



REGULAR BOARD MEETING
Thursday, November 2, 2023, at 6:00 PM

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

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

Call to Order - Pledge of Allegiance

1. Discussion and Possible Action Regarding Director Remote Participation pursuant to AB2449 (Government Code Section 54953(f))

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

2. Approval of Agenda

3. Public Participation

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

4. Consent Items

- a. Approval of Minutes: October 19, 2023, Regular Board Meeting
- b. Bills Paid Report
- c. Adoption of Resolution 2023-11: A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies for its Compensation, Reimbursement and Ethics Training

5. Reports

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

Regular Business:

6. Discussion and Possible Action Regarding Approval of Directors' Expense Reports and Review of Requested Survey Information Related to Board Compensation
7. Discussion and Possible Action Regarding Cyber Insurance
8. Discussion and Possible Action Regarding Use of Community Park for Weekend Event

9. Discussion and Possible Action Regarding Front Office Enclosure

10. Discussion and Possible Action Regarding Community Center Roof Repairs

Other Business

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

Closed Session

12. Conference with Real Property Negotiators

(Government Code Section 54956.8)

Property: 15302 Smithson Road

District Negotiator: Kimberly Cox

Negotiating Parties: Vertical Bridge

Under Negotiation: Price and Terms of Payment

13. Report of Closed Session Item

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 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: November 2, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #1
Discussion and Possible Action Regarding Director Remote Participation Pursuant to AB2449 (Government Code Section 54953(f))

NOTIFICATION OF REMOTE BOARD MEETING ATTENDANCE

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

JUST CAUSE

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

Just Cause means any of the following:

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

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

EMERGENCY CIRCUMSTANCES

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

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

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



Helendale Community Services District

Date: November 2, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #4
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: October 19, 2023, Regular Board Meeting
- b. Bills Paid Report
- c. Adoption of Resolution 2023-11: A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies for its Compensation, Reimbursement and Ethics Training



Helendale Community Services District

Date: November 2, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #4a
Minutes from Board meeting 10/19/2023

You will notice that the minutes appear in a new format beginning this meeting. Please advise if there are any changes you would like to be incorporated. The format was designed to greater clarity as to the board votes as well as set up a standardized template for ease of completion.



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

Date: October 19, 2023
 Time: 6:00 PM
 Meeting called to order by: President Henry Spiller

ATTENDANCE

President Henry Spiller	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Vice President Ron Clark	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Secretary Sandy Haas	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Director Annette Roper	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Director George Cardenas	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

Staff Members Present

Kimberly Cox, General Manager (Zoom); Alex Aviles, Wastewater Operations Manager; Craig Carlson, Water Operations Manager; Cheryl Vermette, Parks, Recreation and Programs Supervisor; Alex Creason Wastewater Operator I; Bill Kuhlmann, Wastewater Operator III

Consultants/Guests

Steven Kennedy, Legal Counsel; Iris Gutierrez, Assemblyman Lackey's Office.

Members of the public

There were two members of the public attending in person and no member(s) of the public attending via Zoom.

1. DISCUSSION AND POSSIBLE ACTION REGARDING DIRECTOR REMOTE PARTICIPATION PURSUANT TO AB2449 (GOVERNMENT CODE SECTION 54953(F)) OF AGENDA

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

Discussion There was no need for this item, all Director's attended the meeting in person.

1

2. APPROVAL OF AGENDA

Discussion Legal Counsel Kennedy requested a third potential case to be added under closed session item 12.

Motion Vice President Clark made a motion to approve the agenda as amended.

Second Secretary Haas

Vote

President Henry Spiller	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Secretary Sandy Haas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Annette Roper	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

Director George Cardenas Yes No Absent Abstain

3. PUBLIC PARTICIPATION

None

4. CONSENT ITEMS

- a. Approval of Minutes: September 21, 2023
- b. Bills Paid Report
- c. August Financial Report

Discussion None

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

Second Director Roper

Vote

President Henry Spiller	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Secretary Sandy Haas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Annette Roper	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

5. REPORTS

a. Directors' Reports

Click or tap here to enter text.

b. General Manager's Report

Wastewater Operations Manager Aviles reported on the fire department statistics for September 2023.

Parks, Recreation and Programs Supervisor Vermette gave the solid waste report. Recycling tonnage for the month of August was 50.97 tons and refuse collection was 371.43 tons. FY 2023 television and computer recycling tonnage was 23,747 pounds for a total of \$48,246.11. Electronics recycling for September 2023 was 1.54 tons and metal recycling was 3.75 tons. September green waste tonnage was 6.87 at a cost of \$1560.95. A total of 35 bulky item pickups were completed in September. A total of 4,040 pounds of food waste was recycled in September.

Soccer is in the 5th week. Flag football registration was extended one week to get additional sign ups and the season will start in November. Basketball registration is open and will start in January.

The Community Giveaway event was held on October 14th and there was a great turnout.

The Fall Clean Up Day will be held on October 28th from 8:00 – 11:30 am, household hazardous waste will be accepted and there will be a free compost giveaway.

The District will host a free flu and Covid-19 vaccination event on November 20th from 10 am to 2 pm.

Water Operations Manager Carlson gave the water report. Staff has been continuing the meter replacement program. Staff also completed the monthly coliform report and

safer clearinghouse drought report. Staff assisted wastewater with blower room electrical troubleshooting. Staff has been in contact with GovDeals to surplus equipment.

Staff replaced a non-operational 2" meter at South Beach, installed a sand filter, replaced a broken a-stop, and repaired a leak at fairway courts. Robert has been training with the water staff to transition to the water department.

Staff fixed erosion at the well 13 drop section. Electrical is in at Well 13.

Administration Update - There were 31 account transfers for the month of September.

Financial Update – The District's total cash balance was \$7,249,469, the water fund has \$2,882,987; the wastewater fund has \$3,369,178; the park fund has \$576,115 and the solid waste fund has \$94,090.

Wastewater Operations Manager Aviles reported that the wastewater staff jetted all of the units at the District office. During morning round Staff found that both air compressors failed, called an electrician, and got them back up and running. Wastewater will be advertising an OIT/Grade I Operator position that was approved by the board for this current fiscal year, the announcement will be advertised starting November 1st with the hopes of having the position filled by the first of the year. The wastewater staff made a presentation to the Silver Lakes Arts and Crafts Guild on October 12th. Staff cut and removed a fallen tree at the equestrian area on Smithson Road and repaired the compromised railing. The Smithson Lift Station had electrical failures and was down for 14 hours. Staff performed an electrical bypass and got the station back up and running. Standard Electrical finished rebuild and installation of the radiator at Smithson Station for backup generator. Staff performed a confined space entry at the Smithson Lift Station to clean check valves and found pump #2 at Smithson failed. A pump

company has been scheduled to come out and inspect under warranty. Staff cleaned the headworks bypass channels and removed grit and rags.

REGULAR BUSINESS

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

Discussion At the September 21st meeting the Board requested the following: add a line to the top of the expense report forms to indicate page numbers; develop a spreadsheet showing compensated and non-compensated meetings; add verbiage to Exhibit A of the Resolution; and provide a benchmark survey of board compensation. The first and second requests have been included with this agenda item, the last two items will be on the agenda for November 2nd.

Motion Director Cardenas *made the motion to approve the Directors' Expense reports as presented.*

Second President Spiller

Vote

President Henry Spiller	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Secretary Sandy Haas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

Director Annette Roper Yes No Absent Abstain
 Director George Cardenas Yes No Absent Abstain

7. Discussion and Possible Action Regarding Purchase of Two Trickling Filter Turbine Pumps and Motors and Two Filtrate Turbine Pumps and Motors

Discussion The plant has 15HP trickling filter turbine style pumps that pump the water to the top of the trickling filters water cascades over the zoogleal mass that grows on the media removing BOD from the waste stream. The pumps are 32 years old. The pumps have been rebuilt in 2009 for \$37,700 and in 2013 for \$46,700. The cost for the trickling filter turbine pump is \$31,212 each. The 7.5 HP filtrate turbine pumps convey filtrate water from the drying beds back into the trickling filters for further treatment. The pumps are part of the solids portion of the treatment plant. The pumps are 32 years old and have not been rebuilt in the past. The cost for the filtrate turbine pumps is \$17,888 each. Once the pumps/motors arrive, the District will contract separately with the supplier for installation. The cost for installation is estimated to be approximately \$20,000. Installation is within the General Managers signing authority. The pumps/motors were listed on the FY 2023 Capital Improvement Plan. Due to the challenge in getting quotes the project was not completed within that FY. The project will be funded from wastewater reserves. The current cash in the wastewater fund is approximately \$3.3 million.

Motion Vice President Clark *made the motion to approve the purchase of two trickling filter turbine pumps and motors and two filtrate turbine pumps and motors for an amount not to exceed \$98,200.*

**Second
Vote** Secretary Haas

President Henry Spiller Yes No Absent Abstain
 Vice President Ron Clark Yes No Absent Abstain
 Secretary Sandy Haas Yes No Absent Abstain
 Director Annette Roper Yes No Absent Abstain
 Director George Cardenas Yes No Absent Abstain

8. Discussion Only Regarding Water Usage for 2022/2023 Water Year

Discussion Water Operations Manager Carlson provided a review of the water year pumping. For Water Year 22/23, 1489.8 AF was pumped. For Water Year 21/22, 1546 AF was pumped, for Water Year 20/21, 1599 AF was pumped, which is down 100 AF from 2 years prior. The decrease could be due to increased conservation and limited use of construction meters. The District provided 31 AF of water to Silver Lakes Association for lake augmentation. Approximately 797 AF at an estimate \$584+ for \$465,000. Each new connection pays a water supply fee of \$5,000. There have been 9 new connections in 2023 to date. The market cost is now over \$7,000. The fee will

need to be adjusted to match market conditions. A graph of the Districts free production allowance vs. AF pumped was presented. There was a 5% rampdown in WY19/20, a ½% rampdown in WY22/23, and a 5% rampdown in WY23/24. The District purchased 148 AF in 19/20 to offset the rampdown. Minimal water is available on the market for Alto. Costs have increased from \$5k to over \$7k for an AF of water. The judge has requested study of Production Safe Yield which could result in a change in pumping rights or further rampdowns in Alto. The Board could consider an increase in the water supply fee and consider holding back 15%.

9. Discussion Only Regarding Update on Per Capita Grant for the Community Park

Discussion In 2021, the District received a Per Capita Grant from California State Parks. The award was for \$182,289 plus a District match of \$45,572. The projects included were RC fencing (completed), baseball bathroom with ADA accessibility, (substantially completed), nature playground (completed), disc golf course (completed), park lighting (not completed). The District has approximately \$124,717 left to spend. After the September 21 Board Meeting, Staff contacted the granting agency for a scope change and was informed that the grant deadline has been extended to June 30, 2028. The project area is now considered in a severely disadvantaged area therefore no match is required. Staff is working with the granting agency to revise the scope. Once approved, the District will proceed with the additional projects as defined by the Board which included a short block wall, concrete around the baseball restroom, entrance gate, and modified scope for park lighting.

OTHER BUSINESS

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

Look into an upgrade to the online board meeting experience. Look into a dual camera system.

CLOSED SESSION

President spiller called for a brief recess at 7:11 pm after which the Board met in closed session. Closed session was called to order at 7:22 pm.

11. Conference with Real Property Negotiators

(Government Code Section 54956.8)

Property: 15302 Smithson Road

District Negotiator: Kimberly Cox

Negotiating Parties: Vertical Bridge

Under Negotiation: Price and Terms of Payment

12. Conference with Legal Counsel – Anticipated Litigation

Initiation of litigation pursuant to Government Code Section 54956.9(d)(4)

Two Potential Cases

13. REPORT OF CLOSED SESSION ITEMS

Legal Counsel Kennedy reported that the Board met in closed session and discussed the items on the agenda. There was no reportable action resulting from any of the closed session items.

Closed session adjourned at 8:43 pm.

14. ADJOURNMENT

President Spiller adjourned the meeting at 8:46 pm.

Henry Spiller, President

Sandy Haas, Secretary

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



Helendale Community Services District

Date: November 2, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item #4b
Consent Items: Bills Paid and Presented for Approval

STAFF RECOMMENDATION

Updated Report Only. Receive and File

STAFF REPORT:

Staff issued 68 checks and 23 EFT's totaling \$363,046.15

Total Cash Available:	<u>10/30/2023</u>	<u>10/04/2023</u>
Cash	\$ 6,992,267.18	\$ 7,249,468.61
Drafts /Checks/EFT's Issued	\$ 363,046.15	\$ 304,006.63

INVESTMENT REPORT:

The Investment Report shows the status of the invested District funds. The interest rate is 3.534% for LAIF and 5.4471% for CA Class for September 2023. Income earned September 2023 on CA Class account is \$9,205.91.



Helendale CSD

Bills Paid and Presented for Approval Transaction Detail

Issued Date Range: 10/05/2023 - 10/30/2023

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
10/05/2023	26762	Allied Public Risk LLC	-23,518.00	Check	Accounts Payable
10/05/2023	26763	AVCOM Services Inc.	-324.74	Check	Accounts Payable
10/05/2023	26764	Beck Oil Inc	-2,347.41	Check	Accounts Payable
10/05/2023	26765	Burrtec Waste Industries Inc	-629.69	Check	Accounts Payable
10/05/2023	26766	Business Card	-6,805.80	Check	Accounts Payable
10/05/2023	26767	Cashier, CDFA- Certified Farmer's Market	-620.00	Check	Accounts Payable
10/05/2023	26768	Cheryl Vermette	-160.18	Check	Accounts Payable
10/05/2023	26769	County of San Bernardino	-280.00	Check	Accounts Payable
10/05/2023	26770	Frontier Communications	-62.14	Check	Accounts Payable
10/05/2023	26771	Frontier Communications	-161.22	Check	Accounts Payable
10/05/2023	26772	G.A. Osborne Pipe & Supply Inc.	-58.35	Check	Accounts Payable
10/05/2023	26773	Geo-Monitor, Inc.	-339.00	Check	Accounts Payable
10/05/2023	26774	Hartford Life	-324.35	Check	Accounts Payable
10/05/2023	26775	McCrometer, Inc.	-326.25	Check	Accounts Payable
10/05/2023	26776	Michael Montana	-300.00	Check	Accounts Payable
10/05/2023	26777	Mobile Occupational Services, Inc.	-170.00	Check	Accounts Payable
10/05/2023	26778	Online Information Services, Inc	-18.72	Check	Accounts Payable
10/05/2023	26779	O'Reilly Auto Parts	-785.70	Check	Accounts Payable
10/05/2023	26780	San Bernardino County Fire Protection District	-910.00	Check	Accounts Payable
10/05/2023	26781	Stericycle, Inc	-93.24	Check	Accounts Payable
10/05/2023	26782	Underground Service Alert of Southern Cakifornia	-52.00	Check	Accounts Payable
10/05/2023	26783	USA Blue Book	-2,225.92	Check	Accounts Payable
10/10/2023	26784	DR&G SERVICES, LLC	-868.89	Check	Utility Billing
10/13/2023	26785	California State Disbursement Unit	-230.76	Check	Accounts Payable
10/13/2023	26786	State of California - Franchise Tax Board	-150.00	Check	Accounts Payable
10/16/2023	26787	CATHERINE J. CRUZ	-528.80	Check	Utility Billing
10/17/2023	26788	Burrtec Waste Group, Inc	-12,925.59	Check	Accounts Payable
10/17/2023	26789	Burrtec Waste Group, Inc	-56,872.75	Check	Accounts Payable
10/17/2023	26790	Choice Builder	-1,138.73	Check	Accounts Payable
10/17/2023	26791	Frontier Communications	-88.36	Check	Accounts Payable
10/17/2023	26792	Frontier Communications	-65.73	Check	Accounts Payable
10/17/2023	26793	Infosend, Inc	-2,006.32	Check	Accounts Payable
10/17/2023	26794	Konica Minolta	-801.15	Check	Accounts Payable
10/17/2023	26795	Lowe's Inc.	-261.11	Check	Accounts Payable
10/17/2023	26796	Sierra Analytical Labs, Inc	-180.00	Check	Accounts Payable
10/17/2023	26797	Silver Lakes Hardware	-51.29	Check	Accounts Payable
10/17/2023	26798	Tyler Technologies, Inc.	-5,788.70	Check	Accounts Payable
10/17/2023	26799	Verizon Wireless	-106.32	Check	Accounts Payable
10/17/2023	26800	Verizon Wireless	-662.77	Check	Accounts Payable
10/17/2023	26801	Jason Manness	-606.00	Check	Accounts Payable
10/17/2023	26802	Aqua Metrics Sales Company	-110,030.00	Check	Accounts Payable
10/23/2023	26803	Void Check	0.00	Check	Accounts Payable
10/23/2023	26804	Void Check	0.00	Check	Accounts Payable
10/23/2023	26805	Cardmember Services	-432.90	Check	Accounts Payable
10/23/2023	26806	WaterMaster	-2,960.99	Check	Accounts Payable
10/25/2023	26807	ACI Payments, Inc	-56.50	Check	Accounts Payable

Bank Transaction Report

Issued Date	Number	Description	Amount	Type	Module
10/25/2023	26808	Burrtec Waste Industries Inc	-1,625.71	Check	Accounts Payable
10/25/2023	26809	Core & Main	-10,773.17	Check	Accounts Payable
10/25/2023	26810	County of San Bernardino, Solid Waste Mgmt. Div.	-912.07	Check	Accounts Payable
10/25/2023	26811	CWEA/DAMS	-221.00	Check	Accounts Payable
10/25/2023	26812	Frontier Communications	-92.53	Check	Accounts Payable
10/25/2023	26813	Gatehouse Media California Holdings, INc	-470.52	Check	Accounts Payable
10/25/2023	26814	Home Depot Credit Services	-1,440.58	Check	Accounts Payable
10/25/2023	26815	Patton's Sales Corp	-30.92	Check	Accounts Payable
10/25/2023	26816	Print Mart	-193.51	Check	Accounts Payable
10/25/2023	26817	Rebecca Gonzalez	-250.00	Check	Accounts Payable
10/25/2023	26818	Sierra Analytical Labs, Inc	-180.00	Check	Accounts Payable
10/25/2023	26819	Synagro West, LLC	-754.74	Check	Accounts Payable
10/25/2023	26820	MONET INVESTMENTS, LLC	-369.85	Check	Utility Billing
10/25/2023	26821	BRIAN JEFFERS	-297.99	Check	Utility Billing
10/25/2023	26822	EMILY MATHESON	-274.53	Check	Utility Billing
10/25/2023	26823	Reverse Refund Check KENNETH MORGAN	347.54	Check Reversal	Utility Billing
10/25/2023	26823	KENNETH MORGAN	-347.54	Check	Utility Billing
10/25/2023	26824	Reverse Refund Check NICOLAS GALLEGOS	55.53	Check Reversal	Utility Billing
10/25/2023	26824	NICOLAS GALLEGOS	-55.53	Check	Utility Billing
10/25/2023	26825	ADELA PATINA	-417.00	Check	Utility Billing
10/27/2023	26826	California State Disbursement Unit	-230.76	Check	Accounts Payable
10/27/2023	26827	State of California - Franchise Tax Board	-150.00	Check	Accounts Payable
10/27/2023	26828	PACIFIC COAST TITLE CO	-550.79	Check	Utility Billing
10/27/2023	26829	NICOLAS GALLEGOS	-55.81	Check	Utility Billing
10/27/2023	26830	MICHELLE DIAZ	-358.00	Check	Utility Billing
10/30/2023	26831	Core & Main	-7,420.97	Check	Accounts Payable
10/05/2023	EFT0004766	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-31,047.24	EFT	General Ledger
10/11/2023	EFT0004767	SCE ACH 4-Plex Acct 700392338368	-851.89	EFT	General Ledger
10/11/2023	EFT0004768	ACH Water Shop SCE Acct 700453074415	-114.85	EFT	General Ledger
10/10/2023	EFT0004773	SW Gas ACH 4-Plex Acct # 910000817466	-111.14	EFT	General Ledger
10/10/2023	EFT0004774	SW Gas Community Center 910000010177	-12.97	EFT	General Ledger
10/10/2023	EFT0004775	SW Gas 15302 Smithson Condo Unit D Acct # 910036039	-16.17	EFT	General Ledger
10/10/2023	EFT0004776	SW Gas Water Shop Acct # 910001037540	-11.00	EFT	General Ledger
10/10/2023	EFT0004777	SW Gas ACH WWTP Acct # 910000010195	-29.41	EFT	General Ledger
10/06/2023	EFT0004778	To record CalPERS Health Premium	-18,323.88	EFT	General Ledger
10/19/2023	EFT0004779	SCE ACH Smithson Condo Unit D Acct 700630077284	-49.77	EFT	General Ledger
10/20/2023	EFT0004780	SCE ACH Park Wellheads Acct 700448234519	-628.08	EFT	General Ledger
10/23/2023	EFT0004781	SCE Street Lighting Acct # 700013030275	-1,704.77	EFT	General Ledger
10/06/2023	EFT0004782	CalPERS Classic Pmt PPE 9/10/23	-9,402.98	EFT	General Ledger
10/06/2023	EFT0004783	CalPERS PEPRA Pmt PPE 9/10/23	-2,232.76	EFT	General Ledger
10/05/2023	EFT0004793	To record Sales Tax Pmt 3rd Quarter Return Pmt	-1,760.24	EFT	General Ledger
10/13/2023	EFT0004795	CalPERS 457 Pmt PPE 10/8/23	-4,129.64	EFT	General Ledger
10/27/2023	EFT0004797	SW Gas 15302 Smithson Condo Unit D Acct # 910036	-13.53	EFT	General Ledger
10/23/2023	EFT0004798	CalPERS Classic Pmt PPE 9/24/23	-9,402.98	EFT	General Ledger
10/23/2023	EFT0004799	CalPERS PEPRA Pmt PPE 9/24/23	-2,232.76	EFT	General Ledger
10/27/2023	EFT0004804	CalPERS 457 Pmt PPE 10/22/23	-4,129.64	EFT	General Ledger
10/20/2023	EFT0004806	CalPERS Classic Pmt PPE 10/8/23	-9,440.06	EFT	General Ledger
10/20/2023	EFT0004807	CalPERS PEPRA Pmt PPE 10/8/23	-2,232.76	EFT	General Ledger
10/17/2023	EFT0004809	To record Tasc Flex Claim Pmt PPE 10/8/23	-770.81	EFT	General Ledger
Bank Account 251229590 Total: (95)					-363,046.15
Report Total: (95)					-363,046.15

Summary

Bank Account

[251229590 CBB Checking](#)

Count	Amount
95	-363,046.15
Report Total:	-363,046.15

Cash Account

****No Cash Account****

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

Count	Amount
2	0.00
93	-363,046.15
Report Total:	-363,046.15

Transaction Type	Count	Amount
Check	70	-264,799.89
Check Reversal	2	403.07
EFT	23	-98,649.33
Report Total:	95	-363,046.15

Master Card August 17 - September 16, 2023

Acct #	Description	Charges	Charges	Charges	Charges	Charges	Charges	Charges	Total
01-524500	HDMWA Class & Dinner / CSDA Conference Lunches	200.00	38.62	54.52	42.91	20.81			356.86
01-545000	Alignment # 201 / Parts for Vactor	105.60	596.99						702.59
01-545001	Fuel for CSDA Conference	92.27							92.27
01-553600	Uniforms (JE& BJ)	101.24	21.55						122.79
02-524500	CWEA Training (BK & AC)	99.74							99.74
02-553000	Vehicle Cleaning Supplies & Tire Plug	37.67							37.67
02-553600	Uniforms Shirts & Pants	168.71							168.71
03-556000	T/S Employee Incentive Gift Cards	330.00							330.00
05-550001	Supplies for Flag Football End of Season Party	6.47	119.67						126.14
05-550003	Soccer Goalie Gear / Soccer Balls	23.68	148.65	166.65					338.98
05-550006	Pizza for Volleyball Party	52.56							52.56
05-553000	Walkie Talkies / Flags for 9/11 Concert in the Park	103.43	89.48						192.91
05-553300	Pizza or Concert in the Park	26.28							26.28
05-553600	Park Uniforms (MR)	90.40	66.65						157.05
10-524500	CSDA Conference Lunch	29.14							29.14
10-545001	Fuel CSDA Conference	93.54	65.73						159.27
10-552505	Director CSDA Conference Hotel	649.90	931.51						1,581.41
10-553200	15 Rolls 4-Ever Stamps	992.30							992.30
10-553000	Pens	1,239.13							1,239.13
Total Due									6,805.80
Due 10/12/23		Staff Key:	KC	AA	CC	CV			

DCB Visa Statement 10/2/23

Acct #	Description	Charges	Charges	Charges	Charges	Charges	Totals
01-5215000	Mobile Occupational DOT Queries	25.00					25.00
05-541000	Park Ice Machine Bearing	281.31					281.31
05-550003	Soccer Supplies	129.24	45.20				174.44
05-553300	Concert in the Park	17.56	36.25	34.14	19.35	15.26	122.56
06-553555	Clean-up Day	39.86					39.86
10-521500	Annexation Brochures / Pizza	256.92	21.43				278.35
10-522505	Breakfast Mtg. (KC, RC & HS) / Board Training	29.24	41.92				71.16
10-522510	Board Mtg Snacks	13.98	17.97				31.95
10-526650	100 Year Celebraton	17.22	30.96				48.18
10-553200	UPS Shipping	22.03					22.03
10-553000	Staples Admin Supplies / Dish Soap	471.10	10.78				481.88
Total							1,576.72
							New Charges
							(1,143.82)
							Overpayment
							432.90
							Balance Due
Due 8-28-23	Staff Key:	KC	CC	AA	JT	k	



Helendale Community Services District

Date: November 2, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda #4c:
Adoption of Resolution 2023-11: A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies for its Compensation, Reimbursement and Ethics Training

Resolution 2023-10 was previously discussed by the Board at the September 21 meeting. A minor modification was requested to Exhibit A. The verbiage was added to the list of examples of meetings to include "Performing an official function at a District sponsored sporting event".

If additional modifications are desired by the Board, the resolution can be further modified and brought back for consideration. With each modification to a resolution, the number is changed in order to provide tracking of the various modifications.



RESOLUTION NO. 2023-11

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
HELENDALE COMMUNITY SERVICES DISTRICT ESTABLISHING POLICIES FOR ITS
COMPENSATION, REIMBURSEMENT, AND ETHICS TRAINING**

WHEREAS, the Board of Directors of the Helendale Community Services District finds as follows:

A. The Helendale Community Services District (the District) is a community services district organized and operating pursuant to California Government Code Section 61000 et seq.

B. The District is governed by an elected Board of Directors (the Board) whose activities are subject to the requirements of California law, including but not limited to the Local Government Sunshine Bill (AB 1234).

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

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS of the Helendale Community Services District as follows:

Section 1. **COMPENSATION.**

1.1. **Amount.** The amount of Board member compensation by the District shall be determined in accordance with all applicable requirements of California law. Pursuant to said requirements, the Board shall set the amount of such compensation at a rate established by adoption of a separate ordinance or resolution.

1.2. **Day of Service.**

1.2.1. **Definition.** For purposes of determining eligibility for compensation of Board members pursuant to the ordinance or resolution referred to in Section 1.1 above, the term "day of service" is defined as follows, and Board member attendance, representation, and participation shall be deemed previously approved by the Board, pursuant to Government Code Section 61047(e):

- (a) Attendance at a meeting of the Board;

- (b) Participation at a meeting of a standing committee of the Board;
- (c) Attendance at a meeting of an ad hoc committee of the Board;
- (d) Attendance at a meeting with the District's General Manager / the General Manager's Delegate involving the operations of the District;
- (e) Attendance at a meeting with the District's auditors, attorneys, or other consultants involving matters for which the consultants have been retained by the District;
- (f) Attendance at a meeting of a local, state, or federal body with subject matter jurisdiction affecting the operations of the District;
- (g) Attendance at a meeting with a local, state, or federal representative concerning matters involving the operations of the District;
- (h) Participation in the following activities, provided that the Board member delivers a written or oral report to the Board regarding the member's participation at the next Board meeting outlining the purpose of the meeting and the benefit to the public following the event:
 - (1) A conference, seminar, or organized educational or training activity involving matters related to the functions and operations of the District; and
 - (2) A meeting of organizations or community members with interests in matters involving the function and operations of the District;
- (i) Representation of the District at the following events, provided that the Board member delivers a written or oral report to the Board regarding the member's representation at the next Board meeting following the event:
 - (1) A public meeting or a public hearing conducted by another public agency;
 - (2) A public benefit nonprofit corporation on whose board the District has membership;
- (j) Any occurrence that is listed in Exhibit "A" attached hereto and incorporated herein by this reference; and
- (k) All other occurrences for which the Board member has obtained prior approval from the Board to attend or participate on behalf of the District.

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

1.2.3. Daily Limitation. If a Board member attends or participates in multiple meetings in a single day, the Board member shall only be eligible for compensation for one meeting on that day.

1.3. Procedure. To receive compensation for a day of service within the scope of this Resolution, a Board member shall submit a payment request to the District's General Manager. Thereafter, the District's General Manager will issue payment to the Board member consistent with the District's regular payroll cycle and will include the payment request in the agenda materials for the next public meeting. At that meeting, the Board will review and approve or deny the payment request. Payments made by District staff prior to Board consideration of compensation requests are expressly subject to reconciliation following Board action thereon.

Section 2. REIMBURSEMENT.

Pursuant to Government Code Section 61047(c), the District shall reimburse Board members for their actual and necessary traveling and incidental expenses incurred while on official business as provided herein.

2.1. Qualifying Events. Pursuant to Government Code Section 53232.2(b), the types of occurrences that qualify a Board member to receive reimbursement of eligible expenses set forth in Section 2.2 below shall be any occurrence that is listed in Section 1.2.1 of this Resolution.

2.2. Eligible Expenses. Expenses eligible for reimbursement shall be limited to (1) registration or tuition costs, or other charges for participation at the meeting; (2) transportation to and from the meeting, including airfare, car rental, or mileage for use of a Board member's own automobile, and other miscellaneous transportation costs (shuttle, taxi, parking, etc.); (3) lodging at the single-room rate; and (4) costs of meals as set forth in Section 2.3.4.

2.3. Rates.

2.3.1. Registration, Tuition, and Meeting Charges. The District reimbursement rate for registration or other charges for participation at a meeting shall be the actual amount incurred, not to exceed the maximum rate published by the conference or activity sponsor for timely registration after applying all applicable deductions for any available discounts.

2.3.2. Transportation.

(a) Members of the Board must use government and group rates offered by a provider of transportation services for travel when available. If such rates are not available, the District reimbursement rate for Board member transportation shall be the actual amount incurred, not to exceed the cost of round-trip coach airfare.

(b) The District reimbursement rate for mileage by use of a Board member's own vehicle shall be calculated on the basis of total miles driven for District purposes at the rate specified in the Internal Revenue Code in effect at the time of the vehicle usage.

(c) The District reimbursement rate for vehicle parking by a Board member shall be the actual amount incurred.

2.3.3. Lodging. Members of the Board must use government and group rates offered by a provider of lodging services when available. If the lodging is in connection with an accepted conference or organized educational activity, lodging costs must not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board at the time of booking. If a government or group rate is not available, the District reimbursement rate for Board member lodging shall be the actual amount incurred, not to exceed the rate for comparable lodging.

2.3.4. Meals. The District reimbursement rate for Board member meals shall be the actual amount incurred, not to exceed the applicable Internal Revenue Service rates for reimbursement as established in Publication 463 or any successor publication, or \$100.00, whichever is less, for each day of service outside the District's boundaries.

2.3.5. Other. District reimbursement of all other actual and necessary expenses incurred by a Board member shall be computed using the applicable Internal Revenue Service rates for reimbursement as established in Publication 463, or any successor publication. All expenses that do not fall within this reimbursement policy or the Internal Revenue Service reimbursable rates, as provided above, shall be approved by the Board in a public meeting before Resolution 2023-10

the expense is incurred.

2.4. **Budget Limits.** The maximum amount of District-paid expenses that each Board member may annually incur without separate prior Board approval is \$2,000 each fiscal year.

2.5. **Ineligible Expenses.** Board members shall not be eligible for District reimbursement of any expenses incurred by any person traveling or attending a meeting as a guest of the Board member. No Board member shall be eligible for District reimbursement of any expenses for personal services not related to District business.

2.6. **Expense Forms.** The District shall provide expense report forms to be filed by the members of the Board for reimbursement for actual and necessary eligible expenses incurred on behalf of the District in the performance of official duties. The expense reports shall document that said expenses meet the policy reflected in this Resolution for expenditure of public resources. Board members shall submit such expense reports to the District’s General Manager, and the reports shall be accompanied by the receipts documenting each expense. Thereafter, the District’s General Manager will issue payment to the Board member in the amount requested in the expense report consistent with the District’s regular payroll cycle and will include the reimbursement request in the agenda materials for the next public meeting. At that meeting, the Board will review and approve or deny the reimbursement request. Payments made by District staff prior to Board consideration of expense reimbursement requests are expressly subject to reconciliation following Board action thereon. All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act.

2.7. **Report.** Board members shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board.

Section 3. **ETHICS TRAINING.**

3.1. **Requirement.** Each local agency official of the District must receive training in ethics laws no later than one year from the first day of service with the District. Thereafter, each local agency official must receive such training at least once every two years.

3.2. **Application.**

3.2.1. **Local Agency Official.** As used in Section 3.1 of this Resolution, the term “local agency official” means all of the following:

- (a) All Board members; and
- (b) All executive staff of the District.

3.2.2. Ethics Laws. As used in Section 3.1 of this Resolution, the phrase “ethics laws” includes, but is not limited to, the following:

- (a) Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws;
- (b) Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies;
- (c) Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws; and
- (d) Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

3.3. **District Responsibilities.**

3.3.1. Records. The District shall maintain records indicating (a) the dates that local agency officials satisfied the requirements of Section 3 of this Resolution and (b) the entity that provided the training. The District shall maintain these records for at least five years after local agency officials receive the training. These records are public records subject to disclosure under the California Public Records Act.

3.3.2. Notice. The District is required to provide information on training available to meet the requirements of Section 3 of this Resolution to its local agency officials at least once annually.

Section 4. **REVIEW OF RESOLUTION ON ANNUAL BASIS.**

Each year the Board shall review this Resolution to determine its effectiveness and the necessity for its continued operation. The District’s General Manager shall report to the Board

on the operation of this Resolution, and make any recommendations deemed appropriate, including proposals to amend the Resolution. Upon conclusion of its review, the Board may take any action it deems appropriate concerning this Resolution. Nothing herein shall preclude the Board from taking action on the Resolution at times other than upon conclusion of the annual review.

Section 5. **SEVERABILITY.**

If any provision of this Resolution or the application thereof to any person or circumstances, is held invalid, such invalidity shall not affect other provisions or applications of this Resolution which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are declared to be severable.

Section 6. **EFFECTIVE DATE.**

This Resolution supersedes Resolution No. 2022-12 adopted by the Board on June 16, 2022, and shall take effect immediately upon its adoption.

ADOPTED this 20th day of April, 2023

AYES:

NOES:

ABSTAIN:

ABSENT:

Henry Spiller, President

ATTEST:

Sandy Haas, Secretary

Exhibit "A"

This list is to be used as examples of meetings outlined under Section 1.2.1 and is subject to change at the discretion of the Board.

Brown Act Meetings
Regular and Special Board Meetings

Representation at a public hearing or public meeting of another government agency
Mojave Water Agency
Watermaster
San Bernardino County
LAFCO
Various City Councils
VWRA

Meeting with a representative from County, State, or Federal Government
Elected officials or representatives

Ad hoc committees of the Board
Park and Rec Committee
Recycled Water Committee

Meeting with District Consultants
Attorney, Engineer, Auditor, etc.

Meetings of County, Special District or LAFCO
Tri-Communities Special District Luncheon
Association of San Bernardino County Special Districts (ASBCSD)

Representation of the District on a non-profit Board
Chamber of Commerce
Homeowners Association

Training or education involving matters related to the functions and operations of the District
Board member training through CSDA

Farmers Market

Mojave Water Agency Tours

Concerts-in-the-Park if carrying out a function or helping with the event

Performing an official function at a District sponsored sporting event



Helendale Community Services District

DATE: November 2, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Approval of Directors' Expense Reports
and Review of Requested Survey Information Related to Board Compensation

STAFF RECOMMENDATION

None.

STAFF REPORT

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

At the 9/21/2023 meeting there were four additional items that the Board requested related to expense reporting.

- 1) Add a line to the top of the expense forms so indicate page numbers (Page ___ of ___).
(Copy attached)
- 2) Develop a spreadsheet showing compensated and non-compensated meetings.
(Attached)
- 3) Add performing an official function at a District sponsored sporting event to Exhibit A of the resolution.
- 4) Provide a benchmark of board compensation for similar sized public organizations.

Items 1 and 2 above were included in the agenda packet for the 10/19 board meeting. Item 3 was included in the consent calendar approved by earlier action on this agenda. Following is the information requested that we responsive to item #4.

Staff conducted a survey of several comparable districts regarding Board compensation. The results are listed below. Of note, three of the agencies surveyed provide insurance to their Board however, the most do not. Insurance compensation ranges from \$16,14 to no limit. Board stipends range from \$100-\$185 per meeting with the average being \$146.56 per meeting. The average number of meetings for which compensation is paid is 7.89 meetings per month.

Entity	# Employees	Per meeting compensation	# meetings per month	Medical Paid	Medical Amount	Any other Board Benefits
PPHCSD	37	\$ 120.00	10	Y	\$1,614	If they don't take benefits they contribute to an HRA at the rate of the lowest at the lowest single person rate around \$640
HCS D	28	\$ 150.00	10	N	N/A	
Big Bear CSD	46	\$ 150.00	6	N	N/A	
Lake Arrowhead CSD	64	\$ 100.00	6	N	N/A	
Crestline County Sanitation District	20	\$ 100.00	3	N	N/A	
Rosamond CSD	22	\$ 185.00	6	N	N/A	
Hesperia Rec & Park	30 Full Time 86 Part-Time 10 Board members	\$ 165.38	10	Y	No limit	Fully covered for whatever they medical they choose no cap, automatic 5% stipend increase
High Desert Water District	50	\$ 175.00	10	Y	\$ 1,989.72	The District pays \$1,989.72 towards the Directors health insurance premiums monthly and the Directors pay \$21.87 per month
Joshua Basin Water District	23	\$ 173.63	10	N		
Average		\$ 146.56	7.89	Medical = 3		

Staff seeks input on any additional information the Board might be interested in reviewing related to compensation.

FISCAL IMPACT: NA

POSSIBLE MOTION: At the discretion of the Board.

ATTACHMENTS: Expense Reports

**BOARD COMPENSATION REPORT
ROLLING 12-MONTHS**

Name	Title	Type	12 2022	1 2023	2 2023	3 2023	4 2023	5 2023	6 2023	7 2023	8 2023	9 2023	10 2023	11 2023	12 2023	TOTAL
Spiller	President	Compensated	7	8	9	8	9	10	8	10	10	10	10			99
		Non-Comp												3		
Clark	Vice Pres	Compensated	4	4	3	5	4	6	4	4	3	5				42
		Non-Comp														
Haas	Secretary	Compensated	10	9	8	8	7	9	4	7	9	6	6			83
		Non-Comp														
Roper	Director	Compensated	4	2	2	2	3	3	2	2	2	2				24
		Non-Comp									2	5	3			
Cardenas	Director	Compensated	2	2	1	1	3	2	2	1	2	2	0			18

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Pay Period Ending September / October 2023

Name George Cardenas

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
Sept 9, 2023	Event Concert in the Park		\$	\$	\$	No	No	B
	Description of Public Benefit Morning Volunteer (7:00am to 9:00am) / Concert fly drone (7:00pm-9:00pm)							
Sept 18, 2023	Event County SB - Meeting LS Director		\$	\$	\$	No	No	I
	Description of Public Benefit Mark Wardlaw - local & govnt development / land use / shortfalls / County process imprvmts (10am to 11:30)							
Sept 19, 2023	Event HCSD Park's Meeting		\$	\$	\$	No	No	A
	Description of Public Benefit (Zoom) discussion - park grant projects / farmer's market / concert (3:00pm to 4:00pm)							
Sept 21, 2023	Event Meeting w/ General Manager		\$	\$	\$	No	Yes	G
	Description of Public Benefit Review Board meeting agenda (2:00pm to 3:00pm)							
Sept 21, 2023	Event Board Meeting		\$	\$	\$	Yes	No	A
	Description of Public Benefit Discuss and Action (agenda item) / closed session (6:00pm to 8:30pm)							
		Total Miles	\$ 0.00	\$ 0	\$ 0	Total # of Compensable Meetings	Meeting Total	Total
			\$ 0.00	\$ 0	\$ 0	1	\$ 150	\$ 150

October 21, 2023

Signature _____ Date _____

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

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER
 September / October 2023

Name: George Cardenas
 Pay Period Endng: September / October 2023

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
Sept 12, 2023	MWA Special Board of Directors Meeting		\$	\$	\$	No	No	A
	Description of Public Benefit							
	(Zoom) Anticipated Litigation (9:30am-10:00am) - Closed session - Cary McCormick - Rejected claim							
Sept 28, 2023	MWA - Board of Directors Meeting		\$	\$	\$	No	No	A
	Description of Public Benefit							
	Ames-Reche,Oeste, Lucerne recharge basins turnout projects/CDWR Mojave River Pipeline Traveling Screen Project 9:30-10:45							
October 9, 2023	MWA Special Board of Directors Meeting		\$	\$	\$	No	No	A
	Description of Public Benefit							
	Division 6 appointment - interview candidates R.Smith & J. Ramirez							
October 13, 2023	Meeting w/ General Manager		\$	\$	\$	No	Yes	G
	Description of Public Benefit							
	Review Board meeting agenda (5:00pm to 5:30pm)							
October 17, 2023	MWA Planning Resources Engineering		\$	\$	\$	No	No	A
	Description of Public Benefit							
	Advertise Traveling Screen / Water Resources Update / MWA Landscape Design							
		Total Miles	\$ 0.00	\$ 0	\$ 0	Total # of Compensable Meetings	0	Total
								\$ 0

Signature:  Date: October 21, 2023

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

REC'D OCT 24 2023

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: Shirley Hester Pay Period Ending: 10-22-23

Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
10/11	Event	Jrc Comm. Dinner		\$ 13 ⁸²	\$	\$	Y		C
	Description of Public Benefit	Report on meeting 10-19							
10/12	Event	Save Ourself CSD		\$	\$	\$	Y		K
	Description of Public Benefit	Give items to supper / school							
10/11	Event	Meetings w/ Adep		\$	\$	\$	Y		G
	Description of Public Benefit	Board							
10/11	Event	Big Brass meeting		\$	\$	\$	Y		A
	Description of Public Benefit								
	Event			\$	\$	\$			
	Description of Public Benefit								
			Total Miles	Total Meals	Total Lodging	Total Other Expense	Total Compensable Meetings		
				13 ⁸²			4		

Signature: Shirley Hester Date: 10-24-23

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

LUS DUMINIGUS
(760) 256-1381

Ticket No: 35
Ticket UID: 202310110107-52
Small Room->1

Employee: Brittney
Dine In
Date: 10/11/2023
Time: 12:52:01 PM

L-11 Grilled Chicken Salad \$9.95
-- Blue Cheese \$0.00

Subtotal: \$9.95
Tax: \$0.87
Total: \$10.82

3.00
13.82

Suggested Tip
10% (Tip: \$1.08, Total: \$11.90)
15% (Tip: \$1.62, Total: \$12.44)
20% (Tip: \$2.16, Total: \$12.98)



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



Helendale Community Services District

Date: November 2, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Alex Aviles
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Cyber Insurance

STAFF RECOMMENDATION

Staff seeks direction from the Board regarding this matter

STAFF REPORT

Below is an outline provided by our insurance broker, Paul Fuller from JPRIMA/Allied. Allied provides the District's auto and general liability insurance coverages. Allied also brokers our Workers Compensation insurance through Zenith. With the ongoing attacks against public agencies, the Board requested information regarding the District cyber-preparedness. With the upgrade in our IT support agreement, the District currently exceeds the minimum recommended protection by the FBI, DHS and CISA per our broker. Recently San Bernardino County Sheriff's Department was attacked. Our solid waste provider, Burrtec was attacked and most recently the City of Victorville has experience a breach of some kind. The proposed coverage is for \$5,221 per year with a \$10,000 deductible in the event a breach occurs. While the District has 87% certainty that the current protocols in place will protect the District's sensitive systems and information, there is the 13% potential that an attack can occur.

Background

- Public Water Systems, Hospital, Electrical Grids, and other Critical Infrastructure are deemed Targeted Sectors by FBI, DHS, and CISA.
- Targeted Sectors mean High Risk of Attack by Quasi-Based State Actors (plausible deniability).
- California is considered the most Vulnerable and Targeted State for Attack.

Requirements

- U.S. Environmental Protection Agency (EPA) March 2022 memorandum requires states to "audit the cybersecurity practices of local water systems through Sanitary Surveys."
- White House – July 2023 National Cybersecurity Strategy Implementation Plan calls for public and private sector entities to take on a greater responsibility to reduce

risks, while offering incentives to boost investment in long-term cybersecurity measures.

- Helendale CSD is in compliance with these security requirements.

Insurance

- Helendale CSD does not currently have insurance protection for cybersecurity losses.
- JPRIMA has partnered with Lloyd's of London to offer an optional and customized cybersecurity insurance policy for interested members.
- Lloyd's of London is the largest writer of cybersecurity insurance policies in the world.
- Quote Summary - Limits are \$1 million, deductible is \$10,000, and annual premium is \$5,221.
- Coverage includes ransomware, which is the most expansive exposure facing public water systems.
- Additional coverages include liability protection for privacy breaches, government enforcement actions & regulatory fines, data recovery, credit monitoring, public relations crisis management, business interruption & extra expense, and a special sublimit for funds-transfer fraud.
- A key enhancement is moonlighting coverage for state-based actors (most claims against High Valued Targets involve plausible deniability from hostile governments).

Additional Services

- 24/7 access to a team of incident negotiators, privacy attorneys, crisis managers, and data forensic professionals to handle your breach.
- This team is operated by a national law firm whose San Diego office will direct discussions with the FBI, FTC, bad actors, press, ratepayers, employees, third-parties, and vendors to resolve the problem.

Policy Value

- Financial protection (average breach runs into the several hundreds of thousands of dollars for a small-to-medium size public water system).
- Knowledgeable team of experts who can own the problem and resolve the breach.

FISCAL IMPACT: \$5,221/year with \$10,000 deductible

POSSIBLE MOTION: As determined by the Board



Helendale Community Services District

DATE: November 2, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding Use of Community Park for Weekend Event

STAFF RECOMMENDATION:

None.

STAFF REPORT

The District has allowed the use of the park for a private events on several occasions by the Society for Creative Anachronism (SCA). They have given a donation to the District on one occasion for the use of the park facility. The District has received a request from another group that would like to use the park for a Manx car rally in October 10-13, 2024. The campers would be utilizing recreational vehicles rather than camping on the grass like SCA does, so Staff anticipates less wear and tear on the facility. They would like to park their dune-buggy type cars on the grass for a car show. The vehicles are street legal. Below is a photograph from a rally in Big Bear.





The group was hoping to get approval for the event so they can begin their planning process for the upcoming year as soon as possible. They hold several rallies a year throughout California. A local resident is part of the Manx club and would like the opportunity to showcase our community by bringing the club to Helendale. He did indicate that they would make a donation to the Park fund but at this time did not know how much that would be.

This would be a great event for local commerce. Staff will reconfigure how soccer is laid out for for that weekend. The public will be invited to attend the Manx car show.

Due to the increased interest in utilizing the park for Staff will agendize the conversation with the Park and Rec Committee about establishing a use fee for the Community Park in the near future.

FISCAL IMPACT: TBD

POSSIBLE MOTION: Approve the use of the Helendale Community Park for a MANX Car Rally in October 2024

ATTACHMENTS: None



Helendale Community Services District

DATE: November 2, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette, Programs & Parks Supervisor
SUBJECT: Agenda item #9
Discussion and Possible Action Regarding Front Office Enclosure

STAFF RECOMMENDATION:

Staff seeks direction from the Board on this item.

STAFF REPORT

On May 4, 2022, Staff discussed potential community center project with the Board. This included:

- Seal coating the new parking lot for preservation and maintenance – **Done**
- Maintenance of the parking lot in front of the building – Seal coat **done**. Will need more repairs in the next two years.
- Card lock system – Some quotes received – In progress
- ADA Door for Unit C – deferred to future
- Doorway from Kitchen to Unit D – **Done**
- Front Office Enclosure – Quotes attached

Staff has received quotes for the front office enclosure listed below that will provide the security, sanitation and climate control barrier desired by Staff. However, during the Board's discussion it was mentioned that a bullet-proof enclosure be considered. Staff reached out to the vendor who did the Phelan-Pinion Hills enclosure and that quote is attached here for the Board's consideration. While all quotes are below the General Manager signing authority, this is being brought to the Board for determination. The General Manager would have selected the lowest bid that met the desired outcome, however, if the Board feels that a higher level of security is preferred with the bullet-proof solution, Staff requests that such direction be provided.

Victorville Glass	\$ 7,580.83
Barstow Glass	\$ 7,900.00
Apple Valley Glass	\$ 7,909.00
Diversified Glass	\$ 9,611.00
Total Security Solutions	\$18,392.00

Based upon the direction from the Board, Staff will get updated quotes as the ones represented are more than 30-days old.

FISCAL IMPACT: As outlined above

POSSIBLE MOTION: Approve a vendor to complete the front office enclosure

ATTACHMENTS: None



Helendale Community Services District

DATE: November 2, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #10
Discussion and Possible Action Regarding Community Center Roof Repairs

STAFF RECOMMENDATION:

Staff seeks direction from the Board on this item.

STAFF REPORT

On October 9, Staff met with representatives from AMS Roofing and a sub-contractor regarding an issue identified by Staff related to some of the galvanized hangers attaching the beams to the purlins under the roof. Staff had recently repaired one compromised attachment and felt it prudent with the proposed roof replacement work to make sure the contractor was aware of the recently identified issue.

On October 30, Staff received the cost estimate from the roofing contractor as provided by the sub-contractor to affix a solution to the entirety of the underside of the roofing that would provide an additional support for the hangers. The estimate for this scope of work is an additional \$74,875 to the AMS contract. This amount includes the following breakdown:

Supervision:	\$ 6,800
Equipment:	\$ 5,800
Materials & Delivery:	\$18,585
Labor	\$24,849
Overhead & Profit:	\$18,841

The potential exists to complete the proposed maintenance function with in-house staff. It would provide valuable experience for the newer staff that have limited construction experience. Given the fact that the District owns and maintains multiple types of structures including warehouses, barns, residential structures and the community center, Management believes that this experience would be invaluable and timely as there are several staff members who are not familiar with this type of maintenance work.

Staff will work with District General Counsel on options related to this matter.

FISCAL IMPACT: As outlined above

POSSIBLE MOTION: Provide direction to Staff

ATTACHMENTS: None