



Helendale Community Services District

26540 Vista Road, Suite C, Helendale, CA 92342

REGULAR BOARD MEETING **Thursday, October 2, 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 September 18, 2025
- b. Bills Paid 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. Discussion and Possible Action Regarding Landscape Updates for Community Center
7. Discussion and Possible Action Regarding District Electronic Sign Policy and Placement of Signage on District Property
8. Discussion and Possible Action Regarding Water Pipeline for Treatment and Blending
9. Discussion Only Regarding Review of Resolution 2012-06: A Resolution of the Board of Directors of the Helendale Community Services District Establishing a Policy for District Reserves

Other Business

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

Closed Session

11. Public Employee Appointment

[Government Code Section 54957(b)]
Title: General Manager

12. Conference with Labor Negotiator

(Government Code Section 54957)
Designated representative: Steven M. Kennedy, General Counsel
Unrepresented Employee: General Manager

13. Conference with Real Property Negotiators

(Government Code Section 54956.8)

Property: 28685 Helendale Road

APN 0466-181-43

District Negotiator: Kimberly Cox

Negotiating Parties: Lee Graham

Under Negotiation: Price and Terms of Payment

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: October 2, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: Regular Meeting September 18, 2025
- b. Bills Paid Report



Helendale Community Services District

Date: October 2, 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 9/18/2025



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

Date: September 18, 2025
Time: 6:00 PM
Meeting called to order by: President Ron Clark

Attendance

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

Staff Members Present

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

Consultants/Guests

Steve Kennedy, Legal Counsel

Christopher Porter, Policy Director – Office of San Bernardino County First District Supervisor Paul Cook

Members of the public

There were two members of the public in attendance and one member attending via Zoom.

1. APPROVAL OF AGENDA

Discussion None

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

Second Director DeVries

Vote

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

2. PUBLIC PARTICIPATION

Dawn Kelly, local business owner – explained that about a year ago the signage for the businesses on Jordan Rd. were removed. Since they were removed business on that road have seen a decline. She requested permission to utilize the CSD's property to put a sign up for the businesses.

Al Nederhood, Board Member for MWDOC introduced himself as a candidate for the open CSDA seat and asked for the Boards support.

3. CONSENT ITEMS

- a. Approval of Minutes: Special Board Meeting of September 4, 2025

b. Bills Paid Report

Discussion None

Motion Director Guinn made the motion to approve the consent items as presented.

Second Director DeVries

Vote

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

4. REPORTS

a. Directors' Reports

Director Guinn reported that she attended the CSDA Annual Conference, where she attended sessions that emphasized the value of strategic planning and participated in a session focused on General Manager performance evaluations. She spoke with CJ Porter regarding road delineators and the grade separation project, and also inquired with Lena Kent of BNSF about establishing a dedicated emergency contact number for situations when trains block the tracks. Additionally, she attended the Flag Football Super Bowl and the Concert in the Park, both of which she described as excellent events. She also took part in the Mojave Water Agency tour.

Director DeVries shared that she attended the CSDA Conference and found it highly informative. She also participated in the "Big Meeting," attended the Concert in the Park—where she noted the need to address restroom conditions—and joined the Mojave Water Agency tour.

Director Cardenas: Reported that he attended the CSDA annual conference and attended AI and cybersecurity sessions as well as the session on the Brown Act. He will provide a written report in an upcoming agenda packet.

Director Rosenberg: Noted that although he was unable to attend the Concert in the Park, feedback he received from attendees was overwhelmingly positive. He attended the CSDA Annual Conference and appreciated the keynote speech, networking opportunities, and educational sessions. He highlighted the session on rogue Board members and expressed pride in the Helendale Board. He also attended the Flag Football Super Bowl and was very impressed.

President Clark: Commented that the Concert in the Park was good.

General Managers Report

The Fall Thrift Store Sale is scheduled for tomorrow. We have received notification of the second PFAS payment. Senator Ochoa-Bogh will be hosting an Open House on October 1st at 6:30 p.m. at the Community Center. Permits for fire safety and tenant improvements for the Water Shop have been successfully pulled, and the fire sprinkler installation is currently underway. Lastly, the 9/11 concert was a huge success.

Wastewater Operations Manager Aviles gave the wastewater report. Big Sky Electric has installed a new disconnect for the headworks. Staff has continued work on the bar screen at the headworks to improve

functionality. Two broken toilets at the condos have been replaced with new units. Atlas Environmental collected the third-quarter monitoring well samples as part of our ongoing compliance efforts. Staff also attended the DAMS training event and technical competition hosted in Crestline, gaining valuable hands-on experience. Additionally, a new Operator-in-Training (OIT) will be starting on September 29.

JWC came out to perform a start-up and troubleshoot the barscreen, and they were able to get it working in automatic mode. However, the screen failed overnight and was found non-operational this morning. Garrett and I toured the City of Barstow and the BNSF Treatment Plant to observe their operations and gather insights. Additionally, a drunk driver ran through our fence at the Alfalfa fields, causing significant damage. Repairs to the fence are currently underway.

Administrative Services Manager Vermette gave the administration update. There were 21 new owners, 10 new tenants, 5 accounts that went back to the landlord and 3 trash only accounts for the month of August. A comparison of new accounts by year was presented. Nine deposit letters were mailed. The average monthly bill for August was \$156.86. Thrift store sales for August totaled \$27,982. A chart of how customers make their payments was also presented – the majority of customers pay on the website (28%) followed by autopay from their checking or savings account (25%), the remaining customers pay a variety of different ways including bill pay, in person, mail, night drop, pay by phone, and text.

General Manager Cox presented the financial report. The District has a total cash balance of \$9,567,200. The water department has \$4,458,275; the sewer department has \$3,722,435; the park department has \$786,751; the property rentals have a balance of \$91,222; and the solid waste department has \$138,609. The District currently has \$4,943,039 in CA Class; \$2,275,608 in CBB Trust; \$1,148,419 in LAIF; \$1,028,147 in CBB checking, and \$193,294 in Flagstar.

Regular Business:

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

Discussion: None

Motion: Vice President Cardenas made the motion to accept the Directors' expense reports.

Second: Director Guinn

Vote:

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

6. Discussion and Possible Action Regarding Approval of the District Calendar for 2026 and Closure of the Office for December 26, 2025

Discussion: The calendar is a useful tool that serves as a resource for outlining district events. It provides a clear overview of scheduled activities and important dates relevant to the district. It is designed to be flexible, allowing for adjustments and updates as needed. The Board reviews this tool annually to ensure its accuracy and relevance.

The calendar lists all Board-related items. The first meeting in January and July are dark. District holidays are highlighted in dark blue for easy identification.

The Concerts in the Park are held from May through October. Clean-Up Days are scheduled twice a year - in April and October. April 1st marks the 19th anniversary of the District

assuming operations from the County. Kimberly's retirement party is scheduled for April 3, 2026.

The Board discussed closing the office on December 26, 2025. The Board decided to close the office on that day with pay for employees. They also discussed hosting the April 20, 2026 ASBCD meeting. They decided with all of the changes happening around that time it would be best to pass on the hosting. GM Cox asked if they wanted to hold a Board meeting on the second meeting in November and the second meeting in December due to the close proximity to the holidays. They also affirmed the change in the yard sale dates due to the conflict with the April cleanup day.

Motion: Director Rosenberg made the motion to adopt the District calendar and close the office on December 26th.

Second: Director Guinn

Vote:

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

7. Discussion Only Regarding Speaker System at the Park

Discussion: A request was brought to the Board regarding sound equipment. Rolling speakers were purchased for \$10,000 in 2022 but are not loud enough for concerts. They are used regularly for sports events. The band from the September Concert had a good quality sound system, a system similar to theirs would cost approximately \$25,000. The band leader would assist with purchasing the equipment. Our announcer for Concerts in the Park is capable of operating the sound equipment for an additional fee. The cost seems reasonable for the quality. The park has a current balance of \$786,000. The Board asked Staff to find out if the system purchased by the District a few years ago would incorporate with this new system. They would like Staff to get three quotes and bring this item back.

8. Discussion and Possible Action Regarding Review of SWOT Analysis and Strategic Planning Schedule

Discussion: The Board requested to bring this item back for discussion. Staff is seeking additional input from the Board and would like input on how the Board would like to proceed. Gm Cox presented the SWOT analysis compiled from previous board input. Director Guinn suggested additional items including natural disasters as a threat and developing political relationships as an opportunity she also emphasized opportunities for strengthening relationships with various entities and supporting community volunteerism. Director DeVries suggested adding Helendale Bluff Hydro Electric as an opportunity. GM Cox explained that the SWOT analysis would be condensed into goals and objectives. The board members discussed whether to involve the community in the SWOT analysis process and

ultimately decided that the process has been transparent with opportunities for public input. Next staff will synthesize the SWOT analysis into goals and objectives with a draft strategic plan expected by December. The ad hoc committee will participate in developing the plan.

Other Business

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

Signage for businesses on Jordan Rd.

President Clark called for a brief break at 7:13 pm. Closed session began at 7:19 pm

Closed Session

10. Public Employee Appointment

[Government Code Section 54957(b)]

Title: General Manager

Closed Session ended at 8:05 pm

11. Report of Closed Session Items

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

12. Adjournment

President Clark adjourned the meeting at 8:07 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: October 2, 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 27 checks, 21 Bank Drafts, and 5 EFT's totaling \$216,762.83.

Total Cash Available	9/15/25	9/29/25
Cash	\$9,588,507.15	\$9,592,272.82
Checks, DFT's/EFT's Issued	\$92,540.32	\$119,157.40
Paid by Payroll Draft	\$59,583.24	\$97,605.43

INVESTMENT REPORT:

The Investment Report shows the status of the District funds invested as of 8/31/25.

	Interest Rate	Interest Income
CA CLASS*	4.3238%	\$51,416.85 Fiscal Year to date
CBB Trust	4.02%	\$60,319.01 Year to date
LAIF	4..257	\$37,745.06 Year to date



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 09/15/2025 - 09/29/2025

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 211102187 - CBB Checking					
09/16/2025	29134	Helendale Community Services District	-221.98	Check	Accounts Payable
09/16/2025	29135	Helendale Community Services District	-3,360.00	Check	Accounts Payable
09/17/2025	29136	ACI Payments, Inc	-56.50	Check	Accounts Payable
09/17/2025	29137	Beck Oil Inc	-2,492.07	Check	Accounts Payable
09/17/2025	29138	County of San Bernardino	-100.00	Check	Accounts Payable
09/17/2025	29139	Frontier Communications	-104.74	Check	Accounts Payable
09/17/2025	29140	Frontier Communications	-81.49	Check	Accounts Payable
09/17/2025	29141	Home Depot Credit Services	-1,413.82	Check	Accounts Payable
09/17/2025	29142	Infosend, Inc	-2,175.06	Check	Accounts Payable
09/17/2025	29143	Lakeside Heating and Air Conditioning	-79.00	Check	Accounts Payable
09/17/2025	29144	Lowe's Inc.	-256.49	Check	Accounts Payable
09/17/2025	29145	Uline, Inc	-8,278.70	Check	Accounts Payable
09/17/2025	29146	Verizon Wireless	-686.20	Check	Accounts Payable
09/17/2025	29147	Verizon Wireless	-136.41	Check	Accounts Payable
09/18/2025	29148	Starting Line Advisory	-1,845.00	Check	Accounts Payable
09/18/2025	29149	Burrtec Waste Group, Inc	-10,392.22	Check	Accounts Payable
09/18/2025	29150	Frontier Communications	-176.19	Check	Accounts Payable
09/18/2025	29151	Geo-Monitor, Inc.	-294.00	Check	Accounts Payable
09/18/2025	29152	JP Powershop Inc	-754.52	Check	Accounts Payable
09/24/2025	29153	Mojave Resource Management, LLC	-66,000.15	Check	Accounts Payable
09/25/2025	29154	All American Fence Erectors	-9,855.00	Check	Accounts Payable
09/25/2025	29155	County of San Bernardino, Solid Waste Mgmt. Div.	-915.40	Check	Accounts Payable
09/25/2025	29156	FNBO	-2,677.02	Check	Accounts Payable
09/25/2025	29157	Lakeside Heating and Air Conditioning	-984.00	Check	Accounts Payable
09/25/2025	29158	Pyro Spectaculars Inc.	-38.00	Check	Accounts Payable
09/25/2025	29159	San Bernardino County Fire Protection District	-958.00	Check	Accounts Payable
09/25/2025	29160	Sierra Analytical Labs, Inc	-207.50	Check	Accounts Payable
09/26/2025	DFT0002857	Cal PERS	-162.35	Bank Draft	Accounts Payable
09/26/2025	DFT0002858	Cal PERS	-210.91	Bank Draft	Accounts Payable
09/26/2025	DFT0002859	Cal PERS	-250.00	Bank Draft	Accounts Payable
09/26/2025	DFT0002860	Cal PERS	-5,300.53	Bank Draft	Accounts Payable
09/26/2025	DFT0002861	California State Disbursement Unit	-230.76	Bank Draft	Accounts Payable
09/26/2025	DFT0002862	Cal PERS	-2,623.75	Bank Draft	Accounts Payable
09/26/2025	DFT0002863	Cal PERS	-848.26	Bank Draft	Accounts Payable
09/26/2025	DFT0002864	Cal PERS	-5,017.92	Bank Draft	Accounts Payable
09/26/2025	DFT0002865	Cal PERS	-1,622.29	Bank Draft	Accounts Payable
09/26/2025	DFT0002866	Cal PERS	-1,309.49	Bank Draft	Accounts Payable
09/26/2025	DFT0002867	Cal PERS	-1,344.98	Bank Draft	Accounts Payable
09/26/2025	DFT0002868	Cal PERS	-14.88	Bank Draft	Accounts Payable
09/26/2025	DFT0002869	State of California - Franchise Tax Board	-150.00	Bank Draft	Accounts Payable
09/26/2025	DFT0002870	Hartford Life	-173.66	Bank Draft	Accounts Payable
09/26/2025	DFT0002871	Cal PERS	-10,395.08	Bank Draft	Accounts Payable
09/26/2025	DFT0002872	TASC	-1,031.22	Bank Draft	Accounts Payable
09/26/2025	DFT0002873	Internal Revenue Service	-1,240.82	Bank Draft	Accounts Payable
09/26/2025	DFT0002874	Internal Revenue Service	-2,246.87	Bank Draft	Accounts Payable
09/26/2025	DFT0002875	Employment Development Center	-873.33	Bank Draft	Accounts Payable

Bank Transaction Report

Issued Date	Number	Description	Amount	Type	Module
09/26/2025	DFT0002876	Internal Revenue Service	-7,278.51	Bank Draft	Accounts Payable
09/26/2025	DFT0002877	Employment Development Center	-2,789.34	Bank Draft	Accounts Payable
09/25/2025	EFT0005567	SCE ACH Park Wellheads Acct 700448234519	-16.45	EFT	General Ledger
09/29/2025	EFT0005573	SCE ACH Sod Farm Acct 700255337588	-2,082.86	EFT	General Ledger
09/17/2025	EFT0005577	To record Sales Tax Pmt # 2 - 2nd Quarter	-2,168.63	EFT	General Ledger
09/18/2025	EFT0005579	To record PERS GASB 68 Payable	-350.00	EFT	General Ledger
09/26/2025	EFT0005580	Payroll EFT	-52,490.48	EFT	Payroll
Bank Account 211102187 Total: (53)					-216,762.83
Report Total: (53)					-216,762.83

Bank Account
[211102187 CBB Checking](#)

Count	Amount
53	-216,762.83
Report Total:	-216,762.83

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

Count	Amount
53	-216,762.83
Report Total:	-216,762.83

Transaction Type	Count	Amount
Payroll Bank Draft	21	-97,605.43
Check	27	-114,539.46
EFT	5	4,617.994
Report Total:	53	-216,762.83



Helendale Community Services District

DATE: October 2, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion and Possible Action Regarding Approval of Directors' Expense Reports

STAFF RECOMMENDATION

None.

STAFF REPORT

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

Fiscal Impact: As outlined on the attached Expense reports

Possible Motion: Approve Expense Reports as presented

Attachments: Spreadsheet of cumulative meetings
Director's Expense Reports
Written Report from Director Cardenas

BOARD COMPENSATION REPORT

ROLLING 12-MONTHS

Name	Title	Type	10 2024	11 2024	12 2024	1 2025	2 2025	3 2025	4 2025	5 2025	6 2025	7 2025	8 2025	9 2025	TOTAL
Clark	President	Compensated	5	4	4	2	2	3	5	4			4		36
		Non-Comp	0	1	0	0	0	0	0	0			0		1
Cardenas	Vice President	Compensated	3	2	2	1	2	0	2	2					16
		Non-Comp	3	2	2	1	2	2	5	3					24
Guinn	Director	Compensated	3	6	4	2	3	4	9	4	6	2	9	7	61
		Non-Comp	1	2	1	3	1	0	4	2	2	0	2	2	21
Rosenberg	Director	Compensated			2	7	4	2	8	7	4	4	7	2	47
		Non-Comp			0	0	0	0	0	1	0	0	0	0	1
DeVries	Director	Compensated			2		4	2	6	4	4		6	3	31
		Non-Comp			0		0	2	2	1	0		0	1	6

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Pay Period Ending

Name
Artie DeVries

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
08/06/25	Event Meet with GM Description of Public Benefit		\$	\$	\$	Yes	Please Selt	G
08/07/2025	Event Board Meeting Description of Public Benefit		\$	\$	\$	Yes	Please Selt	A
08/25/25	Event CSDA Conference Description of Public Benefit	715	\$	\$	\$	Yes	Please Selt	E
08/26/25	Event CSDA Conference Description of Public Benefit		\$	\$	\$	Yes	Please Selt	E
08/27/25	Event CSDA Conference Description of Public Benefit		\$	\$	\$	Yes	Please Selt	E
		Total Miles	Total Meals	Total Lodging	Total Other Expense	Total # of Compensable Meetings	Meeting Total	Total
		\$ 468.33	\$ 0	\$ 0	\$ 0	5	\$ 750	\$ 1218.325

Signature

Date

Expense Categories

A: Public Meeting governed by Brown Act	G: Meeting w/GM or Designee regarding District Operations
B: Public Event *	H: Meeting w/auditors, attorney or consultant retained by District
C: Representation at Public Meeting/Event *	I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
D: Representation at 501 C3 Board *	J: Meeting w/organization with interests in matters involving functions or
E: Conference/seminar/Training Program related to District *	K: Meeting pre-approved by the Board of Directors
F: Ad Hoc committee of the Board	* Written or verbal report required to be presented at the next Board meeting
	Mileage 65.5 c

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Pay Period Endng

Name
Artie DeVries

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
08/28/2025	Event CSDA Conference		\$	\$	\$	Yes	Please Sekt	E
	Description of Public Benefit							
09/02/25	Event Meet with GM		\$	\$	\$	Yes	Please Sekt	G
	Description of Public Benefit							
09/04/25	Event Board Meeting		\$	\$	\$	Yes	Please Sekt	A
	Description of Public Benefit							
09/04/2025	Event BNSF Meeting Barstow	48	\$	\$	\$	No	Please Sekt	C
	Description of Public Benefit							
09/10/25	Event MWA Road Show	60	\$	\$	\$	Yes	Please Sekt	E
	Description of Public Benefit							
		Total Miles	Total Meals	Total Lodging	Total Other Expense	Total # of Compensable Meetings	Meeting Total	Total
		\$ 70.74	\$ 0	\$ 0	\$ 0	4	\$ 600	\$ 670.74

Artie DeVries

09/17/25

Signature

Date

Expense Categories	
A: Public Meeting governed by Brown Act	G: Meeting w/GM or Designee regarding District Operations
B: Public Event *	H: Meeting w/auditors, attorney or consultant retained by District
C: Representation at Public Meeting/Event *	I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
D: Representation at 501C3 Board *	J: Meeting w/organization with interests in matters involving functions or
E: Conference/seminar/Training Program related to District *	K: Meeting pre-approved by the Board of Directors
F: Ad Hoc committee of the Board	* Written or verbal report required to be presented at the next Board meeting
Mileage 65.5 c	

2

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER									
Name		Pay Period Ending		August 1 - Sept 29, 2025					
Gail Guinn									
Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
8/5/25		mtg w/ GM		\$	\$		Y	N	G
	Description of Public Benefit	District Operations							
8/7/25		Open Board mtg		\$	\$		Y	N	A
	Description of Public Benefit	mtg governed by Brown Act							
8/9/25		concert in park		\$	\$		N	N	B
	Description of Public Benefit	public event							
8/10/25		ASCSB mtg.		\$	\$		Y	N	C
	Description of Public Benefit	communication & inservice w/ like local agencies							
8/19/25		mtg w/ GM		\$	\$		Y	N	G
	Description of Public Benefit	District Operations							
			Total Miles	Total Meals	Total Lodging	Total Other Expense	Total # of Compensable Meetings	Meeting Total	Total
				\$	\$	\$	4	\$ 600.00	\$ 600.00

Gail Gunn

9/29/25

Date

Signature		Expense Categories	
		G: Meeting w/GM or Designee regarding District Operations	
		H: Meeting w/auditors, attorney or consultant retained by District	
		I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD	
		J: Meeting w/organization with interests in matters involving functions or	
		K: Meeting pre-approved by the Board of Directors	
		* Written or verbal report required to be presented at the next Board meeting	
		Mileage 65.5¢	

- A: Public Meeting governed by Brown Act
- B: Public Event
- C: Representation at Public Meeting/Event
- D: Representation at 501C3 Board
- E: Conference/seminar/Training Program related to District
- F: Ad Hoc committee of the Board

HELENDAL COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name Gail Gunn

Pay Period Ending August 1 - Sept. 29, 2025

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
8/21/25	HeSD open board mtg		\$	\$		Y	N	A
	District mtg covered by Brown Act							
8/21/25	BNSF (BIG) mtg		\$					C
	communication w/ gov't officials & BNSF re: project					Y	N	
8/25/25	travel day to CSDA conf	710	\$22.84					C
	inservice							
	CSDA conf		\$			Y	N	C
8/26/25	inservice and interface							
	CSDA conf		\$			Y	N	C
8/27/25	inservice and interface							
		Total Miles	Total Meals	Total Lodging	Total Other Expense	Total # of Compensable Meetings	Meeting Total	Total
		710	\$22.84	\$	\$	4	\$600.00	\$1119.84

(@ \$70)
\$ 497

9/29/25

Signature Gail Gunn

Expense Categories

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

Mileage 65.5¢

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: Gail Gunn Pay Period Ending: August 1 - Sept. 29, 2025

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
8/28/25	CSDA conf.	710	\$71.43	\$		Y	N	C
9/2/25	inservice and interface mtg w/ tam		\$	\$		Y	N	G
9/4/25	District Operations Open Board Mtg		\$	\$		Y	N	A
9/6/25	Mtg covered by Brown Act		\$	\$		N	N	B
9/6/25	WASTD yard sale event for community	74	\$	\$		Y	N	I
9/10/25	major water district turn and education re: water services							
		Total Miles	Total Meals	Total Lodging	Total Other Expense	Total # of Compensable Meetings	Meeting Total	Total
		844	\$11.43	\$	\$	4	\$600.00	\$1408.43
		\$548.80						\$1657.23

Signature: Gail Gunn Date: 9/29/25

Expense Categories
G: Meeting w/GM or Designee regarding District Operations
H: Meeting w/auditors, attorney or consultant retained by District
I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
J: Meeting w/organization with interests in matters involving functions or
K: Meeting pre-approved by the Board of Directors
* Written or verbal report required to be presented at the next Board meeting
Mileage 65.5¢

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: Gail Gunn Pay Period Ending: August 1 - Sept 29, 2025

AD

Date	Event	Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
9/6/25	Description of Public Benefit	HCSD Flag Football Super Bowl		\$	\$		Y	N	B
9/13/25	Description of Public Benefit	End of season sporting event		\$	\$		N	N	B
9/16/25	Description of Public Benefit	concert in park		\$	\$		Y	N	G
9/18/25	Description of Public Benefit	set up flags, 9/11 tribute etc.		\$	\$		Y	N	A
9/23/25	Description of Public Benefit	mtg w/ GM		\$	\$		Y	N	B
	Description of Public Benefit	District operations		\$	\$		Y	N	
	Description of Public Benefit	open board mtg.		\$	\$		Y	N	
	Description of Public Benefit	mtg covered by Brown Act		\$	\$		Y	N	
	Description of Public Benefit	Flag Football season party		\$	\$		Y	N	
	Description of Public Benefit	Speak help, for sporting event		\$	\$		Y	N	
			Total Miles	Total Meals	Total Lodging	Total Other Expense	Total # of Compensable Meetings	Meeting Total	Total
				\$	\$	\$	4	\$600.00	\$600.00

9/29/25

Gail Gunn

Expense Categories	Date
A: Public Meeting governed by Brown Act	
B: Public Event *	
C: Representation at Public Meeting/Event *	
D: Representation at 501C3 Board *	
E: Conference/seminar/Training Program related to District *	
F: Ad Hoc committee of the Board	
G: Meeting w/GM or Designee regarding District Operations	
H: Meeting w/auditors, attorney or consultant retained by District	
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J: Meeting w/organization with interests in matters involving functions or	
K: Meeting pre-approved by the Board of Directors	
* Written or verbal report required to be presented at the next Board meeting	
Mileage 65.5¢	

China Garden
600 Munras Ave
Monterey, CA 93940
(831) 375-1111

REPRINT

08/25/2025 13:03:04
Merchant ID: *****2255
Device ID: 1726
Terminal ID: PP01

Credit Sale:

Transaction #: 5
Card Type: MasterCard
Account: *****5990
Entry: Chip
STAN: 005
Auth. Code: 037352
Batch Number: 6
Response: AUTH/TKT

Mode: Issuer
AID: A0000000041010
TVR: 0000000000
IAD: 02146072032200003H600000000000
00FF

TSI: E800
ARC: 00
AC: 632DC9A862E02073
ATC: 0103
APPN: CHASE MASTERCARD

Subtotal: USD \$38.07

ADD TIPS	
<input type="checkbox"/> 115% (Tips \$5.71, Total \$43.78)	
<input type="checkbox"/> 118% (Tips \$6.85, Total \$44.92)	
<input type="checkbox"/> 120% (Tips \$7.61, Total \$45.68)	
<input type="checkbox"/>	
CUSTOM TIPS	TOTAL

CUSTOMER COPY

45.68 ÷ 2

**California Special Districts Association
2025 Annual Conference & Exhibitor Showcase
The Leadership Conference for Special Districts
Monterey, CA | August 25 – 28, 2025**

Below are a couple of the takeaways from this year's annual conference:

Ai Cybersecurity

Effective strategies for addressing misinformation and strengthening the credibility of special districts were discussed. Notably, AI tools such as ChatGPT and 11 Labs can be utilized both to generate convincing endorsements and, unfortunately, to produce misleading information. The session highlighted the significance of search engine optimization (SEO) and securing a .gov domain to enhance online visibility. Optimizing the landing page for search engines was recommended, alongside minimizing reliance on articles and opinion sites.

The discussion addressed the role of community advocates and the importance of ethical standards in social media communication. It examined the effects of misinformation on elections, the need for transparency and trust with the community, and offered practical suggestions for enhancing online credibility, including the possible appointment of a misinformation officer. Additionally, the conversation covered strategies such as initially disabling comments on platforms to manage content, directing feedback via designated channels, and noted challenges in maintaining original content quality due to watermarking and increased internet clutter. The participants also discussed digitizing historical documents for preservation and research purposes, while considering ADA compliance issues, mentioned upcoming AI tools aimed at addressing these concerns, and encouraged districts to contribute their historical documents.

We assessed real and AI-generated images, noting key signs of fakes. Current AI models struggle with depth perception and realistic textures; earlier versions had difficulty rendering fingers or details like billboards. Newer models are improving these flaws, underscoring the need to pay close attention to image context and details.

HR Best Practices for Special Districts

The presentation addressed critical employment policies, with particular focus on establishing clear job descriptions, effective performance management protocols, and ensuring legal compliance. Key subjects addressed encompassed the clear definition of standards for professional

behaviors, understanding leave regulations, and completion of mandatory training programs including harassment prevention and ethics courses. The mandated training courses include ethics training for board members and harassment prevention for supervisors and employees.

The discussion highlighted the intricate nature of California labor laws, the critical need for ongoing policy revisions, and the impact of new regulations such as SB 1343. Additionally, it stressed the importance of sustaining competitive compensation structures, implementing regular employee performance assessments, and fostering continuous professional growth to enhance retention. Participants were encouraged to remain attentive and proactive in applying best human resources practices.

It also outlined the requirements for workplace violence prevention training, which is mandatory for organizations with ten or more employees, and emphasizes the significance of developing and disseminating a comprehensive violence prevention plan.



Helendale Community Services District

Date: October 2, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette, Administrative Services Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Landscape Updates for Community Center

STAFF RECOMMENDATION:

Staff seeks input from the Board regarding this matter.

STAFF REPORT:

In 2013, the landscape at the District office was installed through grant funding from the Mojave Water Agency. The design emphasized drought-tolerant principles and water conservation.

In 2014, a memorial tree grove was established north of the Community Center building as part of an Eagle Scout Project, intended to honor community members and provide a peaceful space for reflection. With the current design in place for over a decade, both areas are in need of significant refreshing. In addition, Staff is proposing to simplify the design to reduce costs related to upkeep and maintenance.

If the Board concurs with this project, Staff will seek bids for the renovation of each area. Staff does not have the capacity to complete this project in-house. This is not a project listed on the Capital Improvement Plan (CIP) for Parks, however, due to the high visibility of the Community Center, Staff feels this maintenance project is important as it is located at the entrance to the community. Over the past decade, both areas have become increasingly difficult to maintain and no longer reflect the professional and welcoming image expected of the District. Following is an outline of the current issues noted by Staff:

Front Landscaping

- There has not been the staff time to actively maintain the plants with thinning, pruning and replanting as needed
- There are frequent irrigation issues with the drip system
- Rock is missing in some areas, showing the sand and landscape cloth beneath the surface
- Plants are missing or dead

Memorial Tree Grove

- The area is covered with decorative rocks that are difficult to walk on and prone to weed growth, which are very difficult to remove from the rocks.
- The uneven walking path creates a challenge for visitors, especially those with mobility concerns.

Staff recommends simplifying both spaces to reduce maintenance and increase usability and curb appeal. Following are some ideas:

Front Landscaping:

- Remove the majority of the plants in the front landscape, limiting the types of plants to a few varieties that need minimal maintenance; and planting in one section of the landscape rather than throughout
- Replace rocks with decomposed granite to help with weed control
- Repair and simplify irrigation system

Memorial Tree Grove:

- Remove or replace the existing rock ground cover with DG which is a more walkable and weed-resistant surface. Use a groundcover adhesive to create a hard surface that will inhibit weed growth and reduce maintenance.

FISCAL IMPACT: To Be Determined

POSSIBLE MOTION: Direct Staff to seek bids for the renovation of the Community Center landscaped areas

ATTACHMENTS: Photos of the landscaping











Helendale Community Services District

DATE: October 2, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding District Electronic Sign Policy and Placement of Signage on District Property

STAFF RECOMMENDATION

Staff seeks input from the Board regarding this item.

Staff Report

This item was requested to be discussed by a Board member and has been agendaized as a review of the District's electronic sign policy and discussion of the placement of signs on District property by others.

Electronic Sign Policy:

The Sign Usage Policy was originally adopted in April 2014, and later modified in 2018 to allow for the addition of the monthly USDA food give-away program held in the community. The policy was written to outline the purpose and use of the sign and to provide parameters for posting messages. Prior to the adoption of the policy the District received requests to post game schedules, birthdays, etc. on the sign and it was determined that establishing clear guidelines was the prudent course of action to provide guidance. Since the policy was adopted it has provided clarity on the usage of the electronic sign.

The sign policy is attached to this agenda item for the Board's information.

Signage on District Property:

At the last Board meeting a member of the public requested permission to place a sign on District property that directed people to a business located on an adjacent street. The District does not have a policy regarding this and Staff wanted to seek direction from the Board as to whether this is a use that you wish to permit. The District owns numerous properties in the community including along Vista and Jordan Roads and along Helendale Road north of the SLA Equestrian area and then to the south near Shadow Mountain Road.

The salient questions are: 1) Does the Board wish to allow for the posting of signage on District-owned properties; and 2) if allowed, what are the parameters for such signage.

Staff seeks direction from the Board regarding this matter.

FISCAL IMPACT: NA

POSSIBLE MOTION: At the pleasure of the Board

ATTACHMENTS: Electronic Signage Policy (dated 3/1/2018)

HELENDALE COMMUNITY SERVICES DISTRICT

Electronic Sign Policy and Procedures

Section 1. Purpose

The purpose of this policy is to outline the use of the District's Electronic Sign located at 26540 Vista Road. The Helendale CSD digital sign is a resource for the HCSD to share information and promote programs sponsored by the District

Section 3. Users

The electronic sign is primarily for the use of the Helendale Community Services District. However, it is understood that on occasion public service announcements are an appropriate addition to the District's messages. Therefore, a list of approved users is as follows:

1. Helendale Community Services District
2. County of San Bernardino – Public Safety Announcements
3. County, State or Federal Agency Emergency Announcements
4. U.S.D.A. Food Distribution Events

Section 2. Guidelines

A. Content Guidelines:

1. The digital sign use policy prohibits the use of the sign to promote commercial activities or advertisements.
2. The creation of content for display on the Digital Signage system is the responsibility of the group presenting the information to the community.
3. Content must be submitted electronically a minimum of 5 business days prior to the first date the content is to be displayed on the Digital Signage system.
4. Announcements will run for a maximum of 7 days.
5. Announcements will be posted no more than two weeks prior to the event date and are removed automatically at midnight the day the event concludes.
6. Approved organizations may post one advertisement per event on the digital signage display based upon availability.
7. The Helendale Community Services District reserves the right to refuse, edit or remove digital signage content for any reason.

8. Helendale CSD reserves the right to determine what is appropriate for posting, and choose when a posting will appear in the announcement rotation.
9. The Helendale Community Services District reserves the right to determine what content is displayed and determine the duration, dates, and times content is displayed.
10. Messages are on a first come first served basis. The digital sign will display a maximum of 8 slides per rotation cycle, only one panel will be available for any organization outside of the Helendale CSD, unless there is an emergency notification.
11. Slides are typically displayed for 5-10 seconds.
12. Written messages may not exceed 14-18 characters per line, maximum 4 lines.
13. Content that violates the digital signage policy or does not meet the content requirements will not be posted.

B. Priority of displayed messages

1. Emergency Information
2. Helendale CSD Announcements
3. Helendale CSD Sponsored Events
4. Other Government notices

Section 4. District Discretion

All non-CSD signage will be posted at the sole discretion of the District. The District's General Manager in his/her sole discretion will determine the content for display on the electronic sign in accordance with this policy.

Section 5. Restrictions

Nothing in this Policy is to be construed as restricting the posting of any organization's messages in other locations.

Section 6. Entire Policy

This policy includes in entirety the policy for the District electronic sign.



Helendale Community Services District

DATE: October 2, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Craig Carlson, Water Operations Manager
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding Water Pipeline for Treatment and Blending

STAFF RECOMMENDATION

Staff seeks input from the Board regarding this item.

STAFF REPORT:

The District was informed that due to the level of Manganese in Well 13, a blending plan is required prior to it being put into production. Previously, Well 6 had a mandatory blending plan that required it to be blended with Well 4 prior to the first customer service. Well 4A is long overdue for rehabilitation. In the event that Well 4 were to go off line, then Well 1A would be the only well to service the community's needs. In an effort to provide redundancy and plan for the future inevitability of PFAS treatment, Staff would like to proceed with the engineering necessary for the pipeline to connect Wells 1A, 2, 4A and 13. Well 2 has been placed on emergency standby status due to iron and Manganese levels. It is possible that through blending, that source of supply could be put back into service. Fortunately, Wells 1A and 4A are non-detect for both of the referenced constituents.

Attached is a drawing of the proposed location of the pipeline. If this concept is approved by the Board, Staff will seek professional services for the design. If it exceeds the General Manager's authority, the proposal will be brought back to the Board for consideration and possible approval. If it is below the GM's signing authority, the engineering will be completed and Staff will request approval to circulate a Request for Proposals (RFP) for construction in the near future. In the Capital Improvement Plan (CIP) the pipeline is contemplated for FY 27, however, the rehabilitation of Well 4A is scheduled for FY26 and is long overdue. Based upon the level of Manganese in Well 13, Staff is recommending that the pipeline project be prioritized for this fiscal year. It would be prudent to complete the pipeline project as soon as possible to provide redundancy and allow for the rehabilitation of Well 4A.

Updated Manganese Regulations:

On October 7th, 2025, the State Water Resources Control Board will be possibly changing the notification level and response level of manganese in the state of California. The new proposed notification level will be .05 milligrams per liter (mg/L) and the response level will be .20 milligrams per liter (mg/L). Currently, well 13 manganese levels have ranged between .11mg/L - .19mg/L.

With these levels the district would be able to put well 13 into the system with public notification of the manganese levels above the notification level. However, State Water Resources Control Board will also be proposing to change manganese from a secondary maximum contaminant (SMCL) to a maximum contaminant (MCL) which will require remediation with treatment or blending. We have been told by the SWRCB supervising engineer that we will have to treat / blend for Manganese since we are so close to the maximum proposed MCL. Staff will have a follow-up meeting with SWRCB after the MCL is set by the State Board.

FISCAL IMPACT: To Be Determined

POSSIBLE MOTION: Proceed with seeking engineering services for pipeline project

ATTACHMENTS: Pipeline conceptual alignment



Helendale Community Services District

DATE: October 2, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #9
Discussion Only Regarding Review of Resolution 2012-06: A Resolution of the Board of Directors of the Helendale Community Services District Establishing a Policy for District Reserves

STAFF RECOMMENDATION

This item is for the Board's information.

STAFF REPORT:

The Reserve policy was adopted by the Board in 2012 during a time when the state was threatening to raid the reserve funds of special districts, counties and cities in an effort to balance the state-wide budget. Based upon recommendation from our auditor at that time the attached policy was developed that provides specific allocations for both the water and wastewater funds. No modifications have been made to the policy since initial adoption, however, the policy was reviewed in 2019 and 2024 with no recommended changes by the Board. This is being presented for the benefit of the new Board members and management staff as a review of the policy, the underpinning of which is to ensure solvency for the District. Further, it provides information to the public as to why the District has the amount of funds on hand. Without understanding the cost of infrastructure replacement, one would think that the District's fund balances might be excessive. While it may appear that we have a healthy reserve fund, as you can see from the data below, we do not meet the envisioned minimum reserve amounts for water or wastewater funds.

Below is the current analysis based upon the FY26 budget and the most recent FY24 audit.

Water total	Low	High
Reserve for Operations	\$ 600,000	\$ 1,200,000
Reserve for Replacement	\$ 1,543,573	\$ 3,087,145
Reserve for Disaster	\$ 1,257,700	\$ 1,257,700
	\$ 3,401,272	\$ 5,544,845

Wastewater total	Low	High
Reserve for Operations	\$ 475,000	\$ 950,000
Reserve for Replacement	\$ 1,886,589	\$ 3,773,178
Reserve for Disaster	\$ 1,537,189	\$ 1,537,189
	\$ 3,898,777	\$ 6,260,366

CASH BALANCES BY FUND AS OF 9/18/2025



The target water reserves are \$3.4 million to \$5.5 million and the target wastewater reserves are \$3.5 to \$6.2 million. As of the last Board meeting water reserves and cash were \$4.4 million, however, the water rights purchase of \$2.2 million was completed this past week which will reduce the reserves to \$2.2 million. The wastewater reserves and cash were at \$3.7 million which is just above the minimum threshold.

Resolution 2012-06 is attached for your review along with the original staff report to provide context for the board discussion.

FISCAL IMPACT: None.

POSSIBLE MOTION: At the pleasure of the Board

ATTACHMENTS: 2025 Analysis of Reserve Fund Options
Resolution 2012-06
Original Staff report (dates 6/21/2012)

Reserve for Operations

Reserve for Operations		Op Budget per yr	Ops Budget per month	3mo	4mo	5mo	6mo
Water	2026 Budget	\$ 2,400,000	\$200,000	\$600,000	\$800,000	\$1,000,000	\$1,200,000
Wastewater	2026 budget	\$ 1,900,000	\$158,333	\$475,000	\$633,333	\$791,667	\$950,000

Reserve for Replacement

Reserve for Replacement		Accumulated Depreciation	25%	30%	40%	45%	50%
Water	2023 Audit	\$ 6,174,291	\$ 1,543,573	\$ 1,852,287	\$ 2,469,716	\$ 2,778,431	\$ 3,087,145
Wastewater	2023 Audit	\$ 7,546,355	\$ 1,886,589	\$ 2,263,907	\$ 3,018,542	\$ 3,395,860	\$ 3,773,178

Reserve for Disaster

Reserve for Disaster		10% of original physical plant	10%
Water	Total depreciable capital assets from FY23 audit (pg 10)	\$ 12,576,998	\$ 1,257,700
Wastewater	Total depreciable capital assets from FY23 audit (pg 10)	\$ 15,371,886	\$ 1,537,189

Water total	Low	High
Reserve for Operations	\$ 600,000	\$ 1,200,000
Reserve for Replacement	\$ 1,543,573	\$ 3,087,145
Reserve for Disaster	\$ 1,257,700	\$ 1,257,700
	\$ 3,401,272	\$ 5,544,845

Wastewater total	Low	High
Reserve for Operations	\$ 158,333	\$ 950,000
Reserve for Replacement	\$ 1,886,589	\$ 3,773,178
Reserve for Disaster	\$ 1,537,189	\$ 1,537,189
	\$ 3,582,111	\$ 6,260,366



RESOLUTION NO. 2012-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT ESTABLISHING A POLICY FOR DISTRICT RESERVES

WHEREAS, this Board of Directors is charged with responsibility for providing potable water, wastewater treatment, solid waste services, street lighting, and graffiti removal services, and developing and maintaining parks and recreation services, to and for customers located within the District's boundaries; for the construction, operation, maintenance, repair and replacement of facilities to treat, store, transport and deliver water to District customers; for the construction, operation, maintenance, repair and replacement of facilities to treat wastewater; and for the construction, operation, maintenance, repair and replacement of park facilities; for the operation, maintenance, repair and replacement of solid waste facilities; and for the maintenance and operation of street lighting; and for the collection and accumulation of revenues necessary to accomplish these purposes; and

WHEREAS, the implementation of District policy over a period of many years as resulted in the accumulation of funds to be utilized for a variety of District activities and to protect the District's customers and taxpayers from the financial impacts of catastrophic events and from fluctuations in District expenses; and

WHEREAS, this Board wishes to provide for the creation of certain unrestricted reserve accounts, and to set forth in writing the District's policy regarding the accumulation of reserves, the purposes for which they may be expended, and the levels which the District should strive to maintain;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Helendale Community Services District hereby provides for the deposit of revenue into certain restricted funds, the creation of certain unrestricted reserve accounts, and the accumulation and administration of reserves in each, as follows:

1. Unrestricted Reserves.

a) Reserve for Operations. 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.

b) Reserve for Replacement, 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.

c) 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 funds 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.

2. **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.

3. **Annual Reports.** Each year the District's General Manager shall provide the Board of Directors with a report indicating the beginning and ending balance for each of the reserve funds or accounts created pursuant to this resolution and the purposes for which expenditures have been made therefrom and shall make recommendations to replenish or augment fund or account balances as appropriate.

ADOPTED AND APPROVED this 21st day of June, 2012 by the following vote:

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

President, Board of Directors

ATTEST:

Secretary, Board of Directors



Helendale Community Services District

Date: June 21, 2012
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Paul E. Harmon, Finance Manager
SUBJECT: Agenda item #14 – Resolution 2012-06
Discussion and possible adoption of Resolution 2012-06; A Resolution of the Board of Directors of the Helendale Community Services District Establishing a Policy for District Reserves.

Staff Recommendation

Adopt Resolution 2012-06 establishing the Helendale Community Services District policy for District reserves.

Staff Report

The State of California is in the middle of its annual budget crisis and is searching for funds to help balance its General Fund. Among the proposals being batted around in Sacramento is the taking of Special District reserves. The thinking is that special districts have the ability to raise rates and can, therefore, make up the loss of funds better than the State of California can. The State Legislature is also reviewing the taking of "Pass Through Revenue". This is property taxes collected by the counties and passed on to cities and smaller governmental agencies, such as special districts. As of now the governor is opposed to taking these funds and is at odds with the legislature over this.

In order to protect the District reserve funds, our auditors, Rogers, Anderson, Malody & Scott, have recommended establishing a reserve policy that earmarks the money held by the District, making it hard to the State to take away undesignated funds. Other special districts are taking this same approach to prevent the loss of funds.

The District has an estimated \$2.7 million in reserve funds. This policy establishes the following reserves:

- 1) Reserve for Operations – establishes a reserve to pay the cost of operations for each fund for up to six (6) months of operating costs.
- 2) Reserve for Replacement – establishes a reserve up to 50% of the value of physical plant for each fund.
- 3) Reserve for Disaster Response – establishes a reserve to procure equipment and supplies, employ personnel or any other measure necessary during a declared emergency. The recommended amount is approximately 10% of physical plant assets.
- 4) Reserve for Capital Improvement Projects – establishes a reserve to pay for budgeted projects as defined in the annual Capital Improvement Projects Budget as approved by the Board.
- 5) Any other reserve as defined by the Board during the course of the fiscal year, such as a reserve for issued debt.

The resolution provides for amendment of the reserves, their amounts, the appropriation of funds, definition of purposes, and setting limits and restrictions by resolution or by simple motion. An annual report is required indicating the beginning and ending balance for each of the reserve funds or accounts created pursuant to this resolution. Staff will provide the initial reserve balances report at the second meeting in July, 2012.

Fiscal Impact

The District has an estimated \$2.7 million in reserve funds. The resolution will earmark these funds into specific reserves for its general government funds and its enterprise funds.

Suggested Board Action

A motion to adopt Resolution 2012-06 of the Board of Directors of the Helendale Community Services District Establishing a Policy for District Reserves.