



Helendale Community Services District

26540 Vista Road, Suite C, Helendale, CA 92342

REGULAR BOARD MEETING **Thursday, October 7, 2021 at 6:30 PM**

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

The Helendale CSD Board of Directors will meet in person at the District Office located at 26540 Vista Rd. Suite C. Helendale, CA 92342. This meeting is open to the public in person or via virtual interface and can be accessed by clicking on the link below:

www.zoom.com Meeting ID 463 173 8547 Passcode: HCSD
(Dial-in instructions will be provided after registering at the link above)

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 at the following link: <https://www.surveymonkey.com/r/HKGNLL8>. We request that all speaker's cards are filled out by 6:25 pm.

3. Consent Items

- a. Approval of Minutes: September 16, 2021, Regular Board Meeting
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. July Financials
- e. COVID-19 Update

4. Reports

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

Regular Business:

5. Discussion Only Regarding Options to Offset Energy Usage
6. Discussion and Possible Action Regarding Adoption of Resolution 2021-19: A Resolution of the Helendale Community Services District Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring the Existence of Local Emergency Conditions, and Authorizing Remote Teleconference Meetings of the Board of Directors and Its Standing Committee for the Period October 7, 2021, to a date to be determined, Pursuant to Brown Act Provisions
7. Discussion and Possible Action Regarding Award of Bid for Maintenance Building Paving Projects

8. Discussion and Possible Action Regarding Addition of Grass Area at Community Center
9. Discussion and Possible Action Regarding Reconsideration Regarding New Baseball Field
10. Discussion and Possible Action Regarding Claim Against the District

Other Business

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

12. Closed Session

Conference with Real Property Negotiators

Government Code Section 54956.8

District Negotiator: Kimberly Cox

Property: Water Rights

Negotiating Parties: Victorville Water District

Under Negotiation: Price and Terms of Payment

13. Report of Closed Session Items

14. Adjournment

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above agenda'd 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 7, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: Regular Board Meeting of September 16, 2021
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. July Financials
- e. COVID Update



Helendale Community Services District

Date: October 7, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #3a
Approval of Minutes: September 16, 2021, Regular Board Meeting



*Minutes of the Helendale Community Services District
REGULAR BOARD OF DIRECTORS MEETING
September 16, 2021 at 6:30 PM
26540 Vista Road, Suite C. Helendale, CA 92342*

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom in response to the COVID-19 pandemic public participation in Helendale CSD's Board Meeting was held both in person and via teleconference.

Board Members Roll Call:

Present: President Tim Smith; Vice President Henry Spiller; Secretary, Sandy Haas; Director Craig Schneider; Director Ron Clark

Staff Members Present:

Kimberly Cox, General Manager
Cheryl Vermette, Program Coordinator
Craig Carlson, Water Operations Manager
Alex Aviles, Wastewater Operations Manager

Consultants:

Steve Kennedy, Legal Counsel (telephone)

Members of the Public:

There were no members of the public present.

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 pm by President Tim Smith, after which the Pledge of Allegiance was recited.

1. Approval of Agenda

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

Vote: The motion carried with a 5 - Yes/ 0 – No Vote

2. Public Participation

None

3. Consent Items

- A. Approval of Minutes: August 19, 2021, Regular Board Meeting and September 9, 2021, Special Meeting
- B. Bills Paid Report
- C. Directors Compensation and Expenses
- D. COVID-19 Update

Action: A motion was made by Vice President Spiller to approve the Consent Calendar as presented. Director Haas seconded the motion.

Vote: The motion carried by the following 5 -Yes/ 0 -No vote: President Smith-Yes; Vice President Spiller-Yes; Director Clark -Yes; Director Schneider -Yes; Director Haas -Yes

4. Reports

- A. Directors' Reports

Director Haas reported that she went out to the new wastewater building.

Vice President Spiller reported that he attended the 9/11 Concert in the Park

Director Schneider thanked everyone for putting on the 9/11 event. He commented on the Park meeting that there was a member of the public there who addressed a dog abandoned at the dog park.

Director Clark commented that staff did a great job on the 9/11 event and that it was a great community event.

President Smith commented that one of the firefighters in attendance said it was the largest gathering he's seen in the community. Smith also attended the CSDA conference with two of his fellow Board Members. President Smith attended a staff meeting with the Thrift Store and presented them with the CSDA award.

B. General Managers Report

Discussion: General Manager Cox reported that District was notified of a grant award from the Bureau of Reclamation Small Scale Water Efficiency Program for \$75,000. She also reported that the youth soccer season starts this Saturday. The contractors will be here next week for the paving project. The fence will be removed behind the Thrift Store and a security guard will be used as needed. Temporary fence will be provided by the fencing contractor. Conduit was installed for parking lot lighting along the front.

Wastewater Operations Manager Aviles reported that the framing for the wastewater building is nearly complete. The contractor will be installing insulation and wall siding next. Staff did a confined space entry into the Smithson lift Station to clean the check valves. Staff also removed the barb wire and t-post in front of the memorial grove and graded. The motor went out on the t-filter drive, staff removed the belt to allow the T-filter to be propelled by water jets. Staff repaired a leak on a 4" manifold at the alfalfa fields. Flo-services installed Smithson rebuild lift station pump #2. The fence slats and recycled water signs were installed at the secondary irrigation area at the park to knock down over spray and wind drift.

General Manager Cox gave the admin update. There were 53 account transfers in August and a map showing their locations was presented. GM Cox also presented the Thrift Store revenue by year. She also presented the video from the CSDA conference highlighting the Thrift Store's award for Innovative Program of the Year (Small District Category).

Regular Business:

6. Discussion and Possible Action Regarding Adoption of Resolution 2021-18: A Resolution of the Helendale Community Services District Establishing the Statement of Investment Policy for Fiscal Year 2022

Discussion: The guiding principles for the District's investments are safety, liquidity and yield and has always relied on safe investment strategies. The District's cash assets include \$2.7 million in CBB, \$3 million in LAIF and \$46,335 in DCB. General Manager Cox presented charts showing the total cash balances and cash balances by fund from 2007 to present. She also presented a chart showing the projected ending cash to reserve target for water and wastewater funds. Government Code 553600.3 outlines the requirements for public agency investments establishing the standard of "prudent investor." Government Code 5366 requires an annual review of the District's investment policy in a public meeting as stated in Sec. 9. The Investment Policy outlines how the District funds can be invested and is a critical document representing the District's commitment to protecting the public's funds. The District currently uses Citizen's Business Bank for day to day operations, Desert Community Bank for Thrift Store cash deposits and the Local Agency Investment Fund (LAIF) in which the District can invest up to \$40 million. Diversification options were discussed last fiscal year. The District opted to payoff debt and refinance a second

loan and move the balance to LAIF. In the near future GM Cox will bring the discussion of the pension trust fund and paying off the District's pension liability.

Action: Vice President Spiller made the motion to approve Resolution 2021-18 adopting the Statement of Investment Policy for FY 2022. Director Haas seconded the motion.

Vote: The motion carried by the following 5 -Yes/ 0 -No vote: President Smith-Yes; Vice President Spiller-Yes; Director Clark -Yes; Director Schneider -Yes; Director Haas -Yes

7. Discussion and Possible Action Regarding the Write Off of Certain Uncollectable Accounts

Discussion: Typically, on an annual basis write-offs are approved by the Board. The Write-Off Policy was approved in 2009 and revised in 2017 and again in 2019. Write-offs under \$25 are approved by the General Manager and write-offs over \$25 are approved by the Board. A write-off occurs when a balance is not paid and efforts to collect the balance have been futile. The policy states that write-offs can be done every quarter but at least annually. Due to the low number of write-offs this item is typically brought to the Board annually. There were 36 write-offs last year in the amount of \$943.86. The total write-off amount this year is \$1,242.21; there were two accounts under \$25 totaling \$23.72 and eight accounts over \$25 totaling \$1,218.49.

Action: Director Haas made a motion to approve write-off of certain utility accounts in the amount of \$1,218.49. Vice President Spiller seconded the motion.

Vote: The motion carried by the following 5 -Yes/ 0 -No vote: President Smith-Yes; Vice President Spiller-Yes; Director Clark -Yes; Director Schneider -Yes; Director Haas -Yes

8. Discussion and Possible Action Regarding Circulation of Bid for Paving and Review of Maintenance Building Projects

Discussion: General Manager Cox presented several photos of the progress on the water and wastewater buildings. The total estimated cost of the water building is \$867,638 and the total estimated cost of the wastewater building is \$975,048. The FY 21 CIP the amount for the building was \$500,000 plus \$40,000 for engineering. In the current fiscal year \$100,000 was added for the interior of the building. Fire, asphalt, etc. was not listed in the capital improvement plan. At a Board meeting in May, it was requested that the District get a quote from the contractor to install an apron in front of the buildings. The quote was for \$72,485 for a 20' x 140' apron for each building. Staff felt that price was too high. At the 8/19 Board meeting Staff mentioned the upcoming RFP for paving would be coming to the 9/16 meeting for approval. Wastewater is requesting half asphalt and half concrete. Water is requesting all concrete. General Manager Cox presented drawing and bid sheets representing what is envisioned for each building. The bid sheet and drawings were developed by the engineer overseeing the asphalt project. The bids will be solicited from former bidders. The low bidder will come to the Board for award as soon as possible (10/7 or 10/14).

Action: Director Schneider made a motion to approve the circulation of RFP for paving for maintenance buildings. Director Haas seconded the motion.

Vote: The motion carried by the following 5 -Yes/ 0 -No vote: President Smith-Yes; Vice President Spiller-Yes; Director Clark -Yes; Director Schneider -Yes; Director Haas -Yes

9. Discussion Only Regarding Wastewater Rates

Discussion: This item is for discussion only and was previously discussed on 5/20, 8/5 and 8/27. The Board requested additional scenarios and narrowed those scenarios down to two. General Manger Cox reviewed the Prop 218 process which includes completion of the rate analysis/report, mailing of the public notice, scheduling the public meeting, and hearing, and

implementing the rates. The 218 process is essential for public transparency and the public is encouraged to provide comment and ask questions. The wastewater fund is estimated to close the year at \$217,359 putting the District further behind on revenue scenarios. General Manger Cox presented Projection #8 – a \$5 increase in January 2022, a \$5 increase in July 2022, another \$5 increase in July 2023, and a 3.5% increase in both July 2024 and July 2025. This scenario maintains a \$2.8 million reserve fund balance with no debt. Projection #5 called for a \$7.50 increase in January 2021 and a \$7.50 increase in July 2022 with 3.5% increases in July 2023, July 2024 and July 2025. This scenario maintains a \$2.8 million dollar reserve fund with no debt. The Board was also shown a chart that compares the CSD wastewater rates with other agencies. **Discussion:** The Board discussed the options and decided on projection #8 with \$5 increases in January 2022, July 2022 and January 2023 with a 3.5% increase in July 2024 and July 2025.

Other Business

9. Requested items for next or future agendas (Directors and Staff only)
Revisit the baseball project and PA system at park

President Smith called for a recess of the open session of the Board meeting after which closed session commenced.

Closed Session

The closed session was called to order at 7:59 pm

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

President Smith adjourned the closed session at 8:29 pm and called to order the open session of the Board meeting.

11. Report of Closed Session Items
Legal Counsel Kennedy reported that there was no reportable action resulting from closed session items.

14. Adjournment
Action: President Smith adjourned the meeting at 8:32 pm

Submitted by:

Approved by:

Tim Smith, President

Sandy Haas, Secretary

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



Helendale Community Services District

Date: October 7, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item #3 b
Consent Items: Updated Bills Paid and Presented for Approval

STAFF RECOMMENDATION:

Updated Report Only. Receive and File

STAFF REPORT:

Staff issued 62 checks and 15 EFT's totaling \$412,513.87

Total Cash Available:	<u>10/4/21</u>	<u>9/13/21</u>
Cash	\$5,819,158.28	\$5,842,441.08
Checks/EFT's Issues	\$ 412,513.87	\$ 689,172.58

Investment Report

The Investment Report shows the status of the invested District funds. The current interest rate is 0.02% for LAIF and 0.10% for the CBB Sweep Account for September 2021. Interest earned September 2021 on CBB Sweep Account is \$210.89.



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 09/14/2021 - 10/04/2021

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
09/15/2021	24536	TAYLOR GRIFFARD	-152.50	Check	Utility Billing
09/15/2021	24537	CLINTON STEVENS	-86.77	Check	Utility Billing
09/15/2021	24538	CHERYL SCHUPP	-19.83	Check	Utility Billing
09/15/2021	24539	REBECCA DELGADO	-256.50	Check	Utility Billing
09/15/2021	24540	California State Disbursement Unit	-230.76	Check	Accounts Payable
09/16/2021	24541	True Liberty Protection Services Inc.	-262.50	Check	Accounts Payable
09/16/2021	24542	Amazon Capitol Services	-53.82	Check	Accounts Payable
09/16/2021	24543	Benita Wikes	-300.00	Check	Accounts Payable
09/16/2021	24544	Carpet Corral	-874.00	Check	Accounts Payable
09/16/2021	24545	Choice Builder	-1,095.75	Check	Accounts Payable
09/16/2021	24546	ES OPCO USA LLC	-305.62	Check	Accounts Payable
09/16/2021	24547	Helendale Community Services District	-156.65	Check	Accounts Payable
09/16/2021	24548	Infosend, Inc	-1,865.24	Check	Accounts Payable
09/16/2021	24549	Inland Water Works Supply Co.	-195.35	Check	Accounts Payable
09/16/2021	24550	Jean Thomas	-2,400.00	Check	Accounts Payable
09/16/2021	24551	Lowe's Inc.	-1,802.56	Check	Accounts Payable
09/16/2021	24552	Mojave Environmental Education Consortium	-300.00	Check	Accounts Payable
09/16/2021	24553	Patton's Sales Corp	-148.70	Check	Accounts Payable
09/16/2021	24554	Synagro West, LLC	-656.11	Check	Accounts Payable
09/16/2021	24555	Uline	-197.42	Check	Accounts Payable
09/17/2021	24556	Alma Esquivel	-585.00	Check	Accounts Payable
09/17/2021	24557	Cheryl Vermette	-42.58	Check	Accounts Payable
09/17/2021	24558	Craig Carlson	-100.00	Check	Accounts Payable
09/20/2021	24559	ASBCSD	-72.00	Check	Accounts Payable
09/23/2021	24560	South West Pump & Drilling, Inc	-11,745.00	Check	Accounts Payable
09/23/2021	24561	Brunick, McElhaney & Kennedy	-4,750.00	Check	Accounts Payable
09/23/2021	24562	Eide Bailly LLP	-14,469.93	Check	Accounts Payable
09/24/2021	24563	ACI Payments, Inc	-57.30	Check	Accounts Payable
09/24/2021	24564	Atlas Environmental Engineering, Inc	-4,150.00	Check	Accounts Payable
09/24/2021	24565	Burrtec Waste Group, Inc	-57,236.98	Check	Accounts Payable
09/24/2021	24566	Cardmember Services	-2,039.25	Check	Accounts Payable
09/24/2021	24567	County of San Bernardino, Solid Waste Mgmt. Div.	-1,042.36	Check	Accounts Payable
09/24/2021	24568	Frontier Communications	-91.32	Check	Accounts Payable
09/24/2021	24569	Frontier Communications	-62.49	Check	Accounts Payable
09/24/2021	24570	Frontier Communications	-65.97	Check	Accounts Payable
09/24/2021	24571	Grainger	-139.95	Check	Accounts Payable
09/24/2021	24572	Home Depot Credit Services	-978.51	Check	Accounts Payable
09/24/2021	24573	Imperial Sprinkler Supply, Inc.	-68.53	Check	Accounts Payable
09/24/2021	24574	Inland Water Works Supply Co.	-895.49	Check	Accounts Payable
09/24/2021	24575	San Bernardino County Fire Protection District	-910.00	Check	Accounts Payable
09/24/2021	24576	Staples Credit Plan	-48.20	Check	Accounts Payable
09/24/2021	24577	Uline	-617.41	Check	Accounts Payable
09/24/2021	24578	Ultimate Internet Access, Inc	-795.19	Check	Accounts Payable
09/24/2021	24579	Verizon Wireless	-651.10	Check	Accounts Payable
09/24/2021	24580	Verizon Wireless	-106.32	Check	Accounts Payable
09/24/2021	24581	Walters Wholesale Electric Co.	-986.71	Check	Accounts Payable

Bank Transaction Report

Issued Date	Number	Description	Amount	Type	Module
09/24/2021	24582	High Desert Underground Inc	-16,900.00	Check	Accounts Payable
09/24/2021	24583	MWC Group, Inc	-104,985.00	Check	Accounts Payable
09/24/2021	24584	MWC Group, Inc	-56,564.00	Check	Accounts Payable
09/28/2021	24585	California State Disbursement Unit	-230.76	Check	Accounts Payable
09/28/2021	24586	State of California - Franchise Tax Board	-50.00	Check	Accounts Payable
09/29/2021	24587	Allied Public Risk LLC	-12,715.00	Check	Accounts Payable
09/29/2021	24588	Allied Public Risk LLC	-8,320.00	Check	Accounts Payable
09/29/2021	24589	Bank of America	-8,173.40	Check	Accounts Payable
09/29/2021	24590	Burrtec Waste Industries Inc	-13,191.97	Check	Accounts Payable
09/29/2021	24591	Geo-Monitor, Inc.	-520.00	Check	Accounts Payable
09/29/2021	24592	Hartford Life	-314.77	Check	Accounts Payable
09/29/2021	24593	Inland Water Works Supply Co.	-195.35	Check	Accounts Payable
09/29/2021	24594	KAT Equipment Leasing, Inc Reversal	648.00	Check Reversal	Accounts Payable
09/29/2021	24594	KAT Equipment Leasing, Inc	-648.00	Check	Accounts Payable
09/29/2021	24595	Parkhouse Tire, Inc.	-230.83	Check	Accounts Payable
09/29/2021	24596	Tyler Technologies, Inc.	-112.00	Check	Accounts Payable
09/30/2021	24597	PAULINE MORGAN	-348.00	Check	Utility Billing
09/27/2021	EFT0003847	SCE ACH Sod Farm Acct 700255337588	-1,736.24	EFT	General Ledger
09/21/2021	EFT0003848	SCE Street Lighting Acct # 700013030275	-1,854.42	EFT	General Ledger
09/29/2021	EFT0003851	SCE ACH Well 6,7,8,9 & 2 Acct 700620711734	-406.96	EFT	General Ledger
09/20/2021	EFT0003852	SCE ACH Park Wellheads Acct 700448234519	-401.98	EFT	General Ledger
09/14/2021	EFT0003858	To record EVO Thrift Store CC Fees 23099	-434.64	EFT	General Ledger
09/16/2021	EFT0003863	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-24,797.40	EFT	General Ledger
09/22/2021	EFT0003864	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-26,526.98	EFT	General Ledger
09/24/2021	EFT0003865	CalPERS Classic Pmt PPE 8/29/21	-7,207.33	EFT	General Ledger
09/24/2021	EFT0003866	CalPERS PEPRP Pmt PPE 8/29/21	-1,518.01	EFT	General Ledger
09/28/2021	EFT0003875	CalPERS 457 Pmt PPE 9/12/21	-3,811.41	EFT	General Ledger
10/01/2021	EFT0003876	CalPERS 457 Pmt PPE 9/26/21	-3,811.41	EFT	General Ledger
10/04/2021	EFT0003882	To record Global Merchant Fees Acct 4366 -	-537.39	EFT	General Ledger
10/04/2021	EFT0003883	To record Global Merchant Fees Acct 4367 -	-1,647.93	EFT	General Ledger
10/01/2021	EFT0003885	To record EVO Thrift Store CC Fees 23099	-369.69	EFT	General Ledger
09/21/2021	EFT0003886	To record Tasc Flex Claim Pmt - PPE 9/12/21	-533.33	EFT	General Ledger
Bank Account 251229590 Total: (78)					-412,513.87
Report Total: (78)					-412,513.87

Summary

Bank Account
[251229590 CBB Checking](#)

Count	Amount
78	-412,513.87
Report Total:	-412,513.87

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

Transaction Type	Count	Amount
Check	62	-337,566.75
Check Reversal	1	648.00
EFT	15	-75,595.12
Report Total:	78	-412,513.87



Helendale Community Services District

Date: October 7, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette, Program Coordinator
SUBJECT: Agenda item #3c
Directors' Compensation and Expenses

HELENDAL COMMUNITY SERVICES DISTRICT
BOARD MEMBER EXPENSE VOUCHER

NAME: *Aronya Noas* Date: *9-21*

Date	Event	Expense Description/Explanation	Mileage	Meals	Lodging	Other	Exp. Category
9/14	Public Benefit	Board Meeting					
9/15	Public Benefit	Meeting w/ Board					C
9/16	Public Benefit	Meeting w/ Board					A
9/17	Public Benefit	Meeting w/ Board					
9/24	Public Benefit	Meeting w/ Board					
	Public Benefit	Meeting w/ Board					
	Public Benefit	Meeting w/ Board					
	Public Benefit	Meeting w/ Board					
	Public Benefit	Meeting w/ Board					
	Public Benefit	Meeting w/ Board					
	Public Benefit	Meeting w/ Board					
	Public Benefit	Meeting w/ Board					
	Public Benefit	Meeting w/ Board					
	Public Benefit	Meeting w/ Board					
	Public Benefit	Meeting w/ Board					

Totals: Mileage _____
Meals _____
Lodging _____
Grand Total 687.50

Board Member Signature: *Aronya Noas*
Expense Categories:

- G: Meeting w/GM re: 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 matter involving functions or operations of the District
 - K: Meeting pre-approved by the Board of Directors
- Mileage calculated at \$0.56/mile effective 1/1/21

Notes/Comments:
Ok to process for payroll

Signature _____ Date _____

Expense Categories:
A: Public Meeting governed by Brown Act
B: Public Event*
C: Representation at Public Meeting/Event*
D: Representation on 501C3 Board *
E: Conference/Seminar/Training program related to District*
F: Ad Hoc Committee of the Board
*Written or verbal report required to be presented at the next Board meeting

CSDA ANNUAL CONFERENCE
August 29, 2021 to September 2, 2021
Monterrey CA

Mileage

Helendale to Monterrey to Helendale

369 miles X 2 = 738 miles @ .56/mile = \$413.28

Parking

\$100.00

Miscellaneous Hotel Gratuities

\$30.00

Meals

8/29/2021	MacDonald's	\$10.76
	Jack's	\$32.90
8/30/2021	Crepes of Brittany	\$13.81
	Crab Louie's	\$32.79
9/2/2021	Crepes of Brittany	\$20.48
	Starbucks	\$5.00
	MacDonald's	\$2.49

TOTAL

\$661.51

Craig J. Schneider
9/14/2021



PORTOLA HOTEL & SPA
AT MONTEREY BAY

Barbara Schneider
PO Box 359
Helendale CA 92342
United States

Room No. : 487
Arrival : 08-29-21
Departure : 09-02-21

Page No. : 1 of 1
Folio No. : 841959
Conf. No. : 3792812
Cashier No. : 6
Custom Ref. :

INVOICE

Company Name: CA Special Districts Assn
Group Name:

Date	Description	Charges	Credits
08-29-21	Valet Parking	25.00	
08-30-21	Valet Parking	25.00	
08-31-21	Valet Parking	25.00	
09-01-21	Valet Parking	25.00	
09-02-21	MasterCard XXXXXXXXXXXX5632 XX/XX		100.00
		Total Charges	100.00
		Total Credits	100.00
		Balance	0.00

Signature: _____

372

CREPES OF BRITTANY
211 ALVARADO STREET
MONTEREY, CA 93940
(831) 649-1930

To Go
Server: Emily Swedb Aug 30, 2021
Receipt: UTP9 8:46 AM
Table: 92

Rate us HIGHLY SATISFIED and
Receive ONE FREE ITEM
with the Purchase of any item of
equal or lesser value.
EXCLUDING EXTRA VALUE MEALS.
Go to www.mcdvoice.com within 7 days
and tell us about your visit.
Validation Code: _____
Expires 30 days after receipt date.
Valid at participating US McDonald's.
Survey Code:
26241-03720-82921-15454-00148-8

McDonald's Restaurant #26241
2715 BLACK OAK DRIVE
EL PASO DE ROBLES, CA 93446
TEL# 805 239 2805

KS# 3 08/29/2021 03:45 PM
Side2 Order 72

1 Double Cheeseburger 3.79
1 Big Mac Meal 9.89
1 L Unsweet Iced Tea

Subtotal 13.68
Tax 1.20
Take-Out Total 14.88

Cashless 14.88
Change 0.00

8/29/2021
9.89
0.87 tax
\$10.76

MER# 252359
CARD ISSUER ACCOUNT#
Master SALE *****1739
TRANSACTION AMOUNT 14.88
CHIP READ
AUTHORIZATION CODE - 306770
SEQ# 016731
AID: A0000000042203

=====
Item(s)
Drip Coffee x 2 \$5.50 → 2.75
- 20oz
#4 Strawberry \$9.95
#5 ~~\$9.95~~ 9.95
Almond \$3.75

Subtotal \$29.15
Sales Tax (9.25%) \$1.84 → 1.11
Total \$30.99
\$13.81

Amount Due \$30.99
Tip \$6.20

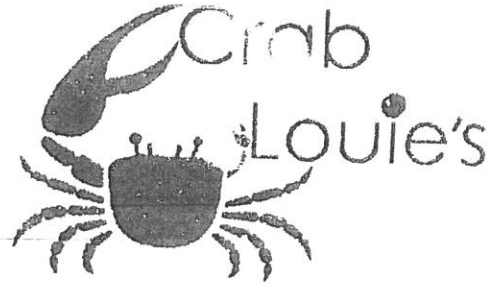
Amount Charged \$37.19
Credit - CHIP
Card #: *****3033

Auth Code: 074545

Approved

Signature
X Signature Verified

IMPORTANT RETAIN FOR YOUR
RECORDS
08/30/2021 08:45:49



* Thank You *
 * Please Review Us On *
 * Yelp.com & TripAdvisor.com *

MON AUGUST 30, 2021
 CHECK #309207-1
 TABLE #102

6001 Magdalen

Tbl 51/1 Chk 1828 Gst 2
 Aug29'21 07:40PM

1 Chick Wings	16.00
1 Calamari	17.00
1 Sourdo Bread	9.00
1 Iced Tea	4.25
1 Barton Gin	10.75
1 Gl Decoy Pinot	15.00

17.00
 9.00
 4.25

Subtotal 72.00
 Tax 6.67
 08:39PM Total Due 78.67

2.65
 \$32.90

** For Room Charges Only **
 Tip: _____
 Total: _____
 Room#: _____
 Print Name: _____
 Signature: _____

1 CRAB COCKTAIL	\$18.95
2 TEA	\$8.50
1 CUP OF SOUP	\$6.95
1 PROMO 2 PP	\$0.00
1 FISH & CHIPS SP	\$15.95
SUB-TOTAL	\$50.35
TAX	\$4.41
TOTAL	\$54.76

18.95
 4.25
 6.95
 2.64
 \$32.79

Gratuity Example: 18.00% \$9.06
 Gratuity Example: 20.0% \$10.07

WELCOME TO
 CRAB LOUIE'S BISTRO
 WE APPRECIATE YOUR LOYALTY
 FOR RESERVATION PLEASE CALL
 831-655-1173
 THANK YOU! - COME AGAIN!
 Time: 14:30 2 CUSTOMERS

please come again
 have a nice day

YOU HAVE BEEN SERVED
 BY : Josephine

CREPES OF BRITTANY
211 ALVARADO STREET
MONTEREY, CA 93940
(831) 649-1930

Dine In
Server: DANIEL PERON Sep 2, 2021
Receipt: HXW2 9:26 AM
Table: 26

Item(s)

#4 Strawberry	\$9.95
Iced Tea	\$2.75
**Brie, Salmon +1	\$16.50
- Tomatoes	
Drip Coffee	\$2.25
- 12oz	
Almond	\$3.75
<hr/>	
Subtotal	\$35.20
Sales Tax (9.25%)	\$3.26
Total	\$38.46
<hr/>	
Amount Due	\$38.46
Tip	\$10.00
<hr/>	
Amount Charged	\$48.46
Credit - CHIP	
Card #: *****3033	

16.50
2.25
1.73
\$20.48

Starbucks Coffee #51296
2125 Highway 46
Wasco, CA

CHK 714003
09/02/2021 02:39 PM
XXX8470 Drawer: 1 Reg: 1

Order
Gr Strw Funnl Frp 5.45
Vt Moc Cookie Frap 5.95

5.95

Subtotal \$11.40
Total \$11.40
Change Due \$0.00

Payments
Visa 11.40
XXXXXXXXXXXX3033
Card Entry: CHIP
Trans Type: SALE
App Label: VISA DEBIT
Auth: 033938
AID: A0000000031010
TVR: 8000008000
TSI: 6800

----- Check Closed -----
09/02/2021 02:39 PM

Auth Code: 082501

Approved

Signature
X Signature Verified

Join our loyalty program
Starbucks Rewards®
Sign up for promotional emails
Visit Starbucks.com/rewards
Or download our app
At participating stores
Some restrictions apply

222

BUY ONE GET ONE FREE REGULAR OR
BREAKFAST MENU SANDWICH

Go to www.mcdvoice.com within 7 days
and tell us about your visit.

Validation Code: _____

Expires 30 days after receipt date.

Valid at participating US McDonald's.

Survey Code:

33616-02220-90221-16276-00129-6

McDonald's Restaurant #33616

HWY. 58 TEHACHAPI BLVD.

TEHACHAPI, CA 93561

TEL# (661) 823-8300

KS# 2 09/02/2021 04:27 PM
Side1 Order 22

1 Big Mac Ml-Lrg	9.79
1 L Unsweet Iced Tea	
1 Double Cheeseburger	2.29

2.29

Subtotal	12.08
Tax	0.88
Take-Out Total	12.96

- .20

\$2.49

Cashless	12.96
Change	0.00

MER# 200023
CARD ISSUER ACCOUNT#
Master SALE *****1739
TRANSACTION AMOUNT 12.96
CHIP READ
AUTHORIZATION CODE - 578637
SEQ# 011252
AID: A0000300042203

McDonald's Restaurant

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER
 Pay Period Ending 9/27/2021

Date		Expense Description/Explanation	Meeting	Miles	Meals	Lodging	Other	Exp Category	Tim Smith
9/14/2021	Event	Mtg with GM	137.5					G: Meeting w/GM re District Operations	
	Description of Public Benefit								
9/15/2021	Event	thrft store recognition	137.5					G: Meeting w/GM re District Operations	
	Description of Public Benefit								
9/16/2021	Event	regular board mtg	137.5					A: Public Meeting governed by Brown Act	
	Description of Public Benefit								
9/20/2021	Event	ASBCSD	137.5					C: Representation at Public Meeting/Event*	
	Description of Public Benefit								
	Event		0						
	Description of Public Benefit								
	Event		0						
	Description of Public Benefit								
			Total Meetings	Total Miles	Total Meals	Total Lodging	Total Other	Total	
			\$ 550.00					\$	550.00

Submitted by:

Tim Smith

Signature

9/27/2021

Date

- A: Public Meeting governed by Brown Act
- B: Public Event*
- C: Representation at Public Meeting/Event*
- D: Representation on a 501C3 Board*
- E: Conference/seminar/Training Program related to District*
- F: Ad Hoc committee of the Board
- G: Meeting w/GM re District Operations
- H: Meeting w/auditors, attorney or consultant retained by District
- I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
- J: Meeting w/organization with interests in matters involving functions or operations of the District
- K: Meeting pre-approved by the Board of Directors

* Written or verbal report required to be presented at the next Board meeting

HELLENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: **HENRY SPILLER**

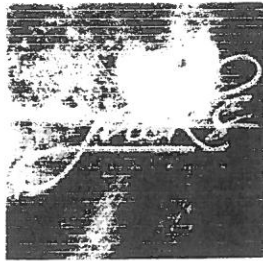
Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category
9/8	Public Benefit	CSDA Annual Conference District Related	738	83.50	-	-	E
9/8	Event	Farmer's Market					J/C
9/11	Public Benefit	Rep @ public Event Concert in the Park					C
9/14	Event	Rep @ public Event Pre Board Meeting					G
9/15	Public Benefit	Review of issues discussed at open board meeting					C
9/15	Event	Farmer's Market					C
9/19	Public Benefit	Rep @ public Event Special Board Meeting					H
9/16	Event	Meeting with contractor related to district ops					A
9/20	Public Benefit	Board Meeting					E
9/20	Event	Public Meeting governed by the Brown Act					E
9/20	Event	Mojarre w/ated Agency Conference					E
9/20	Event	District Related					E
Totals							
Notes/Comments:							
Appropriate Approval							
Signature							
Date							
Submitted By:							
Totals:							
Mileage							-
Meals							-
Lodging							-
Other							-
Grand Total							-

- Expense Categories
- G: Meeting w/GM re District Operations
 - H: Meeting w/auditors, attorney or consultant retained by District
 - I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
 - J: Meeting w/organization with interests in matters involving functions or operations of the District
 - K: Meeting pre-approved by the Board of Directors

* Written or verbal report required to be presented at the next Board meeting



Sunday Dinner
8/29



* Thank You *
* Please Review Us On *
* Yelp.com & TripAdvisor.com *

6001 Magdalen

Tbl 2 Qty Pst 2

09/01/2021 08:38PM

* 1 Shrimp Louie	20.00
3 Cuervo Silver	31.50
* 1 Grill Open Food	10.00
Subtotal	63.50
Tax	5.88
08:38PM Total Due	69.38

* \$ 30

* For Room Charges Only * *

Tip: _____

Total: _____

Room#: _____

Print Name: _____

Signature: _____

9/30 Monday
lunch

I agree to pay above total
according to my card issuer
statement
GUEST COPY =

Signature

TOTAL

TIP

Subtotal: 25.78

Server: 726 IS/SEL

Reference: 277896177

Tip: 27

Auth: 0509ER

Card Type: PURCHASE

Card # 3879

Date: AUG30'21 03:32PM

Card Type: Mastercard

Appt # XXXXXXXXXXXX3879

Restaurant #7162

600 Cannery Road

Monterey, Ca. 93940

(831) 373-0611

Restaurant #7162
600 Cannery Road
Monterey, Ca. 93940
(831) 373-0611

EL TORITO
CANTINA AUTHENTICA



9/1/21
Wed Dinner

Chart House
444 Cannery Row
Monterey, CA 93940
(831) 372-3362

Server: Alexis 09/01/2021
302/1 8:59 P
Guests: 0 1018
Area: Bar

Kimchi Calamari * 16.5
Clam Chowder * 12.0
Ultimate Margarita (2 @13.00) ~~26.0~~

Subtotal 54.5
Tax 5.0

Total 59.5

Balance Due \$59.5

* Food: 28.5
Liquor: ~~26.0~~

A suggested gratuity of 15% - 20%
is customary. The amount of
gratuity is always discretionary.

"There are no spare customers"
-Tilman J. Fertitta



Helendale Community Services District

Date: October 7, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3d
July Financials



Helendale CSD
Statement of Revenues and Expenses - Water
As of July 31, 2021
(Unaudited)

	July 2021	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Meter Charges	\$ 134,890	\$ 134,890	\$ 1,593,041	8%	\$ 131,009
3 Water Sales	107,631	107,631	952,614	11%	100,280
4 Standby Charges	-	-	23,300	0%	-
5 Other Operating Revenue	7,144	7,144	104,300	7%	4,054
6 Total Operating Revenues	249,666	249,666	2,673,255	9%	235,342
7 Non-Operating Revenues					
8 Grant Revenue	-	-	305,000	0%	16,000
9 Miscellaneous Income (Expense)	2,861	2,861	-	0%	-
10 Total Non-Operating Revenues	2,861	2,861	305,000	1%	16,000
11 Total Revenues	252,527	252,527	2,978,255	8%	251,342
12 Expenses					
13 Salaries & Benefits					
14 Salaries	29,649	29,649	326,871	9%	17,306
15 Benefits	19,900	19,900	123,472	16%	10,874
16 Total Salaries & Benefits	49,548	49,548	450,343	11%	28,180
17 Transmission & Distribution					
18 Contractual Services	31,586	31,586	62,492	51%	26,724
19 Power	765	765	207,247	0%	14,202
20 Operations & Maintenance	13,404	13,404	136,950	10%	5,826
21 Rent/Lease Expense	1,430	1,430	10,860	13%	1,430
22 Permits & Fees	280	280	30,700	1%	2,032
23 Total T&D	47,465	47,465	448,249	11%	50,215
24 General & Administrative					
25 Utilities	61	61	6,500	1%	379
26 Office & Other Expenses	171	171	5,783	3%	249
27 Admin Allocation	48,066	48,066	576,797	8%	46,517
28 Total G&A	48,298	48,298	589,080	8%	47,145
29 Debt Service	149,447	149,447	531,309	28%	149,447
30 Total Expenses	294,759	294,759	2,018,982	15%	274,987
31 Net Income (Loss) Before Capital	(42,233)	(42,233)	959,274		(23,646)
32 Sale or Lease of Water Rights	-	-		0%	-
32 Capital Expenses	(284,500)	(284,500)	(783,000)	36%	-
33 Net Income (Loss) After Capital	\$ (326,732)	\$ (326,732)	\$ 176,274		\$ (23,646)

Helendale CSD
Financial Statement Analysis
For the Month Ended July 31, 2021 – 8% of Fiscal Year

Fund 01-Water Revenues and Expenses

Line 2 Meter Charges: Includes fixed monthly charge for water service. Year to date (YTD) meter charges are in line with budget.

Line 3 Water Sales: Includes water consumption charges. YTD is over budget at 11% due to July having higher consumption.

Line 4 Standby Charges: Includes special assessment standby charges for the current & prior years, and delinquent standby penalties. YTD can trend over/under budget due to timing of assessment receipts, the majority of which are received in November and April.

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

Line 8 Grant Revenue: Budget for this account consists \$305,000 for grant reimbursement from the Bureau of Reclamation and the DWR Grant.

Line 9 Miscellaneous Income (Expense): Includes gain or loss on sale of assets, the Enel X Demand Response Program and other miscellaneous income. YTD activity includes \$2.8K from the Enel X Demand Response Program.

Line 14 Salaries: Includes salaries for water employees and portion of mechanic's salary. YTD is slightly over budget at 9% due to more overtime than anticipated.

Line 15 Benefits: Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD is over budget at 16% due to the timing of the annual workers compensation payment.

Line 18 Contractual Services: Includes lab testing, engineering, GIS support & other contract services. YTD is over budget at 51% due to the annual software support fee paid in July.

Line 19 Power: Includes electricity used for transmission & distribution. YTD is below budget due to the timing of utility bills for wells.

Line 20 Operations & Maintenance: Includes operations & maintenance expense, vehicle maintenance and vehicle fuel. YTD is over budget at 10% due to higher fuel and maintenance needed in July.

Line 21 Rent/Lease Expense: Includes rental costs for the water shop and Bureau of Land Management tank sites. YTD is over budget at 13% due to tank site rents being prepaid 6 months in advance.

Line 22 Permits & Fees: Includes all water permits, miscellaneous fees, and Watermaster fees. YTD is under budget due to permits being on an as needed basis.

Line 25 Utilities (G&A): Includes gas and telephone expenses. YTD is under budget due to timing of utility bills.

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

Line 27 Admin Allocation: This is the monthly distribution of the budgeted Administration fund (Fund 10) expenses to the enterprise funds.

Line 29 Debt Service: Includes interest & principal payments on outstanding debt. YTD can trend over/ under budget due to timing of payments. Payments occur on a quarterly basis in July, October, January, and April.

Line 32 Capital Expenses: YTD balance in capital expenses includes the following:

- \$158,612 - Corporate Yard
- \$125,888 - New Well



Helendale CSD
Statement of Revenues and Expenses - Sewer
As of July 31, 2021
(Unaudited)

	July 2021	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Sewer Charges	\$ 106,747	\$ 106,747	\$ 1,280,348	8%	\$ 106,707
3 Standby Charges	-	-	18,000	0%	-
4 Other Fees & Charges	1,746	1,746	29,320	6%	1,213
5 Other Income/(Expense)	-	-	1,000	0%	-
6 Total Revenues	108,494	108,494	1,328,668	8%	107,920
7 Expenses					
8 Salaries & Benefits					
9 Salaries	19,940	19,940	267,911	7%	14,085
10 Benefits	12,223	12,223	94,821	13%	8,882
11 Total Salaries & Benefits	32,163	32,163	362,732	9%	22,967
12 Sewer Operations					
13 Contractual Services	3,610	3,610	76,500	5%	8,513
14 Power	1,360	1,360	89,613	2%	7,692
15 Operations & Maintenance	16,126	16,126	58,930	27%	3,187
16 Permits & Fees	1,045	1,045	35,000	3%	1,010
17 Total Sewer Operations	22,140	22,140	260,043	9%	20,401
18 General & Administrative					
19 Utilities	242	242	5,916	4%	363
20 Office & Other Expenses	829	829	14,760	6%	2,304
21 Admin Allocation	47,105	47,105	565,261	8%	45,587
22 Total G&A	48,176	48,176	585,937	8%	48,254
23 Debt Service	-	-	72,377	0%	-
24 Total Expenses	102,479	102,479	1,281,089	8%	91,622
25 Net Income (Loss) Before Capital	6,015	6,015	47,579	13%	16,298
26 Capital Expenses	(24,148)	(24,148)	(940,000)	3%	-
27 Net Income (Loss) After Capital	\$ (18,133)	\$ (18,133)	\$ (892,421)	2%	\$ 16,298

Fund 02 - Sewer Revenues and Expenses

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

Line 3 Standby Charges: Includes special assessment standby charges for the current & prior years, and delinquent standby penalties. YTD can trend over/under budget due to timing of sewer standby collections, with a majority being received in November and April.

Line 4 Other Fees & Charges: Includes permit & inspection charges, connection fees, other fees and charges and delinquent charges on fees. Connection and permit fees are budgeted conservatively due to the unexpected nature of these fees. YTD is under budget due to the timing of the collection of fees.

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

Line 9 Salaries: Includes salaries for all sewer employees. YTD is in line with budget.

Line 10 Benefits: Includes employee insurance, PERS retirement, workers compensation, payroll taxes, and education & training. YTD is over budget at 13% due to the timing of the annual workers compensation payment.

Line 13 Contractual Services: Includes lab testing, engineering, GIS support & other contractual services. YTD is under budget at 5% due to services being on an as needed basis.

Line 14 Power: Includes electricity used for Sewer. YTD is under budget due to timing of utility bills.

Line 15 Operations & Maintenance: Includes compost disposal, vehicle maintenance, vehicle fuel, uniforms, small tools and salaries for mechanics. YTD is over budget at 27% due to a replacement fuel injection pump needed on a vehicle.

Line 16 Permits and Fees: Includes all annual permits and fees paid to the state. YTD is under budget due to timing of annual permits.

Line 19 Utilities (G&A): Includes gas and telephone expenses. YTD is under budget at 4% due to timing of utility bills.

Line 20 Office & Other Expenses: Includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. These expenses are on an as needed basis and can trend over/under budget. YTD is under budget at 6%.

Line 21 Admin Allocation: This is the monthly distribution of the budgeted Administration fund (fund 10) expenses to the enterprise funds.

Line 23 Debt Service: Includes interest & principal payments on outstanding debt. YTD can trend over/ under budget due to timing of payments. Payments occur bi-annually in December and June.

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

- \$24,148 – Storage Building/Office/Lab



Helendale CSD
Statement of Revenues and Expenses - Recycling Center
As of July 31, 2021
(Unaudited)

	July 2021	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Retail Sales	\$ 23,038	\$ 23,038	\$ 300,000	8%	\$ 24,595
3 Donations	-	-	-	0%	-
4 Board Discretionary Revenue	-	-	(126,740)	0%	-
5 Total Revenues	23,038	23,038	173,260	13%	24,595
6 Expenses					
7 Salaries & Benefits					
8 Salaries	7,986	7,986	126,472	6%	4,733
9 Benefits	814	814	18,266	4%	2,478
10 Total Salaries & Benefits	8,800	8,800	144,738	6%	7,211
11 Recycling Center Operations					
12 Contractual Services	-	-	2,500	0%	-
13 Operations & Maintenance	990	990	12,900	8%	763
14 Total Recycling Center Operations	990	990	15,400	6%	763
15 General & Administrative					
16 Utilities	576	576	8,622	7%	714
17 Office & Other Expenses	305	305	4,500	7%	83
18 Total G&A	881	881	13,122	7%	797
19 Total Expenses	10,671	10,671	173,260	6%	8,771
20 Net Income (Loss) Before Capital	12,367	12,367	-		15,824
21 Capital Expenses	-	-	-	0%	-
22 Net Income (Loss) After Capital	\$ 12,367	\$ 12,367	\$ -		\$ 15,824

03-Recycling Center Revenues and Expenses

Line 2 Retail Sales: Includes sales revenues from the Thrift Store. YTD is in line with budget

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

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

Line 8 Salaries: Salaries for all recycling center employees, which are all part-time. YTD is below budget at 6%.

Line 9 Benefits: Includes employee insurance, workers compensation, payroll taxes, and education & training. YTD is under budget at 4% due to workers compensation coming in lower than anticipated.

Line 12 Contractual Services: Includes software support and other contract services. Services are on an as needed basis, no activity in July.

Line 13 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, operating supplies and uniforms. YTD is in line with budget.

Line 16 Utilities (G&A): Includes electric and telephone expenses. YTD is in line with budget.

Line 17 Office & Other Expenses: Includes advertising, bank charges and other miscellaneous expenses. YTD is in line with budget

Line 20 Net Income: Net income in the Recycling Center is moved to Parks & Recreation fund (fund 5) at year end for the audit through Board Discretionary Revenue.



Helendale CSD
Statement of Revenues and Expenses - Property Rental
As of July 31, 2021
(Unaudited)

	July 2021	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Property Rental Revenues	\$ 10,690	\$ 10,690	\$ 128,280	8%	\$ 10,823
3 Other Income	-	-	-	0%	-
4 Board Discretionary Revenue	-	-	-	0%	-
5 Total Revenues	10,690	10,690	128,280	8%	10,823
6 Expenses					
7 Contractual Services	-	-	5,000	0%	-
8 Utilities	619	619	13,795	4%	362
9 Operations & Maintenance	367	367	16,367	2%	3,315
10 Debt Service	-	-	82,833	0%	-
11 Total Expenses	986	986	117,995	1%	3,677
12 Net Income (Loss)	\$ 9,704	\$ 9,704	\$ 10,285	94%	\$ 7,147

04-Property Rental Revenues and Expenses

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

Line 3 Other Income: Includes penalties and other miscellaneous Income; due to the unexpected nature of these revenues these accounts are budgeted conservatively. There was no activity in July.

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

Line 7 Contractual Services: Includes contractor and handyman expenses for installation of appliances, drywall repair, roofing or plumbing repairs. No services have been needed for July.

Line 8 Utilities: Includes electric & gas expense for the rental properties. YTD is under budget due to the timing of utility bills.

Line 9 Operations & Maintenance: Includes maintenance and other costs relating to the rental properties. YTD is under budget at 2% due to maintenance being on an as needed basis.

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

Line 12 Net Income: Net income in the Property Rental fund (fund 04) is moved to the Parks & Recreation fund (fund 05) through Board discretionary revenue at year-end for the audit.



Helendale CSD
Statement of Revenues and Expenses - Parks & Recreation
As of July 31, 2021
(Unaudited)

	July 2021	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Program Fees	\$ 4,956	\$ 4,956	\$ 22,600	22%	\$ 656
3 Property Taxes	1,849	1,849	18,000	10%	1,552
4 Donations & Sponsorships	5,000	5,000	5,500	91%	1,628
5 Rental Income	2,647	2,647	26,075	10%	1,800
6 Developer Impact Fees	-	-	6,880	0%	-
7 Grants	-	-	-	0%	-
8 Interfund Transfer Out/(In)	(3,508)	(3,508)	(42,100)	8%	(3,508)
9 Board Discretionary Revenue	17,781	17,781	461,446	4%	18,504
10 Total Revenues	28,724	28,724	498,401	6%	20,632
11 Expenses					
12 Salaries & Benefits					
13 Salaries	5,762	5,762	78,878	7%	4,890
14 Benefits	2,788	2,788	42,974	6%	2,523
15 Total Salaries & Benefits	8,550	8,550	121,852	7%	7,413
16 Program Expense	3,845	3,845	64,725	6%	3,466
17 Contractual Services	130	130	9,560	1%	185
18 Utilities	7,383	7,383	64,387	11%	2,726
19 Operations & Maintenance	3,474	3,474	22,926	15%	6,194
20 Permits & Fees	437	437	1,863	23%	-
21 Grant Expense	-	-	-	0%	-
22 Other Expenses	103	103	1,955	5%	(103)
23 Debt Service	-	-	-	0%	-
24 Total Expenses	23,922	23,922	287,268	8%	19,881
25 Net Income (Loss) Before Capital	4,802	4,802	211,133	2%	751
26 Capital Expenses	-	-	(272,500)	0%	-
27 Net Income (Loss) After Capital	\$ 4,802	\$ 4,802	\$ (61,367)		\$ 751

05-Parks & Recreation Revenues and Expenses

Line 2 Program Fees: Includes recreation program fees, basketball league fees, youth soccer league fees and farmers market revenue. YTD is over budget at 22% due to more programs being active in July.

Line 3 Property Taxes: Includes the transfer of property taxes for streetlight utility expenses. YTD is over budget at 10% due to timing of property tax receipts.

Line 4 Donations & Sponsorships: Includes concert in the park sponsorships, event sponsorships and other donations/sponsorships. YTD is over budget at 91% due to timing of annual field use fees being paid in July.

Line 5 Rental Income: Includes rental income from the water shop, storage for the recycling center, community center room rental, church rental, and gymnastics rental. YTD can trend over/under budget depending on needs of rentals. YTD is over budget at 10% due to more room rental than anticipated.

Line 6 Developer Impact Fees: Developer Impact Fees are not budgeted due to the unexpected nature of these revenues.

Line 7 Grants: This accounts for grants and is not budgeted for until a grant is awarded. YTD has no activity.

Line 8 Interfund Transfer Out/(In): This line shows the transfer of cash balance from the Recycling Center (fund 03) and Property Rental (fund 04) to the Parks & Recreation fund (fund 05).

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

- Radio Tower Site Rent – \$11,906
- Solid Waste Franchise Fees - \$7,912
- Transfer Property Tax Revenue for Street Light Utilities – \$(1,849)

Line 13 Salaries: Includes full and part-time Parks and Recreation employees. YTD is in line with budget

Line 14 Benefits: Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education & trainings. YTD is under budget due to workers compensation coming in lower than anticipated.

Line 16 Program Expense: Includes supplies and expenses for the youth soccer league, park, community center, farmers market and other programs. YTD is currently slightly under budget at 6% due to timing of program activities.

Line 17 Contractual Services: Includes software support and other contract services. YTD is under budget due to services being on an as needed basis.

Line 18 Utilities: Includes gas and electric for parks and the community center, along with telephone & electricity for street lighting. YTD is over budget at 11% due to high utility usage in the summer months.

Line 19 Operations & Maintenance: Includes vehicle maintenance, small tools, vehicle fuel and building repair for the park and community center. YTD is over budget at 15% due to annual insurance being paid in July.

Line 20 Permits & fees: Includes permit and inspection fees, along with San Bernardino county fees. YTD is over budget at 23% due to the timing and needs of permits.

Line 22 Other Expenses: Includes uniforms, printing costs, dues & subscriptions and bank charges. YTD is under budget due to timing of expenses.

Line 23 Debt Service: Includes interest & principal payments on outstanding debt. No debt is budgeted for FY 21/22.

Line 26 Capital Expenses: YTD has no capital expense activity.



Helendale CSD
Statement of Revenues and Expenses - Solid Waste Disposal
As of July 31, 2021
(Unaudited)

	July 2021	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Charges for Services	\$ 46,848	\$ 46,848	\$ 578,519	8%	\$ 42,811
3 Assessments & Fees	390	390	236,954	0%	341
4 Other Charges	763	763	9,200	8%	523
5 Board Discretionary Revenue	-	-	20,000	0%	-
6 Total Revenues	48,001	48,001	852,833	6%	43,675
7 Expenses					
8 Salaries & Benefits					
9 Salaries	6,348	6,348	85,426	7%	4,574
10 Benefits	4,182	4,182	41,861	10%	2,597
11 Total Salaries & Benefits	10,530	10,530	127,287	8%	7,171
12 Contractual Services	-	-	565,926	0%	-
13 Disposal Fees	487	487	158,052	0%	15,742
14 Operations & Maintenance	449	449	4,531	10%	351
15 Other Operating Expenses	-	-	3,997	0%	526
16 Admin Allocation	961	961	11,536	8%	930
17 Total Expenses	12,428	12,428	871,330	1%	24,720
18 Net Income (Loss)	\$ 35,573	\$ 35,573	\$ (18,497)		\$ 18,955

06-Solid Waste Disposal Revenues and Expenses

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

Line 3 Assessment & Fees: Includes special assessments for refuse land use fees for current & prior years. YTD can trend over/under budget due to timing of receipts.

Line 4 Other Charges: Includes delinquent fees and penalties on delinquent taxes. YTD is in line with budget.

Line 5 Board Discretionary Revenue: This is the amount that would be transferred in from discretionary funds if this fund operates at a deficit for the fiscal year.

Line 9 Salaries: Includes salaries for solid waste employees. YTD is in line with budget.

Line 10 Benefits: Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, and education & training. YTD is in line with budget.

Line 12 Contractual Services: Includes Burrtec fees and other miscellaneous contract services. YTD can trend over/under budget due to need and timing of services and fees.

Line 13 Disposal Fees: Includes San Bernardino County disposal fees and green waste disposal fees. YTD can trend over/under budget due to need and timing of fees.

Line 14 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, operating supplies and uniforms. YTD is over budget at 10% due to increased fuel purchases in July.

Line 15 Other Operating Expenses: Includes rent for park storage, telephone, postage, event expenses, public outreach, printing, small tools and bad debt expenses. YTD is under budget due to timing of expenses.

Line 16 Admin Allocation: This is the monthly distribution of the budgeted Administration fund (Fund 10) expenses to the enterprise funds.



Helendale CSD
Statement of Revenues and Expenses - Administration
As of July 31, 2021
(Unaudited)

	July 2021	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Tower Rent	\$ 11,906	\$ 11,906	\$ 158,511	8%	\$ 11,402
3 Property Taxes	-	-	107,345	0%	(1,562)
4 Solid Waste Billing & Fees	13,667	13,667	162,151	8%	14,162
5 Fees & Charges	2,323	2,323	17,000	14%	180
6 Investments	276	276	30,000	1%	1,006
7 Other Income	-	-	200	0%	-
8 Board Discretionary Revenue	(19,818)	(19,818)	(354,706)	6%	(20,056)
9 Total Revenues	8,354	8,354	120,501	7%	5,131
10 Expenses					
11 Salaries & Benefits					
12 Salaries	39,581	39,581	534,599	7%	27,573
13 Benefits	20,840	20,840	238,381	9%	37,436
14 Directors' Fees	3,590	3,590	89,000	4%	2,001
15 Total Salaries & Benefits	64,011	64,011	861,980	7%	67,172
16 Contractual Services	38,093	38,093	220,836	17%	19,288
17 Insurance	21,285	21,285	92,924	23%	64,791
18 Utilities	2,314	2,314	21,504	11%	1,675
19 Operations & Maintenance	112	112	3,516	3%	125
20 Permits & Fees	10,670	10,670	16,700	64%	10,056
21 Office & Other Expenses	12,371	12,371	56,635	22%	11,192
22 Election Expense	-	-	-	0%	-
23 Admin Allocation	(96,133)	(96,133)	(1,153,594)	8%	(93,035)
24 Total Expenses	52,723	52,723	120,501	44%	81,264
25 Net Income (Loss)	\$ (44,370)	\$ (44,370)	\$ -		\$ (76,132)

10-Administrative Revenues and Expenses

Line 2 Tower Rent: Includes radio tower site rental fees. YTD is in line with budget.

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

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

Line 5 Fees & Charges: Includes credit card processing fees and other miscellaneous fees. YTD is over budget at 14% due to the large volume of credit card processing fees.

Line 6 Investments: Includes investment income and unrealized gain or loss on investments. YTD is under budget due to a decline in interest rates.

Line 7 Other Income: Other Income includes recycling revenues and other miscellaneous income.

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

- Radio Tower Site Rent – \$11,906
- Solid Waste Franchise Fees – \$7,912

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

Line 13 Benefits: Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, employee benefit & morale and education & training. YTD is in line with budget.

Line 14 Directors' Fees: Includes directors fees as well as directors training, seminars and mileage expense. YTD is in line with budget.

Line 16 Contractual Services: Includes software support, legal services, and auditing & accounting services. YTD is over budget at 17% due to annual software maintenance paid in July.

Line 17 Insurance: Includes both general liability and vehicle insurance expenses. YTD is over budget at 23% due to the quarterly premium payment being made in July.

Line 18 Utilities: Includes telephone and electricity expenses. YTD is over budget at 11% due to timing of utility bills, two electric bills were paid in July.

Line 19 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, mileage & travel reimbursement, uniforms, and equipment maintenance. YTD is under budget due to timing of maintenance.

Line 20 Permits & Fees: Includes the annual LAFCO fees, the GFOA application fee for the budget award, and San Bernardino County fees. YTD is over budget at 64% due to annual fees being paid in July.

Line 21 Office & Other Expense: Includes board meeting supplies, public relations, community promotion, bank charges, office supplies, postage and dues & subscription. YTD is over budget at 22% due to higher volume of public notices than anticipated.

Line 22 Election Expense: Includes costs relating to board member election.

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



Helendale Community Services District

Date: October 7, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3d
COVID Pandemic Update

STAFF RECOMMENDATION:

Receive and file.

STAFF REPORT:

Staff continues to monitor the financial impacts of COVID as well as any guidance provided by the State or the CDC. On September 9, District staff submitted a request for reimbursement from the state for \$58,361.18, however, it is more realistic that we would only receive \$25,757.58 representing a portion of our past dues water fees.

With the adoption of the state budget, an allocation of \$100,000,000 was set aside for special district COVID relief. The District will be submitting a reimbursement application to access these funds which allows for broader reimbursement than the SWRCB funding source. If the District submits funds for reimbursement through the SWRCB, it cannot request reimbursement for those same fund from the state through the budget allocation. The window for the application is October 1 through October 10. This abbreviated submittal timeframe will be a priority of District Staff to complete the application process timely. By the Board meeting on Thursday, Staff should have the total amount that the District will be requesting in State funding.

Current outstanding receivables includes \$18,838 representing accounts that are one month behind; \$7,166 that are two months behind and \$5,675 that is three or more months behind for a total of \$32,429.22.

FISCAL IMPACT: \$32,429.22 in outstanding receivables

ATTACHMENTS: None



Helendale Community Services District

DATE: October 7, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion Only Regarding Option to Offset Energy Usage

STAFF RECOMMENDATION:

Staff seeks input from the Board.

STAFF REPORT:

Attached for the Board's review is an analysis completed by Engie, an energy consulting group, outlining possible options to assist the District with future energy costs. The firm looked at Edison data to determine the energy demands and created potential cost savings based upon a set of assumptions.

Some of the assumptions include:

- Output from panels remains constant throughout 30-year life span
- Replacing swamp units in Thrift Store and Warehouse with AC units creating more energy demand but improving quality of climate control
- District would pay Engie for O&M or panels
- Lease payments based on interest rate that is estimated at 2.6% which is lower than any interest rate the District has been able to secure to date
- Usage of wells is estimated as water demand drives production
- SCE costs will increase 5-7% per year

If further evaluation is of interest to the Board, the next step would be a more detailed costs analysis at a cost to the District for approximately \$40,000 to complete.

Giving the multiple capital projects the District is currently undertaking, Staff is seeking the input from the Board as to whether the District should pursue this option at this time.

FISCAL IMPACT: Unknown at this time.

POSSIBLE MOTION: None.

ATTACHMENTS: Engie proposal



Energizing Helendale Community Services District

Comprehensive Districtwide Energy Program

October 7, 2021



Agenda

- About ENGIE
- Energy Program Goals
- Scope Details
 - Lighting
 - HVAC
 - VFDs
 - Solar PV
- Preliminary Financial Analysis
- Program Benefits
- Next Steps

Why ENGIE? Experience & Track Record

Delivering Value

- 46 years of experience
- Strong local references: Helendale School District, Barstow Unified School District, Antelope Valley East Kern Water Agency and many more
- Eight (8) offices in CA. Project will be managed out of Riverside, CA office
- Experienced PR Team:
 - Press releases
 - Town hall meetings
 - Ribbon cutting events

Fiscal Strength & Risk Mitigation

- #1 independent producer of electricity in the world
- 185-year company history
- 177,000 employees
- Annual revenue of \$68 billion
- Credit rating of A-/A2
- Achieved 109% of guaranteed savings
- Volume procurement through vendor competition

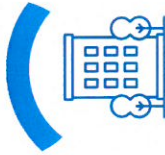
Project Expertise

- More technical resources than any other company in California
- Experienced & most qualified project team
- Local, in-house Operations and Maintenance capabilities
- Over 300 MW of solar interconnected for public entities in CA
- In-house wastewater treatment plant expertise

Energy Program Goals

Address Critical Infrastructure Needs

- Reduce maintenance time and costs
- Upgrade aging infrastructure
- Improve illumination of your buildings



Promote COVID-19 Economic Recovery

- Create jobs through construction work
- Create local economic benefit for the Helendale community



Demonstrate Fiscal and Environmental Responsibility

- Generate General Fund Savings
- Reduce energy and operational costs
- Reduce carbon footprint



Community

- Add solar carport structures to give the community shade
- Improve lighting for the community
- Improve comfort in the buildings
- Become a community leader and example for renewable energy and sustainability



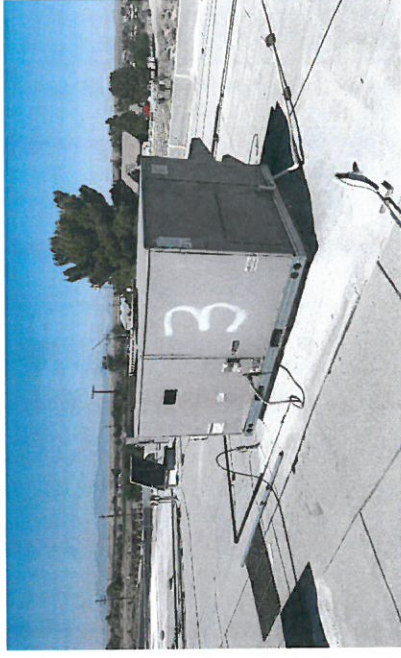
Interior & Exterior Lighting

- Replace older generation lamps and ballasts with new, more efficient, longer lasting LED lamps
- Interior LED Upgrade locations: Community Center, WWTP, and Water Shop
- Exterior LED Upgrade locations: Community Center and Water Shop
- **Benefits Include:**
 - Replaces old lamps and ballasts
 - Savings in energy cost
 - Longer life of lamps
 - Substantial reduction in maintenance cost
 - Adds occupancy sensors that react to motion by turning lights on or off



HVAC Replacement Scope

- Replace old swamp coolers and HVAC units with new HVAC units
- **Locations:**
 - **Community Center (Suite A)**
 - Replace swamp coolers with HVAC units
 - Install 12 tons of cooling
 - **Community Center (Suite B)**
 - Replace swamp coolers in Warehouse with two (2) 4-ton HVAC units
 - Replace 7.5 tons HVAC unit for the Office
 - **Community Center (Suite D)**
 - Replace swamp coolers with HVAC units
 - Install 16 tons of cooling
- **Benefits Include:**
 - Climate control throughout
 - New units have lower repair and maintenance cost
 - Energy cost increase of new HVAC units will be partially mitigated by the proposed solar project



Replace Variable Frequency Drives at the WWTP

- Replace two (2) old 45 hp existing VFDs at the WWTP
- **Benefits Include:**
 - Replacements funded through project savings
 - Reduces maintenance cost
 - Planned replacement vs. emergency breakdown
 - Project is on FY22 CIP

Solar Project for Community Center

Solar Carport- 75 kW



ARRAY	MODULES	KW
1	162	74.5
TOTAL	162.0	74.5

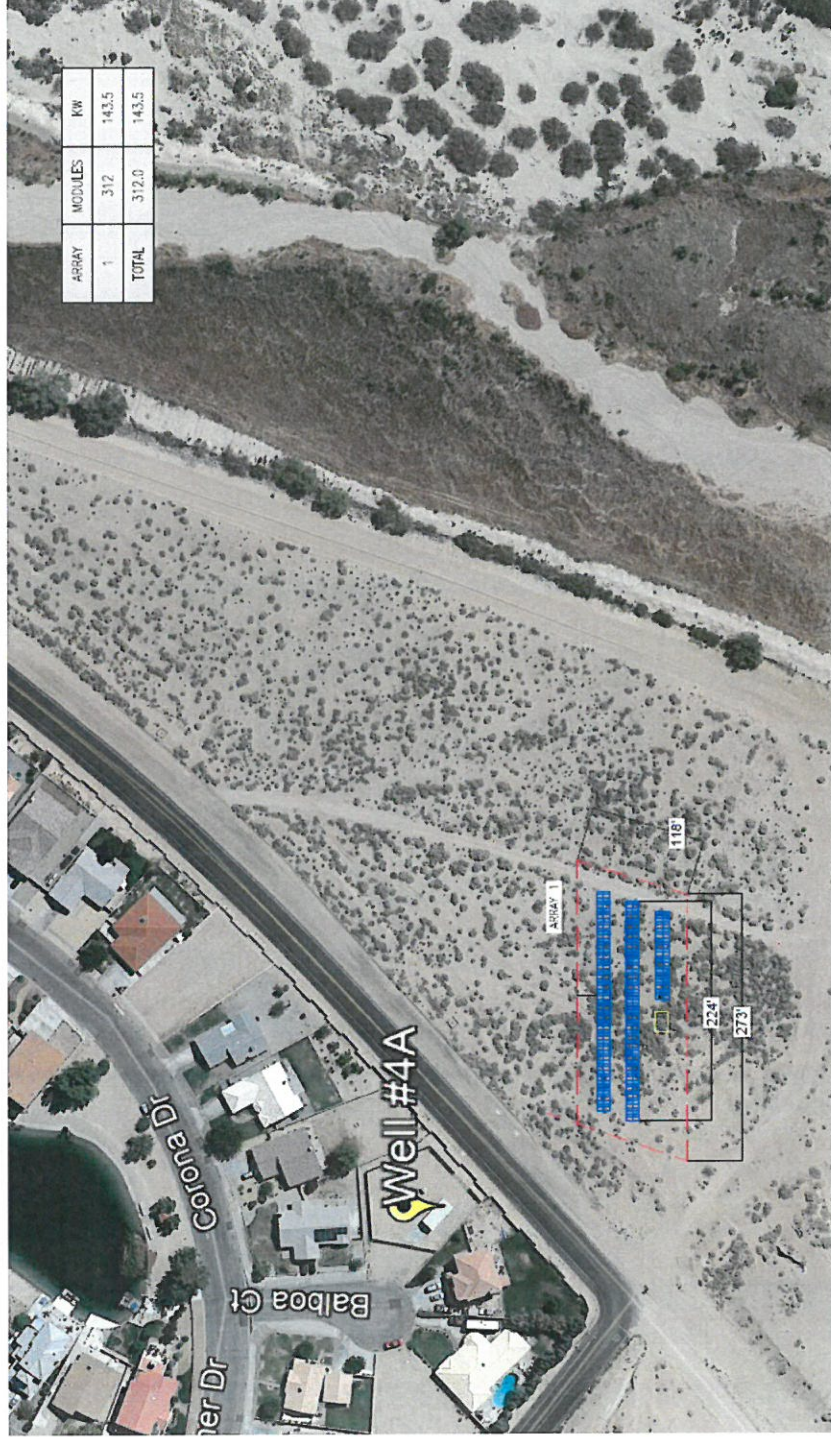
Solar Project for Community Center Expansion

Solar Carport - 124 kW



Solar Project for Well #1A

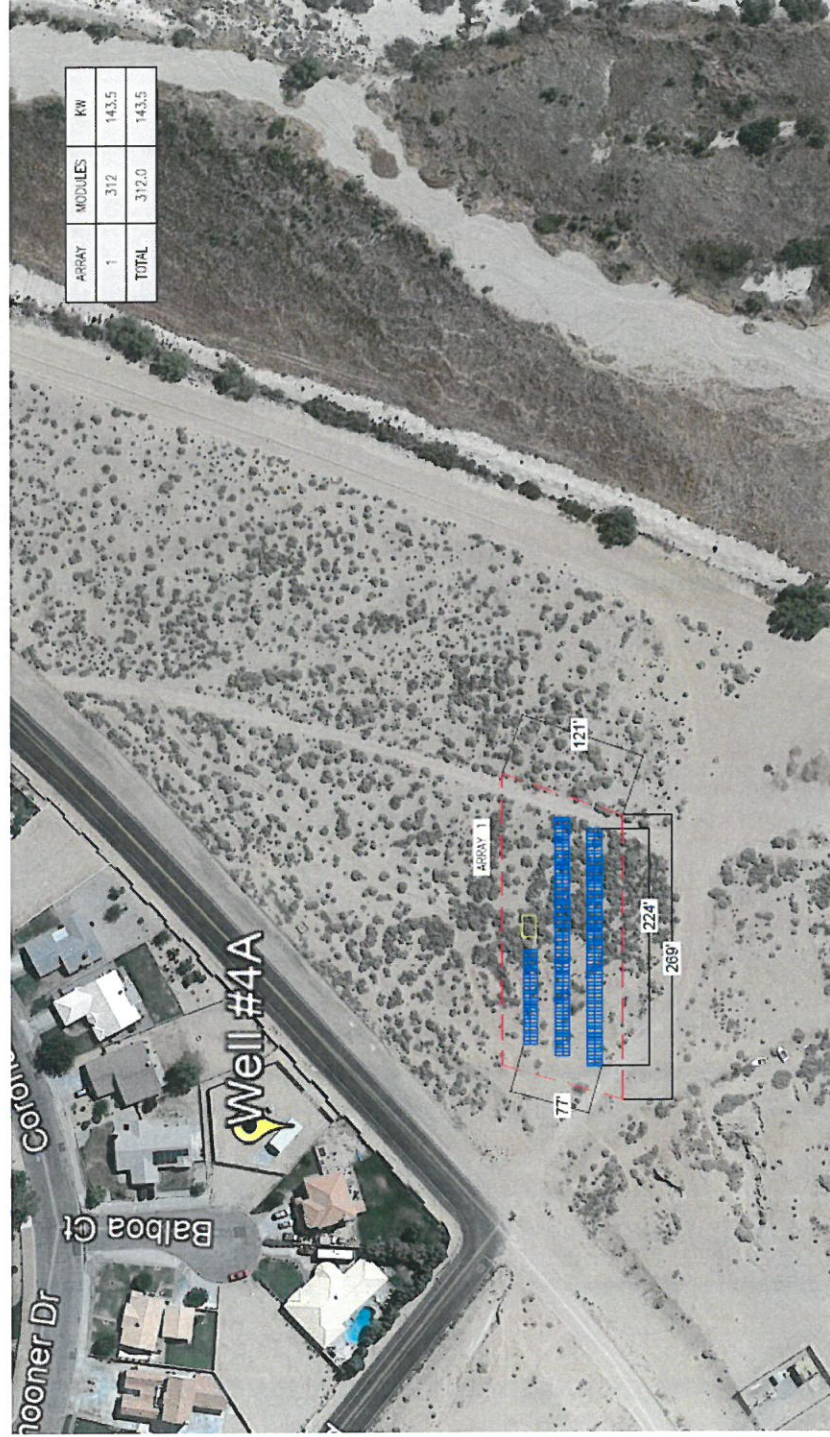
Solar Groundmount – 144 kW



ARRAY	MODULES	KW
1	312	143.5
TOTAL	312.0	143.5

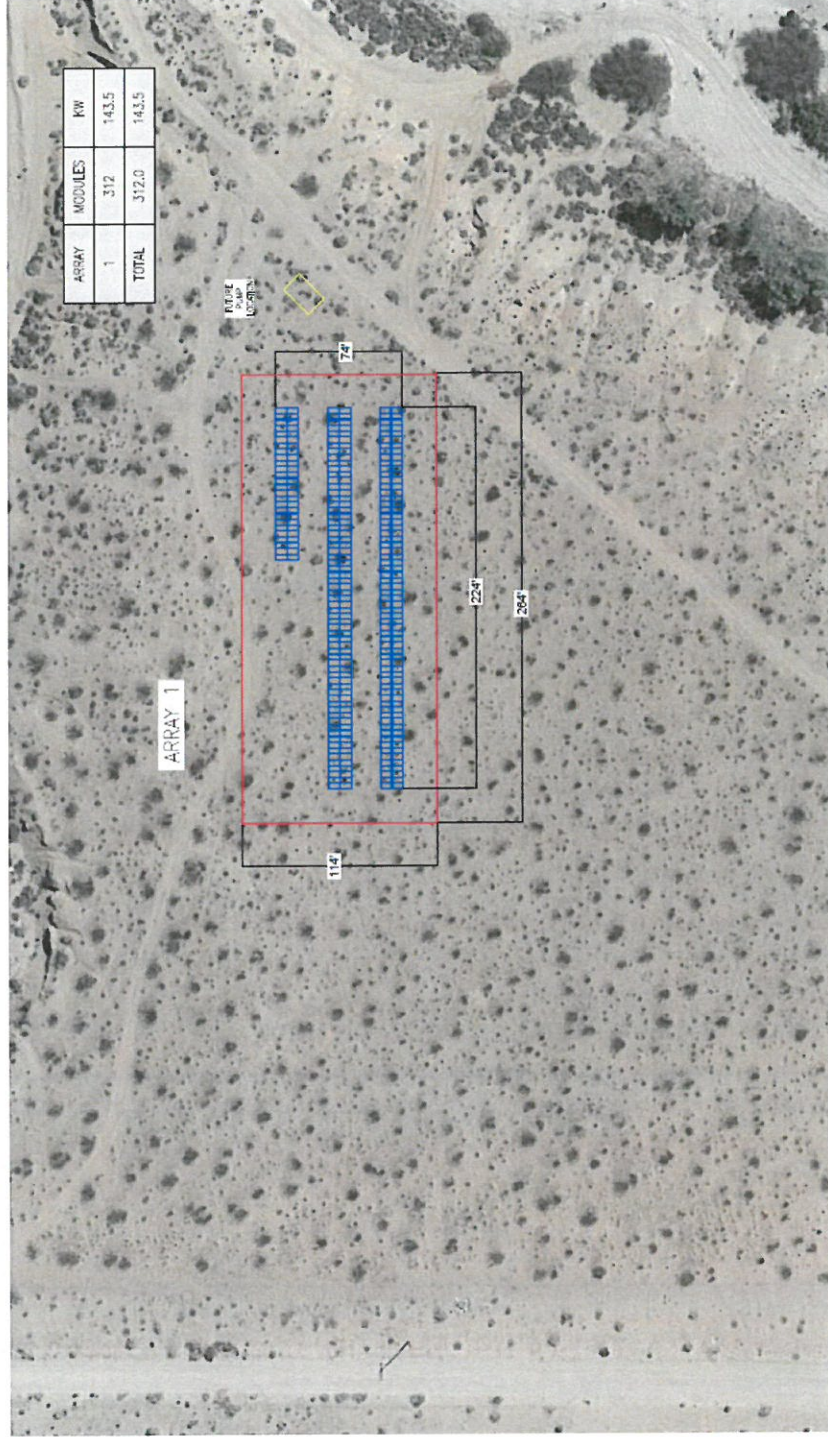
Solar Project for Well #4A

Solar Groundmount - 144 kW



Solar Project for Well #13

Solar Groundmount – 144 kW



Solar Project for WWTP

Solar Groundmount – 239 kW



ARRAY	MODULES	KW
1	520	239.2
TOTAL	520.0	239.2

Solar Project for the New Water Building

Solar Groundmount – 48 kW



Escalation in Electricity Prices

- SCE has asked for a 20.1% price increase just in 2021: <https://www.cpuc.ca.gov/General.aspx?id=10433>
- Because of the aggressive Renewable Portfolio Standards in California, electricity prices are expected to increase faster in the future
- Using Energy ToolBase software, we calculated how much the electricity increase has been for your major sites in the past 5 years:



● Average annual electricity price increase for each site over the last 5 years:

Site	Rate Schedule	Average Annual Increase
Well #1A	TOU PA2D	6.73%
Well #4A	TOU-PA2E	6.79%
WWTP	TOU PA2D	7.44%
Community Center	TOU-GS2E	5.05%



Preliminary Financial Analysis – Districtwide

Projected Annual Electrical Bill = \$314,778

Year	Projected Electricity Savings - Solar	Projected Electricity Savings - Energy Efficiency	Lease Payment	Solar O&M Cost	Total Program Savings	Total Program Costs	Net Savings
1	\$201,310	\$7,859	\$147,261	\$18,324	\$209,169	\$165,585	\$43,584
2	\$210,318	\$8,252	\$156,112	\$18,874	\$218,570	\$174,986	\$43,584
3	\$219,730	\$8,665	\$165,370	\$19,440	\$228,395	\$184,811	\$43,584
4	\$229,563	\$9,098	\$175,053	\$20,024	\$238,661	\$195,077	\$43,584
5	\$239,836	\$9,553	\$185,191	\$20,624	\$249,389	\$205,805	\$43,584
6	\$250,568	\$10,030	\$195,772	\$21,243	\$260,599	\$217,015	\$43,584
7	\$261,781	\$10,532	\$206,849	\$21,880	\$272,313	\$228,730	\$43,584
8	\$273,496	\$11,059	\$218,434	\$22,537	\$284,555	\$240,971	\$43,584
9	\$285,735	\$11,612	\$230,550	\$23,213	\$297,347	\$253,763	\$43,584
10	\$298,522	\$12,192	\$243,221	\$23,909	\$310,714	\$267,130	\$43,584
11	\$311,881	\$12,802	\$256,472	\$24,626	\$324,682	\$281,098	\$43,584
12	\$325,837	\$13,442	\$270,330	\$25,365	\$339,279	\$295,695	\$43,584
13	\$340,418	\$14,114	\$284,822	\$26,126	\$354,532	\$310,948	\$43,584
14	\$355,652	\$14,820	\$299,978	\$26,910	\$370,472	\$326,888	\$43,584
15	\$371,568	\$15,561	\$315,827	\$27,717	\$387,128	\$343,544	\$43,584
16	\$388,195	\$16,339	\$332,401	\$28,549	\$404,534	\$360,950	\$43,584
17	\$405,567	\$17,156	\$349,733	\$29,405	\$422,722	\$379,139	\$43,584
18	\$423,716	\$18,013	\$367,858	\$30,287	\$441,729	\$398,146	\$43,584
19	\$442,677	\$18,914	\$386,811	\$31,196	\$461,591	\$418,008	\$43,584
20	\$462,487	\$19,860	\$406,631	\$32,132	\$482,347	\$438,763	\$43,584
21	\$483,183	\$0	\$483,183	\$33,096	\$0	\$33,096	\$450,088
22	\$504,806	\$0	\$504,806	\$0	\$0	\$34,089	\$470,717
23	\$527,396	\$0	\$527,396	\$0	\$0	\$35,111	\$492,285
24	\$550,997	\$0	\$550,997	\$0	\$0	\$36,165	\$514,832
25	\$575,654	\$0	\$575,654	\$0	\$0	\$37,250	\$538,404
26	\$601,415	\$0	\$601,415	\$0	\$0	\$38,367	\$563,047
27	\$628,328	\$0	\$628,328	\$0	\$0	\$39,518	\$588,810
28	\$656,446	\$0	\$656,446	\$0	\$0	\$40,704	\$615,742
29	\$685,822	\$0	\$685,822	\$0	\$0	\$41,925	\$643,897
30	\$716,512	\$0	\$716,512	\$0	\$0	\$43,183	\$673,329
Totals	\$12,229,416	\$259,870	\$12,489,286	\$5,194,668	\$871,791	\$6,056,459	\$6,422,827



Preliminary Financial Analysis – Community Center

Projected Annual Electrical Bill = \$100,625

Year	Projected Electricity Savings - Solar	Projected Electricity Savings - Energy Efficiency	Total Program Savings	Lease Payment	Solar O&M Cost	Total Program Costs	Net Savings
1	\$56,692	\$4,985	\$61,677	\$52,782	\$3,974	\$56,756	\$4,921
2	\$59,229	\$5,235	\$64,463	\$55,449	\$4,094	\$59,542	\$4,921
3	\$61,879	\$5,496	\$67,375	\$58,238	\$4,216	\$62,454	\$4,921
4	\$64,648	\$5,771	\$70,419	\$61,155	\$4,343	\$65,498	\$4,921
5	\$67,541	\$6,060	\$73,601	\$64,207	\$4,473	\$68,680	\$4,921
6	\$70,564	\$6,363	\$76,926	\$67,398	\$4,607	\$72,005	\$4,921
7	\$73,721	\$6,681	\$80,402	\$70,736	\$4,746	\$75,481	\$4,921
8	\$77,020	\$7,015	\$84,035	\$74,226	\$4,888	\$79,114	\$4,921
9	\$80,467	\$7,366	\$87,833	\$77,877	\$5,035	\$82,912	\$4,921
10	\$84,068	\$7,734	\$91,802	\$81,695	\$5,186	\$86,881	\$4,921
11	\$87,830	\$8,121	\$95,950	\$85,688	\$5,341	\$91,030	\$4,921
12	\$91,760	\$8,527	\$100,287	\$89,864	\$5,501	\$95,366	\$4,921
13	\$95,867	\$8,953	\$104,819	\$94,232	\$5,667	\$99,899	\$4,921
14	\$100,157	\$9,401	\$109,557	\$98,800	\$5,837	\$104,636	\$4,921
15	\$104,639	\$9,871	\$114,509	\$103,577	\$6,012	\$109,588	\$4,921
16	\$109,321	\$10,364	\$119,685	\$108,572	\$6,192	\$114,764	\$4,921
17	\$114,213	\$10,882	\$125,096	\$113,797	\$6,378	\$120,175	\$4,921
18	\$119,324	\$11,426	\$130,751	\$119,261	\$6,569	\$125,830	\$4,921
19	\$124,664	\$11,998	\$136,662	\$124,975	\$6,766	\$131,741	\$4,921
20	\$130,243	\$12,598	\$142,840	\$130,950	\$6,969	\$137,920	\$4,921
21	\$136,071	\$0	\$136,071	\$0	\$7,178	\$137,920	\$128,893
22	\$142,160	\$0	\$142,160	\$0	\$7,394	\$134,767	\$134,767
23	\$148,522	\$0	\$148,522	\$0	\$7,615	\$7,615	\$140,907
24	\$155,168	\$0	\$155,168	\$0	\$7,844	\$7,844	\$147,325
25	\$162,112	\$0	\$162,112	\$0	\$8,079	\$8,079	\$154,033
26	\$169,367	\$0	\$169,367	\$0	\$8,322	\$8,322	\$161,045
27	\$176,946	\$0	\$176,946	\$0	\$8,571	\$8,571	\$168,375
28	\$184,864	\$0	\$184,864	\$0	\$8,828	\$8,828	\$176,036
29	\$193,137	\$0	\$193,137	\$0	\$9,093	\$9,093	\$184,044
30	\$201,760	\$0	\$201,760	\$0	\$9,366	\$9,366	\$192,414
Totals	\$3,443,975	\$164,844	\$3,608,818	\$1,733,479	\$189,084	\$1,922,563	\$1,686,255



Preliminary Financial Analysis – Water Fund

Projected Annual Electrical Bill = \$155,989

Year	Projected Electricity Savings - Solar	Projected Electricity Savings - Energy Efficiency	Total Program Savings	Lease Payment	Solar O&M Cost	Total Program Costs	Net Savings
1	\$99,984	\$432	\$100,416	\$60,687	\$9,566	\$70,253	\$30,162
2	\$104,458	\$454	\$104,912	\$64,896	\$9,853	\$74,749	\$30,162
3	\$109,132	\$477	\$109,609	\$69,298	\$10,149	\$79,446	\$30,162
4	\$114,016	\$500	\$114,516	\$73,901	\$10,453	\$84,354	\$30,162
5	\$119,118	\$525	\$119,644	\$78,715	\$10,767	\$89,481	\$30,162
6	\$124,449	\$552	\$125,000	\$83,748	\$11,090	\$94,838	\$30,162
7	\$130,018	\$579	\$130,597	\$89,012	\$11,422	\$100,435	\$30,162
8	\$135,836	\$608	\$136,444	\$94,517	\$11,765	\$106,282	\$30,162
9	\$141,915	\$639	\$142,553	\$100,273	\$12,118	\$112,391	\$30,162
10	\$148,265	\$670	\$148,936	\$106,292	\$12,481	\$118,774	\$30,162
11	\$154,900	\$704	\$155,604	\$112,586	\$12,856	\$125,442	\$30,162
12	\$161,832	\$739	\$162,571	\$119,167	\$13,242	\$132,409	\$30,162
13	\$169,074	\$776	\$169,850	\$126,049	\$13,639	\$139,688	\$30,162
14	\$176,640	\$815	\$177,455	\$133,245	\$14,048	\$147,293	\$30,162
15	\$184,545	\$856	\$185,401	\$140,769	\$14,469	\$155,238	\$30,162
16	\$192,803	\$899	\$193,702	\$148,636	\$14,904	\$163,539	\$30,162
17	\$201,431	\$943	\$202,375	\$156,862	\$15,351	\$172,212	\$30,162
18	\$210,445	\$991	\$211,436	\$165,462	\$15,811	\$181,273	\$30,162
19	\$219,863	\$1,040	\$220,903	\$174,455	\$16,285	\$190,740	\$30,162
20	\$229,701	\$1,092	\$230,794	\$183,857	\$16,774	\$200,631	\$30,162
21	\$239,981	\$0	\$239,981	\$0	\$17,277	\$17,277	\$222,703
22	\$250,720	\$0	\$250,720	\$0	\$17,796	\$17,796	\$232,924
23	\$261,939	\$0	\$261,939	\$0	\$18,329	\$18,329	\$243,610
24	\$273,661	\$0	\$273,661	\$0	\$18,879	\$18,879	\$254,782
25	\$285,908	\$0	\$285,908	\$0	\$19,446	\$19,446	\$266,462
26	\$298,702	\$0	\$298,702	\$0	\$20,029	\$20,029	\$278,673
27	\$312,069	\$0	\$312,069	\$0	\$20,630	\$20,630	\$291,439
28	\$326,034	\$0	\$326,034	\$0	\$21,249	\$21,249	\$304,785
29	\$340,624	\$0	\$340,624	\$0	\$21,886	\$21,886	\$318,738
30	\$355,867	\$0	\$355,867	\$0	\$22,543	\$22,543	\$333,324
Totals	\$6,073,930	\$14,291	\$6,088,221	\$2,282,427	\$455,106	\$2,737,533	\$3,350,687



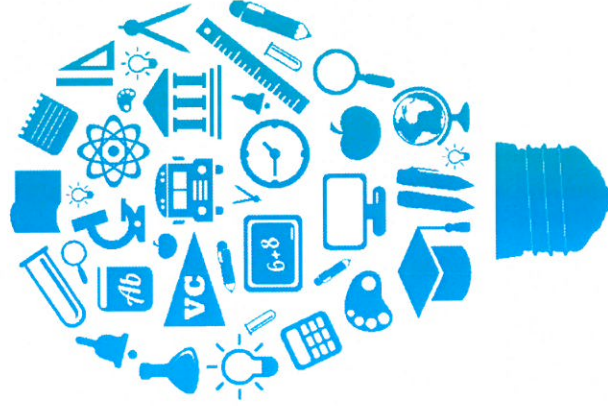
Preliminary Financial Analysis – Sewer Fund

Projected Annual Electrical Bill = \$58,165

Year	Projected Electricity Savings - Solar	Projected Electricity Savings - Energy Efficiency	Total Program Savings	Lease Payment	Solar O&M Cost	Total Program Costs	Net Savings
1	\$44,634	\$2,442	\$47,076	\$33,792	\$4,784	\$38,576	\$8,501
2	\$46,632	\$2,564	\$49,196	\$35,768	\$4,928	\$40,695	\$8,501
3	\$48,719	\$2,692	\$51,411	\$37,835	\$5,075	\$42,910	\$8,501
4	\$50,899	\$2,827	\$53,725	\$39,997	\$5,228	\$45,225	\$8,501
5	\$53,176	\$2,968	\$56,144	\$42,259	\$5,384	\$47,644	\$8,501
6	\$55,556	\$3,116	\$58,672	\$44,626	\$5,546	\$50,172	\$8,501
7	\$58,042	\$3,272	\$61,314	\$47,101	\$5,712	\$52,814	\$8,501
8	\$60,640	\$3,436	\$64,075	\$49,691	\$5,884	\$55,575	\$8,501
9	\$63,353	\$3,607	\$66,961	\$52,400	\$6,060	\$58,460	\$8,501
10	\$66,188	\$3,788	\$69,976	\$55,234	\$6,242	\$61,476	\$8,501
11	\$69,150	\$3,977	\$73,127	\$58,198	\$6,429	\$64,627	\$8,501
12	\$72,245	\$4,176	\$76,421	\$61,298	\$6,622	\$67,920	\$8,501
13	\$75,478	\$4,385	\$79,863	\$64,541	\$6,821	\$71,362	\$8,501
14	\$78,855	\$4,604	\$83,459	\$67,933	\$7,025	\$74,959	\$8,501
15	\$82,384	\$4,834	\$87,218	\$71,482	\$7,236	\$78,718	\$8,501
16	\$86,071	\$5,076	\$91,147	\$75,193	\$7,453	\$82,646	\$8,501
17	\$89,922	\$5,330	\$95,252	\$79,075	\$7,677	\$86,752	\$8,501
18	\$93,947	\$5,596	\$99,543	\$83,135	\$7,907	\$91,042	\$8,501
19	\$98,151	\$5,876	\$104,027	\$87,382	\$8,144	\$95,526	\$8,501
20	\$102,543	\$6,170	\$108,713	\$91,823	\$8,389	\$100,212	\$8,501
21	\$107,132	\$0	\$107,132	\$0	\$8,640	\$8,640	\$98,491
22	\$111,926	\$0	\$111,926	\$0	\$8,900	\$8,900	\$103,026
23	\$116,934	\$0	\$116,934	\$0	\$9,167	\$9,167	\$107,768
24	\$122,167	\$0	\$122,167	\$0	\$9,442	\$9,442	\$112,726
25	\$127,634	\$0	\$127,634	\$0	\$9,725	\$9,725	\$117,909
26	\$133,346	\$0	\$133,346	\$0	\$10,017	\$10,017	\$123,329
27	\$139,313	\$0	\$139,313	\$0	\$10,317	\$10,317	\$128,996
28	\$145,547	\$0	\$145,547	\$0	\$10,627	\$10,627	\$134,921
29	\$152,061	\$0	\$152,061	\$0	\$10,945	\$10,945	\$141,115
30	\$158,865	\$0	\$158,865	\$0	\$11,274	\$11,274	\$147,592
Totals	\$2,711,511	\$80,735	\$2,792,247	\$1,178,762	\$227,601	\$1,406,363	\$1,385,884

Energy Program Benefits

- ✓ **Creates \$6.4 million in net savings** after paying for all costs over the life of the program
- ✓ **Reduces the District's electricity expenditure by two-thirds**
- ✓ Provides a hedge against rising electricity costs which are expected to increase substantially in the future
- ✓ ENGIE guarantees 95% of the energy savings
- ✓ **Stimulates local economy and provides local jobs**



Carbon emissions reduction equivalent of removing 289 cars of the road annually

- ✓ Funds required **HVAC replacements through project savings**
- ✓ Saves maintenance staff's time with long-life LED lighting
- ✓ Saves administrative time by accomplishing multiple projects simultaneously
- ✓ Improves lighting quality for employees and community members
- ✓ Provides shade for staff and the community
- ✓ **Become a role model for environmental stewardship for the local community**

Energy Program Roadmap

- **Feasibility Study**
July 28, 2021
- **Potential Board Approval of Program Development Agreement**
October 2021
- **Energy Program Development**
November 2021 – January 2022
- **Tentative Staff and Board Approval of Project**
February 2022 - March 2022
- **Project Implementation**
April 2022 – March 2023
- **Celebratory Ribbon Cutting**
March 2023



Project Team

Ashu Jain, PE
Senior Manager
ashu.jain@engie.com
(714) 473-7837

Art Sarhangian
Senior Project Manager
arash.sarhangian@engie.com
(714) 308-4925

Eric Tran, PE
Project Manager
eric.tran@engie.com
(626) 345-8500

Vince Alejandre
Project Engineer
vincent.alejandre@engie.com
(626) 788-6470

Amelia Cottrell
Business Development Associate
amelia.cottrell@engie.com
(616) 901-6183



ENGIE Services U.S.
1420 Iowa Avenue, Suite 210
Riverside, CA 92507



Helendale Community Services District

DATE: October 7, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Adoption of Resolution 2021-19: A Resolution of the Helendale Community Services District Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring the Existence of Local Emergency Conditions, and Authorizing Remote Teleconference Meetings of the Board of Directors and Its Standing Committee for the Period October 7, 2021, to _____, Pursuant to Brown Act Provisions

Staff Recommendation

Staff seeks input regarding approval of the Resolution 2021-19.

Staff Report

AB361 (Rivas) was signed into law on 9/16/2021 and sunsets on 1/1/2024, and allows for a local board to authorize the necessity of remote meetings upon making certain emergency-related findings. The proposed resolution would have to be affirmed every 30 days to remain in effect.

In the event the Board does not desire to adopt the resolution, a board member who is absent from the board room, could still participate in the meeting by following the requirements outlined in the Brown act which would require allowing public access and posting the agenda at the board member's location.

The District's General Counsel will review the proposed resolution for the Board's consideration.

FISCAL IMPACT: None

POSSIBLE MOTION: Approve Resolution 2021-19

ATTACHMENTS: Resolution 2021-19

RESOLUTION NO. 2021-19

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE
COMMUNITY SERVICES DISTRICT RATIFYING THE PROCLAMATION OF A
STATE OF EMERGENCY BY GOVERNOR NEWSOM, DECLARING THE
EXISTENCE OF LOCAL EMERGENCY CONDITIONS, AND AUTHORIZING
REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS AND
ITS STANDING COMMITTEE FOR THE PERIOD OCTOBER 7, 2021,
TO _____, 2021, PURSUANT TO BROWN ACT PROVISIONS**

WHEREAS, the Helendale Community Services District (the “District”) is committed to preserving and nurturing public access and participation in meetings of its Board of Directors; and

WHEREAS, all meetings of the District’s Board of Directors (the “Board”) and its standing committees are open and public, as required by the Ralph M. Brown Act (California Government Code Sections 54950-54963), so that any member of the public may attend, participate, and watch those bodies conduct their business; and

WHEREAS, the Brown Act, in Government Code Section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code Section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition for application of Government Code Section 54953(e) is that a state of emergency is declared by the Governor pursuant to Government Code Section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the State caused by conditions as described in Government Code Section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, on March 4, 2020, Governor Gavin Newsom proclaimed a state of emergency to exist in California as a result of the threat of COVID-19, and such proclamation has not yet been lifted; and

WHEREAS, it is further required under Government Code Section 54953(e) that state or local officials have imposed or recommended measures to promote social distancing or that the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically COVID-19 and its Delta variant, remain highly contagious and, therefore, a threat to the health, safety, and well-being of the District’s employees, directors, vendors, contractors, customers, visitors, and residents; and

WHEREAS, directions from the San Bernardino County Department of Public Health and regulations from the State of California impose various social distancing restrictions and provide guidance on best practices with respect to actions to reduce the spread of COVID-19; and

WHEREAS, the Board does hereby find that a state of emergency exists within the District's service area as a result of the continuing presence of COVID-19, which would cause conditions of imminent risk to attendees of Board meetings, and has resulted in local, State, and federal social distancing orders and related guidance, and which has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and the Board desires to affirm that a local emergency exists and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board does hereby find that the Board and all standing committees thereof shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code Section 54953, as authorized by subdivision (e) of Government Code Section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of Government Code Section 54953; and

WHEREAS, the District will continue to provide proper notice to the public regarding all Board and standing committee meetings in accordance with Government Code Section 54953(e)(2) and shall provide notice to the public of how they may access any such meeting via call-in number and/or internet link.

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

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation Regarding Local Emergency. The Board hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency now exists throughout the District as a result of the continuing presence of COVID-19, which would cause conditions of imminent risk to attendees of the District's Board and standing committee meetings, and which have resulted in local, State, and federal social distancing orders and guidance, and that conducting the District's Board and standing committee meetings virtually will minimize the possible spread COVID-19 and any variant thereof.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency regarding COVID-19, dated March 4, 2020.

Section 4. Remote Teleconference Meetings. The District's General Manager, or his or her delegee, and the Board and standing committees of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution,

including but not limited to continuing to conduct open and public meetings in accordance with Government Code Section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) the expiration of thirty (30) days from the date this Resolution was adopted, as set forth below, or (ii) such time as the Board adopts a subsequent resolution in accordance with Government Code Section 54953(e)(3) to extend the time during which the Board and standing committees of the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of Government Code Section 54953.

PASSED AND ADOPTED by the Board of Directors of the Helendale Community Services District this 7th day of October, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President, Board of Directors

ATTEST:

Secretary, Board of Directors



Helendale Community Services District

DATE: October 7, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Award of Bid for Maintenance Building Paving Projects

STAFF RECOMMENDATION:

Staff requests approval of this item.

STAFF REPORT:

The Board approved the circulation of the Request for Proposals for the Maintenance Building Paving Project. Staff sent proposals to each entity who attended the Community Center Paving Project Pre-Bid meeting as well as those who submitted a bid for that project. In addition, the project was noticed in the Daily Press and information posted on the District's web site.

At 2:30 on Monday, 10/4, a bid opening was held and 2 bids were received. One bidder was present. Below are the bids:

		Yeghoian	HDU
A	Water (all asphalt):	\$25,383	\$ 46,012
B	Wastewater (Part asphalt; Part Concrete)	\$47,040	\$ 77,444
C	(All Concrete)	\$87,000	\$107,764

Total for A&B: **\$72,423** **\$123,456**

FISCAL IMPACT: \$72,423

REQUESTED ACTION: Award a contract to Yeghoian for Maintenance Building Paving Project.

ATTACHMENTS: Bid sheets

Yeghonian

Bid Schedule

HELENDALE COMMUNITY SERVICES DISTRICT MAINTENANCE BUILDING PAVING PROJECT

Schedule A - Water Maintenance Building				
Bid Item	Bid Item Description	Approx. Quantity	Unit Price	Total Cost
1	Mobilization	1 LS		500.00
2	Grading	1 LS		2000.00
3	3" HMA C2-PG 64-10	5600 SF		16783.00
4	4" Class II Base	5600 SF		6100.00
Schedule A Subtotal \$				25,383.00

Schedule B - Waste Water Maintenance Building				
Bid Item	Bid Item Description	Approx. Quantity	Unit Price	Total Cost
1	Mobilization	1 LS		500.00
2	Grading	1 LS		2500.00
3	3" HMA C2-PG 64-10 (East)	2720 SF		8840.00
4	4" Class II Base (East)	2720 SF		3400.00
5	6" PCC 3250 PSI (East)	2880 SF		23060.00
6	3" HMA C2-PG 64-10 (West)	1920 SF		6240.00
7	4" Class II Base (West)	1920 SF		2500.00
Schedule A Subtotal \$				47,040.00

Alternate Schedule B - Waste Water Maintenance Building				
Bid Item	Bid Item Description	Approx. Quantity	Unit Price	Total Cost
1	Mobilization	1 LS		500.00
2	Grading	1 LS		2500.00
3	6" PCC 3250 PSI (East)	5600 SF		42000.00
4	6" PCC 3250 PSI (West)	5600 SF		42000.00
Alternate Schedule B Subtotal \$				87,000.00

Total Base Bid is Schedule A + Schedule B \$ **72,423.00**

Hdu

Bid Schedule

HELENDALE COMMUNITY SERVICES DISTRICT MAINTENANCE BUILDING PAVING PROJECT

Schedule A - Water Maintenance Building				
Bid Item	Bid Item Description	Approx. Quantity	Unit Price	Total Cost
1	Mobilization	1 LS	2,500.00	2,500.00
2	Grading	1 LS	11,200.00	11,200.00
3	3" HMA C2-PG 64-10	5600 SF	3.24	18,144.00
4	4" Class II Base	5600 SF	2.53	14,168.00
Schedule A Subtotal \$				46,012.00

Schedule B - Waste Water Maintenance Building				
Bid Item	Bid Item Description	Approx. Quantity	Unit Price	Total Cost
1	Mobilization	1 LS	4,500.00	4,500.00
2	Grading	1 LS	15,040.00	15,040.00
3	3" HMA C2-PG 64-10 (East)	2720 SF	3.55	9,656.00
4	4" Class II Base (East)	2720 SF	2.53	6,881.60
5	6" PCC 3250 PSI (East)	2880 SF	10.31	29,692.80
6	3" HMA C2-PG 64-10 (West)	1920 SF	3.55	6,816.00
7	4" Class II Base (West)	1920 SF	2.53	4,857.60
Schedule A Subtotal \$				77,444.00

Alternate Schedule B - Waste Water Maintenance Building				
Bid Item	Bid Item Description	Approx. Quantity	Unit Price	Total Cost
1	Mobilization	1 LS	4,500.00	4,500.00
2	Grading	1 LS	11,200.00	11,200.00
3	6" PCC 3250 PSI (East)	5600 SF	8.22	46,032.00
4	6" PCC 3250 PSI (West)	5600 SF	8.22	46,032.00
Alternate Schedule B Subtotal \$				107,764.00

Total Base Bid is Schedule A + Schedule B \$ ~~231,220.00~~

#123,456.00

(Handwritten initials)



Helendale Community Services District

DATE: October 7, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette, Parks, Recreation and Programs Supervisor
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding Addition of Grass Area at Community Center

STAFF RECOMMENDATION:

Staff seeks input from the Board.

STAFF REPORT:

One of the projects contemplated in the Prop 68 grant application is a grassy area for the Farmer's Market. This project can be completed now to add to the aesthetics of the Community Center as well as create functional space to be used by the community.

This project is also being considered as an Eagle Scout project, that would need to be completed by December 2021.

If approved by the Board and selected by the prospective Eagle Scout, the Scout would need to secure donations and complete the irrigation system, plant grass, and construct a small picnic shade structure. HCSD staff would need to assist in several aspects of this project.

FISCAL IMPACT: To be determined.

POSSIBLE MOTION: Direction is requested.



Helendale Community Services District

DATE: October 7, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #9
Discussion and Possible Action Regarding Reconsideration Regarding New Baseball Field

STAFF RECOMMENDATION:

Staff seeks input from the Board.

STAFF REPORT:

On August 5 & 19, the Board considered options for adding a new lighted baseball field to the Park and determined a preferred orientation for the field. After the 9/11 concert and the larger than normal crowd that participated in the event, it was requested that the Board reconsidered utilizing this area for baseball rather than parking.

Options could include: (1) Not doing a third field at this time; (2) moving the field farther to the south; (3) Make one of the small fields larger in lieu of another field.



FISCAL IMPACT: To be determined.

POSSIBLE MOTION: Direction is requested.



Helendale Community Services District

DATE: October 7, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #10
Discussion and Possible Action Regarding a Claim Against the District

STAFF RECOMMENDATION:

Staff recommends denial of the claim.

STAFF REPORT:

Attached for the Board's review is a claim that was submitted to the District while a wastewater operator was delivering samples to San Bernardino. The driver alleges that "something from the truck" hit her windshield causing a crack. She flagged our driver down and got his information. She has called back several times and has reported that the crack has grown, and the windshield needs to be replaced as soon as possible.

Since we have a new insurance company, Staff contacted Allied and was advised that they recommend denial of the claim for the following reasons:

- *Liability policies are based on negligence. In this case, there was no negligence on your driver's behalf in kicking up a pebble that was already on the road.*
- *This type of exposure is deemed a normal hazard of operating a vehicle, and it is the reason auto policies offer first party windshield repair and replacement. Such coverage is deemed first party because negligence cannot be extended to another vehicle for kicking up a pebble that is already on the road.*
- *Any ex gratia payments establish precedent and potentially estops you from asserting a defense for a similar situation (whether a pebble being kicked up or any other no-fault type action) that may occur in the future.*

Based upon the quotes the claimant provided the replacement is estimated to be approximately between \$220 and \$409. Staff seeks direction from the Board on the response to this claim.

FISCAL IMPACT: \$220 - \$408.59

REQUESTED ACTION: Deny Claim

ATTACHMENTS: District Claim Form

BRUNICK, McELHANEY & KENNEDY

PROFESSIONAL LAW CORPORATION
1839 COMMERCENTER WEST

SAN BERNARDINO, CALIFORNIA 92408

TELEPHONE: (909) 889-8301
FAX: (909) 388-1880

WILLIAM J. BRUNICK
LELAND P. McELHANEY
STEVEN M. KENNEDY

MAILING ADDRESS:

POST OFFICE BOX 13130

SAN BERNARDINO, CALIFORNIA 92423-3130

September 17, 2021

Monique Allen
12425 Sunny Vista Ave.
Victorville, CA 92395

Re: Claim for Damages submitted to the Board of Directors of the Helendale Community Services District dated August 30, 2021 ("Claim")

Dear Ms. Allen:

Notice is hereby given that the above-referenced Claim was received by the Helendale Community Services District ("HCSD") on August 31, 2021, and presented to HCSD's Board of Directors ("the Board") at its special meeting of September 9, 2021.

The Board reviewed the Claim and determined that the Board had no jurisdiction to accept the Claim under the California Tort Claims Act, Government Code Section 900 et seq. ("the Act"), due to your failure to specifically identify the accrual date of the purported damage giving rise to the Claim as required by Government Code Section 910(c).

As a result, the Claim is being returned herewith without any action being taken thereon pursuant to Government Code Sections 910.8 and 915.4 because the claim was not presented to HCSD in the manner prescribed by the Act.

In providing this notice, or by operation of any other action taken by the Board on this Claim, HCSD does not intend to relinquish or waive any of your legal claim-presentation requirements or any rights or defenses potentially available to HCSD and/or its officers, employees, or agents.

Should a lawsuit be brought on the subject matter of this Claim which is subsequently determined to have been filed in bad faith and without reasonable cause, please be advised that HCSD will seek recovery of all of its defense costs as allowed by law, including but not limited to the provisions of California Code of Civil Procedure Sections 128.5 and 1038.

Very truly yours,

BRUNICK, McELHANEY & KENNEDY


Steven M. Kennedy

Enclosure

cc: Kimberly Cox, HCSD General Manager

California Vehicle Insurance Card



Member District: Helendale Community Services District

Effective Dates: 07/01/2016 - 07/01/2017

Look at the Date

Vehicle Year / Make and Model / VIN:

2007 / #309 Chevrolet C3500 Crane Truck /
1GBJC34U67E136533

Coverage:

Liability | \$250 Comp Ded. | \$500 Coll Ded.

Policy: SDRMA-7460-201617-1

Special District Risk Management Authority

1112 H Street Suite 300 Sacramento, CA 95814-2865

Tel 916.231.4141 or 800.537.7790 Fax 916.231.4111

HELENDALE COMMUNITY SERVICES DISTRICT

CLAIM FOR DAMAGES

TO PERSON OR PROPERTY

1. Claims for death, injury to person or personal property must be filed no later than six (6) months after the occurrence. (Gov. Code Sec. 911.2).
2. Claims for damages relating to any other type of occurrence must be filed no later than one year after the occurrence. (Gov. Code Sec. 911.2).
3. Read entire claim before filing. Claim can be mailed or filed in person with original signatures. No faxes accepted.
4. See Page 3 for diagram upon which to locate place of accident.
5. This claim form must be signed on Page 3, bottom.
6. Attach separate sheets, if necessary, to give full details. SIGN EACH SHEET.
7. Fill out in Duplicate. ONE COPY TO BE RETAINED BY CLAIMANT.
8. Claim must be filed with General Manager, 26540 Vista Road, Suite B, Helendale, CA 92342.

Reserved for Date Stamp
Claim No. _____

TO: BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT

Name of Claimant

Monique Allen

Home address of Claimant

12425 Sunny Vista Ave Victorville CA 92395

Mailing address of Claimant

Same

Telephone Number of Claimant

How did DAMAGE or INJURY occur? Please include as much detail as possible.

Something from the truck hit my window

When did DAMAGE or INJURY occur? Please include the date and time of the damage or injury.

The Windshield - Aug 19, 2021 around 1:00-1:30 PM

Where did the DAMAGE or INJURY occur? Please describe fully, and locate on the diagram on the reverse side of this sheet, if applicable. Where appropriate, please give street names and addresses or measurements from landmarks.

15 Freeway going south. From Victorville

What particular ACT or OMISSION do you claim caused the injury or damage? Please give names of District employees causing the injury or damage and identify any vehicles involved by license number, year, make and model, if known.

UNKNOWN Item from truck

Please list names and addresses of witnesses, Doctors and hospitals:

None

Signature of Claimant (REQUIRED FOR EACH PAGE)

Monique Allen

Print Name:

Monique Allen

Date:

8/30/21

HELENDALE COMMUNITY SERVICES DISTRICT

CLAIM FOR DAMAGES

Amount of Damages Claimed: (Check One)

Less than \$10,000.00

More than \$10,000.00

Damages claimed (if less than \$10,000.00)

- a. Amount claimed as of this date: \$?
- b. Estimated amount of future costs: \$?
- c. Total amount claimed: \$ No Estimate

d. Basis for computation of amounts claimed (Include copies of all bills, invoices, estimates, etc.)

Pictures sent to Email

Any additional information that might be helpful in considering the claim:

None

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM

(PENAL CODE Sec. 72; INSURANCE CODE SECTION 1871.2)

Any person who knowingly presents false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief and as to such matters I believe the same to be true.

I declare under penalty of perjury, under the laws of the State of California, that the foregoing is

Signature of Claimant (or Claimant's Attorney)	Print Name:	Date:
<u>[Signature]</u>	<u>Monique Allen</u>	<u>8/30/21</u>

HELENDALE COMMUNITY SERVICES DISTRICT

CLAIM FOR DAMAGES

What DAMAGE or INJURIES do you claim resulted? Please give full extent of injuries or damages claimed:

Crack on left side of window shield

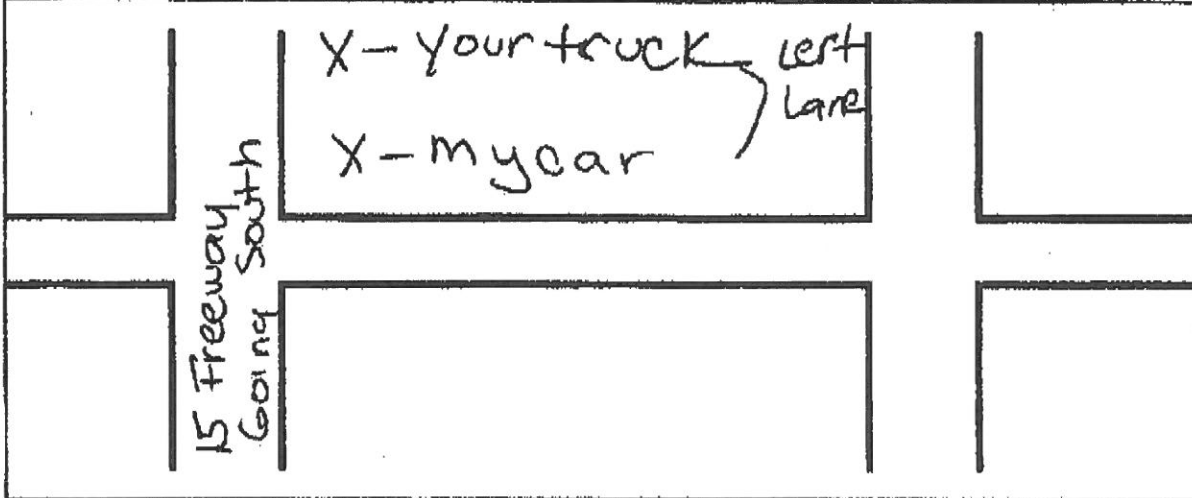
Name and address of any other person(s) injured:

No Insurance payment

If you received and insurance payments, please give the names of the insurance companies:

Name and address of the Owner of any damaged property:

For all accident claims please place on the following diagram the names of the streets where the accident occurred. Indicate the place of the accident by an "X" and by showing the nearest address and distances to street corners. Please indicate where NORTH is on the diagram.



Signature of Claimant (REQUIRED FOR EACH PAGE)

Monique A

Print Name:

Monique Allen

Date:

8/30/21



BEST PRICE AUTO GLASS
 11399 SANTA FE EAST
 HESPERIA, CA 92345
 (760) 956-7800 / Fax (760) 956-5600

Quote #	Q10000180	Date	09/07/2021
Client #		Billcode	WI
P.O. #		Sold By	
Pol. Term		Instl By	

MONIQUE

Year	2013	Make	CADILLAC	Policy #	
Model	ATS	Body Style	4 DOOR SEDAN	Authorized By	
V.I.N.		V.I.N.		Client #	
Home Phone	() -	Bus Phone	() -	Damage/Cause	
				Loss Date	09/07/2021

Qty	Part	Description	Block Size	List	Price	Total
1	DW01985GBYN	Windshield (air cont)(Rain Sensor)(3rd Visor Frit	32 x 55.5	611.45	109.93	109.93
1	LABOR	Labor 3.10 hours		80.00	80.00	
1	HAH000448	2.0 Fast-Cure Urethane, Dam, Primer		20.00	20.00	20.00

ARC#287831

Replaced windshield

#12

Received 9/7/21

SPECIAL INSTRUCTIONS

- LIFE TIME WARRANTY ON AIR LEAKS, WATER LEAKS AND FREE CHIP REPAIR ON WINDSHIELDS (ONLY WITH COMPANY RECEIPT)
- DO NOT REMOVE BLUE TAPE FOR 48 HOURS
- DO NOT WASH VEHICLE FOR 48 HOURS AFTER WINDSHIELD REPLACEMENT
- REPLACEMENT OF THE WINDSHIELD WILL PREVENT USE OF THE VEHICLE DURING ADHESIVE CURE TIME (3-4 HOURS)
- 30 DAY WARRANTY ON NEW REGULATOR, MOTORS AND SWITCHES
- NO WARRANTY ON USED PARTS
- DEPOSITS NOT REFUNDABLE

Labor	80.00
Subtotal	208.93
Tax	10.07
Total	220.00
Balance	220.00

RECEIVED BY

9/7/21 2:47pm by ADMIN Updated 9/7/21 2:47pm by ADMIN

The glass listed has been replaced / repaired with like kind and quality to my entire satisfaction, and I authorize my insurance Company to pay BEST PRICE AUTO GLASS directly for the glass and installation charges, or repairs.

Safelite
AutoGlass
want to pay.

99%



Appointment details



on Wednesday, September 15, 2021 at 8:00 AM - 1:00 PM

Order details \$408.59



Parts and labor	\$329.99
Nationwide lifetime warranty	FREE
Disposal	\$19.99
Mobile service	\$34.99
Subtotal	\$384.97
Sales tax	\$23.62
Total	\$408.59

Replace windshield

#3

Have a promo code?

*P. please with pk
Rec'd 9/17/21*

Choose a payment option

Credit card



PayPal

