300 | pacewater.com

#B981 | JUNE 11, 2025

contents



PACE
Advanced Water Engineering

June 11, 2025

Alex Aviles *Project Manager*
Helendale Community Services District – 26540 Vista Rd, Helendale, CA 92342

Re: Professional Engineering Design Services Proposal for Helendale Community Services District
Wastewater Engineering Services for Tertiary Upgrade

Dear Mr. Aviles,

We understand the Helendale Community Services District (District) is seeking engineering design services to modify the existing Silver Lake Wastewater Treatment Plant (WWTP) 1.2 MGD secondary trickling filter treatment plant to a 1.2 MGD extended aeration activated sludge (EAAS) secondary treatment plant, similar to a Parkson's Biolac® Process, that will achieve California Title 22 Disinfected Tertiary Recycled Water standards. The tertiary treated effluent will be used as irrigation for the District's park and a community golf course.

Pacific Advanced Civil Engineering, Inc. (PACE) is a water resources engineering firm with extensive experience designing wastewater treatment facility upgrades and treatment processes. Our highly specialized team offers the District the following key capabilities and benefits:

01 FACILITY AND PROCESS UNDERSTANDING TO SUPPORT EFFICIENT PROJECT EXECUTION. Our team will "hit the ground running" with a strong base understanding to guide the design and minimize design duration. Additionally, our background on the project will allow us to develop a reasonable sequence of construction to maintain uninterrupted operations throughout construction.

02 EXPERIENCE WITH EAAS (BIOLAC®) PROCESSES AND CONVERSIONS. Our team has successful past experience with design and construction of EEAS process conversions and upgrades at facilities such as the Sonora Regional Wastewater Treatment Facility, City of Show Low Wastewater Treatment Plant and City of Adelanto Wastewater Treatment Plant. Lessons learned from these projects will be incorporated to improve the design, reduce schedule and cost, and ensure long-term operational performance and efficiency.

03 EQUIPMENT PRE-SELECTION PROCESS USING PERFORMANCE-BASED SPECIFICATIONS TO BENEFIT THE PROJECT. For more than 15 years, PACE has successfully implemented performance-based specifications, which allow for equipment selection at the start of the design process to reduce equipment cost, obtain performance guarantees aligned with project needs, and improve design efficiency.

04 ENGINEERS WITH OPERATIONS BACKGROUND TO GUIDE THE DESIGN. Project Manager, Duong Do's experience includes being a former wastewater treatment plant operator, along with QA/QC Principal, James Matthews, and other key engineers at PACE, which provides us with a focus on the operability of the facility as a key design consideration. We will ensure operations are straightforward while providing the flexibility needed.

05 ADVANCED WASTEWATER INFRASTRUCTURE EXPERTISE. PACE specializes in water and wastewater infrastructure design, including all aspects of wastewater collection systems, sewer force main , treatment and recycled water distribution systems design. Our expertise will ensure the proper design of key equipment upgrades and retrofits. We will evaluate alternatives to help reduce costs, minimize service disruption, and ensure continual operation.

06 IN-HOUSE INSTRUMENTATION AND CONTROLS AND SCADA TEAM. With our in-house I&C team having extensive experience with wastewater system automation and controls, PACE will ensure streamlined operation and complete compatibility with the District's existing systems.

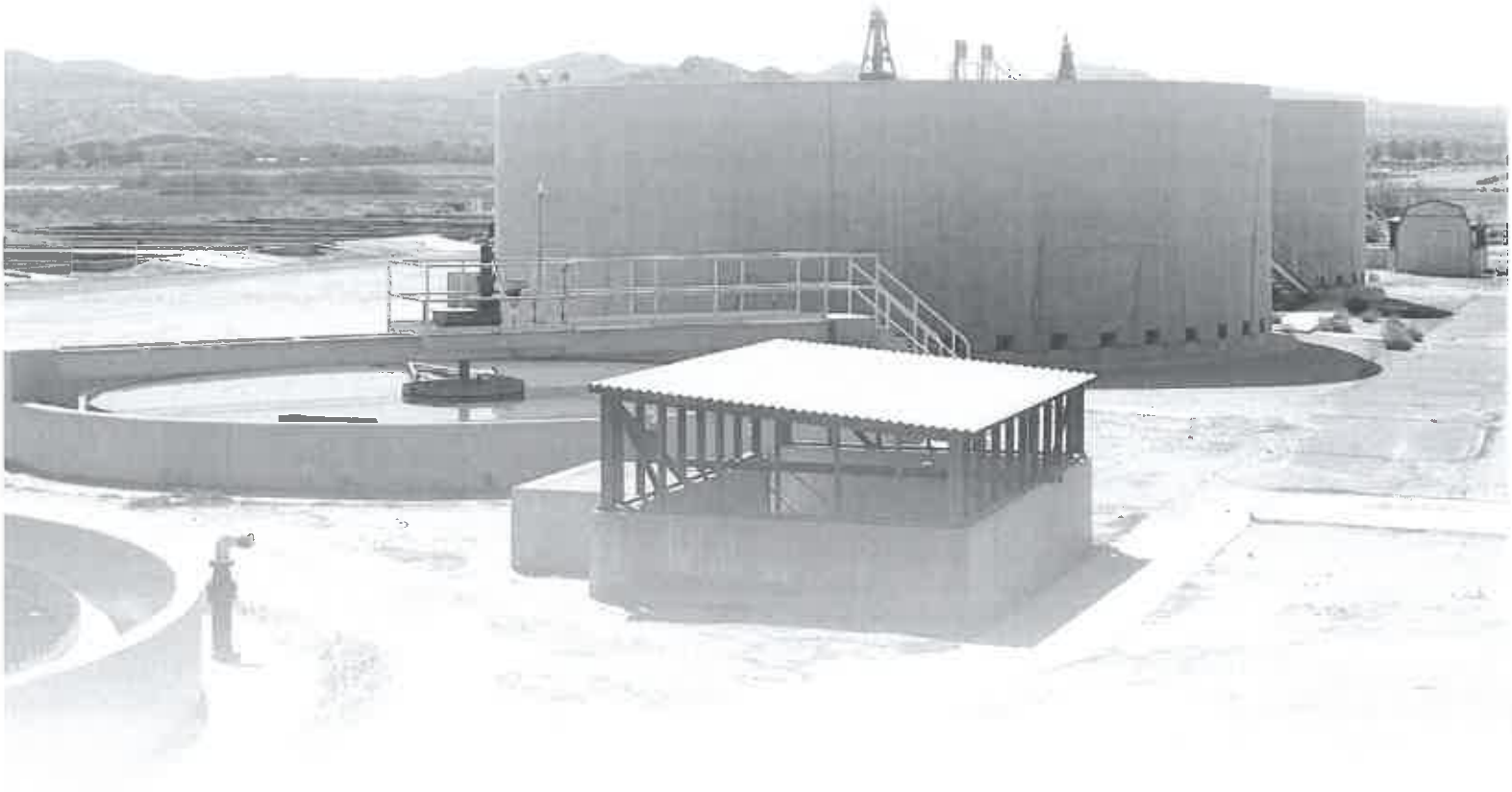
We are prepared to start this project immediately upon authorization with a commitment to providing high quality services. We appreciate this opportunity to continue our collaboration with the District and see this project through to a successful completion. We look forward to your review of our proposal and feedback/questions.

Sincerely,

Duong Do, PE, F.ASCE
Vice President - Environmental Water Division

mobile: (714) 514-8812 *office: (714) 481-7223* *e-mail: ddo@pacewater.com*
8723 E. Via de Commercio #A-204 | Scottsdale, AZ 85258 | 480.991.3595 | pacewater.com

COMPANY
BACKGROUND



ABOUT PACE

Pacific Advanced Civil Engineering, Inc. (PACE) is a ***specialized civil engineering firm dedicated to providing advanced water engineering solutions***. We offer a wide range of engineering services related to water, wastewater, stormwater management and water resource permitting and regulatory compliance to ensure projects are both economically viable and environmentally sustainable. Our engineering approach focuses on maximizing value by creating multi-use infrastructure systems, cost-effective phasing strategies and systems that include environmental, aesthetic and recreational uses. Guided by the principle of our approach, ***we deliver engineering solutions that are reliable, easy to construct, and straightforward to operate***.

Incorporated Year **1987** /
Legal Firm: **C-Coporation**,
State of California.

Employees (approx.) Firm **100**

Contact Person Duong Do, PE, F.ASCE *Project Manager*
C (714) 514-8812 | ddo@pacewater.com

Location of Office Performing Services
17520 Newhope Street, Ste 200 | Fountain Valley, CA 92708
Branch Office
8723 E. Via de Commercio, #A-204 | Scottsdale, AZ 85258

Firm Type Civil / Environmental Engineering

Water / Wastewater Treatment

Water / Sewer Infrastructure

Stormwater Management

RELEVANT EXPERTISE AREAS PROVIDED FOR THE LAST 35+ YEARS

- **Wastewater Treatment / Recycling**
- **Water Master Planning**
- **Water Supply Assessments and Investigations**
- **Instrumentation & Controls**
- **Urban Drainage Systems / Facilities**
- **Recycled Water Distribution**
- **Water Mains**
- **Pipeline Alignment and Facility Siting Studies**
- **Pressure Regulating Stations**
- **Pump Stations**
- **Water Storage and Distribution**
- **Wellhead Equipping and Treatment**
- **Water Quality / Water Treatment**
- **Specialty Hydraulic Structures**

PACE IS EXPERIENCED IN ALL AREAS OF WASTEWATER TREATMENT INCLUDING:

- Wastewater Process & Infrastructure Evaluations, Master Planning, & Design
- Advanced Treatment Using MBR, RO, Ion Exchange, and Proprietary Process Systems
- Wastewater Quality Assessment, Treatment Development, Planning, & Permitting
- Collection Infrastructure Component Design / System Improvements
- Permitting for Title 22 unrestricted reuse, NPDES discharge, and groundwater recharge projects
- Pumping Facilities & Conveyance / Collection Pipes
- Effluent Reuse Design and Management
- Sludge Processing & Biosolids Management Planning & Design
- Energy Efficiency Evaluation & Alternative Energy System Design
- Value Engineering, Constructability Review & Accurate Cost Estimation
- Construction and O&M Cost Estimating
- Electrical, Controls & Instrumentation
- Construction Management / Field Assistance
- Funding Assistance & Administration

Advanced Treatment Focus

PACE has designed hundreds of treatment facilities for municipalities and land developers in both traditional design-bid-build, Construction Manager at Risk (CMAR), and design-build settings. Our experience is not only with design-related tasks, but also with construction and operation of our treatment facility designs, allowing us to consistently provide practical engineering solutions at or below established project budgets. Treatment facility experience includes wastewater, stormwater and potable water, as well as advanced water recycling of highly contaminated waste streams such as irrigation tailwater and water produced from fracking operations.

UNIQUE QUALIFICATIONS OF TEAM

01 FACILITY AND PROCESS UNDERSTANDING TO SUPPORT EFFICIENT PROJECT EXECUTION

Our team will "hit the ground running" with a strong base understanding to guide the design and minimize design duration. Additionally, our background on the project will allow us to develop a reasonable sequence of construction to maintain uninterrupted operations throughout construction.

02 EXPERIENCE WITH EAAS (BIOLAC®) PROCESSES AND

Our team has successful past experience with design and construction of EEAS process conversions and upgrades at facilities such as the Sonora Regional Wastewater Treatment Facility, City of Show Low Wastewater Treatment Plant and City of Adelanto Wastewater Treatment Plant. Lessons learned from these projects will be incorporated to improve the design, reduce schedule and cost, and ensure long-term operational performance and efficiency.

03 EQUIPMENT PRE-SELECTION PROCESS USING PERFORMANCE-BASED SPECIFICATIONS TO BENEFIT THE PROJECT

For more than 15 years, PACE has successfully implemented performance-based specifications, which allow for equipment selection at the start of the design process to reduce equipment cost, obtain performance guarantees aligned with project needs, and improve design efficiency.

04 ENGINEERS WITH OPERATIONS BACKGROUND TO GUIDE THE DESIGN

Project Manager, Duong Do's experience includes being a former wastewater treatment plant operator, along with QA/QC Principal, James Matthews, and other key engineers at PACE, which provides us with a focus on the operability of the facility as a key design consideration. We will ensure operations are straightforward while providing the flexibility needed.

05 ADVANCED WASTEWATER INFRASTRUCTURE EXPERTISE

PACE specializes in water and wastewater infrastructure design, including all aspects of wastewater collection systems, sewer force main , treatment and recycled water distribution systems design. Our expertise will ensure the proper design of key equipment upgrades and retrofits. We will evaluate alternatives to help reduce costs, minimize service disruption, and ensure continual operation.

06 IN-HOUSE INSTRUMENTATION AND CONTROLS AND SCADA TEAM

With our in-house I&C team having extensive experience with wastewater system automation and controls, PACE will ensure streamlined operation and complete compatibility with the District's existing systems.

SUBCONSULTANTS

Geotechnical Engineering

Ninyo & Moore
Geotechnical and Environmental Sciences Consultants

Ninyo & Moore Geotechnical & Environmental Sciences Consultants (Ninyo & Moore) is a multidisciplinary consulting firm that provides high-quality geotechnical and environmental consulting services. The firm was established in 1986 to provide consulting services in geotechnical engineering, construction inspection and testing, engineering geology, hydrogeology, hazardous waste remediation and environmental assessment. We are committed to being responsive, thorough, technically sound, and active in the business community. The quality of Ninyo & Moore's personnel base of 600 employees is widely recognized. Our staff of professionals includes experienced and registered geotechnical engineers, civil engineers, environmental engineers, engineering geologists, hydrogeologists, environmental scientists, certified technicians and field inspectors, and hazardous waste and regulatory compliance specialists.

Surveying

VERTEX SURVEYING

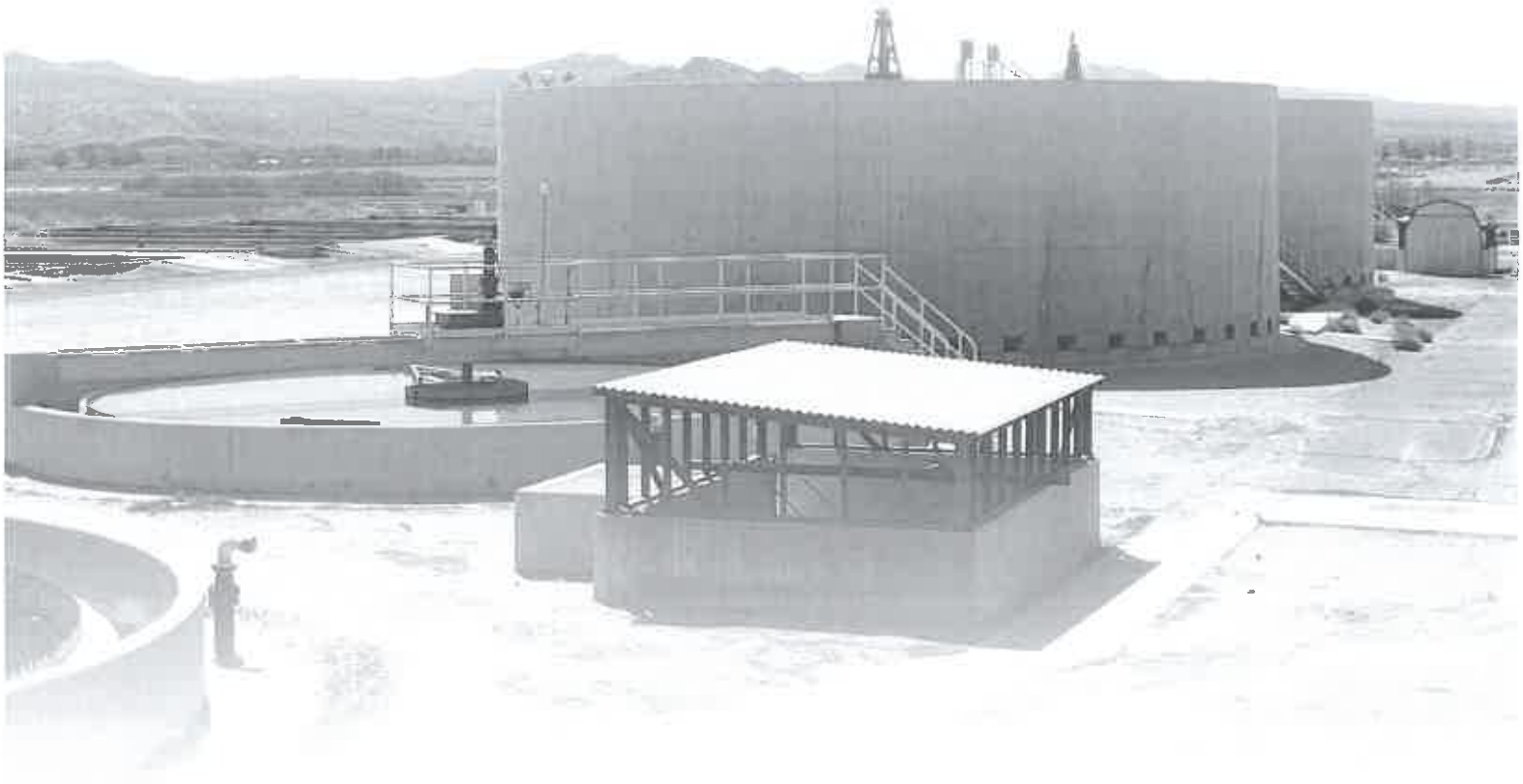
Vertex Survey, Inc., a California Corporation, is a land surveying company initially formed in 2001 as Pinnacle Land Surveying and reformed as an S-Corporation in November 2014 under the name Vertex Survey, Inc. Vertex have spent the entirety of our business existence operating out of Santa Clarita. We have provided land surveying services to municipalities, counties, planners, design professionals, contractors, developers, and private parties. Vertex currently runs 8 survey teams who are supported by a 6-person CAD tech team, including 2 who hold Professional Land Surveying licenses. We also have a Licensed Civil Engineer on staff. Their land surveyors and chainmen, including 3 Certified Party Chiefs, are all from Operating Engineers Union Local 12. Each of their survey teams dispatched from our staff has many years of experience performing all tasks relevant to land surveying. The same is true of each of their CAD techs that support our field teams and deliverables.

Structural Engineering

PK ASSOCIATES
CONSULTING STRUCTURAL ENGINEERS

PK Associates (PKA) provides a full range of Structural Engineering Services from conceptual design through construction administration and special structural inspections. Over the past 32 years, they have delivered structural design expertise on 65+ new and expansion projects for wastewater collection and treatment system facilities. Their teams have proven collaborative communication and an integrated approach to projects which provides overall savings with both project cost and schedule. PKA is committed to providing outstanding structural design and exceptional service to our clients from offices located in Arizona, Southern California, and Colorado. Their engineers are problem solvers with diverse, creative structural engineering expertise.

PROJECT **TEAM**



ORGANIZATIONAL CHART

Our team is organized to provide clear lines of communication and responsibility within our team and with the District, and all staff are based out of our Southern California headquarters office, located in Fountain Valley, CA. Duong Do will serve as Design Project Manager and will be the primary point of contact for the project.

Project Manager
DUONG DO, PE, F.ASCE

Principal / QA/QC
JAMES MATTHEWS, PE

Project Coordinator
ANDREA JAYCOX

Sr. Process Engineer
ANDY KOMOR, MS, PE

Sr. Project Engineer
KYLE SMITH, PE
MATTHEW MILLS, PE

Sr. Electrical Engineer
BASHAR ISHAQ, MBA, PE, PMP

Sr. I&C Specialist
ERNESTO CAMERENA

Supporting Services

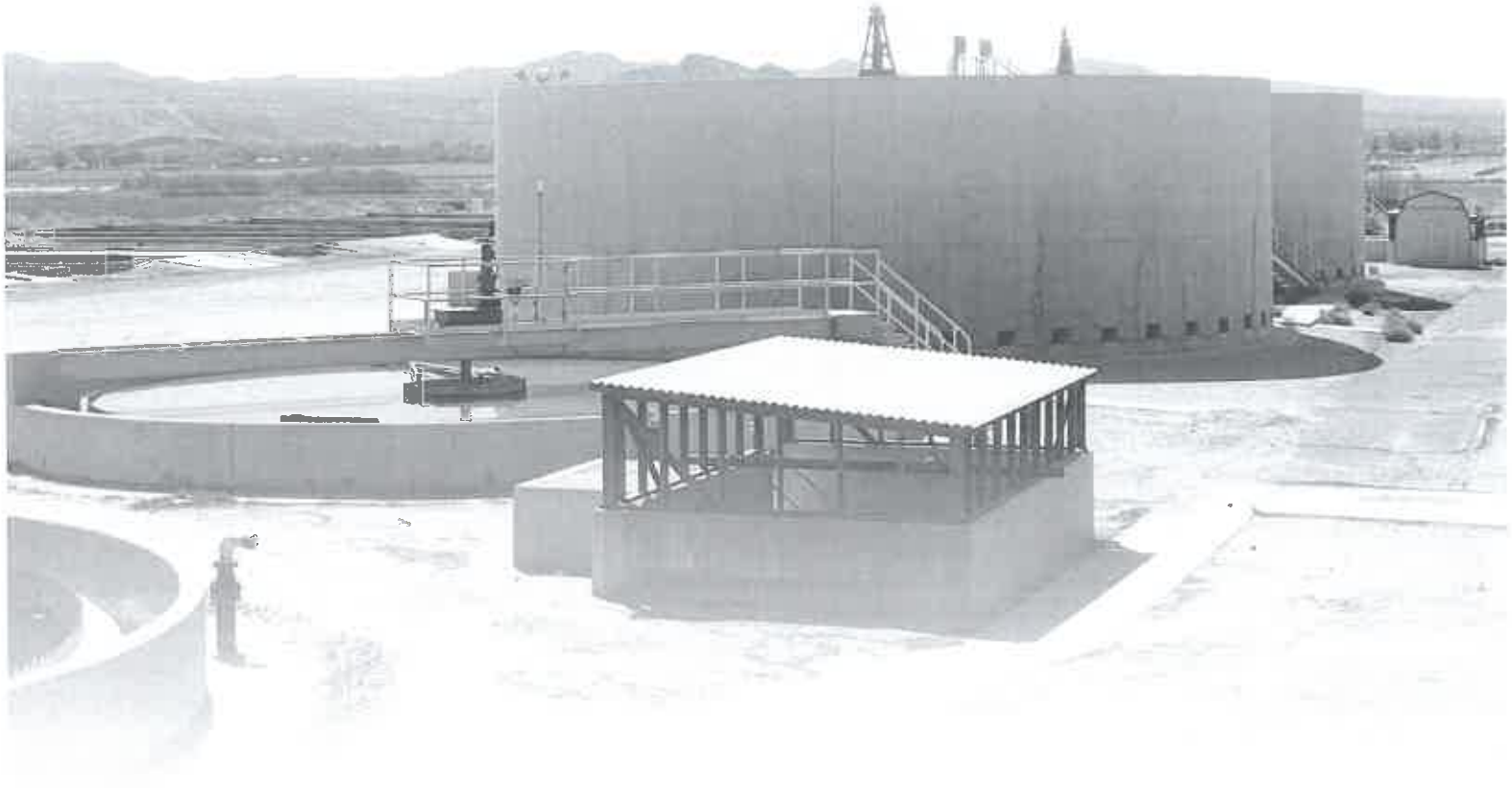
GEOTECHNICAL ENGINEERING
MICHAEL PUTT, PG, CEG [1]

SURVEYING
MIKE LOPEZ, PLS [2]

STRUCTURAL ENGINEERING
JACK KOEHLER, PE, SE [3]
JAMES APPLEYARD, PE [3]

Subconsultants
1. Ninyo & Moore
2. Vertex Survey
3. PK Associates

EXPERIENCE, **REFERENCES, AND QUALIFICATIONS**



SUMMARY OF RELEVANT EXPRIENCE AND REFERENCES

Within the past 10 years, our team has designed and provided construction and operations services on more than 40 new or expanded treatment facilities, including EAAS basins, biological nutrient removal systems, UV disinfection, and biosolids processing systems. Our clients benefit from PACE's experience with advanced wastewater treatment facility design and a variety of project delivery structures. This experience includes the following upgrades that are similar to the proposed project.

City of San Luis East and West Wastewater Treatment Plant Improvements *San Luis, AZ*

Relevant Features

- Wastewater treatment process conversion
- Sewer collection infrastructure planning and design
- Gravity and force main piping

Client Reference
Eulogio Vera, Public Works Director
City of San Luis
(928) 341-8577 | evera@sanluisaz.gov

Key Team Member
Duong Do, PE, F. ASCE – Engineer of Record

The City of San Luis has an East Wastewater Treatment Plant (WWTP) and a West WWTP, which have adequate treatment capacity to meet the immediate needs of their respective current populations. With operation of the Juan Sanchez Lift Station, the City can split the flow as needed between the WWTPs, but at an increased power cost. Without the use of the Juan Sanchez Lift Station, the West WWTP has reached its 80% design limit of 1.2 MGD. The East WWTP currently has sufficient capacity to treat the flow within its natural sewershed and additional capacity to handle flow from the west portion of the City, but immediate growth in the east is starting to reduce this available capacity. As a result, PACE was hired to design improvements for the West WWTP in order to increase capacity and reduce reliance on the Juan Sanchez Lift Station to convey flows to the East WWTP. These improvements consist of two new 2-millimeter mechanical screens, a new proposed membrane bioreactor (MBR) system with anoxic and pre-aeration basins for secondary biological treatment, and new primary and waste activated sludge (WAS) solids processing, digestion, and dewatering equipment.

Tuolumne Utilities District Sonora Regional Wastewater Treatment Facility *Sonora, CA*

Relevant Features

- Treatment process conversion trickling filter to EAAS and upgrade to 5.0 MGD
- Tertiary disc filtration design
- Reuse of existing infrastructure
- Instrumentation and controls
- Operational during construction
- USDA-RD funding support

Client Reference

Erik Johnson, District Engineer
Tuolumne Utilities District
(209) 532-5536 x520 | erikj@tudwater.com

Key Team Members

Andy Komor, MS, PE *Project Manager*
James Matthews, PE *Principal*
Matthew Mills, PE *Design Engineer*
Ernesto Camarena *Sr. I&C Specialist*

PACE performed a facility assessment and upgrade design for the 2.6 MGD Average Daily Flows (ADF) Sonora Regional Wastewater Treatment Facility to address the facility's declining effluent performance. **The existing WWTF features a conventional trickling filter secondary process that utilizes two trickling filters, followed by two secondary clarifiers, three aerated polishing ponds, and a chlorine disinfection system**. Based on recent flows and loads, the influent flow limits identified in the WDRs are not exceeded, but the facility was at its design Biochemical Oxygen Demand (BOD) influent load limit and was exceeding its design suspended solids loading criteria. To improve the facility's functionality and performance, PACE designed upgrades to increase the capacity to 5.0 MGD of Max Day Flows (MDF) and 10.0 MGD Peak Hour Flows (PHF) and to convert the secondary treatment process to an EAAS process utilizing the Parkson's Biolac® mixing and aeration process. All wastewater flows to the proposed WWTF process are treated by a new headworks, primary screening and grit removal, new dual-train EAAS basins, new secondary clarifiers, new chlorine disinfection system, new effluent disk cloth filters and a new sludge dewatering facility. These upgrades also replaced the existing polishing ponds and included a new administration and electrical building, a new headworks and sludge dewatering building and a renovated digestion building where the existing anaerobic digesters were repurposed into aerobic digesters for solids processing. Operation was maintained during construction.

City of Adelanto Wastewater Treatment Plant Evaluation, Improvements, and Capacity Expansion *Adelanto, CA*

Relevant Features

- Treatment process conversion from micromedia to Biolac® biological treatment process
- Existing wastewater treatment plant process evaluation
- Control strategy and integration programming for aeration system and new blowers
- Performance-based specifications equipment selection process

Client Reference

Richard Burgess, Engineering Services Manager
City of Adelanto
(760) 246-2300 | rburgess@adelantoca.gov

Key Team Members

James Matthews, PE *Project Manager / Principal*
Andy Komor, MS, PE *Sr. Consulting Engineer*
Ernesto Camarena *Sr. Instrumentation & Controls Specialist*

PACE provided design and construction management services for two phases of the City of Adelanto's WWTP improvements. The WWTP was receiving an average annual daily flow (AADF) of 1.8 MGD, of which only 0.5 MGD was able to be treated prior to the upgrades. PACE evaluated the existing facility and recommended new infrastructure and rehabilitation of the existing systems to not only regain the original plant capacity, but to increase the rated capacity to an AADF of 3.0 MGD and a maximum day flow of 4.0 MGD. New infrastructure included new screening and washing systems in the headworks, all new aeration and blower equipment in the existing secondary basins, two new 70-foot diameter circular clarifiers, an RAS/WAS pump station and new internal recycle pumping on the biological process. Modifications were made to the existing effluent filters and chlorine contact basin to produce full Title 22 compliant recycled water as well as improvements to the solids handling to reduce cake volumes and improve dewatering performance. In addition to providing the evaluation, PACE provided final design plans and construction documents.

Recently, the WWTP was evaluated by PACE to determine strategies for expanding its treatment capacity as it is currently almost at design capacity. In December 2022 and January 2023, PACE conducted field observations and operations staff interviews and identified potential equipment additions and modifications to optimize the current processes and expand treatment capacity to as much as 4.0 MGD maximum monthly daily flow (MMDF). PACE initiated a pilot testing program that ran from January to March 2023 to confirm the proposed modifications would achieve the capacity increase, and the testing was deemed successful in demonstrating these modifications would expand the MMDF capacity by adding new field instrumentation to each Biolac® basin and modifying the existing DO control system, installing a fourth single-stage aeration turbo blower, installing a permanent polymer injection system at the secondary clarifiers, installing new field instrumentation on the secondary clarifiers and making a number of smaller improvements.

City of Show Low Wastewater Treatment Plant Upgrades *Show Low, AZ*

Relevant Features

- Biolac® EAAS process
- Facility evaluation and improvement planning with prioritization of improvements
- Value engineering / performance specifications
- Design plans and construction documents
- Project was within 10% of Engineer's Cost Estimate
- Operational during construction

Client Reference
Bill Kopp, PE, CFM, Public Works Director
City of Show Low
(928) 532-4081 | bkopp@showlowaz.gov

Key Team Members
Duong Do, PE *Engineer of Record*
James Matthews, PE
Principal QA/QC / Instrumentation & Controls Lead Engineer
Ernesto Camarena *Sr. Instrumentation and Controls Specialist*

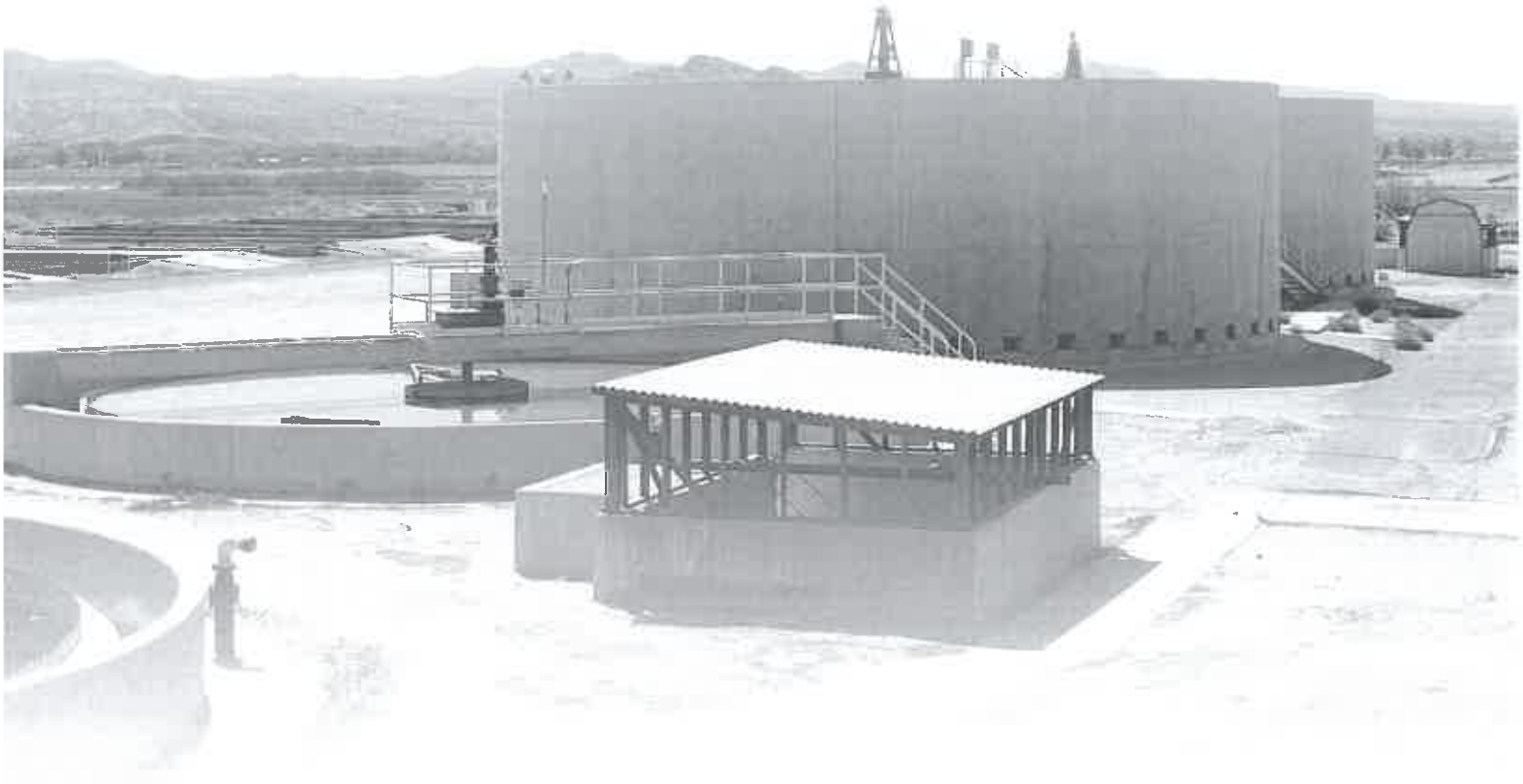
The City of Show Low commissioned PACE to develop an improvement plan and perform design services to upgrade its aerated lagoon WWTP that had a design treatment capacity of 2.46 MGD. The existing WWTP process did not have the capabilities to meet stringent effluent requirements, especially for ammonia. A previous engineering report recommended constructing a 1.75 MGD Biolac®-type wastewater treatment facility on the existing lagoon site to meet the flow projection of 1.72 MGD required for the next 20 years. PACE performed an evaluation using capital construction cost, operation and maintenance costs, and 20-year life cycle analyses to confirm the recommendation. Further consideration of a site issue of shallow groundwater determined that with the site improvements required to accommodate the groundwater, the City could design and construct a two-basin 2.5 MGD Biolac® facility for nearly the same cost as the 1.75 MGD Biolac®. With the City's decision, PACE designed a new 2.5 MGD WWTP which utilizes an Extended Aeration Activated Sludge (EAAS) based on the Parkson's Biolac® process to produce effluent quality that can meet AZ Title 18 BADCT effluent limits for Total Nitrogen (TN) of <10 mg/ L.

PROPOSED PROJECT STAFF

Name, Role, Years of Experience, Education and Professional Registrations	Areas of Expertise	Related Project Experience
PACE		
Duong Do, PE, F. ASCE *Design Project Manager* 29 Years of Experience BS, Environmental Engineering, California Polytechnic University, San Luis Obispo CA PE: 62802 AZ PE: 40050 AZ Grade 4 WWTP Operator - OP049844	• Wastewater treatment • Effluent recharge • Pump stations • Master planning and permitting • Facility renovations • Conveyance and storage • Recycled water systems • Design concepts and PS&Es • Services during construction	• City of San Luis West Wastewater Treatment Plant Improvements – San Luis, AZ • City of Show Low Wastewater Treatment Plant Evaluation and Expansion – Show Low, AZ • Las Virgenes Municipal Water District Tapia WRF Blower and Aeration Upgrades - Calabasas, CA • Town of Quartzsite Wastewater Treatment Plant Updates - Quartzsite, AZ • Town of Patagonia Wastewater Treatment Plant Improvements - Patagonia, AZ • Tri-City Sanitation District Regional Sewer Collection and Water Recycling Facility - Gila County, AZ • City of Winslow Wastewater Treatment Plant Improvements - Winslow, AZ
James A. Matthews, PE *Principal / QA/QC* 33 Years of Experience BS, Civil Engineering, California State University, Long Beach CA PE: 57446 AZ PE: 34090 Additional PE licenses in seven states NCEES: 18-931-54 AZ Wastewater Treatment Operator: WW023812 (inactive)	• Advanced wastewater treatment and reuse • Reclaimed water systems • Pump stations / mechanical systems • Pipeline systems / hydraulics • Sewer collection and conveyance • QA/QC	• Tuolumne Utilities District Sonora Regional Wastewater Treatment Plant Upgrades – Sonora, CA • City of Adelanto Wastewater Treatment Plant Evaluation, Improvements, and Capacity Expansion – Adelanto, CA • Town of Quartzsite Wastewater Treatment Plant Upgrades – Quartzsite, AZ • City of Show Low Wastewater Treatment Plant Evaluation and Expansion – Show Low, AZ • Sarival Water Reclamation Facility – Goodyear, AZ • Mountain House Water Reclamation Facility Phase II & III Expansions – Mountain House, CA

Name, Role, Years of Experience, Education and Professional Registrations	Areas of Expertise	Related Project Experience
Andy Komor, MS, PE *Sr. Process Engineer* 25 Years of Experience MS Civil and Environmental Engineering Arizona State University CA PE: 64928 AZ PE: 46719 LA PE: PE.0034854 (inactive) OR PE: 95149PE (inactive)	• Advanced wastewater treatment and reuse • Pump stations / mechanical systems • Pipeline systems / hydraulics • Biological nutrient removal • Effluent reuse systems • Solids handling facilities	• Tuolumne Utilities District Sonora Regional Wastewater Treatment Plant Upgrades – Sonora, CA • City of Adelanto Wastewater Treatment Plant Evaluation, Improvements, and Capacity Expansion – Adelanto, CA • City of Escalon Biolac® Wastewater Treatment Plant Expansion Study – Escalon, CA • City of Lathrop Wastewater Treatment Facility Phases 2 and 3 Expansions - Lathrop, CA • City of Patterson Water Quality Control Facility Expansion - Patterson, CA • City of Manteca Water Quality Control Facility Improvements - Manteca, CA • Mountain House Water Reclamation Facility Phase II & III Expansions – Mountain House, CA
Kyle Smith, PE *Sr. Project Engineer* 7 Years of Experience BS Civil Engineering California State University, Long Beach CA PE: 95882	• Wastewater treatment and sewer infrastructure • Pump stations • Facility renovations • Development of plans, specifications, and reports • Cost estimating • Field investigation	• City of San Luis West Wastewater Treatment Plant Improvements – San Luis, AZ • City of San Luis East Wastewater Treatment Plant Improvements – San Luis, AZ • Town of Quartzsite Wastewater Treatment Plant Upgrades – Quartzsite, AZ • Mountain House Water Reclamation Facility Phase III Expansion – Mountain House, CA • LVMWD Tapia Water Reclamation Facility Sodium Hypochlorite Tank and Piping Replacement – Agoura Hills, CA
Matthew Mills, PE *Sr. Project Engineer* 33 Years of Experience BS Civil Engineering California State University, Long Beach CA PE: 97419	• Wastewater treatment and sewer infrastructure • Pump stations • Facility renovations • Development of plans, specifications, and reports • Cost estimating • Field investigation	• Tuolumne Utilities District Sonora Regional Wastewater Treatment Facility Upgrades – Sonora, CA • Mountain House Water Reclamation Facility Phase III Expansion – Mountain House, CA • Sarival Water Reclamation Facility – Goodyear, AZ • City of Winslow Wastewater Treatment Plant Evaluation and Upgrade – Winslow, AZ • Tuolumne Utilities District Twain Harte Facility Upgrades – Twain Harte, CA
Bashar Ishaq, MBA, PE, PMP *Sr. Electrical Engineer* 11 Years of Experience Master of Business Administration Hult International Business School CA PE: 24590 AZ PE: 82968 ICC Commercial Electrical Inspector: 9916237 PMP: 3010684	• Electrical and power distribution design • Project planning and final commissioning • Emergency and backup power systems • Oversight of electrical team • Electrical plans and specifications	• City of Lathrop Consolidated Treatment Plant Phase III Expansion – Lathrop, CA • City of Patterson Water Quality Control Facility Phase 3A Upgrade – Patterson, CA • West County Wastewater Water Quality and Resource Recovery Plant (WQRRP) Arc Flash, Short Circuit, and Coordination Study – Richmond, CA • Vallejo Waste Treatment Plant System Upgrades Arc Flash and Coordination Study – Vallejo, CA
Ernesto Camarena *Sr. Instrumentation & Controls Specialist* 32 Years of Experience AAS Computer Aided Drafting ITT Technical Institute	• Controls and automation design • Wastewater treatment process and instrumentation design • Process flow schematics • Field instrumentation • Troubleshooting and operations support	• Tuolumne Utilities District Sonora Regional Wastewater Treatment Facility Upgrades – Sonora, CA • City of Adelanto Wastewater Treatment Plant Improvement Plan – Adelanto, CA • City of Show Low Wastewater Treatment Plant Evaluation and Expansion – Show Low, AZ • City of Lathrop Advanced Water Treatment and Recycling Facility Expansion – Lathrop, CA • Mountain House Water Reclamation Facility Phase II & III Expansions – Mountain House, CA

ASSUMPTIONS **AND EXCEPTIONS**



PROJECT UNDERSTANDING

The Helendale Community Services District (District) desires to renovate the existing Silver Lakes Wastewater Treatment Plant (WWTP) to meet current and future operational needs, and PACE is prepared to support these objectives by offering an advanced design approach to maximize long-term benefits.

Advanced design approach that maximizes long-term benefits.

PRACTICAL STRATEGIES
Maximizing reuse of existing facility components.

CONSTRUCTABILITY
Design integrates a Sequence of Construction, allowing the facility to operate during construction.

OPERATIONAL EASE
Flexibility and redundancy to handle variable loads and flows while easy to operate reliably.

OPTIMIZED PERFORMANCE
Producing consistent high water quality, per discharge permit requirements, and potential future reuse applications.

FUNDING AND COST SAVING
Strategies to lower major equipment costs, while maximizing funding sources.

AUTOMATION/CONTROLS
In-house Control and Integration Expertise will help to modernize the facility's SCADA and Controls along with providing remote capabilities.

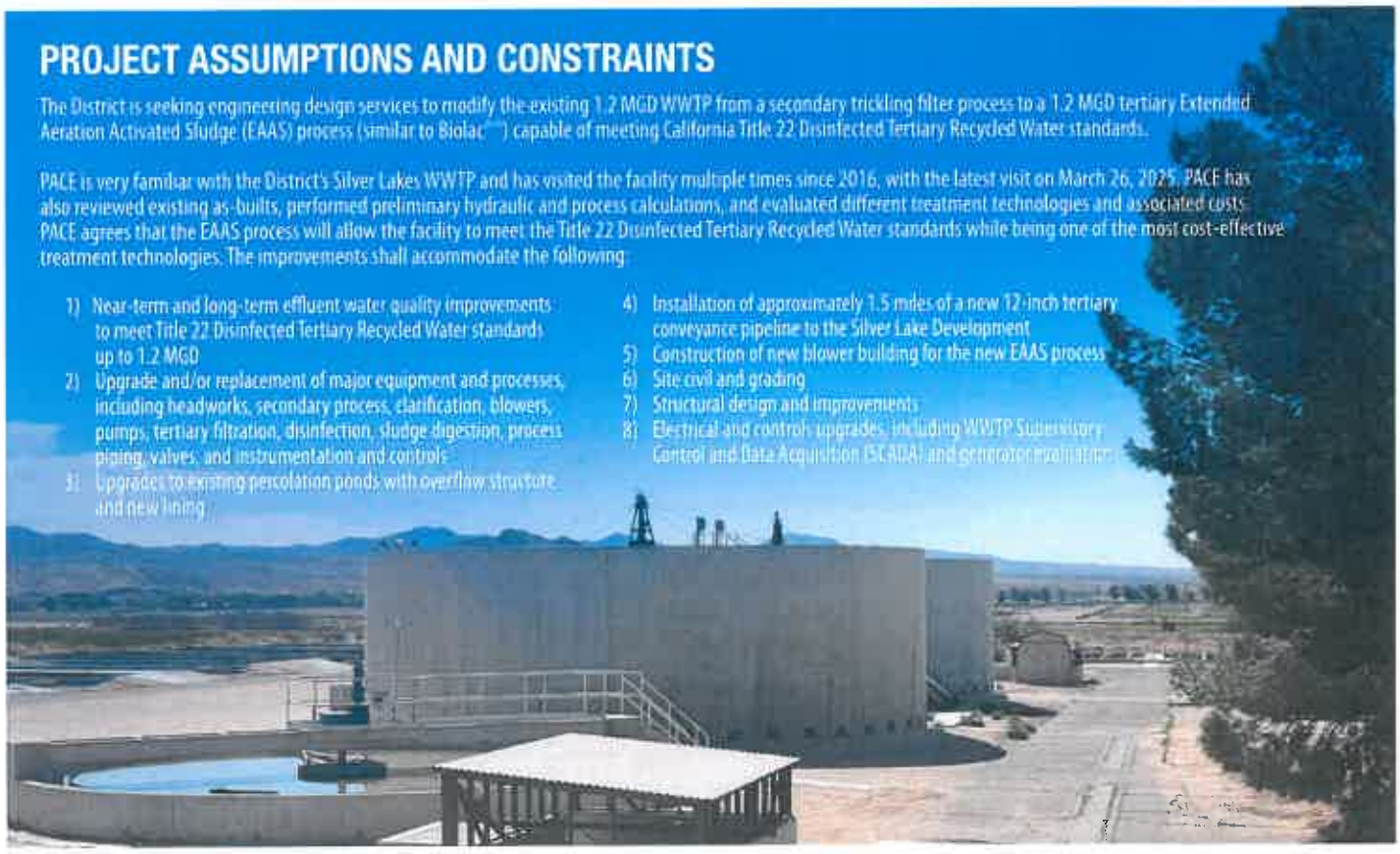
The District has a special opportunity to develop and implement an upgrade to achieve multiple project goals. The key to a successful project will be to effectively select and layout improvements to renovate and integrate existing systems with new EAAS Process equipment and develop a design roadmap that will minimize capital cost, while at the same time allowing the existing facility to continue to operate without impacting the effluent water quality.

PROJECT ASSUMPTIONS AND CONSTRAINTS

The District is seeking engineering design services to modify the existing 1.2 MGD WWTP from a secondary trickling filter process to a 1.2 MGD tertiary Extended Aeration Activated Sludge (EAAS) process (similar to Biolac®) capable of meeting California Title 22 Disinfected Tertiary Recycled Water standards.

PACE is very familiar with the District's Silver Lakes WWTP and has visited the facility multiple times since 2016, with the latest visit on March 26, 2025. PACE has also reviewed existing as-builts, performed preliminary hydraulic and process calculations, and evaluated different treatment technologies and associated costs. PACE agrees that the EAAS process will allow the facility to meet the Title 22 Disinfected Tertiary Recycled Water standards while being one of the most cost-effective treatment technologies. The improvements shall accommodate the following:

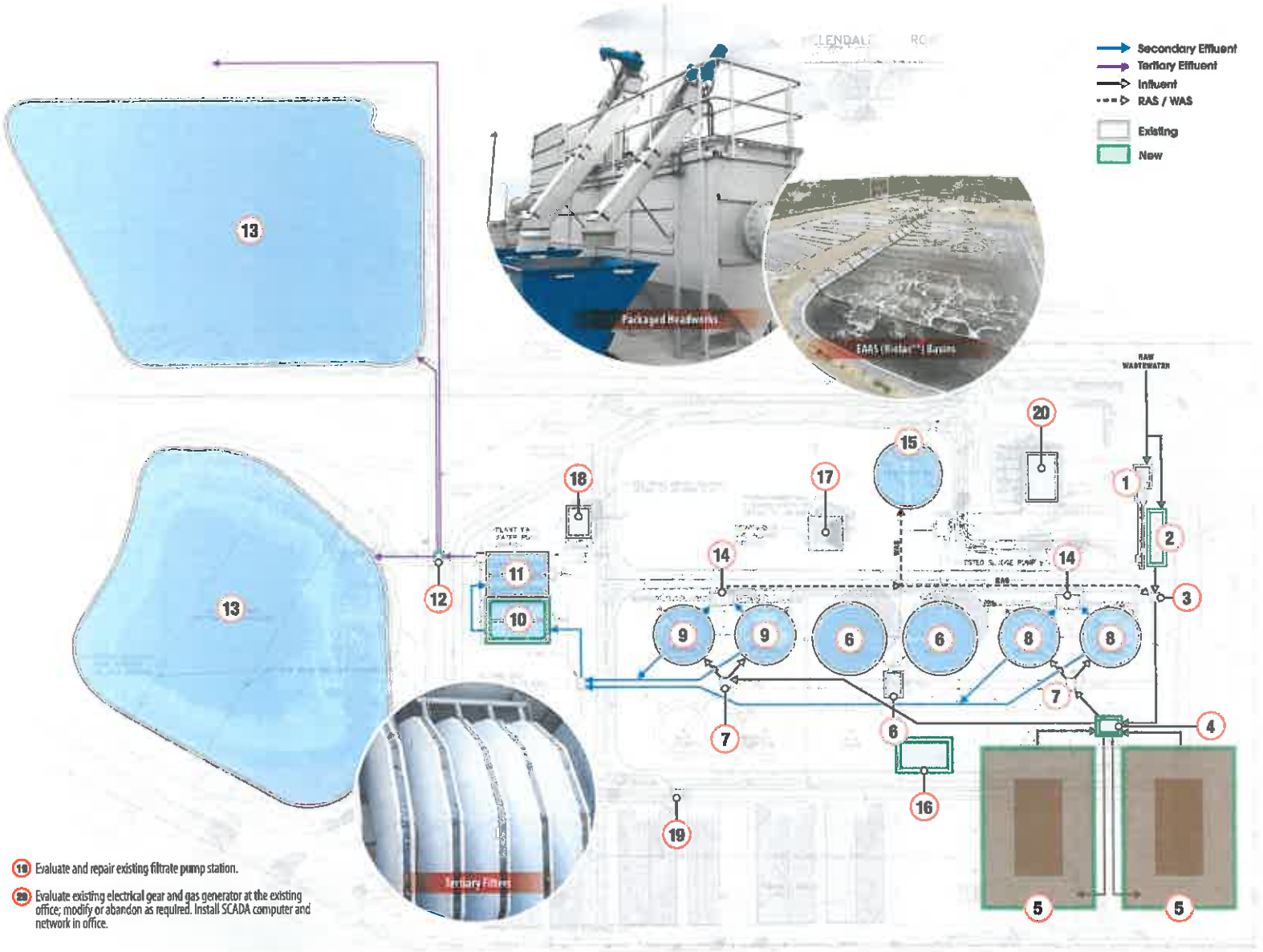
1) Near-term and long-term effluent water quality improvements to meet Title 22 Disinfected Tertiary Recycled Water standards up to 1.2 MGD
2) Upgrade and/or replacement of major equipment and processes, including headworks, secondary process, clarification, blowers, pumps, tertiary filtration, disinfection, sludge digestion, process piping, valves, and instrumentation and controls
3) Upgrades to existing percolation ponds with overflow structure and new lining
4) Installation of approximately 1.5 miles of a new 12-inch tertiary conveyance pipeline to the Silver Lake Development
5) Construction of new blower building for the new EAAS process
6) Site civil and grading
7) Structural design and improvements
8) Electrical and controls upgrades, including WWTP Supervisory Control and Data Acquisition (SCADA) and generator evaluation



PACE

With the conversion of the bio-trickling filter process to the EAAS process, much of the existing process equipment and infrastructure can be repurposed to help increase capacity, improve efficiencies, provide redundancy, and reduce capital improvement costs. These opportunities are listed below:

1. The existing headworks structure is showing signs of corrosion with concrete spalling and corroded valves and instrumentation. However, the existing headworks coarse and fine mechanical screens are scheduled to be repaired and/or replaced in the next few months. The existing headworks will be kept in service as a redundant system to the new headworks.
2. A new packaged headworks system with combination 6 mm fine screening and aerated grit will be installed above grade. The new headworks will also include a washer-compactor with endless bagging unit to ensure the screening and grit are washed, dewatered, and bagged to improve sanitary conditions and provide vector control. The elevated headworks will raise the hydraulic gradient to the new EAAS process, increasing the hydraulic capacity. A new magnetic flow meter will also be installed on the new headworks to significantly improve influent flow to the WWTP.
3. Modify existing junction box to accept screened influent and RAS from secondary clarifiers.
4. New secondary EAAS process main splitter box will control influent to each of the EAAS secondary process basins, control flow to secondary clarifiers, and house the internal MLSS recycle pumps. Control valves allows for flow adjustment and isolation at one station.
5. New EAAS secondary process basin will utilize earthen berms and reinforced liners to minimize capital costs compared to reinforced concrete basins. Each process basin will have a capacity of 0.6 MGD.
6. Abandon bio-trickling filters and feed forward pump station.
7. Reuse existing primary and secondary clarifier splitter boxes to feed secondary clarifiers.
8. Convert existing primary clarifiers into secondary clarifiers for EAAS.
9. Reuse existing secondary clarifiers as part of the EAAS process.
10. Construct new tertiary cloth filtration system to provide tertiary treatment to new EAAS process. New filters will be constructed adjacent to the existing disinfection basin to minimize head loss and maintain treatment capacity.
11. Modify the existing disinfection basins for a new disinfection system, whether UV disinfection or chlorine disinfection.
12. Construct new reuse pump station and pipeline to Silver Lakes Development for effluent reuse. Reuse pump station will equalize with holding ponds, allowing for effluent storage as needed.
13. Upgrade existing percolation basins with new liner system and piping to new reuse pump station.
14. Repurpose existing sludge pump station and replace pumps with new RAS/WAS pumps.
15. Repair and retrofit existing aerobic digester to improve process and efficiency.
16. Install new aeration blowers for EAAS system housed in new blower building.
17. Evaluate existing blowers and repurpose as needed for redundancy. Upgrade electrical gear and MCCs as needed and provide new standby generator for WWTP.
18. Repurpose existing chemical building, as needed, for new disinfection system.
19. Evaluate and repair existing filtrate pump station.
20. Evaluate existing electrical gear and gas generator at the existing office; modify or abandon as required. Install SCADA computer and network in office.



PACE

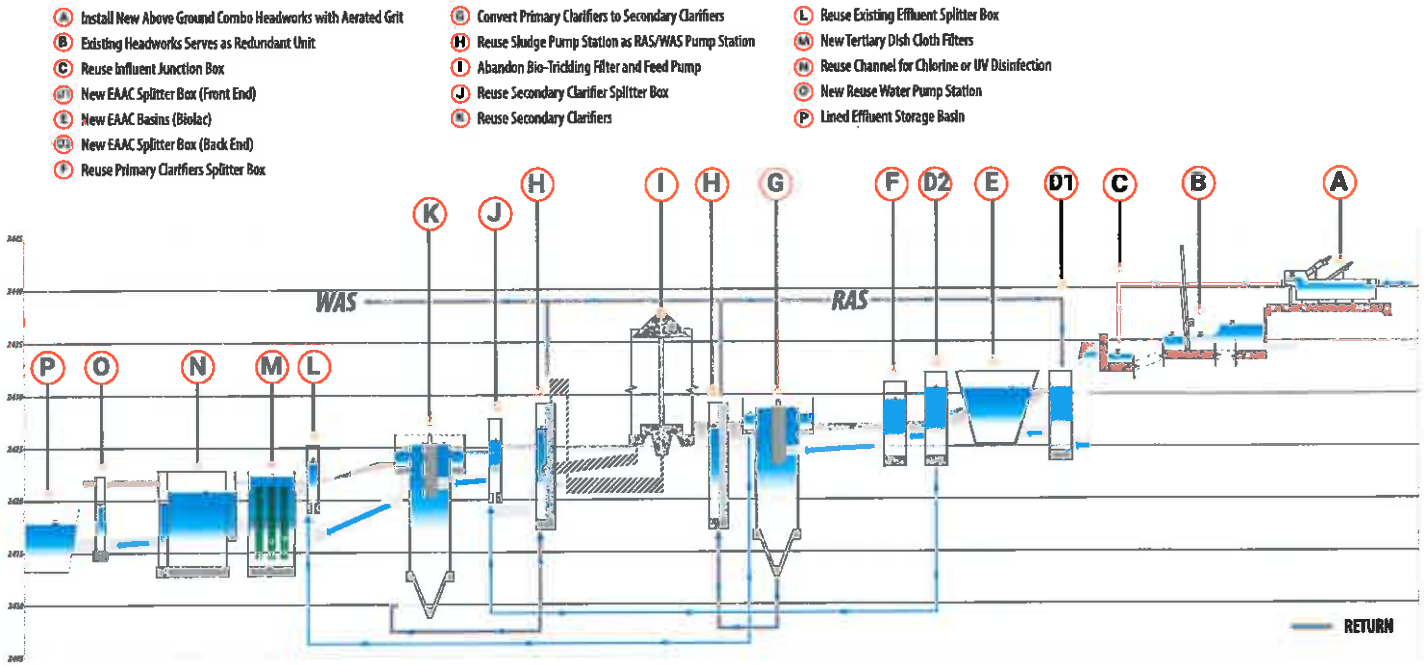
PROJECT APPROACH

Utilizing Existing Infrastructure is Key to Minimizing Capital Costs

A substantial portion of the capital expenditures for the facility upgrades are attributed to the construction of major structural components, including reinforced concrete basins, clarifiers, wet wells, and related infrastructure. The Helendale CSD Silver Lakes WWTP contains structural elements that may be reused and integrated into the proposed EAAS treatment process, thereby offering potential cost savings.

Preliminary evaluations, along with the existing facility's hydraulic profile (refer to Figure 1), indicate that several structural components are suitable for repurposing. Specifically, the current primary and secondary clarifiers, as well as associated concrete junction and splitter boxes, may be used as secondary clarifiers within the EAAS configuration. In addition, the existing sludge pump stations can be converted into RAS/WAS pump stations. The existing chlorine disinfection channels may also continue in service for chemical disinfection or be retrofitted to accommodate a UV disinfection system, depending on the selected disinfection strategy. The reuse of these structural assets will yield considerable reductions in capital investment requirements.

To support this effort, PACE will conduct detailed field surveys of all critical structural elements, including invert elevations and finished floor elevations, and will perform a comprehensive hydraulic analysis to ensure conformance with the hydraulic requirements. Furthermore, where safely accessible, PACE will perform structural assessments to evaluate the integrity of existing infrastructure and identify any necessary rehabilitation measures or modifications to support the new process configuration.



▲ Silver Lakes WWTP Hydraulic Profile and EAAS Process Flow with Repurposing of Existing Infrastructure.

Headworks Improvements Increases Hydraulic Capacity and System Redundancy

The existing headworks system is configured as a single open-channel layout incorporating one mechanical coarse bar screen, an aerated grit removal unit with a grit classifier, and a mechanical fine bar screen. The channel is designed to allow manual bypassing of the screening equipment. Downstream of the screening units, a 6-inch Parshall flume is installed for influent flow measurement. Originally constructed during the 1972 facility upgrades, the headworks channel has undergone multiple screen replacements over the years. The reinforced concrete structure currently exhibits significant degradation, including concrete spalling and corrosion of valves and associated piping. Due to the extent of the structural deterioration and aging equipment, full replacement of the existing headworks system is recommended.

PACE proposes installation of a new pre-engineered (packaged) headworks system consisting of a 6 mm fine screen followed by an aerated grit system. The packaged headworks system will be fully enclosed and constructed from 304/316 SS, providing corrosion resistance and eliminating the need to construct new cast-in-place concrete channels. Screenings from the new headworks will be washed, dewatered, and bagged to improve sanitary conditions and minimize vector

▲ *Left to Right*
Example of Packaged Headworks System with 6 mm Fine Screen and Aerated Grit.

Concrete spalling at the existing headworks channel from corrosion.

Existing fine bar screen to be replaced due to mechanical failure.

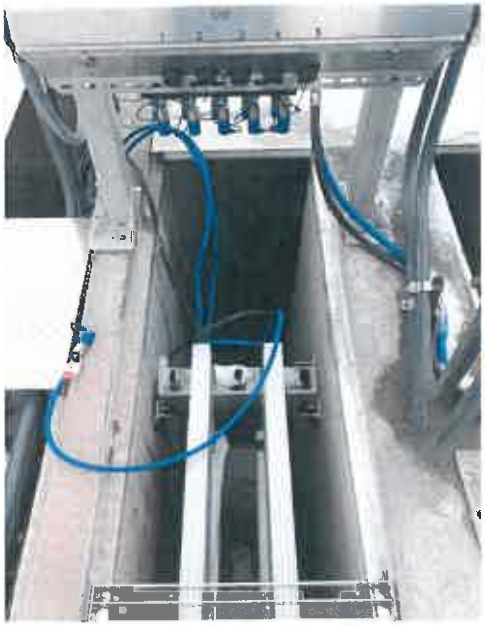
attraction. The new headworks will be elevated above the existing grade and will provide additional hydraulic gradient for the new EAAS process. Although the condition of the existing headworks may not be suitable for continuous use, the existing screens are scheduled to be repaired or replaced shortly. This will allow the existing headworks to function as a redundant system, providing operational flexibility and system resilience.

The headworks improvements will also include the installation of a magnetic flow meter to provide flow measurement with ±0.2% accuracy. This will be a significant improvement to the existing Parshall flume and will allow for better accounting of the treatment flow.

Disinfection Technology Evaluation Provides Site-Specific Cost Comparison to Determine the Most Cost-Effective Disinfection Technology for the Facility

The District has indicated interest in transitioning from the existing chlorine-based disinfection system to a UV disinfection system. UV disinfection is a well-established technology for tertiary effluent treatment, offering advantages such as the elimination of hazardous chemical handling and the prevention of disinfection byproduct (DBP) formation. However, the implementation of UV technology is associated with relatively high capital investment and operational expenditures.

Prior to proceeding with the design of a UV disinfection system, PACE will conduct a comprehensive site-specific evaluation comparing the existing chlorine disinfection system with the proposed UV alternative. The assessment will include a detailed analysis of capital expenditures, encompassing equipment procurement, necessary infrastructure modifications, and process integration requirements to achieve equivalent effluent quality standards (including dechlorination costs within the chlorine disinfection baseline). Operational cost considerations will include electrical energy demand, chemical usage, and labor requirements associated with system maintenance and routine operations.



Performance-Based Specifications Maintain Equipment Quality and Performance, Reduce Capital Costs, and Ensure Utilization of Available Funding

During the 30% Design Phase, PACE recommends the development of Performance-Based Specifications for the pre-selection of all major process equipment. This approach involves the preparation of formal specification documents that clearly define project objectives and process performance criteria, which are then distributed to qualified equipment vendors for key components such as the headworks system, EAAS process equipment, blowers, and tertiary filtration systems. In response, vendors provide process performance guarantees along with firm capital and operational cost quotations, ensuring the consideration of high-quality equipment while fostering competitive, market-driven pricing.

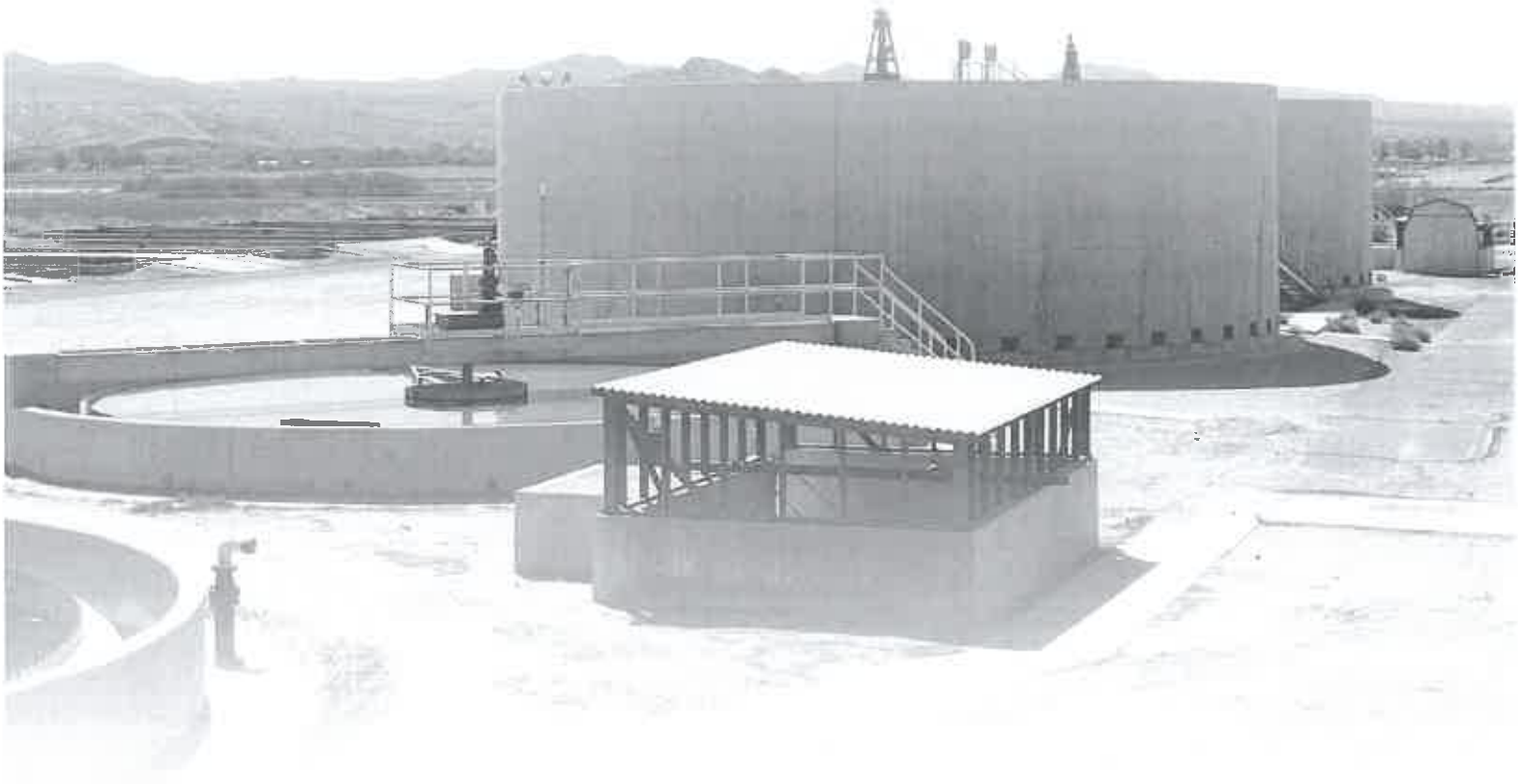
Given the increasing proprietary nature of advanced wastewater treatment technologies—often delivered as integrated, vendor-specific systems—it is becoming impractical to produce a fully detailed, equipment-agnostic design without inadvertently sole-sourcing critical components. Projects that are designed around a single equipment type tend to yield higher overall costs due to the lack of competition. Conversely, deferring competitive bidding until after design completion frequently results in limited vendor engagement and may necessitate extensive design revisions to accommodate alternative equipment, reducing both flexibility and value engineering opportunities.

The use of Performance-Based Specifications mitigates these risks by enabling early procurement decisions based on verified technical performance and cost data. This allows the design team to proceed with detailed design based on the actual equipment requirements and pricing, without compromising the benefits of an open, competitive procurement process. Additionally, this approach enables the District and project team to collaboratively prioritize selection criteria—balancing performance, cost, and long-term operational value—thereby ensuring the most suitable technologies are integrated into the final design.

PACE will reach out to equipment vendors for sizing, pricing, and information for each stage of the treatment process including:

1. **Headworks Screening and Grit Removal**
2. **EAAS Secondary Process Equipment**
3. **Process Blowers**
4. **Tertiary Filtration**

FEE **PROPOSAL**



SCOPE OF WORK OUTLINE

A Pre-Design Services Phase

B Design Services Phase

C Project Management

A Pre-Design Services Phase

The objective of the Pre-Design Services phase is to develop the detailed framework for the preparation of final design construction contract documents.

Task 10 – Site Visit and Data Gathering

PACE shall perform data collection to obtain necessary existing information including, but not limited to: Current Plant As-Builts, Current Permits, Existing Engineering Reports, 12 month of influent & effluent flow (Loading, Diurnal flows), Survey (and any survey data & coordinate system) / Geotechnical Report / Hydrogeological Report, Recent communication between the District and RWQCB, effluent storage and usage information (plans, infrastructure), Monitoring Point of Compliance (POC) and data, electrical monthly usage bills (12-24 months).

10.1 This task includes two on-site visits to coordinate the services listed.

10.2 This task includes time for the Electrical on-site visit to be conducted by PACE's Electrical Engineering Group.

Task 11 – Site Survey

The existing facility site shall be surveyed by PACE's subconsultant surveyor, Vertex, who will verify existing conditions and establish horizontal and vertical control points of existing structures and facilities, along with 1.5-mile force main alignment. The following photogrammetric services will be provided.

11.1 Site Survey

a. Control survey for mapping
b. Visible location of utility appurtenances
c. Boundary survey of property
d. Boundary survey will be combined with boundary information with the photogrammetric mapping and a black and white digital orthophoto to provide a base map of the site, including topography.
e. Legal description of the property.

Task 12 – Site Survey Coordination
PACE shall coordinate with Vertex to obtain a complete survey necessary for the completion of the project.

Task 13 – Geotechnical Investigation
This scope includes a geotechnical investigation that will satisfy the site development and foundation design requirements for the new WWTP. This scope, performed by a geotechnical engineer subconsultant, Ninyo & Moore, will include field explorations for the proposed headworks structures (one test boring, about 20–40 feet in depth), treatment basins (four test borings, about 40 feet in depth), for tertiary process (one test boring), and for the effluent pipeline. Laboratory tests on recovered samples may be performed as required. A geotechnical report will be prepared that will include a description of the project, a discussion of the field and laboratory testing programs, a discussion of the subsurface conditions, and design recommendations.

Task 14 – Geotechnical Investigation Coordination
PACE shall coordinate with Ninyo & Moore to obtain a site geotechnical investigation for the completion of the project.

B Design Services Phase

PACE shall perform final design of the WWTP for the District. Construction Contract Documents shall be in accordance with approved Conceptual Design Report and shall be based on the design of the following WWTP components:

1. Design services to include retrofitting and repurposing existing appurtenances to the extend practical; plan for demolition of existing plant infrastructure as necessary for the purpose of upgrading to extended aeration activated sludge plant with tertiary filtration.
2. Design of site civil engineering, including but not limited to grading plan, process piping, and trenching.
3. Process Design with mass balance design and calculations, plant flow diagram, and summary of process design criteria and projected operating conditions.
4. Design retrofit / upgrade of existing headworks with a fine screen and grit removal process including electrical feed, electronic controls, grating, grating support platform, bypass channels, and piping.
5. Design secondary EAAS process (similar to Parkson's Biolac® basins) including basins, piping, and process components.
6. Design retrofit of existing circular primary and secondary clarifiers to be repurposed as the EAAS process secondary clarifiers, including electrical feed, electronic controls, hydraulic piping, sludge pumps and valves.
7. Design of new blower room to house the new blowers as required for EAAS process, including blower piping and valving.
8. Design of new aerobic digester for solids handling, including retrofit of the existing aeration system, blowers, piping, and valves.
9. Design upgrade to existing digester sludge pump room including the sludge pumps, electrical feed, electronic controls, piping, and valves.
10. Design of new tertiary filtration system utilizing cloth media, including electrical feed, electrical controls, process piping, valving, and associated components.
11. Design of UV disinfection system to include structure, piping, valving, and control room.
12. Design of liner system for existing percolation ponds with an overflow structure, including process piping and associated components.
13. Design 12-inch tertiary conveyance pipeline, approximately 1.5 miles from the existing treatment plant site to the Silver Lakes Development with an open lined retention basin.
14. Design upgrades to new and existing electrical systems, backup generator and ATS, lighting, and controls.
15. Design of controls and instrumentation for the new EAAS process, tertiary filter, and all other process upgrades mentioned above.
16. Kick-off meeting with the District, assuming one in-person meeting up to 3 hours in duration. Subsequent meetings can be held remotely as practical.

Task 20 – 30% Conceptual Design
PACE will prepare the Conceptual Design Report based on the District selected results of the Alternative Analysis. This report shall become basis of the final WWTP design and shall comply with the CA Title 22 requirements. PACE will provide a draft report to the District for review and approval. The elements of the Preliminary Design Report will include:

20.1 Conceptual Design report
- a. Conceptual Basis of Design, Site Layout, Equipment list, and Report
- b. Hydraulic Profile
- c. Engineer's opinion of Probable Construction Cost Estimate & Schedule

20.2 Conceptual Design Value Engineering meeting – Review & Comment with the District. It is anticipated that the review will take place parallel to the Progress Meetings in Task 11 above.

Task 21 – 60% Design
PACE shall provide design of the WWTP upgrades to include general/civil, process/mechanical, structural, electrical, and instrumentation to a 60% progress.

21.1 60% Engineering Design Report

21.2 60% Construction Drawings (Civil, Mechanical, and Process Design)

21.3 60% Specifications

21.4 60% Subconsultant Coordination

21.5 60% Structural Design (sub)

21.6 60% Electrical Design

21.7 60% Controls & Instrumentation Design

Task 22 – 90% Design
PACE shall provide design of the WWTP upgrades to include general/civil, process/mechanical, structural, electrical, and instrumentation to a 90% progress.

22.1 90% Engineering Design Report

22.2 90% Construction Drawings (Civil, Mechanical, and Process Design)

22.3 90% Specifications

22.4 90% Subconsultant Coordination

22.5 90% Structural Design (sub)

22.6 90% Electrical Design

22.7 90% Controls & Instrumentation Design

Task 23 – 100% Design
PACE shall provide design of the WWTP upgrades to include general/civil, process/mechanical, structural, electrical, and instrumentation to a 100% progress.

23.1 100% Engineering Design Report

23.2 100% Construction Drawings (Civil, Mechanical, and Process Design)

23.3 100% Specifications

23.4 100% Subconsultant Coordination

23.5 100% Structural Design (sub)

23.6 100% Electrical Design

23.7 100% Controls & Instrumentation Design

Task 24 – UV Disinfection System Design (OPTIONAL)

It is anticipated that the existing chlorine disinfection is capable of meeting the facility's effluent requirements with lower capital and operational costs than the proposed UV technology. If the District chooses to proceed with a new UV disinfection system, this task will include the preparation of the 30%, 60%, 90%, and 100% design, construction drawings, and specifications for the new system.

Task 25 – Performance Specifications (OPTIONAL)

Based on the conceptual design, PACE shall prepare and provide a Performance Specifications Bid Package to obtain competitive bids on treatment plant equipment capable of meeting the design requirements. Performance Specifications Bid Package will be modified one time based on review by the the District. PACE, based on approved Performance Specifications Bid Package, shall obtain a minimum of three bids from manufacturers for each component. PACE shall assist the District in evaluating equipment bids and shall prepare recommendations of equipment selection. This task shall include the following:

25.1 Headworks

a. Develop Performance Specifications
b. Review of Performance Specifications with the District
c. Submit, Review and Evaluate Equipment
d. Equipment Recommendation Memo

25.2 Secondary Process

a. Develop Performance Specifications
b. Review of Performance Specifications with the District
c. Submit, Review and Evaluate Equipment
d. Equipment Recommendation Memo

25.3 Blowers

a. Develop Performance Specifications
b. Review of Performance Specifications with the District
c. Submit, Review and Evaluate Equipment
d. Equipment Recommendation Memo

25.4 Clarifiers

a. Develop Performance Specifications
b. Review of Performance Specifications with the District
c. Submit, Review and Evaluate Equipment
d. Equipment Recommendation Memo

25.5 Tertiary Process Equipment

a. Develop Performance Specifications
b. Review of Performance Specifications with the District
c. Submit, Review and Evaluate Equipment
d. Equipment Recommendation Memo

25.6 Review Recommendations with the District

25.7 Award Equipment (District)

25.8 Develop Letter of Intent for each equipment element

C Project Management

Task 30 – Project Management, Progress Reporting, and Invoicing

30.1 Project Correspondence and Communication – PACE will establish a communication protocol with the District's Project Manager at the commencement of the project. All project correspondence will be sent to the District's PM with attachments as relevant. Drawings will be provided in PDF format, as well as the final design set in AutoCAD format.

30.2 Internal Project Management – This task includes design management functions for all activities of this Project. PACE's Design Project Manager, Duong Do, will allocate PACE's resources and establish all internal staff responsibilities.

30.3 Schedule Adherence – The project schedule will be submitted to District staff for review and approval. Questions will be submitted and responded to within 5 business days via email. Project timeline should not exceed 12 months.

30.4 Monthly Progress Report / Invoicing – PACE will prepare a Monthly Progress Report summarizing the progress made. The Monthly Progress Reports will include update, budget expended with invoice, and a summary of any key issues. The Monthly Progress Reports will be submitted within 10 working days after the final workday each month. This task also includes the efforts to track time, calculate and prepare monthly invoicing base on a schedule of value format.

30.5 Project File – At the conclusion of the project, PACE will provide all project-related documentation to the District. An electronic version in PDF format and an AutoCAD version will be provided to the District.

Task 31 – Project Meetings and Coordinations

31.1 Project Progress Meetings – Progress Meetings will be held on an as needed basis, to be scheduled in advance between the District and PACE's Design Manager. Progress meetings will be facilitated at 30%, 60%, 90%, and 100% design. These meetings will provide a forum for delivery of Project deliverables as well as meeting agendas which will identify efforts and accomplishments since the last meeting and establish expectations for the next meeting. In addition, informal meetings and coordination will also be included as part of task.

31.2 Coordinate with CEQA Consultant as Necessary – We understand the CEQA/NEPA work is planned to occur simultaneously with design work beginning at 60% design. The scope will include the environmental documents and public meetings as necessary. PACE will coordinate with the CEQA Consultant on any drawings, information, or data needed to complete the CEQA/NEPA documents.

31.3 Coordinate with Other District Consultants – PACE will provide data and other relevant information to any District consultants during the design phase.

31.4 Public Meetings – PACE will participate in public CEQA meetings as requested. Participation can be remote.

BID SHEET

Number	Item	Cost Proposal
6.2.1	Design services to include retrofitting and repurposing existing appurtenances to the extent practical; plan for demolition of existing plant infrastructure as necessary for the purpose of upgrading to extended aeration activated sludge plant with tertiary filtration	$13,948
6.2.2	Design of site civil engineering, including but not limited to, grading plan, process piping, and trenching	$32,545
6.2.3	Process design with mass balance design and calculations, plant flow diagram, individual process flow diagram, and summary of process design criteria and projected operating conditions	$41,843
6.2.4	Design retrofit / upgrade of existing headworks with a fine screen and grit removal process including electrical feed, electronic controls, grating, grating support platform, bypass channels, and piping	$51,142
6.2.5	Design secondary extended aeration activated sludge process (similar to Parkson's Biolac basins) including basins, piping, and process components	$65,090
6.2.6	Design retrofit of existing circular primary and sceondary clarifiers to be repurposed as the extended aeration activated sludge process's secondary clarifiers, including electrical feed, electronic controls, hydraulic piping, sludge pumps and valves	$41,844
6.2.7	Design of new blower room to house the new blowers as required for the extended aeration activated sludge process including the blower piping and valving	$46,493
6.2.8	Design new aerobic digester for solids handling including the retrofit of the existing aeration system, blowers, piping, and valves	$32,545
6.2.9	Design upgrade to existing digester sludge pump room including the sludge pumps, electrical feed, electronic controls, piping, and valves	$32,545
6.2.10	Design of new tertiary filtration system utilizing cloth media including electrical feed, electrical controls, process piping, vlaving and all associated components	$60,441
6.2.11	Design of UV disinfection system to include structure, piping, valving, and control room	$52,895
6.2.12	Design of liner system for existing percolation ponds with an overflow structure including process piping and associated components	$23,246
6.2.13	Design 12" tertiary conveyance pipeline, approximately 1.5 miles from the existing treatment plant site to the Silver Lakes development with an open lined retention basin	$95,400
6.2.14	Design upgrades to new and existing electrical systems, backup generator and automatic transfer switch, lighting, and controls	$109,534
6.2.15	Design of controls and instrumentations for the new extended aeration activated sludge process, tertiary filter, and all other process upgrade mentioned above	$38,016
ADD	**Design of process and ancillary components not included in the items listed above**	**$23,246**
6.2.16	Kick Off Meeting with the HCSD	$5,940
6.3.1	Progress meetings with District Staff at 30%, 60%, 90%, and 100% design	$28,128
6.3.2	Project Correspondence and Communication	$27,608
6.3.3	Coordinate with CEQA consultant as necessary	$7,888
6.3.4	Coordinate with Other District Consultants as needed	$14,272
6.3.6	Monthly Progress Report	$5,856
	TOTAL BID PRICE:	**$850,465**

eight hundred fifty thousand, four hundred sixty-five dollars

Bid shall be good for 60 days from date of bid opening.

Duong Do, PE, F. ASCE
Vice President, Environmental Water Division
CA PE License No. 62802

Pacific Advanced Civil Engineering, Inc.
17520 Newhope Street, Suite 200
Fountain Valley, CA 92708
May 12, 2025

LABOR BREAKDOWN

PHASE	MAJOR TASKS	LABOR SUB-TASK	ACTIVITY (Please Specify) PACE Billing Rates	Principal $312.00	Sr. Project/ EOR Manager $270.00	Sr. Electrical Engineer $255.00	Sr. Project Engineer $220.00	Project Engineer $198.00	Design Engineer $156.00	Sr. CAD Designer $182.00	CAD Designer / GIS Analyst $151.00	Sr. I&C $260.00	Project Coord. / Admin. Support $109.00	Jr. Project Engineer / Assistant Designer $88.00	Total Labor Hours/Cost
PROJECT DESIGN MANAGEMENT & COORDINATION															
	30 Project Management, Progress Reporting, and Invoicing														
		30.1	Project Correspondence and Communication		36		10								$11,920
		30.2	Internal Project Management		144		38								$47,240
		30.3	Schedule Adherence		12		3								$3,900
		30.4	Monthly Progress Report / Invoicing		36		10								$11,920
		30.5	Project File		12		3								$3,900
			Total Task Hours	0	240	0	64	0	0	0	0	0	0	0	304
			Total Task Cost	$0	$64,800	$0	$14,080	$0	$0	$0	$0	$0	$0	$0	$78,880
	31 Project Meetings and Coordination														
		31.1	Project Progress Meetings		48		48						96		$33,984
		31.2	Coordinate with CEQA Consultant as Necessary		10								16		$4,444
		31.3	Coordinate with Other District Consultants		10								16		$4,444
		31.4	Public Meetings		4								4		$1,516
			Total Task Hours	0	72	0	48	0	0	0	0	0	132	0	252
			Total Task Cost	$0	$19,440	$0	$10,560	$0	$0	$0	$0	$0	$14,388	$0	$44,388
			Total Phase Hours	**0**	**312**	**0**	**112**	**0**	**0**	**0**	**0**	**0**	**132**	**0**	**556**
			Total Phase Cost	**$0**	**$84,240**	**$0**	**$24,640**	**$0**	**$0**	**$0**	**$0**	**$0**	**$14,388**	**$0**	**$123,268**
PREDESIGN SERVICES															
	10 Site Visit and Data Gathering														
		10.1	PACE Site Visit (2 Site Visits) and Data Review		16			16							$7,488
		10.2	Electrical Site Visit			8		8							$3,624
			Total Task Hours	0	16	8	0	24	0	0	0	0	0	0	48
			Total Task Cost	$0	$4,320	$2,040	$0	$4,752	$0	$0	$0	$0	$0	$0	$11,112
	11 Site Survey														
		11.1	Site Survey	PERFORMED BY SUBCONSULTANT - VERTEX SURVEY											$44,300
			Total Task Hours	0	0	0	0	0	0	0	0	0	0	0	0
			Total Task Cost	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$44,300
	12 Site Survey Coordination														
		12.1	Site Survey Coordination		4		8			4					$3,568
			Total Task Hours	0	4	0	8	0	0	4	0	0	0	0	16
			Total Task Cost	$0	$1,080	$0	$1,760	$0	$0	$728	$0	$0	$0	$0	$3,568
	13 Geotechnical Investigation														
		13.1	Geotechnical Investigation	PERFORMED BY SUBCONSULTANT - NINYO & MOORE											$75,470
			Total Task Hours	0	0	0	0	0	0	0	0	0	0	0	0
			Total Task Cost	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$75,470
	14 Geotechnical Investigation Coordination														
		14.1	Geotechnical Coordination		4		8			4					$3,568
			Total Task Hours	0	4	0	8	0	0	4	0	0	0	0	16
			Total Task Cost	$0	$1,080	$0	$1,760	$0	$0	$728	$0	$0	$0	$0	$3,568
			Total Phase Hours	**0**	**24**	**8**	**16**	**24**	**0**	**8**	**0**	**0**	**0**	**0**	**80**
			Total Phase Cost	**$0**	**$6,480**	**$2,040**	**$3,520**	**$4,752**	**$0**	**$1,456**	**$0**	**$0**	**$0**	**$0**	**$138,018**

PHASE	MAJOR TASKS	LABOR SUB-TASK	ACTIVITY (Please Specify) PACE Billing Rates	Principal $312.00	Sr. Project/ EOR Manager $270.00	Sr. Electrical Engineer $255.00	Sr. Project Engineer $220.00	Project Engineer $196.00	Design Engineer $156.00	Sr. CAD Designer $162.00	CAD Designer / GIS Analyst $151.00	Sr. I&C $260.00	Project Coord. / Admin. Support $109.00	Jr. Project Engineer / Assistant Designer $88.00	Total Labor Hours/Cost
Billing Rates															
DESIGN SERVICES															
	20 30% Conceptual Design														
		20.1	30% Conceptual Design Report	1	4		40								$10,192
			a. Conceptual Basis of Design, Site Layout, Equipment list, and Report	1	4	16	26	32		40		8			$26,888
			b. Hydraulic Profile	1	4		16	8		16					$9,408
			c. Engineer's Opinion of Probable Construction Cost Estimate & Schedule	1	4		8	4							$7,724
		20.2	30% Conceptual Design Value Eng Meeting - Review & Comment w/City	1	4		8						2		$3,370
			Total Task Hours	5	20	16	98	44	0	56	0	8	2	0	249
			Total Task Cost	$1,560	$5,400	$4,080	$21,560	$8,612	$0	$9,072	$0	$2,080	$218	$0	$53,582
	21 60% Design														
		21.1	60% Engineering Design Report	1	8		48	40				4	6	0	$22,648
		21.2	60% Construction Drawings	1	40		80	56		160	160				$93,080
		21.3	60% Specifications	1	24		40	12				4	16	16	$22,160
		21.4	60% Subconsultant Coordination		10					24					$7,068
		21.5	60% Structural Design (sub)	PERFORMED BY SUBCONSULTANT - PK ASSOCIATES											$24,000
		21.6	60% Electrical Design	1	4	56	48	40		120					$55,992
		21.7	60% Controls & Instrumentation Design	1	4		40			24		24			$20,800
			Total Task Hours	5	90	56	256	148	0	328	160	32	22	16	1,113
			Total Task Cost	$1,560	$24,300	$14,280	$56,320	$29,008	$0	$53,136	$24,160	$8,320	$2,398	$1,408	$245,740
	22 90% Design														
		22.1	90% Engineering Design Report	1	8		16	24						4	$11,096
		22.2	90% Construction Drawings	1	20		80	40		120	80				$65,152
		22.3	90% Specifications	1	16		24	24					8	16	$16,944
		22.4	90% Subconsultant Coordination		8					9					$3,798
		22.5	90% Structural Design (sub)	PERFORMED BY SUBCONSULTANT - PK ASSOCIATES											$10,400
		22.6	90% Electrical Design	1	2	32	40	16		80					$35,540
		22.7	90% Controls & Instrumentation Design	1	4		12			8		24			$11,728
			Total Task Hours	5	59	32	172	104	0	217	80	24	8	20	729
			Total Task Cost	$1,560	$15,930	$8,160	$37,840	$20,592	$0	$35,154	$12,080	$6,240	$872	$1,760	$184,656
	23 100% Design														
		23.1	100% Engineering Design Report	1	2		16							8	$5,076
		23.2	100% Construction Drawings	1	8		40	16		40	24				$25,344
		23.3	100% Specifications	1	8		16	12					16	5	$10,552
		23.4	100% Subconsultant Coordination		8					8					$3,616
		23.5	100% Structural Design (sub)	PERFORMED BY SUBCONSULTANT - PK ASSOCIATES											$14,000
		23.6	100% Electrical Design	1	8	22	12			40					$18,002
		23.7	100% Controls & Instrumentation Design	1	4		12			8					$5,488
			Total Task Hours	5	38	22	96	28	0	96	24	0	16	13	339
			Total Task Cost	$1,560	$10,260	$5,610	$21,120	$5,488	$0	$15,472	$3,624	$0	$1,744	$1,144	$82,079
			Total Phase Hours	**20**	**206**	**126**	**622**	**324**	**0**	**397**	**264**	**64**	**48**	**49**	**2,420**
			Total Phase Cost	**$6,240**	**$55,620**	**$32,130**	**$136,840**	**$64,152**	**$0**	**$126,854**	**$39,864**	**$16,640**	**$5,232**	**$4,312**	**$536,284**
			TOTAL LABOR HOURS	**20**	**542**	**134**	**750**	**348**	**0**	**705**	**264**	**64**	**180**	**49**	**3,056**
			TOTAL LABOR COST	**$6,240**	**$146,340**	**$34,170**	**$165,000**	**$68,904**	**$0**	**$128,310**	**$39,864**	**$16,640**	**$19,620**	**$4,312**	**$797,570**
	24 UV Disinfection System Design														
		24	UV Disinfection System Design (30% - 100%)	4	24	16	40.76	48	24	80	24	6	4	4	$52,895
			Total Task Hours	4	24	16	50	48	24	80	24	6	4	4	264
			Total Task Cost	$1,248	$6,480	$4,080	$10,947	$9,504	$3,744	$12,928	$3,624	$1,560	$436	$352	$52,895

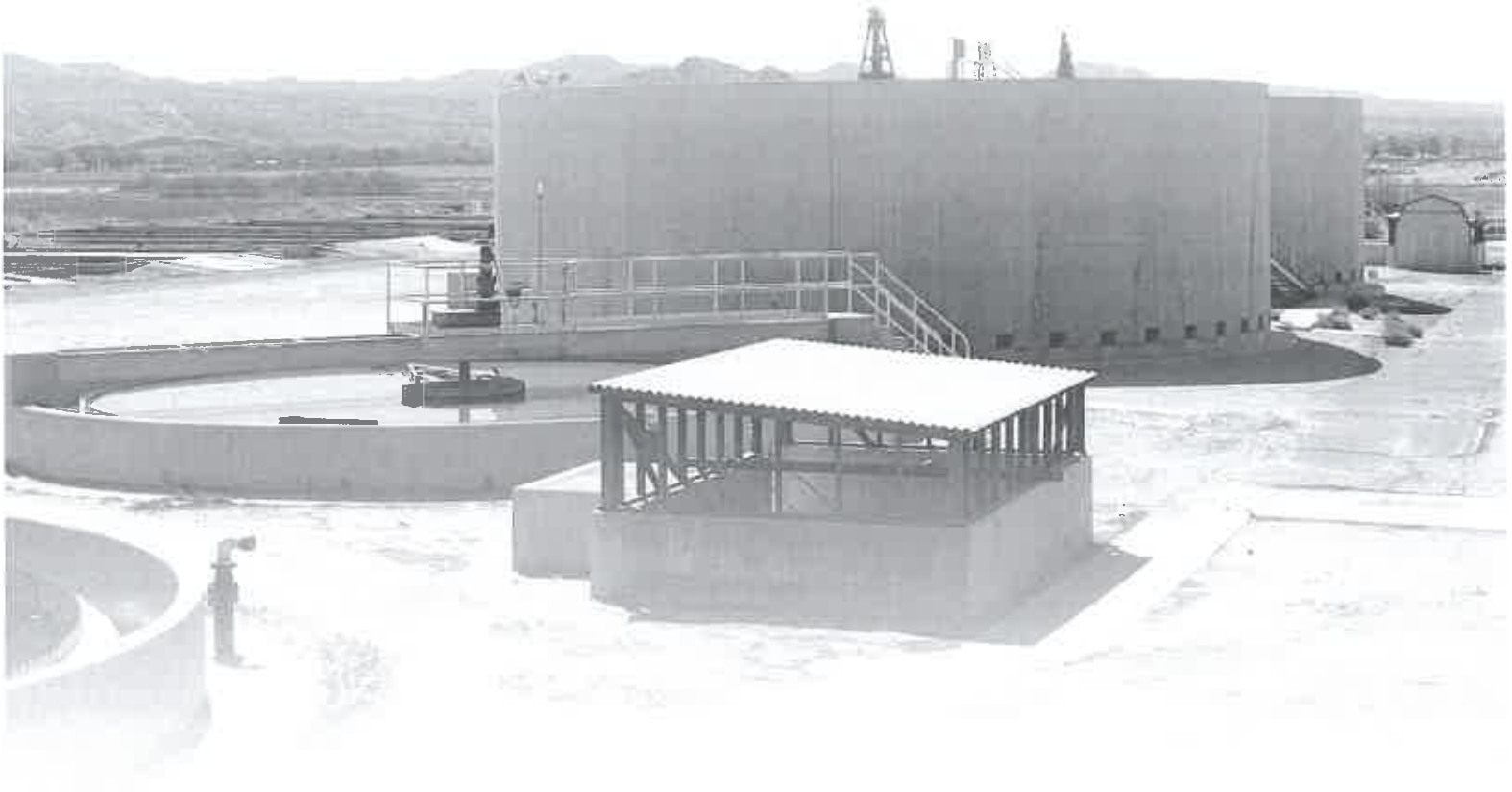
TOTAL PROJECT AMOUNT	**$850,465**

PACE

Billing Rates																
PHASE	MAJOR TASKS	LABOR SUB-TASK	ACTIVITY (Please Specify) PACE Billing Rates	Principal $312.00	Sr. Project/ EOR Manager $270.00	Sr. Electrical Engineer $255.00	Sr. Project Engineer $220.00	Project Engineer $198.00	Design Engineer $156.00	Sr. CAD Designer $182.00	CAD Designer / GIS Analyst $151.00	Sr. I&C $260.00	Project Coord. / Admin. Support $109.00	Jr. Project Engineer / Assistant Designer $88.00	Total Labor Hours/Cost
OPTIONAL TASKS																
25 Performance Specifications																
		25.1	Headworks													$0
			a. Develop Performance Specifications	1	12		24	24								$13,584
			b. Review Performance Specifications with City (During Progress Meetings)		2		4									$1,420
			c. Submit, Review, and Evaluate Equipment	1	2		18	16							8	$8,684
			d. Equipment Recommendation Memo	1	4		18	16				1	2		8	$9,702
		25.2	Secondary Process													$0
			a. Develop Performance Specifications	1	12		40	24								$17,104
			b. Review Performance Specifications with City (During Progress Meetings)		2		4									$1,420
			c. Submit, Review, and Evaluate Equipment	1	2		18	16							8	$8,684
			d. Equipment Recommendation Memo	1	4		18	16				1	2		8	$9,702
		25.3	Blowers													$0
			a. Develop Performance Specifications	1	16		32	24								$16,424
			b. Review Performance Specifications with City (During Progress Meetings)		2		4									$1,420
			c. Submit, Review, and Evaluate Equipment	1	2		18	16							8	$8,684
			d. Equipment Recommendation Memo	1	4		18	16				1	2		8	$9,702
		25.4	UV Disinfection													$0
			a. Develop Performance Specifications	1	16		32	24								$16,424
			b. Review Performance Specifications with City (During Progress Meetings)		2		4									$1,420
			c. Submit, Review, and Evaluate Equipment	1	2		18	16							8	$8,684
			d. Equipment Recommendation Memo	1	4		18	16				1	2		8	$9,702
		25.5	Tertiary Equipment													$0
			a. Develop Performance Specifications	1	12		24	24								$13,584
			b. Review Performance Specifications with City (During Progress Meetings)		2		4									$1,420
			c. Submit, Review, and Evaluate Equipment	1	2		18	16							8	$8,684
			d. Equipment Recommendation Memo	1	4		18	16				1	2		8	$9,702
		25.6	Review Recommendations with City		4		8						1			$2,949
		25.7	Award Equipment (City Council) (During Council Meeting)													$0
		25.8	Develop Letter of Intent for Each Equipment Element	4									16			$2,992
			Total Task Hours	**19**	**112**	**0**	**360**	**280**	**0**	**0**	**0**	**5**	**27**	**80**	**883**
			Total Task Cost	**$5,928**	**$30,240**	**$0**	**$79,200**	**$55,440**	**$0**	**$0**	**$0**	**$1,300**	**$2,943**	**$7,040**	**$182,091**

PACE

REQUESTED CONTRACT EXCEPTIONS



REQUESTED CONTRACT EXCEPTIONS

PACE has reviewed the sample copy of the District's standard Professional Services Agreement provided with the RFP and has no exceptions to the terms.

Our proposed subcontractor PK Associates requests the following exceptions to the standard Professional Services Agreement. If selected to enter into a contract with the District, and in the event that the District cannot accept these contract modifications, PACE will work with the District to reach an agreeable resolution or find another subcontractor for the project if needed.

- **3.3 DUTIES OF CONSULTANT:**
  CONSULTANT shall perform the Project work in such a manner as to fully comply with all applicable professional standards of care, including professional quality, technical accuracy, timely completion, and other services furnished and/or work undertaken by CONSULTANT pursuant to this Agreement, **consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality**. The CONSULTANT shall cause all work and deliverables to conform to all applicable federal, state, and local laws and regulations.

- **3.4 APPROVAL OF WORK:**
  [. . .] CONSULTANT's obligation to **defend**, indemnify, and hold harmless the DISTRICT, and its directors, officers, employees **and agents** as set forth in Section 6.9 of this Agreement also applies to the actions or omissions of the CONSULTANT or its subcontractors as set forth above in this paragraph.

- ~~**4.3 COST FOR REWORK:**~~
  ~~CONSULTANT shall, at no cost to the DISTRICT, prepare any necessary rework occasioned by CONSULTANT's negligent act or omission or otherwise due substantially to CONSULTANT's fault.~~

- **6.8 ATTORNEYS' FEES:**
  ~~In the event that either the DISTRICT or CONSULTANT brings an action or proceeding for damages for an alleged breach of any provision of this Agreement, to interpret this Agreement or determine the rights of and duties of either Party in relation thereto, the prevailing Party shall be entitled to recover as part of such action or proceeding all litigation, arbitration, mediation and collection expenses, including witness fees, court costs, and reasonable attorneys' fees. Such fees shall be determined by the Court in such litigation or in a separate action brought for that purpose. Mediation will be attempted if both Parties mutually agree before, during, or after any such action or proceeding has begun.~~

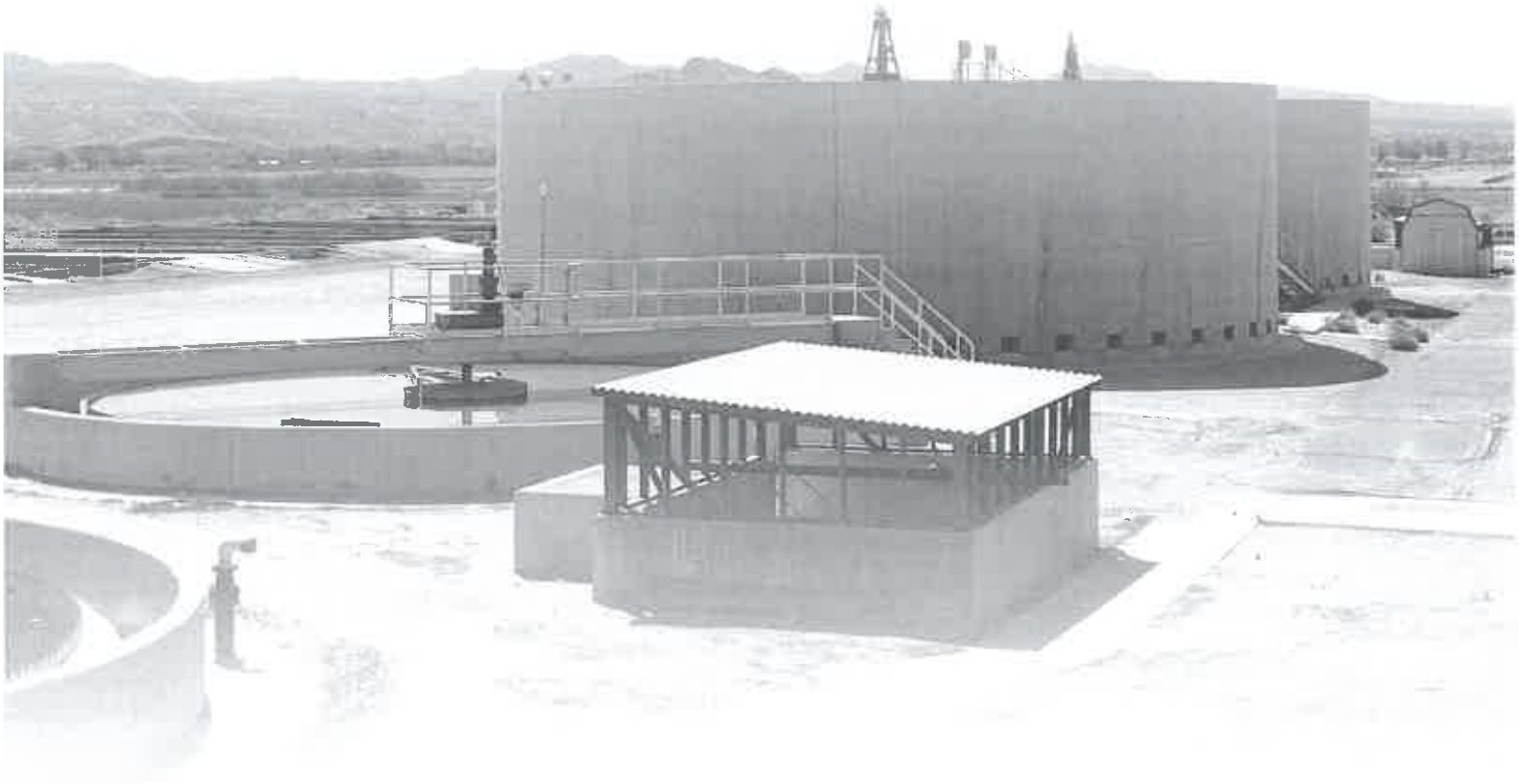
  DISPUTE RESOLUTION/MEDIATION: In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, DISTRICT and CONSULTANT agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation. CONSULTANT will include a similar mediation provision in all agreements with independent contractors and subconsultants retained for the Project, thereby providing for mediation as the primary method for dispute resolution among the parties to this Agreement.

- **6.9 INDEMNITY:** [delete this section and replace with the following:]
  CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the DISTRICT, its officers, directors and employees against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by CONSULTANT's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom CONSULTANT is legally liable.

  The DISTRICT agrees, to the fullest extent permitted by law, to indemnify and hold harmless CONSULTANT, its officers, directors, employees and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the DISTRICT's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the DISTRICT is legally liable.

  Neither the DISTRICT nor CONSULTANT shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

APPENDIX



RESUMES

design project manager

Duong Do, PE, F.ASCE

Duong Do is a technical expert in civil and environmental engineering with experience spanning back to 1996. His areas of expertise include wastewater treatment processes and design; wastewater collection; water and wastewater infrastructure, storage, and pump station design; effluent recharge design and implementation; and water resource master planning and permitting. Mr. Do has served as the Engineer of Record and Project Manager for numerous potable water and wastewater infrastructure projects throughout the southwestern United States, including several award-winning facilities. As a former wastewater treatment plant (WWTP) operator, he has dedicated himself to operator-focus designs, value engineering and energy efficiency improvements. As a Vice President of the Environmental Water Division, his current responsibilities include managing design and engineering of water and wastewater treatment, storage, and conveyance projects.

EDUCATION
BS Environmental Engineering, California Polytechnic University, San Luis Obispo, CA

YEARS OF EXPERIENCE
29 Years
Joined PACE in 2000
With others over 4 years

LICENSE/REGISTRATIONS
Professional Engineer / AZ – 2003 / 40050
Professional Engineer / CA – 2002 / C62802

AFFILIATIONS
Fellow of the American Society of Civil Engineers (F.ASCE)
Water Environment Federation (WEF)

PRESENTATIONS
"Solar Application for Water and Wastewater Treatment Facilities" – AZWater Conference, 2016

Value Engineering Improves Water Quality and Reduces Capital and Operational Costs" – APWA Conference, 2015

Low Pressure Membranes – PEARL/PACE Internal Training Program, 2007

RELATED EXPERIENCE

City of San Luis West Wastewater Treatment Plant Improvements – San Luis, AZ

The City of San Luis has an East WWTP and a West WWTP, which have adequate treatment capacity to meet the immediate needs of their respective current populations. With operation of the Juan Sanchez Lift Station, the City can split the flow as needed between the WWTPs, but at an increased power cost. Without the use of the Juan Sanchez Lift Station, the West WWTP has reached its 80% design limit of 1.2 MGD. The East WWTP currently has sufficient capacity to treat the flow within its natural sewershed and additional capacity to handle flow from the west portion of the City, but immediate growth in the east is starting to reduce this available capacity. Mr. Do is serving as Principal / QA/QC for design improvements for the West WWTP in order to increase capacity and reduce reliance on the Juan Sanchez Lift Station to convey flows to the East WWTP. These improvements consist of two new 2-millimeter mechanical screens, a new proposed MBR system with anoxic and pre-aeration basins for secondary biological treatment, and new primary and WAS solids processing, digestion, and dewatering equipment.

Town of Quartzsite Wastewater Treatment Plant Upgrades – Quartzsite, AZ

As Engineer of Record, Mr. Do led the design team for the expansion of this existing 0.45 MGD SBR WWTP. The design upgrades included increasing the capacity to 0.9 MGD, improvement of water quality, process redundancy, and reduced operating cost. The challenge of the project was to provide a design that can be implemented within a 7-month window while maintaining treatment without the use of the existing single-basin SBR. Mr. Do developed a transition plan that converted the existing digester into a temporary SBR, while the existing single-basin SBR was upgraded to a two-basin SBR and equipped with new fine bubble aeration that is coupled with three 100 HP high-speed, hybrid screw blowers. The project also included upgrades to the influent lift station, headworks screening, chlorine gas disinfection system, and the onsite reuse pump system.

City of Show Low Wastewater Treatment Plant Evaluation and Expansion – Show Low, AZ

Mr. Do served as the Engineer of Record to convert a multi-cell aerated lagoon into a 2.5 MGD EAAS WWTP, using a Parkson's Biolac® treatment process. The City of Show Low had a two-stage aerated lagoon that provided limited treatment. The effluent ammonia was in exceedance of 30 mg/L. The City commissioned PACE to evaluate, design and assist in implementing the most appropriate and cost-effective solutions to upgrade and expand the City's existing WWTP. Mr. Do led the design of the new Biolac® process, which also included a new screening and grit removal headworks system, new influent pump station, new RAS/WAS pump station, two new 60-foot diameter secondary clarifiers, new chlorine gas disinfection system, three new high-speed air bearing turbo blowers, and new sludge dewater screw press.

Tri-City Regional Sanitary District Phase I, II & III Wastewater Collection System & Water Reclamation Facility – Gila County, AZ

Mr. Do is serving as the Consulting Engineer for Phases I, II & III of a new regional wastewater system for the Tri-City Regional Sanitary District (TRSD). TRSD encompasses over five square miles of residential, commercial, and industrial property in Gila County, AZ. The majority of the homes currently use cesspools and septic systems for wastewater disposal. Over 80% of these systems are functioning below ideal performance and some are completely out-of-

DESIGN PROJECT MANAGER – Duong Do, PE, F.ASCE

RELATED EXPERIENCE CONT.

service. The proposed project will abandon existing cesspools and septic systems and install of 8-10" sewer pipeline, lift stations, and a new MBR water reclamation facility that will serve approximately 4,200 residents.

Las Virgenes Municipal Water District Tapia WRF Blower and Aeration Upgrade - Calabasas, CA

As Project Manager, Mr. Do led the Tapia Water Reclamation Facility blower and aeration upgrade, improving the efficiency and reducing operational costs of the existing 12 MGD facility. An evaluation of the existing system was performed, including spending time with the Operations Staff to better understand the challenges and to identify any ancillary issues. PACE developed the Preliminary Engineering Report (PER), identifying the Basis of Design for the Process Air System based on treatment flow and load conditions, effluent requirements and treatment process configurations that maximizes efficiencies and minimizes power cost while improving effluent quality. PACE implemented Performance-based Specifications, which is a unique procurement process that allows equipment selection and purchase prior to design – reducing 30% of the blower and aeration equipment cost while ensuring design accuracy. The final design included the replacement of (3) 900 HP, 4160 medium voltage, centrifugal blowers with (3) new 400 HP, 480V, High Speed Turbo Magnetic Bearing Blowers; installation of 60 retrievable fine bubble membrane diffusers; installation of new mixers, as well as the controls and instrumentation required for the new process. The Project was awarded the APWA B.E.S.T. Project Award 2020, the CWEA 2020-2021 LABS Engineering Achievement Award, and the ACEC 2021 Engineering Excellence Award.

Town of Patagonia Wastewater Treatment Plant Improvements – Patagonia, AZ

Mr. Do served as Principal for the 110,000 GPD WWTP that serves approximately 913 people in the community. Key components of the plant needed rehabilitation in order to improve process efficiencies, leading to operational cost savings. The facility was originally constructed of precast concrete wall panels and was leaking water through the joints between precast panels. These leaks posed a significant risk to the Town for potentially discharging untreated water to Sonoita Creek. In addition, the facility was constructed of a single process train without redundancy or the ability to isolate individual basins. As a result, the Town hired PACE to provide upgrades to the primary aeration blower, anoxic chamber agitator motor, headworks auger, belt press, blower/belt press separation, and chemical building with a focus on improving energy efficiency for the secondary process treatment train. The Town was able to use grant funding to finance the project, and the O&M savings will financially benefit the full-time residents and promote future development.

City of Winslow Wastewater Treatment Plant Renovations – Winslow, AZ

Mr. Do served as the Engineer of Record to perform an evaluation of the deficiencies and improvement design of the City's WWTP, which was struggling to meet water quality permit requirements. The plant was plagued by operational issues, making the effective treatment capacity roughly half of its design capacity of 2.2 MGD. Through the preparation of a Process, Efficiency, and Alternative Analysis Evaluation, several major process deficiencies were identified, as well as proposed improvements for each that preserved as much of the existing facility. Renovations were recommended to numerous processes including the lift station, headworks, flow equalization basin, oxidation ditches aeration system, blower upgrades, tertiary filters, UV disinfection system, effluent pump station, sludge dewatering process and the SCADA/control system. The improvements recovered the 2.2 MGD average daily flow capacity design. The plant upgrades included the design of new secondary clarifiers and headworks, modifications to its oxidation ditch with a new retrievable fine bubble aeration system and direct-drive mixers, installation of new high speed, hybrid rotary-lobe blower system, and a complete overhaul of the plant's controls and network infrastructure components.

principal / qa/qc

James Matthews, PE

James Matthews is highly regarded in the water, wastewater, recycled water, and stormwater industries for his tremendous wealth of practical knowledge and his ability to use old and new technologies, hands-on experience, and research to produce value for his clients and their projects. Mr. Matthews has created designs for a multitude of award-winning projects; saving capital and operation costs, reducing construction schedules, and minimizing operation and maintenance needs on water and wastewater treatment facilities, reservoirs, and pump stations by implementing creative ideas and concepts. As a licensed engineer and former operator, Mr. Matthews is a technical expert in infrastructure and treatment engineering design, construction, and operations. He has particular experience in leading design and design-build teams by providing "cradle to grave" services on all aspects of complex water resource projects. He has been directly involved in over 250 water projects in the U.S., Canada, and Central America.

EDUCATION
BS Civil Engineering San Diego State University – 1994

YEARS OF EXPERIENCE
33 Years
Joined PACE in 1994

LICENSE/REGISTRATIONS
Professional Engineer / CA 57446
Professional Engineer / AZ 34090
Professional Engineer / CO 0054243
Professional Engineer / FL 69722
Professional Engineer / HI 13718
Professional Engineer / ID 11229 (inactive)
Professional Engineer / NM 16491 (inactive)
Professional Engineer / PA PE097216
Professional Engineer / TX 132370
Professional Engineer / UT 11893246 2202
Professional Engineer / VA 0402040716
NCEES 18-931-54
Wastewater Treatment Operator / AZ WW023812 (inactive)

AFFILIATIONS
American Water Works Association (AWWA)
Water Environment Federation (WEF)

RELATED EXPERIENCE

Tuolumne Utilities District Sonora Regional Wastewater Treatment Plant Upgrades – Sonora, CA

Mr. Matthews served as the Principal / QA/QC for the facility assessment and upgrade design of the 2.6 MGD Sonora Regional WWTP to address the facility's declining effluent performance. The existing WWTP features a conventional trickling filter secondary process that utilizes two trickling filters, followed by two secondary clarifiers, three aerated polishing ponds, and a chlorine disinfection system. To improve the facility's functionality and performance, PACE designed upgrades to increase the capacity to 5.0 MGD of Max Day Flows (MDF) and 10.0 MGD Peak Hour Flows (PHF) and to convert the secondary treatment process to an EAAS process utilizing the Parkson's Biolac® mixing and aeration process. All wastewater flows to the proposed WWTP process are treated by a new headworks, primary screening and grit removal, new dual-train EAAS basins, new secondary clarifiers, new chlorine disinfection system, new effluent disk cloth filters and a new sludge dewatering facility. These upgrades also replaced the existing polishing ponds and included a new administration and electrical building, a new headworks and sludge dewatering building and a renovated digestion building where the existing anaerobic digesters were repurposed into aerobic digesters for solids processing.

City of Adelanto Wastewater Treatment Plant Evaluation, Improvements, and Capacity Expansion – Adelanto, CA

Mr. Matthews led the design and construction management services as Project Manager for the City of Adelanto's WWTP improvements. The WWTP receives an average flow of 1.8 MGD, of which only 0.5 MGD was able to be treated prior to the upgrades. PACE evaluated the existing facility and recommended new infrastructure and rehabilitation of the existing systems to not only regain the original plant capacity, but to increase the rated capacity to 4.0 MGD. New infrastructure included new screening and washing systems in the headworks, all new aeration and blower equipment in the existing secondary basins, two new 70-foot diameter circular clarifiers, an RAS/WAS pump station and new internal recycle pumping on the biological process. Modifications were made to the existing effluent filters and chlorine contact basin to produce full Title 22 compliant recycled water as well as improvements to the solids handling to reduce cake volumes and improve dewatering performance. In addition to providing the evaluation, PACE provided final design plans and construction documents.

City of Show Low Wastewater Treatment Plant Evaluation and Expansion – Show Low, AZ

Mr. Matthews served as the Principal / QA/QC and Instrumentation & Controls Lead Engineer to program and integrate the Supervisory Control and Data Acquisition (SCADA) system for the WWTP expansion, which modified the existing aerated lagoon system to utilize a new headworks system that provides screening and grit removal. PACE's design converted the multi-cell aerated lagoon into a 2.5 MGD EAAS WWTP using a Parkson's Biolac® treatment process. The design of the new Biolac® process included a new screening and grit removal headworks system, new influent pump station, new RAS/WAS pump station, two new 60-foot diameter secondary clarifiers, new chlorine gas disinfection system, three new high-speed air bearing turbo blowers, and new sludge dewater screw press.

PRINCIPAL / QA/QC – James Matthews, PE

RELATED EXPERIENCE CONT.

Town of Quartzsite Wastewater Treatment Plant Upgrades – Quartzsite, AZ

Mr. Matthews served as the Principal / QA/QC and provided an in-depth evaluation of the proposed SBR expansion for the Quartzsite WWTP. The design upgrades included increasing the capacity to 0.9 MGD, improvement of water quality, process redundancy, and reduced operating cost. The challenge of the project was to provide a design that can be implemented within a 7-month window while maintaining treatment without the use of the existing single-basin SBR. Mr. Do developed a transition plan that converted the existing digester into a temporary SBR, while the existing single-basin SBR was upgraded to a two-basin SBR and equipped with new fine bubble aeration that is coupled with three 100 HP high-speed, hybrid screw blowers. The project also included upgrades to the influent lift station, headworks screening, chlorine gas disinfection system, and the onsite reuse pump system.

Sarival Water Reclamation Facility – Goodyear, AZ

Mr. Matthews served as the Project Manager for this new facility which will treat an average day flow capacity of 4.0 MGD with a maximum day flow capacity of 6.0 MGD and a peak-hour capacity of 10 MGD, providing support to an existing built-out regional WRF for current loading and future flow conditions. The facility uses an MBR treatment process followed by chlorination disinfection to meet Arizona requirements for unrestricted reuse of recycled water. The treatment process consists of an advanced and integrated influent headworks and grit removal and washing system, followed by the advanced Closed Loop Reactor (CLR) secondary treatment process trains, coupled to four membrane separation trains and followed by the sodium hypochlorite disinfection process and chlorine contact basins and effluent reclamation pump station. Effluent from the WRF is designed to go to two discharge points – one sharing a discharge point to an aquifer with another regional facility and the other to a local irrigation district's canal for irrigation use. At full buildout, the design of the WRF will provide an average daily flow capacity of up to 8.0 MGD with a maximum daily capacity of 12.0 MGD.

Mountain House Water Reclamation Facility Phase III Expansion – Mountain House, CA

Mr. Matthews served as the Engineer of Record and Principal Engineer for the Phase II expansion and the QA/QC Principal for the Phase III expansion of the Mountain House WRF. The Phase III expansion expands the facility to a buildout capacity of 5.4 MGD. The secondary treatment process was converted from SBR to MBR to meet the existing waste discharge requirements and comply with California Title 22 recycled water requirements for unrestricted reuse. As part of the conversion, PACE designed the facility around the use of existing infrastructure. This includes repurposing and subdividing the existing SBR process tanks into anoxic, oxic, and post-anoxic tanks prior to feeding the new MBR facility. The existing twin wet well lift station was upgraded with the installation of new influent pumps to meet the expanded facility capacity. In addition to the new pumps, the design included improvement and modifications to the discharge force main, adding two new 18-inch primary and backup force mains to the new treatment process. Smart variable frequency drives and updated the control logic were added to the lift station to seamlessly integrate influent pumping into the new treatment facility design.

City of Somerton Wastewater Treatment Plant Expansion – Somerton, AZ

Mr. Matthews served as the Principal Engineer and Senior Process Designer in the City of Somerton (located 9 miles south of Yuma, AZ) for the expansion of an existing 0.8 MGD SBR treatment facility. Under Mr. Matthews's direction, the project was re-evaluated from a simple copy of the existing four-tank SBR, providing a total of 1.6 MGD, to converting the SBR tanks into a four-stage Barden Pho process, providing 1.8 MGD capacity. The alternative provides the City with 10% to 15% more capacity at a cost savings of nearly 30% over the original SBR expansion. The facility design includes conversion and upgrades to the existing SBR aeration and mixing systems, the new 60-foot high-performance clarifiers, a new RAS/WAS pumping station, a new constant SRT control system and a new two-story solids dewatering building. PACE prepared a USDA-RD PER to assist in obtaining $7 million in funding.

City of Winslow Wastewater Treatment Plant Renovations – Winslow, AZ

Mr. Matthews served as the Principal / QA/QC and led the Instrumentation and Controls upgrades for the improvement design of the City's WWTP, which was struggling to meet water quality permit requirements. The plant was plagued by operational issues, making the effective treatment capacity roughly half of its design capacity of 2.2 MGD. Through the preparation of a Process, Efficiency, and Alternative Analysis Evaluation, several major process deficiencies were identified, as well as proposed improvements for each that preserved as much of the existing facility. Renovations were recommended to numerous processes including the lift station, headworks, flow equalization basin, oxidation ditches aeration system, blower upgrades, tertiary filters, UV disinfection system, effluent pump station, sludge dewatering process and the SCADA/control system. The improvements recovered the 2.2 MGD average daily flow capacity design. The plant upgrades included the design of new secondary clarifiers and headworks, modifications to its oxidation ditch with a new retrievable fine bubble aeration system and direct-drive mixers, installation of new high speed, hybrid rotary-lobe blower system, and a complete overhaul of the plant's controls and network infrastructure components.

sr. process engineer

Andy Komor, MS, PE

EDUCATION
MS Civil and Environmental Engineering Arizona State University – 2001

BS Civil Engineering University of Minnesota – 1999 Cum Laude

YEARS OF EXPERIENCE
25 Years
Joined PACE in 2000

LICENSE/REGISTRATIONS
Professional Engineer / CA 64928
Professional Engineer / AZ 46719
Professional Engineer / LA PE.0034854 (inactive)
Professional Engineer / OR 95149PE (inactive)

AFFILIATIONS
Adjunct Instructor of Water Reuse, Santiago Community College
Past President of Orange County Water Association (OCWA)
California Water Environment Association (CWEA)
WateReuse Foundation
National American Lake Management Society (NALMS)

PUBLICATIONS
Photobiological Treatment of RO Reject. Global Water Intelligence. 2020

Cost to Benefit Analysis of Desalination of Golf Irrigation Water. Water Reuse Symposium. Phoenix, AZ. 2011

Effects of Nitrification, Stratification, and Algaecidal Disinfection in Country's Largest Recycled Water Reservoirs. Water Reuse Symposium, Washington, D.C. 2010

Upper Oso Reservoir: Lake Management Update. Presentation to Santa Margarita Water District. 2009

Andy Komor is a technical expert on engineering infrastructure having successfully performed engineering design, project management, and field services for over $700 million in capital on over 300 completed water resource projects in the past 15 years. His background as a researcher has led to several national presentations and technical papers. Mr. Komor is sought after as a technical consultant and designer on water resources projects including advanced wastewater treatment and water recycling, drinking water, water infrastructure, ocean and brackish water desalination, groundwater recharge, lake and reservoir water quality enhancements, and new technology research and development. As part of the design and engineering of such projects, Mr. Komor is adept at providing comprehensive civil, mechanical, structural, electrical, and controls designs which are innovative, cost-effective, and highly operable. He also has significant experience in field engineering, construction oversight, and start-up services through design-build projects and design-bid-build project structures. Mr. Komor has an excellent breadth and depth of experience in water resources and will ensure a value-added approach, sound design, and effective implementation of the project.

RELATED EXPERIENCE

Tuolumne Utilities District Sonora Regional Wastewater Treatment Plant Upgrades – Sonora, CA

The Sonora Regional Wastewater Treatment Facility (SRWWTF) owned by Tuolumne Utilities District was constructed in 1974 and permitted to handle 2.6 MGD (million gallons per day) average dry weather flow rate. This facility also receives septage from Tuolumne County. In recent years, the treated water quality was observed by district operational staff and seasonal variation in biomass growth was noticed on trickling filters. Based on the treatment plant discharge permit, treatment scheme should achieve a 30-day average BOD and TSS (Total suspended solids) levels of less than 30 mg/L. However, summer operations in tricking filters followed by secondary clarification demonstrated a reduction in system performance specifically in BOD and TSS reduction. Mr. Komor served as the Project Manager leading to concepts to retrofit the existing open pond into Parkson "Biolac®®®" basins containing modern swing air diffusers with hydraulic retention times of 24-36 hours, with more efficient waste processing and flexibility with varying inflows. This upgraded Biolac®® system freeboard in the secondary process allows equalization of flows within the basin, eliminating the need for offline equalization, as well as providing the ability to treat lower flows when the basin level was decreased intentionally. As a result, this new process will enhance processing capacity, performance, efficiency, and optimization.

City of Adelanto Wastewater Treatment Plant Evaluation, Improvements, and Capacity Expansion – Adelanto, CA

As the Senior Consulting Engineer, Mr. Komor developed the design concepts to achieve capacity expansion objectives for the City of Adelanto's WWTP improvements. The WWTP receives an average flow of 1.8 MGD, of which only 0.5 MGD was able to be treated prior to the upgrades. PACE evaluated the existing facility and recommended new infrastructure and rehabilitation of the existing systems to not only regain the original plant capacity, but to increase the rated capacity to 4.0 MGD. New infrastructure included new screening and washing systems in the headworks, all new aeration and blower equipment in the existing secondary basins, two new 70-foot diameter circular clarifiers, an RAS/WAS pump station and new internal recycle pumping on the biological process. Modifications were made to the existing effluent filters and chlorine contact basin to produce full Title 22 compliant recycled water as well as improvements to the solids handling to reduce cake volumes and improve dewatering performance. In addition to providing the evaluation, PACE provided final design plans and construction documents.

City of Escalon Biolac®® Wastewater Treatment Plant Expansion Study – Escalon, CA

The City of Escalon has an increasing demand for new housing throughout the region but is restricted due to treatment facility capacity limitations. PACE provided the City a thorough and creative assessment and formulation to expand the capacity and maximize the value of the existing Wastewater Treatment Plant. Mr. Komor served as the Project Manager to design an effective treatment process and develop concepts to retrofit the existing open ponds into Parkson's "Biolac®®®" basins containing modern swing air diffusers with hydraulic retention times of 24-36 hours, allowing a similar philosophy compared to existing pond operation, but much more efficient waste processing and flexibility with varying inflows, including combining domestic and industrial flows after upstream primary treatment. This upgraded Biolac®® system freeboard in the secondary process will allow equalization of flows within the basin, eliminating the need for

SR. PROCESS ENGINEER – Andy Komor, MS, PE

RELATED EXPERIENCE CONT.

offline equalization, as well as providing the ability to treat lower flows when the basin level was decreased intentionally.

Sarival Water Reclamation Facility – Goodyear, AZ

Mr. Komor provided QA/QC review of the membrane systems configuration for the new Sarival WRF, which treats an average day flow capacity of 4.0 MGD with a maximum day flow capacity of 6.0 MGD and a peak hour capacity of 10.0 MGD, providing support to an existing built out regional WRF for current loading and future flow conditions. The facility uses an MBR treatment process followed by chlorination disinfection to meet Arizona Department of Environmental Quality (ADEQ) Title 18 Class A+ requirements for unrestricted reuse of recycled water. The treatment process consists of an advanced and integrated influent headworks and grit removal and washing system, followed by the advanced Closed Loop Reactor (CLR) secondary treatment process trains, coupled to four membrane separation trains and followed by the sodium hypochlorite disinfection process, chlorine contact basins, and effluent reclamation pump station. Effluent from the WRF is designed to go to two discharge points: one discharge point to the Liberty Aquifer Replenishment Facility, which is shared with another regional facility, and another discharge point to a local irrigation district's canal for irrigation use. At full buildout, the design of the WRF will provide an average daily flow capacity of up to 8.0 MGD with a maximum daily capacity of 12.0 MGD. Future phases of the facility will also introduce an advanced biosolids processing facility to handle solids processing for multiple treatment plants within the regional area.

Mountain House Water Reclamation Facility Phase III Expansion – Mountain House, CA

Mr. Komor served as the Lead Process Engineer for the Phase II and Phase III expansions of the Mountain House WRF. The Phase III expansion expands the facility to a buildout capacity of 5.4 MGD. The secondary treatment process was converted from a sequencing batch reactor (SBR) to a membrane bioreactor (MBR) to meet the existing waste discharge requirements and comply with California Title 22 recycled water requirements for unrestricted reuse. As part of the conversion, PACE designed the facility around the use of existing infrastructure. This includes repurposing and subdividing the existing SBR process tanks into anoxic, oxic, and post-anoxic tanks prior to feeding the new MBR facility. The existing twin wet well lift station was upgraded with the installation of new influent pumps to meet the expanded facility capacity. In addition to the new pumps, the design included improvement and modifications to the discharge force main, adding two new 18-inch primary and backup force mains to the new treatment process. Smart variable frequency drives and updated the control logic were added to the lift station to seamlessly integrate influent pumping into the new treatment facility design.

City of Somerton Wastewater Treatment Plant Expansion – Somerton, AZ

Mr. Komor served as the Sr. Project Engineer for the expansion of the City's existing 0.8 MGD SBR treatment facility. PACE prepared a USDA-RD PER to assist in obtaining $7 million in funding. The project was re-evaluated from a simple copy of the existing four-tank SBR, providing a total of 1.6 MGD, to converting the SBR tanks into a four-stage Barden Pho process, providing 1.8 MGD capacity. The alternative provides the City with 10% to 15% more capacity at a cost savings of nearly 30% over the original SBR expansion. The facility design includes conversion and upgrades to the existing SBR aeration and mixing systems, the new 60-foot high-performance clarifiers, a new RAS/WAS pumping station, a new constant SRT control system and a new two-story solids dewatering building. PACE prepared a USDA-RD PER to assist in obtaining $7 million in funding.

City of Lathrop Advanced Water Treatment and Recycling Facility Expansion – Lathrop, CA

Mr. Komor served as Project Manager for two phases of expansion of the City of Lathrop Consolidated Treatment Facility (CTF), an MBR wastewater treatment facility that treats residential and commercial/industrial sewage flows. Prior to the first expansion, the facility's capacity was 1.0 MGD. The Phase 2 expansion took the capacity to 2.5 MGD, and the Phase 3 capacity currently under design will bring the facility to 4.0 MGD, with several major provisions designed as part of Phase 3 to support the ultimate buildout capacity of 6.0 MGD. PACE provided a creative approach to the upgrade with a new secondary and MBR treatment system accessed at grade level with an integrated process mechanical design that minimized valving and pumping that improves process treatment simplicity and makes the unit processes visible to operators. The design is straightforward and allowed for ease in facility expansion. The new treatment system process design was based around use of the existing chlorine contact basin (CCB), without having to expand the CCB infrastructure for continued production of Title 22 disinfected tertiary recycled water under the new design flow conditions. This was achieved through a free chlorine contact time revalidation study performed by PACE and approved through the CA DDW.

sr. project engineer

Kyle Smith, PE

Kyle Smith is a project engineer with experience in design and construction support dating back to 2018. With a bachelor's degree emphasis in Civil Engineering, Mr. Smith has worked on several projects involving the rehabilitation of potable water, sewer, stormwater infrastructure, and wastewater treatment plants. In addition to design work, Mr. Smith has also provided services during construction on several projects and is experienced with the construction administration process, reviewing contractor submittals and requests for information.

EDUCATION
BS Civil Engineering California State University, Long Beach – 2019

YEARS OF EXPERIENCE
7 Years
Joined PACE in 2018

LICENSE/REGISTRATIONS
Professional Engineer / CA 95882

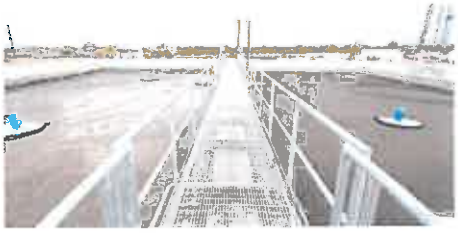
RELATED EXPERIENCE

Town of Quartzsite Wastewater Treatment Plant Upgrades – Quartzsite, AZCity of San Luis West Wastewater Treatment Plant Improvements – San Luis, AZ

The City of San Luis West WWTP has reached its 80% design limit of 1.2 MGD. The East WWTP currently has sufficient capacity to treat the flow within its natural sewershed and additional capacity to handle flow from the west portion of the City, but immediate growth in the east is starting to reduce this available capacity. Mr. Smith is serving as Design Engineer to design improvements for the West WWTP in order to increase capacity and reduce reliance on the Juan Sanchez Lift Station to convey flows to the East WWTP. These improvements consist of two new 2-millimeter mechanical screens, a new proposed MBR system with anoxic and pre-aeration basins for secondary biological treatment, and new primary and WAS solids processing, digestion, and dewatering equipment.

City of San Luis East Wastewater Treatment Plant Improvements – San Luis, AZ

Mr. Smith is serving as Design Engineer for the San Luis East WWTP improvements. The facility had some deficiencies that were identified in WWTP evaluation completed by PACE. As a result, PACE was hired by the City of San Luis to identify and design the improvements for the East WWTP, including improvements to the headworks, chlorine contact basin, percolation basin isolation valve, and sludge pump.



Town of Quartzsite Wastewater Treatment Plant Upgrades – Quartzsite, AZ

PACE provided engineering design services to increase the capacity of the Quartzsite WWTP from 0.45 to 0.90 MGD by constructing a new second SBR basin as well as other ancillary systems necessary to increase the capacity. PACE provided an in-depth evaluation of the proposed expansion and existing system including a detailed hydraulic analysis, biological process modeling, energy consumption analysis, and electrical and control system review. One of the solutions included dividing the existing SBR basin into two smaller basins to allow better summer low flow treatment but still have the capacity to treat the design flow of 0.9 MGD. Mr. Smith served as the Assistant Design Engineer to provide construction support services by reviewing contractor submittals and responding to RFIs.

Mountain House Water Reclamation Facility Phase III Expansion – Mountain House, CA

As the Design Engineer, Mr. Smith is currently providing construction support services for the Phase III 5.4 MGD average dry weather flow expansion of the Mountain House Water Reclamation Facility (WRF). The Phase III expansion, currently under construction, expands the facility to a buildout capacity of 5.4 MGD. The secondary treatment process is being converted from SBR to MBR to meet the existing waste discharge requirements and comply with California Title 22 recycled water requirements for unrestricted reuse. As part of the conversion, PACE designed the facility around the use of existing infrastructure. The design includes repurposing and subdividing the existing SBR process tanks into anoxic, oxic, and post-anoxic tanks prior to feeding the new MBR facility. The design also incorporates the existing UV channel system for tertiary treatment with the modified and expanded facility. Previously, PACE was the Engineer of Record of the Phase II expansion, which replaced the 0.45 MGD aerated lagoon wastewater treatment plant with a 3.0 MGD advanced SBR WRF.

LVMWD Tapia Water Reclamation Facility Sodium Hypochlorite Tank and Piping Replacement – Agoura Hills, CA

PACE provided engineering design services and construction support services for the replacement and rehabilitation of the sodium hypochlorite tank and piping at the Tapia WRF. The project included the selection of fiberglass reinforced

SR. PROJECT ENGINEER – Kyle Smith, PE

RELATED EXPERIENCE CONT.

plastic (FRP) tanks and recommendations of tank sizes and orientations to fit within the constraints of the existing chemical storage rooms. PACE also provided a recommended construction sequencing plan to phase the removal of the existing tanks with the installation of new tanks to maintain storage and supply of SHC to the facility. As the Design Engineer, Mr. Smith created project plans and specifications and provided construction support services.

LVMWD Tapia Water Reclamation Facility Headworks Rehabilitation – Agoura Hills, CA

PACE provided engineering design services for the replacement of fiberglass grating and process air piping at the existing headworks for the Tapia WRF. Mr. Smith is serving as the Assistant Design Engineer to provide construction support services by reviewing contractor submittals and responding to RFIs.

City of Burbank Water Reclamation Plant Influent Pump Station – Burbank, CA

The City of Burbank sought to install new raw influent pumps at the Burbank Wastewater Reclamation Plant (WRP) to increase the pump station capacity and meet current and future flow conditions. As the Design Engineer, Mr. Smith evaluated the existing influent pump station for required upgrades, prepared a performance-based evaluation for recommendations of replacing pumping equipment, and evaluated the hydraulic capacity of the headworks, influent pump station, and primary sedimentation basins to identify potential hydraulic limitations for the plant's influent flow.

Town of Quartzsite Influent Lift Station – Quartzsite, AZ

The Town of Quartzsite was having difficulties with treating its highly seasonal wastewater flow. In the winter, the wastewater treatment plant (WWTP) sees an average-day flow of approximately 350,000 gallons per day, but the flow drops to less than 100,000 gallons per day in the summer. To increase the WWTP capacity, the Town moved forward with the design of the WWTP expansion, only to stop short of construction due to funding requirements. PACE was contracted by the Town's engineer to perform an assessment / value engineering review of the proposed expansion design plans that consisted of increasing the current capacity from 0.45 MGD to 0.90 MGD by constructing a second SBR basin and other ancillary systems necessary to increase the capacity. Mr. Smith served as the Design Engineer for the design of a new 1,900 gallons per minute influent lift station to pump the entire collection system's sewage to the new WWTP. The lift station is equipped with three wastewater-rated, non-clogging submersible pumps installed in a circular precast wet well with an attached precast valve vault and emergency storage structure.

City of Manhattan Beach Poinsettia, Voorhees, and Pacific Sewer Lift Stations Upgrades – Manhattan Beach, CA

Mr. Smith is serving as the Design Engineer for the plans and specifications being prepared for the City of Manhattan Beach for three sewer force mains and three sewer lift station upgrades. The Pacific Avenue, Poinsettia Avenue, and Voorhees Wastewater Pump Stations and force mains were originally constructed in the early 1960s, with mechanical and electrical upgrades implemented around the mid 1990s, and the facilities are now approaching the end of their useful lives. The City is concerned with the reliability of these aging systems, further exacerbated by frequent power outages. Sewer flow monitoring was performed for all three sewer tributary areas to determine if any gravity pipe options could eliminate any of these existing lift stations. The evaluation determined that the Pacific Avenue Wastewater Pump Station can be replaced with 800 linear feet of 12-inch microtunnel gravity pipe. The Voorhees Wastewater Pump Station will be upgraded with 1,200 linear feet of 6-inch force main, and the Poinsettia Avenue Wastewater Pump Station will include 120 linear feet of 4-inch force main and 80 feet of 8-inch gravity pipe.

City of Redondo Beach Legado Development Sewer Upgrades – Redondo Beach, CA

PACE performed a feasibility assessment to identify various alignments and analyze their ability to increase conveyance capacity of the sewer system. The existing sewer system downstream of the project location exceeded the allowable capacity per the City's Wastewater Master Plan, with additional development planned that would generate additional sewer flows. PACE identified and proposed an alignment to divert existing and new sewer flows generated by the development into another branch of the existing sewer system that had excess capacity. As the project's Design Engineer, Mr. Smith performed the feasibility assessment, created project plans and specifications for approximately 500 feet of sanitary sewer pipe crossing two major roads, and is providing construction support services.

SMWD Pico Recycled Water Pump Station and Talega Lift Station Modifications – San Clemente, CA

PACE designed two pump stations to provide pumping at the Pico site and Talega site to finalize the new permanent shared San Clemente connections for wastewater and recycled water. As the Assistant Design Engineer, Mr. Smith performed the preliminary engineering analysis, assisted in the pump selection, and assisted in preparing a construction sequencing plan.

sr. project engineer

Matthew Mills, PE

Matt Mills has approximately 7 years of engineering experience, all in water engineering. He regularly assists project management with project design by taking the project manager's idea and inputting that into the plans/specifications for water and sewer engineering projects. This includes work on technical memos, calculations, contacting vendors, cost estimates, construction services, and general tasks to get the necessary information ready for deliverables.

EDUCATION
BS Civil Engineering California State University, Long Beach – 2019

YEARS OF EXPERIENCE
7 Years
Joined PACE in 2018

LICENSE/REGISTRATIONS
Professional Engineer / CA 97419

RELATED EXPERIENCE

Tuolumne Utilities District Sonora Regional Wastewater Treatment Facility Upgrades – Sonora, CA

PACE performed a facility assessment and upgrade design for the 2.6 MGD Sonora Regional Wastewater Treatment Facility to address the facility's declining effluent performance. The existing WWTF features a conventional trickling filter secondary process that utilizes two trickling filters, followed by two secondary clarifiers, three aerated polishing ponds, and a chlorine disinfection system. To improve the facility's functionality and performance, PACE designed upgrades to increase the capacity to 5.0 MGD Max Day Flow (MDF) and to convert the secondary treatment process to an EAAS process utilizing the Parkson's Biolac® mixing and aeration process. All wastewater flows to the proposed process are treated by a new headworks, primary screening and grit removal, new dual-train EAAS basins, new secondary clarifiers, new chlorine disinfection system, new effluent disk cloth filters and a new sludge dewatering facility. These upgrades also replaced the existing polishing ponds and included a new administration and electrical building, a new headworks and sludge dewatering building and a renovated digestion building where the existing anaerobic digesters were repurposed into aerobic digesters for solids processing. As Design Engineer, Mr. Mills provided construction support, including calculations and construction documents. The facility maintained operation during construction.

Mountain House Water Reclamation Facility Phase III Expansion – Mountain House, CA

Mr. Mills served as Design Engineer providing construction services for the Phase III expansion of the Mountain House WRF. The Phase III expansion expands the facility to a buildout capacity of 5.4 MGD. The secondary treatment process was converted from SBR to MBR to meet the existing waste discharge requirements and comply with California Title 22 recycled water requirements for unrestricted reuse. As part of the conversion, PACE designed the facility around the use of existing infrastructure. This includes repurposing and subdividing the existing SBR process tanks into anoxic, oxic, and post-anoxic tanks prior to feeding the new MBR facility. The existing twin wet well lift station was upgraded with the installation of new influent pumps to meet the expanded facility capacity. In addition to the new pumps, the design included improvement and modifications to the discharge force main, adding two new 18-inch primary and backup force mains to the new treatment process. Smart variable frequency drives and updated the control logic were added to the lift station to seamlessly integrate influent pumping into the new treatment facility design.

Sarival Water Reclamation Facility – Goodyear, AZ

The new Sarival WRF treats an average day flow capacity of 4.0 MGD with a maximum day flow capacity of 6.0 MGD and a peak hour capacity of 10.0 MGD, providing support to an existing built out regional WRF for current loading and future flow conditions. The facility uses an MBR treatment process followed by chlorination disinfection to meet Arizona Department of Environmental Quality (ADEQ) Title 18 Class A+ requirements for unrestricted reuse of recycled water. The treatment process consists of an advanced and integrated influent headworks and grit removal and washing system, followed by the advanced Closed Loop Reactor (CLR) secondary treatment process trains, coupled to four membrane separation trains and followed by the sodium hypochlorite disinfection process, chlorine contact basins, and effluent reclamation pump station. As Design Engineer, Mr. Mills prepared technical specifications and provided construction support for the facility.

City of Winslow Wastewater Treatment Plant Evaluation and Upgrade – Winslow, AZ

PACE was hired as the prime consultant by the City of Winslow to perform an evaluation of the deficiencies of the City's WWTP, which was struggling to meet water quality permit requirements. The plant was plagued by operational issues, making the effective treatment capacity roughly half of its design capacity of 2.2 MGD. Through the preparation of a Process, Efficiency, and Alternative Analysis Evaluation, several major process deficiencies were identified, as well as proposed improvements for each that preserved as much of the existing facility that was practical. Renovations were

SR. PROJECT ENGINEER – Matthew Mills, PE

RELATED EXPERIENCE CONT.

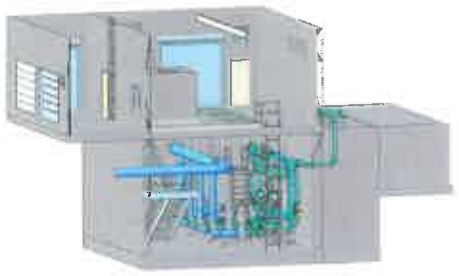
recommended to numerous processes including the lift station, headworks, flow equalization basin, oxidation ditches, filters, disinfection system, effluent pump station, sludge dewatering process, and the SCADA/control system. As Design Engineer, Mr. Mills assisted with the design and construction to implement the UV disinfection system.

Tuolumne Utilities District Twain Harte Facility Upgrades – Twain Harte, CA

The Tuolumne Utilities District owns and operates the existing Twain Harte WWTP located in the Town of Twain Harte, CA. The existing facility was originally constructed in 1965 and is equipped with primary screening and clarification, and extended aeration ponds designed to provide preliminary treatment for the collection system's sewage before continuing on to the District's main wastewater treatment plant for further treatment. All of the process equipment is approaching the end of its useful life. Additionally, the topography of the surrounding area requires the sewage system to utilize inverted siphons which has increased the District's operations budget to service and maintain the lines. Mr. Mills served as Project Engineer to evaluate the existing wastewater treatment plant and assisted with a design that would remove the aging equipment while decreasing the existing maintenance requirements. PACE's design included a new packaged headworks system, consisting of a multi-rake bar screen and grit vortex chamber and classifier, to improve the removal efficiency of screenings that are currently creating maintenance issues in the downstream collection system. The design also modified the existing extended aeration and primary clarifiers to be temporary equalization tanks. These tanks would allow for the plant to send its sewage flow during low demand windows to prevent overloading the downstream treatment plant.

San Diego Country Club Reverse Osmosis Feasibility Assessment – Chula Vista, CA

PACE conducted a feasibility analysis to determine if recycled water could be produced at the San Diego Country Club to reduce potable water use for irrigation of the property. As Design Engineer, Mr. Mills analyzed the nearby City of Chula Vista sewer collection system with master plan data and flow monitoring to determine if an on-site water reclamation facility would be able to meet the irrigation water demand. Three alternatives were evaluated and cost estimates were prepared.



SMWD Pico Pump Station and Talega Lift Station Modifications – San Clemente, CA

PACE designed modifications to the Pico recycled water pump station and Talega sewer lift station to finalize the new permanent shared San Clemente connections. As Design Engineer, Mr. Mills performed the preliminary engineering analysis, assisted in the pump selection, and assisted in preparing a construction sequencing plan. PACE reconfigured the existing Pico Sewer Lift Station into a new multizone recycled water pump station with suction and discharge lines, flow metering, and cross connection pressure-reducing valve (PRV). Each Zone A pump had a capacity of approximately 1,500 gpm at about 200 feet of discharge boost. Two 12-inch discharge mains will discharge and tie into the 16-inch transmission main on Avenida Pico, one existing and one proposed. PACE also redesigned the existing Talega Sewer Lift Station with smaller pumps, new discharge lines, and flow metering. The anticipated average sewer flow into the Talega station under the new configuration is about 0.2 MGD average and 0.6 MGD (420 gpm) peak. The project also included changeout of existing electrical at both sites, including soft starters.

Los Angeles County Public Works Sewer Pump Stations 1 and 2 – Newhall Mission Village, CA

PACE designed two new pump stations for the Newhall Mission Village Community north of Los Angeles for Los Angeles County Public Works. PACE provided comprehensive civil, structural, mechanical, electrical, and instrumentation plans for the new stations. Station 1 is a smaller 300 gpm station with a pre-cast concrete structure containing the wet well and dry valve vault; two non-clog pumps, one for redundancy; storage volume of wastewater during backup generator failure; and parallel force mains with an automated drain system. The station also contains a unique ozone/oxygen injection system for odor control during the initial phases of development when flows are low. Station 2 is another station with comparable requirements to Station 1, but is 2,000 gpm at 350 feet of total dynamic head, requiring two pumps in series to achieve the high head requirement. Station 2, due to its large size, is a cast in place dry well / wet well configuration with dual pump stations for redundancy per County requirements. Mr. Mills provided support with construction services by reviewing contractor submittals and responding to contractor RFIs.

sr. electrical engineer

Bashar Ishaq, MBA, PE, PMP

EDUCATION

MS Business Analytics Hult International Business School - 2021

MS Business Administration Hult International Business School - 2020

BS Electrical Engineering University West - 2014

YEARS OF EXPERIENCE

11+ years
Joined PACE in 2023
With others more than 8 years

LICENSE/REGISTRATIONS

Professional Electrical Engineer / CA 24590
Professional Electrical Engineer / AZ 82968
ICC Commercial Electrical Inspector #9916237
Project Management Professional #3010684
OSHA 10
OSHA Confined Spaces
Safe Electrical Work Practices (NFPA)
NFPA 70: National Electrical Code

Bashar Ishaq is an internationally established Electrical Engineer with more than 10 years of hands-on experience in global industrial plant facilities. Bashar's key areas of experience are power distribution design, project planning, final commissioning in wastewater and petrochemical plants, and power system studies. His unique expertise includes electrical design for low-voltage power distribution systems, including switchgear, motor control centers (MCCs), generators, motors, uninterruptible power supply (UPS), and substations. Additionally, he specializes in developing power system studies, including arc flash, short circuit, protective device coordination, and harmonic studies. Recognized as a reliable and trustworthy expert, Mr. Ishaq has been granted direct access to customer facilities, where he has provided field engineering service for projects in the construction phase by directly implementing his electrical design knowledge and experience, resulting in significant project cost and time savings. Mr. Ishaq has also served as Project Engineer for a $40 million multi-disciplinary project, with primary responsibilities including managing cross-functional stakeholders and leading the development of a needs assessment report with a team of engineers. In addition to being a strategic problem-solver, Mr. Ishaq prides himself on his vast knowledge of safe working practices and potential hazards in operating plant environments and construction.

RELATED EXPERIENCE

City of Lathrop Consolidated Treatment Facility Phase III Expansion – Lathrop, CA

Mr. Ishaq is serving as Sr. Electrical Engineer for the Phase III facility expansion from 2.5 to 4.0 MGD. His scope of services includes designing the electrical low voltage power system expansion, the power and controls for 35+ low-voltage motors, a new 2,000 A, 480 V motor control center and creating all electrical calculations, including demand load, short circuit, voltage drop, and cable and conduit sizing.

City of Patterson Water Quality Control Facility Phase 3A Upgrade – Patterson, CA

Mr. Ishaq designed the power distribution system and the control system for the WQCF expansion. The design included a new power utility service (480 V, 1,600 A), new low-voltage switchgear, a low-voltage motor control center, 20+ motors, and other miscellaneous systems. The design specified the requirements for a standby diesel generator with an automatic transfer switch (ATS). Additionally, Mr. Ishaq interfaced with the power utility and completed the application for the new service with all the required documents per the utility requirements on behalf of the client.

West County Wastewater Water Quality and Resource Recovery Plant (WQRRP) Arc Flash, Short Circuit, and Coordination Study – Richmond, CA

Mr. Ishaq developed an arc flash, short circuit, and protective device coordination study for the West County Wastewater Plant. The data in the study was 100% verified in the field for the 12.5 MGD WWTP. The scope of the study included data collection in the field, modeling in SKM, confirmation of calculations, and writing the report of findings and recommendations.

Vallejo Waste Treatment Plant System Upgrades Arc Flash and Coordination Study – Vallejo, CA

The scope of this project included developing an arc flash and coordination study for the Vallejo Waste Treatment Plant and its 40 pump stations. Serving as Electrical Engineer, Mr. Ishaq managed the project and performed the study which included field verification and data collection, modeling in SKM, confirmation of calculations, and writing the report of findings and recommendation.

Oceanside Water Pollution Control Plant WW-639 Digester Gas Utilization Upgrades – San Francisco, CA

The objective of this project was to sequentially remove, replace, and upgrade existing deficient and deteriorated digester biogas internal combustion cogeneration systems. Mr. Ishaq provided support during construction, start-up and commissioning phases, and witnessed performance field tests to ensure that tests were carried out per national code and contract requirements. Additional construction management duties included: key participant in construction meetings, review and approval of force account reports, and evaluation of change order requests proposed by contractors.

SR. ELECTRICAL ENGINEER – BASHAR ISHAQ, PE, MBA, PMP

RELATED EXPERIENCE CONT.

The electrical work for the project included electrical power system upgrades, new motor control center and electrical substation, lighting system upgrades, packaged standby diesel engine generator assembly, diesel fuel leak monitoring system, modification of fixed gas monitoring system, instrumentation, and controls work. Serving as Electrical Inspector, Mr. Ishaq's specific responsibilities for this project included field inspection of electrical equipment, including a 1,000 kVA diesel generator, 1,600 A distribution board, 10 low-voltage motors, and other electrical equipment.

Hamilton Cove Sewer Lift Station Renovation – Avalon, CA

PACE was hired by the Hamilton Cove Home Owners Association (HOA) to renovate the existing sewer lift station and provide new improvements to increase the reliability, service life, and operational flexibility of the pump station. PACE is responsible for the design of the sewer lift station including a power utility service, low-voltage MCC, and four low-voltage motors. As Sr. Electrical Engineer, Mr. Ishaq is providing electrical engineering support throughout the design, reviewing and approving the electrical plans and calculations, and stamping and signing the electrical plans.

Voorhees Sewer Collection and Sewer Lift Station Upgrade – Manhattan Beach, CA

As part of the City of Manhattan Beach's Wastewater Master Plan, the City identified the need to provide major rehabilitation for their Voorhees Avenue Wastewater Pump Station. The pump station consists of a wet well and dry well subgrade concrete structure housing the mechanical and a portion of the electrical equipment, with the site located adjacent to a residential property. Electrical improvements for this project include upgrades to the power utility service, low-voltage motor control center, and two low-voltage motors. Mr. Ishaq, serving as the Sr. Electrical Engineer, is providing electrical engineering support throughout the design, creating all electrical calculations including demand load, short circuit, voltage drop, and cable and conduit sizing, and reviewing and approving the final electrical design and specifications.

DL Ranch Booster Pump Station – Lake Havasu City, AZ

Mr. Ishaq served as Sr. Electrical Engineer for a new booster pump station including a power utility service, low-voltage MCC, and 5+ low voltage motors. His scope included providing electrical engineering support throughout the design; creating all electrical calculations, including demand load, short circuit, voltage drop, and cable and conduit sizing; and reviewing and approving the final design and specifications.

Nighthawk Estates Booster Pump Station – Palm Desert, CA

PACE was hired to perform final design and construction engineering services for the Nighthawk Booster Pump Station infrastructure to add to Coachella Valley Water District's (CVWD's) existing water system. PACE was responsible for the design of the power utility service, low-voltage motor control center, lighting, and other miscellaneous loads. As Sr. Electrical Engineer, Mr. Ishaq is providing electrical engineering support throughout the design, creating all electrical calculations including demand load, short circuit, voltage drop, and cable and conduit sizing, and reviewing and approving the final electrical design and specifications.

System Upgrades Project for the Moccasin Powerhouse – Moccasin, CA

The powerhouse has two hydroelectric generators rated 57.5 MVA and two generator step-up autotransformers rated 72 MVA, 230/115 kV-13.8 kV, providing electricity through four transmission lines. This multi-disciplinary project's goal is to upgrade the balance of the plant (supporting/auxiliary) systems/equipment for the City and County of San Francisco. The scope includes upgrading a 13.8 kV switchgear, seven low-voltage MCCs, a direct current (DC) auxiliary system, two excitation systems, one main control board, grid protection and control, one cooling water system, two heating, ventilation, and air conditioning (HVAC) systems, and two fire suppression systems. The project commenced in 2021 and is expected to be commissioned in 2027. Mr. Ishaq served as Assistant Project Engineer during the initial project planning phase and needs assessment. Responsibilities included leading meetings, conducting site visits, spearheading stakeholder collaboration, and developing a needs assessment report with a cross-functional team of engineers.

sr. instrumentation & controls specialist

Ernesto Camarena

EDUCATION
AA Applied Science, Computer Aided Drafting, ITT Technical Institute, West Covina, CA - 1993

YEARS OF EXPERIENCE
32+ years
Joined PACE in 2005

SEMINARS
TESCO New Plant and SCADA Security Regulations, Cell Modem Telemetry via 4G, High Voltage Safety Codes, Temecula, 2010

Sage Clear SCADA and SCADAPak Certification, Los Angeles, 2009

Ernesto Camarena has automation experience spanning back to 1994. His areas of expertise include controls and automation design for water and wastewater treatment, wells, pump stations, and storage reservoirs. Mr. Camarena's responsibilities include preparing process and instrumentation design, process flow schematics, conceptual design exhibits including termination diagrams, and QA/QC for the electrical power and controls design. Mr. Camarena is a valuable and unique designer and startup expert of water infrastructure due to his extensive background in hands-on implementation of projects, including panel building, programming, troubleshooting, and installation in the field during construction and operations. Because of his experience in performing water and wastewater-related controls designs and installations, Mr. Camarena also is well versed in water/sewer transport and treatment processes, which enables him to provide complete and accurate process and instrumentation diagrams.

RELATED EXPERIENCE

Tuolumne Utilities District Sonora Regional Wastewater Treatment Facility Upgrades – Sonora, CA

Mr. Camarena served as the Sr. Instrumentation and Controls Specialist for the upgrade design for the Sonora Regional Wastewater Treatment Facility to address the facility's declining effluent performance. The upgraded facility is capable of treating 5.0 million gallons per day (MGD) maximum day flows and 10.0 MGD peak hour flows. PACE provided full design services and was responsible for the configuration, programming, installation, and commissioning of multiple main PLCs. The SCADA control system is built on Inductive Automation's Ignition platform utilizing Allen Bradley CompactLogix PLC controls over Ethernet/IP. As part of the SCADA system, Microsoft's SQL Server in conjunction with Ignition's Historian were used for the facility's reporting. A notification system was also developed utilizing Ignition's alarm notification module to notify operators via email or email-to-SMS on smartphones. This new process will enhance processing capacity, performance, efficiency, and optimization.

City of Adelanto Wastewater Treatment Plant Improvement Plan – Adelanto, CA

Mr. Camarena provided complete process and instrumentation diagrams for the WWTP improvement project. The original plant received an average flow of 1.8 MGD, of which only 0.5 MGD could be treated. PACE provided engineering design and consulting services to construct new infrastructure and rehabilitate existing systems to not only regain the original plant capacity, but to increase the rated capacity to 4.0 MGD. New plant infrastructure includes screening and washing systems in the headworks, three 200 HP Aerzen air-bearing turbo blowers and new aeration equipment in the existing secondary basins, two new 70-foot diameter circular clarifiers, a RAS/WAS pump station, and new internal recycle pumping on the biological process. Modifications were made to the existing effluent filters and chlorine contact basin to produce full Title 22 compliant recycled water as well as improvements to the solids handling to reduce cake volumes and improve dewatering performance.

City of Show Low Wastewater Treatment Plant Evaluation and Expansion – Show Low, AZ

The City of Show Low commissioned PACE to develop an improvement plan and perform design services to upgrade its aerated lagoon WWTP. PACE designed a new 2.5 MGD WWTP utilizing an extended aeration activated sludge (EAAS) process, including development of system control strategies and SCADA design and implementation. Since the WWTP new process requires constant flow and level control in order to maintain proper treatment, the process controls are a key component to maintaining consistent effluent quality. Mr. Camarena served as the Sr. Instrumentation and Controls Specialist to program and integrate the PLC controls and SCADA for the WWTP. The SCADA control system is built on a GE iFix platform using Allen Bradley CompactLogix over Ethernet/IP and Modbus Remote Terminal Unit (RTU). The PLC network allows for process isolation and redundancy, so that if one process loses communication with the master PLC or SCADA, it is able to operate independently and does not affect the entire control system. The SCADA system also allows the operator to monitor and control the process at remote locations, such as at home, through dedicated laptops and secure internet connections to the facility. WorkSmart Automation ReportBuilder was used for reporting, along with Win911 for alarm notification.

SR. INSTRUMENTATION & CONTROLS SPECIALIST – ERNESTO CAMARENA

RELATED EXPERIENCE CONT.

City of Lathrop Advanced Water Treatment and Recycling Facility Expansion – Lathrop, CA

As the Sr. Instrumentation and Controls Specialist, Mr. Camarena performed programming, installation, and startup services for the expansion of the Lathrop Consolidated Treatment Facility, an MBR wastewater treatment facility that treats residential and commercial/industrial sewage flows. Prior to the first expansion, the facility's capacity was 1.0 MGD. The Phase 2 expansion took the capacity to 2.5 MGD, and the Phase 3 capacity currently in construction will bring the facility to 4.0 MGD, with several major provisions designed as part of Phase 3 to support the ultimate buildout capacity of 6.0 MGD. PACE provided a creative approach to the upgrade with a new secondary and MBR treatment system accessed at grade level with an integrated process mechanical design that minimized valving and pumping, improved process treatment simplicity, and made the unit processes visible to operators. The design is straightforward and allows for ease in facility expansion. PACE designed all electrical and instrumentation construction plans in-house for Phase 2 and Phase 3, including providing PLC integration services and coordinating with the City to further develop the existing SCADA platform for new control infrastructure. Facility controls consisted of Allen Bradley CompactLogix PLCs, with control over Ethernet/IP.

Mountain House Water Reclamation Facility Phase III Expansion – Mountain House, CA

Mr. Camarena served as the Sr. Instrumentation and Controls Specialist and performed integration services for the Phase III expansion to a buildout capacity of 5.4 MGD. The SCADA control system is built on Inductive Automation's Ignition platform utilizing Allen Bradley CompactLogix PLC controls over Ethernet/IP. As part of the SCADA system, Microsoft's SQL Server in conjunction with Ignition's Historian were used for the facility's reporting. A notification system was also developed using Ignition's alarm notification module notifying operators via email or email-to-SMS on smartphones. A fiber backbone is set up that runs through all control panels and server room w/mini star configurations for local networks. Control panels are set up with local HMIs and offices are equipped with standard workstations for access to the SCADA application. A VPN is also provided to allow operators to remotely monitor the SCADA system and administer plant operations.

City of Winslow Wastewater Treatment Plant Upgrade – Winslow, AZ

Mr. Camarena served as the Sr. Instrumentation and Controls Specialist for the Winslow WWTP renovation project. A Process, Efficiency, and Alternative Analysis identified several major process deficiencies, as well as proposed improvements for each that preserved as much of the existing facility that was practical. Renovations were recommended to numerous processes, including a complete overhaul of the plant's major instrumentation and control infrastructure components. The SCADA control system is built on Inductive Automation's Ignition platform utilizing a mix of Schneider Electric Modicon M340 controllers over Modbus TCP and Allen Bradley CompactLogix/MicroLogix over Ethernet/IP. Microsoft's SQL Server in conjunction with Ignition's Historian are used for reporting. A notification system was also developed using an Ignitions alarm notification module notifying operators via email or email-to-SMS on smartphones.

Vista Canyon Water Factory – Santa Clarita, CA

Mr. Camarena served as the Sr. Instrumentation and Controls Specialist for the design of the Vista Canyon Water Factory, a localized WRF designed to treat the Vista Canyon development sewer flows and produce recycled water as needed for the local community. PACE provided a management PLC to network between other vendor PLCs to create a complete network to support this demand-based operated water recycling system that allows for diversion of raw wastewater to the water factor when treatment is desired and bypassing of the plant when it is not needed. The local PLC Packaged Panels were equipped with an operator interface terminal (OIT) that allows for local monitoring and control of the individual process systems/equipment. The management PLC/OIT allows for a centralized monitoring and control function for the facility process systems/equipment connected to the management PLC. PACE also provided a new Ignition SCADA system with remote capability to monitor and control the entire facility through the management PLC.

City of Pacific Grove Water Recycling Facility and Recycled Water System – Pacific Grove, CA

As the Sr. Instrumentation and Controls Specialist, Mr. Camarena performed programming, installation, and startup services under a design-build team for the Pacific Grove Water Recycling Facility (WRF). To reduce potable water use at City-owned facilities, the 0.25 MGD MBR WRF was designed and constructed to produce 125 acre-feet per year of non-potable water supply for irrigation use. PACE designed the diversion pump station with a dual pump configuration using variable frequency drives (VFDs) to provide flow into the WRF. An adjacent valve vault allows easy access to isolation of the system and to the flow meter. The entire diversion station is below grade to minimize impact to the community, with the only above-grade equipment being the motor control panel located in a nearby parking lot. The diversion pump station communicates via radio with the WRF to determine when to pump water to the WRF. PACE designed the controls and instrumentation for the WRF and served as the controls integrator, procuring the instrumentation and control panels and programming the facility to comply with the design intent and regulatory requirements. The WRF uses an Ignition Pro SCADA system to allow for remote monitoring and control of the entire facility, reducing the need for onsite operators.

Michael Putt,

PG, CEG

Principal Geologist

Mr. Putt is a Principal Geologist with Ninyo & Moore and has extensive experience in providing engineering geology consultation in Southern California. Mr. Putt has extensive experience on a variety of project types, including highways, bridges, bore and jack tunneled undercrossings, hillside and flat-land mass grading projects for residential, commercial, and industrial developments, pipelines, and forensic investigations. Mr. Putt performs project administration and management, prepares and reviews geologic and geotechnical reports and provides third party review services for geotechnical reports. He conducts geologic and geotechnical field evaluations, including detailed logging of large- and small-diameter borings and trenches, and geologic evaluation, mapping. Projects have included fault hazard evaluations, landslide studies, slope stability analysis, seismic refraction studies, geologic reconnaissance studies, forensic evaluations, and construction and inspection services.

EXPERIENCE

17 Years with Firm
29 Years Total

EDUCATION

B.S., Geology, 1997, California State University, Fullerton

Applied Rock Slope Engineering Short Course, 2006, Association of Engineering Geologists, California

REGISTRATIONS

PG 7581 (California)

CEG 2341 (California)

Radiological Safety and Gauge Use Certification, 1997

PROFESSIONAL AFFILIATIONS

South Coast Geological Society

Orange County Water Association

American Public Works Association

PROJECT EXPERIENCE

Orange County Sanitation District, Plant No. 1, Job P1-105, Headworks Rehabilitation and Expansion: Project Manager for the on-going Headworks Rehabilitation and Expansion project at Plant 1 involving demolition, rehabilitation, and construction of the drainage lift station, screening handling building, grit pump station, primary influent metering drain box and structure, headworks odor control facility, hydrogen peroxide facility, ferric chloride facility, power building 3, and headworks standby power building and electrical room. Mr. Putt is responsible for project management, coordination with the design team, supervision of staff, geologic interpretations, development of earthwork recommendations and technical report preparation.

Orange County Sanitation District, Plant No. 2, Job P2-105, Digester Ferric Chloride System Rehabilitation: Served as Project Geologist providing a geotechnical evaluation report for final design. Services included review of historical background documents, exploratory borings, laboratory testing, and geotechnical engineering. The geotechnical report addressed geologic conditions and seismic hazards, groundwater, seismic design parameters, site earthwork and foundations. Recommendations were presented for structure pad earthwork, mat foundation designs, trenching and shoring, lateral earth pressures, and construction dewatering.

Long Beach Water District, S-12 Sewer Lift Station Rehabilitation, Long Beach, California: Principal Geologist provided geotechnical consulting services for the Long Beach Water Department's (LBWD) rehabilitation of Sewer Lift Station S-12 that was constructed in the 1930's. The purpose was to evaluate the soil and geologic conditions and to develop preliminary geotechnical recommendations for the design and construction of the sewer lift station upgrades. A significant geotechnical component of the project was the shallow groundwater conditions. Problematic soil conditions were

Ninyo & Moore

Michael Putt,
Principal Geologist

encountered, including soft, unstable excavation bottoms, trench side wall instability due to seepage, and soil settlement caused by site dewatering. Mr. Putt provided recommendations for monitoring and mitigating these conditions during construction. In addition to addressing shallow groundwater-related issues, a detailed geotechnical report presenting design and construction recommendations, including seismic design considerations, earthwork recommendations for pipe bedding, and trench backfill and compaction was submitted.

Orange County Sanitation District, Santa Ana Trunk Sewer Flow Diversion Structure: Served as Project Manager performing geotechnical consulting services for the Orange County Sanitation District (OCSD) Santa Ana Trunk Sewer (SATS) flow diversion structure in Costa Mesa, California. The geotechnical services for design included evaluation of the subsurface soil, geologic, and groundwater conditions at the site, which involved excavations of up to approximately 23 feet deep to construct two cast-in-place box structures that are connected by a new sewer pipeline, and geotechnical recommendations for the design and construction of the planned improvements.

Orange County Sanitation District, Magnolia Trunk Sewer Rehabilitation: Served as Project Geologist for a design-build project to rehabilitate the trunk sewer line utilizing the slip lining technique. The slip lining technique involves the excavation of access pits through relatively soft alluvial soil below groundwater to expose the top of the sewer pipeline for installation of the liner. Services included geotechnical and environmental consulting services during the design phase that included preparation of geotechnical evaluation reports, environmental screening for soil and groundwater contamination including aerially deposited lead, performance of pre-construction site condition surveys, and preparation of a vibration monitoring plan.

Orange County Sanitation District, MacArthur Force Main Improvements project (Project No. 7-68), Newport Beach, California: Principal Geologist performing oversight during the geotechnical evaluation for the MacArthur Force Main Improvements project located in Newport Beach, California. The project included the design of new dual High Density Poly Ethylene sewer force mains to replace the existing 12-inch diameter single force main for redundancy and maintenance. The new force mains are located in the public right-of-way and extend approximately 2,100 feet from the pump station and connect into a new 84-inch-diameter manhole located just south of the intersection of MacArthur Boulevard and Birch Street. Three new cleanout structures were also planned along the alignment. Services included review and consultation with the project engineer regarding the existing force main and geotechnical aspects for the design of the new force mains; acquisition of encroachment an permit from the City of Newport Beach and a boring permit from the Orange County Healthcare Agency; preparation of traffic control plans; subsurface exploration, laboratory testing; and preparation of a geotechnical evaluation report presenting the findings, conclusions, and recommendations for design and construction of the new force main pipelines.

South Coast Water District, Lift Station No. 2 Force Main, Laguna Niguel, California: Principal Geologist provided geotechnical consulting services for the rehabilitation of the South Coast Water District (SCWD) Lift Station No. 2 Force Main in Laguna Niguel and Laguna Beach, California. The project involved the rehabilitation of the existing SCWD force main between Lift Station No. 2 and the South Orange County Wastewater Authority Coastal Treatment Plant. The force main consists of approximately 5,970 feet of 20-inch wide polyurethane-lined, polyethylene wrapped, class 250 Ductile Iron pipe that was constructed in 1992. Rehabilitation of the force main included sliplining the existing pipe with a high density poly ethylene pipe. The sliplining included excavation of access pits at selected locations along the pipeline alignment.

Mike Lopez, P.L.S.
Principal/Project Manager
mike@vertexsurveyinc.com
661-254-1928

General Qualifications

As the Principal and Project Manager of Vertex Survey Inc since August 2016, I am responsible for survey supervision coordination, calculations and analysis in support of seven survey crews. I have an extensive background in both field and office procedures relative to boundary and cadastral surveys, topographic mapping, construction stakeout, engineering design, GPS control, GIS and CADD mapping.

Prior Experience

On-Call Survey and Mapping, Ventura County, California. *County of Ventura.* Survey Manager. Responsible for project surveying. Michael Baker provided on-call surveying and mapping services to the County Surveyors Office, Engineering Services Department and Watershed Protection District. Services included: topographic mapping, ground control for aerial mapping, and technical map checking of Subdivision and Record of Survey maps, legal descriptions, corner records and lot line adjustment documents.

On-Call Survey and Mapping Services, Los Angeles County, California. *County of Los Angeles.* Crew Chief. Responsible for project surveying. Michael Baker provided aerial and supplemental ground topographic surveys, digital terrain modeling, volume calculations, boundary and right-of-way surveys, under a two-year, on-call contract to provide surveying services for various projects located throughout the County of Los Angeles for the Los Angeles County Department of Public Works. The projects included various water resources and watershed protection facilities, dams, debris basins, and spreading grounds. Michael Baker submitted deliverables in MicroStation and InRoads digital files that incorporated the county's CADD specifications and cell library, and storage tables. Michael Baker also submitted weekly status reports and final survey reports.

Water System Capital Improvement Projects, Beverly Hills, California. City of Beverly Hills. Surveyor. Responsible for project surveying. Michael Baker provided pipeline design and construction support for water lines in the City of Beverly Hills. Michael Baker designed over 10 miles of pipelines for improving the city's water system. Old cast iron pipe was replaced with new ductile iron pipe. The pipelines were in existing streets and alleys. Michael Baker performed topographic survey, hydraulic calculations, and detailed design and provided GIS support. Projects have included water transmission main replacements, pressure reducing station installations, street improvements, and traffic signalization.

Soledad Canyon Water Line, Santa Clarita, California. Pardee Homes. Project Manager. Responsible for project surveying.

Santa Monica Pier Storm Drain Improvement, Santa Monica, California. City of Santa Monica. Technical Manager. Responsible for project surveying. Michael Baker provided preliminary and final design engineering services for diversion of dry weather flows and replacement of approximately 300 linear feet of severely corroded corrugated metal pipe under the Santa Monica Pier. Michael Baker prepared design plans, specifications, and construction cost estimates for the project. Other elements included a geotechnical investigation, engineering support during construction, a water quality indicator bacteria source study to help identify possible sources of contamination in the project area, and public outreach.

Calleguas Creek Sediment Control and Bank Protection Project, Camarillo, California. Pardee Homes. Surveyor. Responsible for coordination of field and office surveying. Michael Baker prepared final engineering plans and processed the final EIR for the Ventura County Watershed Protection District. Project highlights included: vertical and horizontal channel realignment; vegetative bank stabilization; channel bank revetment; in-channel vegetative wildlife corridor; construction of new grade stabilization structure; increase of channel cross section through widening of average base width of 150 feet; vegetative habitat replacement; reconstruction and relocation of existing bridge; and provisions for future recreational elements including park and hiking/biking trail system.

Steckel Park in Santa Paula and Tapo Canyon Park, Santa Paula, California. County of Ventura. Technical Manager. Responsible for project surveying. Michael Baker provided engineering and surveying services to the County of Ventura for improvements to Steckel Park and Tapo Canyon Park. Tapo Canyon was damaged by a fire, and Steckel Park lost several acres due to the swelling of Santa Paula Creek, which runs through the campground and had experienced record water flow from storms. In addition to correcting damage, improvements included the addition of new RV camping spaces, playgrounds, and picnic areas.

Ventura County Government Center Project, Ventura County, California. County of Ventura. Technical Manager. Responsible for project surveying. The County of Ventura General Services Agency (GSA) has awarded Michael Baker the project of determining if the 76-acre Government Center Complex meets today's Americans with Disabilities Act (ADA) standards. Four main structures, including the administration building, court building, jail facility and maintenance structure, must comply with these standards for all walkways and entries. The project is expected to last approximately one year, with on-call services as needed.

Soledad Canyon Water Line, Santa Clarita, California. Pardee Homes. Project Manager. Responsible for project surveying.

Vineyard Avenue Improvements / Street Widening, California. *Riverpark Legacy LLC.* Technical Manager. Responsible for project surveying. Michael Baker provided engineering design services for the preparation of plans, specifications, and estimates for the Vineyard Avenue (SR-232) widening project. The project was permitted through Caltrans and coordinated with adjacent improvement projects west of Vineyard Avenue. Surveying included design topography, right-of-way mapping, preparation of right-of-way dedication, and abandonment documents.

Calleguas Creek, Camarillo, California. Responsible for coordination of field and office surveying for the mile-long soil cement revetment and the channel excavation at Upland Road for the Ventura County Flood Control District.

State Route U.S. 101 / Lewis Road Interchange, Ventura County, California. Caltrans - District 7. Surveyor. Mr. Lopez was responsible for field and office surveying for construction staking, including bridge over-crossing and freeway expansions. Michael Baker provided construction surveying services for the S.R. and U.S. 101 interchange with Lewis Road in Ventura County as a member of the consultant team for an on-call survey and mapping services con tract to Caltrans. Michael Baker's field crews worked under the direct supervision of Caltrans' managers to provide rapid response time on staking requests and field design surveys. All field notes were compiled in digital format to Caltrans specifications.

Santa Monica Pier Storm Drain Improvement, Santa Monica, California. Project Surveyor. Responsible for field survey cross sections and field topography for the Santa Monica Pier Storm Drain Improvements. The work also included survey research and GPS control network.

As Needed Surveying and Mapping Contract, Los Angeles County, California. Field Survey Manager. Under a two-year, on-call contract to provide surveying services for various projects located throughout the County of Los Angeles for the Los Angeles County Department of Public Works, Michael Baker is providing aerial and supplemental ground topographic surveys, digital terrain modeling, volume calculations, boundary and right-of-way surveys. The projects include various water resources and watershed protection facilities, dams, debris basins and spreading grounds. Deliverables were submitted in MicroStation and In-Roads digital files that incorporated the County CADD specifications and cell library, storage tables, weekly status reports and final survey reports.

City of Beverly Hills, Water System Capital Improvement Projects, Beverly Hills, California. Michael Baker provided complete design engineering and construction staking services for the City of Beverly Hills Public Works Department's capital improvement program, which includes water transmission main replacements, pressure reducing stations installation, street improvements, and traffic signalization. Michael Baker has coordinated with City staff, local merchants, residents and Caltrans to select pipeline alignments and establish construction schedules which minimize disruption to traffic, local businesses and local residences.

Licenses/Certifications
Land Surveyor Intern, California, 1991, ZL004655
Professional Land Surveyor, California, 2013, L 8995 Exp 9.30.2025

Continuing Education/Training
Southern California Joint Apprenticeship Program

Honors and Awards
Michael Baker "Excellence In Teamwork" Award Winner

Professional Affiliations
California Land Surveyors Association, Member

YEARS WITH FIRM
32

YEARS IN THE INDUSTRY
43

EDUCATION
BS, Engineering, Arizona State University

MBA Business, University of Phoenix

PROFESSIONAL REGISTRATIONS
Structural Engineer:
CA: S5526, AZ, IL, NV, OK, WA

Professional Engineer:
AR, MI, NY, WV

California Safety Assessment Program Certificate

City of Phoenix Planning and Development Department Self-Certification Plan Check Program Registration #0055

PROFESSIONAL AFFILIATIONS
AISC
PCI
SEAoA

JACK M. KOEHLER, PE, SE

PRINCIPAL | CO-FOUNDER

Jack has practiced structural engineering for 43 years. His extensive experience includes engineering design, project management, value engineering and peer reviews. He brings unparalleled knowledge and expertise in seismic design, project management, value engineering and structural system selection.

RELATED EXPERIENCE

WEST COUNTY WWTP UPGRADE | Richmond, CA
Upgrade to an existing 25 MGD treatment plant including a 2-story steel frame industrial building for sludge dewatering and thermal drying equipment, steel frame mezzanine (20' x 30' x 10' tall) in existing sludge thickening building to support two new rotary drum thickeners above the existing floor, revised headworks channel for new grit "teacup" system, new concrete slab foundation for 2MW digester gas engine cogeneration package unit, and mechanical equipment foundations.

SONORA REGIONAL WWTF EXPANSION | Sonora, CA
Expansion included an administration building, a headworks building, two 65'-diameter clarifiers, and a filter and chlorine contact basin. These new facilities have the capacity to handle up to 2.5 MGD.

CITY OF PATTERSON WWTP IMPROVEMENTS | Patterson, CA
Addition of new above ground concrete headworks tank, oxidation ditch improvements, partially above ground MBVR concrete tank, and a single-story masonry blower building.

SANTA PAULA WWTP & STORAGE BASIN | Santa Paula, CA
MBR WRF with 3.4 MGD below-grade tank; cast-in-place concrete lid over tank footprint; 1,100 SF miscellaneous concrete structure; 6,000 SF control building construction type is masonry walls with pitched steel roof.

QUARTZSITE WWTP EXPANSION | Quartzsite, AZ
New concrete divider wall at existing SBR basin, catwalk framing over new wall, new sludge drying beds, equipment pads on grade, foundations for PEMB at blowers, addition of fourth block wall to existing electrical room, and foundations for a crane at lift station and a relocated existing canopy.

WINSLOW WWTP | Winslow, AZ
Expansion including two concrete clarifier tanks, below grade RAS/WAS pump station, flow equalization basin, below grade flow equalization basin pump station, slab on grade for headworks (screen), blower equipment pads and foundations and slab on grade for pre-manufactured metal building.

MOUNTAIN HOUSE WRF EXPANSION | Mountain House, CA
Expansion of existing influent lift station including new headworks/dewatering building over four below-grade digester tanks, 5,500 SF headworks/gait removal structure, influent control structure, CIP concrete structural divider walls in two tanks, and 13,000 SF MBR process structure. These new facilities add a capacity of up to 5.4 MGD.

JACK M. KOEHLER, PE, SE

PRINCIPAL | CO-FOUNDER

RELATED EXPERIENCE (continued)

SOMERTON WWTP EXPANSION | Somerton, AZ
The treatment units were designed at 0.8 MGD, which allowed for a 30% increase in flows over current conditions. In order to allow for future expansions, the headworks, pump station, and outfall were built for approximately 1.4 MGD. Tank is partially below grade without a lid. The project included two 50' clarifiers and a solids dewatering building.

PLSD - WWTP | Pinetop-Lakeside, AZ
New walkway at the oxidation ditch; extension of concrete splitter box vault; anchorage of existing walkway to existing oxidation ditch; davit crane supports at the new walkway; pipe supports to existing wall at pump gallery.

SARIVAL WRF | Goodyear, AZ
New single story administration building, integrated process mechanical building (with headworks room, blower room, MBR pumping room, and electrical and controls room), a separate integrated process mechanical building (with sludge dewatering room, odor control room/yard, and chemical storage room), secondary biological tank, membrane separation tank, and chlorine contact basin/recycled water pump station.

CITY OF LATHROP PHASE III EXPANSION | Lathrop, CA
Expansion project including a 2-story, 1,800 SF steel frame dewatering building; 2-story, 4,000 SF steel frame mechanical building; overflow structure at an existing tank; WRF tank (14' deep x 8' x 184'); and overhead crane extension.

LATHROP CONSOLIDATED TREATMENT FACILITY EXPANSION (WRP) | Lathrop, CA
Expansion of MBR WRP from 1.0 MGD to 2.5 MGD, with an ultimate build-out capacity of 9.0 MGD, plus design for a 6,000 SF administration building and 4,000 SF steel frame headworks building adjacent to a below-grade process tank.

FRIANT WRF PHASES 1 & 2 | Friant, CA
New water reclamation facility with subgrade concrete tanks housed within an overlying pre-engineered building (PEB). Scope included design and detail structural elements of the tanks, slabs on grade, foundation and platform for the headworks equipment.

CITY OF PACIFIC GROVE WRF | Pacific Grove, CA
New water reclamation facility consisting of concrete tanks, an office/electrical room, and a mechanical process room. Construction type is concrete walls with a concrete deck above the aeration tanks for the screens, with a parapet around the perimeter.

VISTA CANYON WRP | Santa Clarita, CA
Water reclamation plant consisting of a below-grade concrete tank (with catwalks at grade level) adjacent to three below-grade concrete tanks with an above-grade building for an office, electrical room and mechanical room; a steel-framed canopy and façade walls at exposed tank; and 4' site retaining wall.

YEARS WITH FIRM
13

EDUCATION
BS, Civil Engineering, Minor in Mathematics, Seattle University

PROFESSIONAL REGISTRATIONS
Professional Engineer:
AZ #70374

PROFESSIONAL AFFILIATIONS
SEAOA

JAMES APPLEYARD

PROJECT MANAGER | SENIOR ASSOCIATE

James has 13 years of experience as a structural designer with expertise in wastewater collection and treatment system structures. As Project Manager, he will follow the design from beginning to end, with responsibilities including structural design and analysis, calculations and structural details, and construction administration.

RELATED EXPERIENCE

WEST COUNTY WWTP UPGRADE | Richmond, CA
Upgrade to an existing 25 MGD treatment plant including a 2-story steel frame industrial building for sludge dewatering and thermal drying equipment, steel frame mezzanine (20' x 30' x 10' tall) in existing sludge thickening building to support two new rotary drum thickeners above the existing floor, revised headworks channel for new grit "teacup" system, new concrete slab foundation for 2MW digester gas engine cogeneration package unit, and mechanical equipment foundations.

SONORA WWTP EXPANSION | Sonora, CA
Expansion included an administration building, a headworks building, two 65'-diameter clarifiers, and a filter and chlorine contact basin. These new facilities have the capacity to handle up to 2.5 MGD.

SHOW LOW WWTP UPGRADES | Show Low, AZ
New headworks structure (parallel channels equipped screens and grit removal), concrete slabs, influent splitter box-precast; RAS/WAS pump station structure, two external clarifiers, sludge storage steel tank-foundation design, chlorination concrete structure, administration and dewatering building.

SAN LUIS W WWTP 3MGD EXPANSION | San Luis, AZ
New tank interior wall for SBR tanks 1-4; new RAS channel; headworks screen support stand, platform, and stairways; grit vortex system concrete structure; sludge dewatering unit support stand, platform, and stairways; chemical bay and shade structure; generator and equipment pads; and inspection and corrective action for concrete deterioration at existing tank walls and walkways.

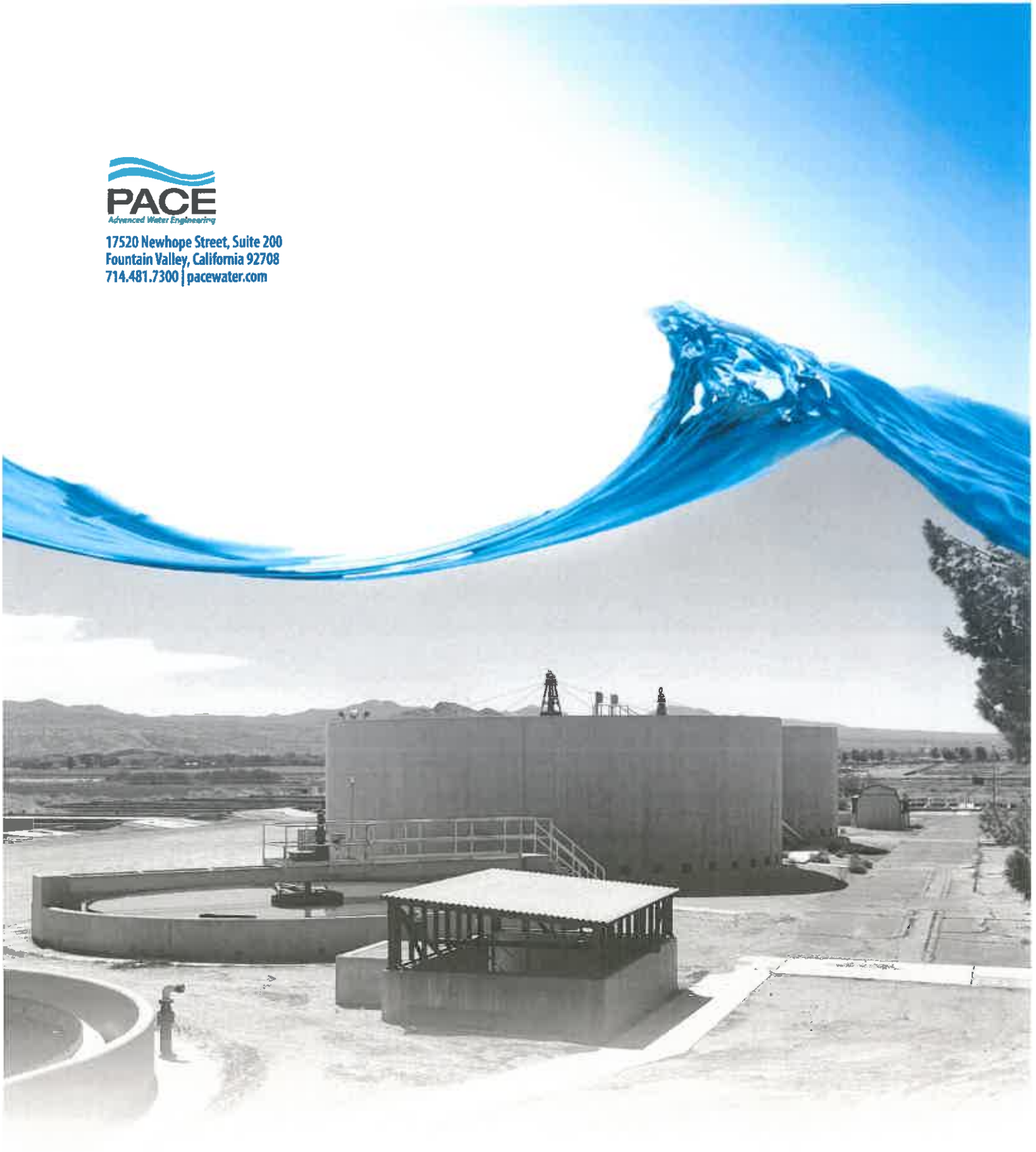
JEROME WWTP UPGRADES | Jerome, AZ
SBR facility with a concrete headworks area and 400 SF blower CMU building. Project is on a sloped site, requiring varying retained heights and additional retaining walls.

CITY OF LATHROP PHASE III EXPANSION | Lathrop, CA
Expansion project including a 2-story, 1,800 SF steel frame dewatering building; 2-story, 4,000 SF steel frame mechanical building; overflow structure at an existing tank; WRF tank (14' deep x 8' x 184'); and overhead crane extension.

MOUNTAIN HOUSE WRF EXPANSION | Mountain House, CA
Expansion of existing influent lift station including new headworks/ dewatering building over four below-grade digester tanks, 5,500 SF headworks/gait removal structure, influent control structure, CIP concrete structural divider walls in two tanks, and 13,000 SF MBR process structure. These new facilities add a capacity of up to 5.4 MGD.

PACE
Advanced Water Engineering

17520 Newhope Street, Suite 200
Fountain Valley, California 92708
714.481.7300 | pacewater.com



Helendale Community Services District

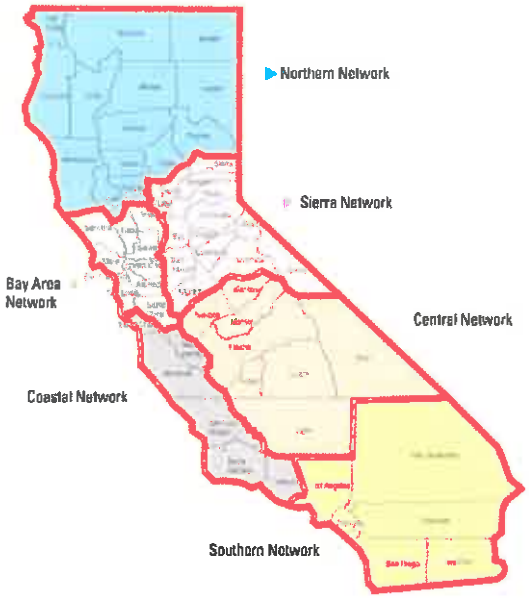
Date: June 19, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #10
Discussion and Possible Action Regarding Election of Officer for the California Special District Association (CSDA) Board of Directors

STAFF RECOMMENDATION:
This matter is at the discretion of the Board.

STAFF REPORT:
Every two years the Board has the opportunity to select a candidate to represent the region on the CSDA Board of directors. CSDA is the primary professional organization that the District is a member of and the Board participates in due to cost considerations. The annual dues payment is approximately $9000 each year.

There are six regions within CSDA as shown on the map below:

We have been fortunate to have Don Bartz from the Phelan Pinon Hills CSD on the board representing the Southern Network for the last several years. He understands the needs of the High Desert special district community and is an excellent choice for this position. Don has been the only representative on the CSDA Board from the High Desert so there would be value to support his re-election bid for this position.



FISCAL IMPACT: None

REQUESTED ACTION: Select a candidate for CSDA Southern Network

ATTACHMENTS: Information on the candidates

CSDA
Online Voting

California Special Districts Association
Districts Stronger Together

Home | How It Works | Logout **Kimberly Cox**

CSDA Board of Directors Election Ballot - Term 2026 - 2028; Seat B - Southern Network

Please vote for your choice

Choose **one** of the following candidates:

- Don Bartz, General Manager, Phelan Pinon Hills Community Services District (Incumbent)
- Jason Daffom, General Manager, Valley Sanitary District
- John Skerbelis, Director, Rubidoux Community Services District

☐ **Don Bartz** [view details]

☐ **Jason Daffom** [view details]

☐ **John Skerbelis** [view details]

California Special
Districts Association
Districts Stronger Together

2026-2028 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

The following information MUST accompany your nomination form and Resolution/minute order:

Name: Don Bartz

District/Company: Phelan Pinon Hills CSD

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 17 years

1. **Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

I am currently on the Executive Committee as Treasurer for CSDA, attend the Annual Conference, Governance Academy and the General Managers Summit.

2. **Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

I have been involved with ACWA, AWWA for the past 30 years.

3. **List local government involvement (such as LAFCo, Association of Governments, etc.):**

Local government involvement includes Local City Planning Commissioner, Techical Advisory Committee for local water agency and Sub-Area Committee for local water basins.

4. **List civic organization involvement:**

I work with youth archery programs for Mojave Archers, provide assistance for a local Homeless Shelter and participate in Local Government within my community

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

Candidate Statement Don Bartz CSDA Board

I kindly seek your support for my candidacy for the CSDA Board Member in the Southern section. I have been the General Manager of the Phelan Pinon Hills Community Services District since its inception 17 years ago. Currently, I am in my second term on the CSDA Board, where I also hold the position of Board Treasurer and have also been Board Secretary. My commitment to CSDA is strong, as I regularly participate in its events and have contributed to various committees in recent years. I am prepared to invest the necessary time to fulfill the responsibilities of Board Member. I believe my experience equips me well for this role, enabling me to assist in establishing and reviewing budgets and expenses while collaborating with others to ensure CSDA's financial stability. CSDA is an outstanding organization, and I am eager to contribute to its ongoing success. Thank you for considering my application for the Board Member position. Please feel free to contact me if you have any questions.

Don Bartz

California Special
Districts Association
Districts Stronger Together

2026-2028 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

The following information MUST accompany your nomination form and Resolution/minute order:

Name: Jason Dafforn

District/Company: Valley Sanitary District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 2 years

1. **Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

Attend CSDA Conference and Leadership Academy

2. **Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

ACWA, CASA, NACWA

3. **List local government involvement (such as LAFCo, Association of Governments, etc.):**

N/A

4. **List civic organization involvement:**

Desert Recreation Foundation Board of Directors

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

JASON DAFFORN
for CSDA Board of Directors – Southern Network

My name is Jason Dafforn, and I am honored to be a candidate for the CSDA Board of Directors, representing the Southern Network, which includes Los Angeles, Orange, San Diego, San Bernardino, Riverside, and Imperial counties.

As a Licensed Civil Engineer with more than 30 years of experience in the water and wastewater industry, I bring a deep understanding of the vital services special districts provide. I have spent 18 years as a utility manager for California local governments, including over eight years with a special district, and I currently serve as General Manager at Valley Sanitary District in Indio, California.

Throughout my career, I have remained committed to improving water and wastewater systems, building safe and reliable infrastructure, and leading teams to find innovative, effective solutions to complex challenges. I am passionate about the essential roles our diverse special districts play, including water, wastewater, irrigation, parks and recreation, cemeteries, fire protection, libraries, harbors, healthcare, and community services.

In my spare time, I also serve on the Board of Directors of the Desert Recreation Foundation, a non-profit organization that collaborates with the Desert Recreation District, California's largest park and recreation district. There, I work behind the scenes to ensure all residents in the Coachella Valley have access to quality recreational resources, facilities, parks, and programs that serve today's needs and those of generations to come.

If elected, I will bring a strategic and forward-thinking perspective to the Board. I will advocate for our collective interests and help CSDA remain a strong resource for its members. Together, we can strengthen California's special districts and continue to enhance the quality of life for the communities we serve.

Thank you for your support and your vote!

Jason Dafforn, PE
General Manager, Valley Sanitary District, Indio, California

California Special
Districts Association
CSDA *Districts Stronger Together*

2026-2028 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

The following information MUST accompany your nomination form and Resolution/minute order:

Name: JOHN SKERBELIS

District/Company: RUBIDOUX COMMUNITY SERVICES DISTRICT

Title: DIRECTOR

Elected/Appointed/Staff: ELECTED

Length of Service with District: 12 YEARS

1. **Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

NONE.

2. **Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

CALIFORNIA ASSOCIATION OF REALTORS.

3. **List local government involvement (such as LAFCo, Association of Governments, etc.):**

RIVERSIDE COUNTY SOLID WASTE ADVISORY COMMITTEE - MAP OUT AND INSPECT FOR APPROVED STREET SWEEPING ROUTES FOR NEW DEVELOPMENTS.

4. **List civic organization involvement:**

RIVERSIDE COUNTY COMMUNITY CLEAN UPS FOR ALL COUNTY-WIDE DISTRICTS/STAKEHOLDER IN COUNTY-WIDE ILLEGAL DUMPING PROGRAM.

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

CANDIDATE STATEMENT

JOHN SKERBELIS

Elect John Skerbelis to the CSDA Board of Directors – Southern Network
Rubidoux Community Services District (Rubidoux) holds a unique place in history as California's first community services district, established in 1952. Today, Rubidoux serves 40,000 residents with essential services, including water, sewer, fire protection, trash collection, weed abatement, and street lighting. These services helped enable regional growth, ultimately leading to the incorporation of Jurupa Valley in 2011. As a CSDA Member, Rubidoux values CSDA's advocacy, education, and resources that support special districts statewide.

Experienced Leadership, Proven Results
Director John Skerbelis, a committed public servant and business owner, is seeking election to the CSDA Board of Directors – Southern Network. His extensive experience in local government, environmental health, and infrastructure funding makes him a strong advocate for special districts.

A Record of Service
✓ Rubidoux CSD Board of Directors – Elected in 2007; Board President four times.
✓ Riverside County Solid Waste Management Advisory Council – Served seven years shaping waste policies.
✓ Environmental & Public Health Leadership – Eight years with Riverside County Environmental Health.
✓ Illegal Dumping Prevention Champion – Recognized by Riverside County Board of Supervisors for efforts supporting AB 1822 and AB 1924.
✓ Advocate for Federal Funding – Worked with Congressmen Calvert & Takano to secure FEMA funds for Rubidoux.
✓ Local Business Owner – Brings strong fiscal oversight and economic development experience.

Priorities on the CSDA Board
✅ Stronger Advocacy for Special Districts – Protecting funding & resources.
✅ Fiscal Responsibility – Promoting sound financial management.
✅ Emergency Preparedness & Resilience – Enhancing response & funding support.
✅ Collaboration & Innovation – Modernizing operations & integrating technology.

Your Vote Matters – Support John Skerbelis
With proven leadership and a results-driven approach, John Skerbelis is the right choice for CSDA Board of Directors – Seat B, Southern Network. Vote for a dedicated advocate for special districts and the communities they serve!

Thank you for your support!