



Helendale Community Services District

BOARD OF DIRECTORS MEETING
December 20, 2018 at 6:30 PM
26540 Vista Road, Suite C, Helendale, CA 92342

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 may speak on any agenda item at the time the agenda item is discussed by the Board of Directors.*

3. Consent Items

- a. Approval of Minutes: December 6, 2018 Regular Board Meeting
- b. Bills Paid and Presented for Approval

4. Reports

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

5. Ethics Training

Other Business

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

Closed Session

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

8. Announcement of Closed Session Actions

9. 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 agendized 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.

Providing:

- Water
- Wastewater
- Park & Recreation
- Solid Waste Management
- Street lighting
- Graffiti Abatement for the Helendale Community

OFFICE HOURS:

Monday-Friday
8:00 – 5:30 p.m.

PHONE:

760-951-0006

FAX:

760-951-0046

ADDRESS:

26540 Vista Road
Suite B
Helendale, CA
92342

MAILING

ADDRESS:

PO BOX 359
Helendale, CA
92342

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at:

www.helendalecsd.org





Helendale Community Services District

Date: December 20, 2018
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

Consent Items

- a. Approval of Minutes: December 6, 2018, Regular Board Meeting
- b. Bills Paid and Presented for Approval



Helendale Community Services District

DATE: December 20, 2018
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item # 3 b.
Consent Item: Bills Paid and Presented for Approval

STAFF RECOMMENDATION:

Report Only. Receive and File

STAFF REPORT:

Staff issued 69 checks, 6 EFT's totaling \$167,551.72

Total cash available:	<u>12/17/18</u>	<u>12/03/18</u>
Cash	\$ 5,495,369.60	\$ 5,507,658.92
Checks/EFT's Issued	\$ 167,551.72	\$ 135,829.46

Investment Report

The Investment Report shows the status of invested District funds. The current interest rate is 2.49% for CalTRUST Short-Term and 2.86% for Medium-Term Investments, 2.21% for LAIF, and 0.25% for the CBB Sweep Account for Nov 2018. Interest earned in Nov 2018 on the CalTrust investments and the CBB Sweep Account is \$7,947.98



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 12/03/2018 - 12/17/2018

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
12/03/2018	21296	Alma Esquivel	-130.00	Check	Accounts Payable
12/03/2018	21297	Henry Spiller	-765.26	Check	Accounts Payable
12/03/2018	21298	Sandy Haas	-525.96	Check	Accounts Payable
12/03/2018	21299	Tim Smith	-625.00	Check	Accounts Payable
12/05/2018	21301	R.K. Designs	-2,950.00	Check	Accounts Payable
12/05/2018	21302	TIMOTHY J JOHNSON	-58.49	Check	Utility Billing
12/05/2018	21303	LYLE ENGELDINGER	-80.85	Check	Utility Billing
12/05/2018	21304	NIGEL BECKFORD	-79.35	Check	Utility Billing
12/06/2018	21305	Rogers, Anderson, Malody & Scott	-5,649.50	Check	Accounts Payable
12/06/2018	21306	Apple Valley Communications	-130.00	Check	Accounts Payable
12/06/2018	21307	AVCOM Services Inc.	-126.00	Check	Accounts Payable
12/06/2018	21308	Beck Oil	-2,412.10	Check	Accounts Payable
12/06/2018	21309	Burrtec Waste Industries	-116.07	Check	Accounts Payable
12/06/2018	21310	Burrtec Waste Industries, Inc.	-46,961.67	Check	Accounts Payable
12/06/2018	21311	Chris Pattison	-594.48	Check	Accounts Payable
12/06/2018	21312	County of San Bernardino	-24.00	Check	Accounts Payable
12/06/2018	21313	DOI/BLM	-1,260.00	Check	Accounts Payable
12/06/2018	21314	G.A. Osborne Pipe & Supply Inc.	-67.27	Check	Accounts Payable
12/06/2018	21315	Geo-Monitor, Inc.	-1,238.00	Check	Accounts Payable
12/06/2018	21316	Hartford Life	-557.31	Check	Accounts Payable
12/06/2018	21317	J & S Specialties	-1,380.00	Check	Accounts Payable
12/06/2018	21318	Julio Esquivel	-250.00	Check	Accounts Payable
12/06/2018	21319	Mobile Occupational Services, Inc.	-180.00	Check	Accounts Payable
12/06/2018	21320	On Line	-19.95	Check	Accounts Payable
12/06/2018	21321	O'Reilly Auto Parts	-590.33	Check	Accounts Payable
12/06/2018	21322	Rebecca Gonzalez	-330.00	Check	Accounts Payable
12/06/2018	21323	Robertson's Ready Mix	-83.57	Check	Accounts Payable
12/06/2018	21324	Ron Clark	-500.00	Check	Accounts Payable
12/06/2018	21325	Scout Troop and Pack 574	-269.11	Check	Accounts Payable
12/06/2018	21326	Silver Lakes Community Service Foundation	-300.00	Check	Accounts Payable
12/06/2018	21327	Southern California Edison	-129.47	Check	Accounts Payable
12/06/2018	21328	Southern California Edison	-1,388.78	Check	Accounts Payable
12/06/2018	21329	Southern California Edison	-26.85	Check	Accounts Payable
12/06/2018	21330	Southern California Edison	-216.49	Check	Accounts Payable
12/06/2018	21331	SWRCB FEES	-18,633.00	Check	Accounts Payable
12/06/2018	21332	The Woodall Group, Inc	-40.00	Check	Accounts Payable
12/06/2018	21333	Top Notch Networking, LLC	-1,627.96	Check	Accounts Payable
12/06/2018	21334	Uline	-204.67	Check	Accounts Payable
12/06/2018	21335	United Site Services	-112.81	Check	Accounts Payable
12/06/2018	21336	USA Blue Book	-74.29	Check	Accounts Payable
12/06/2018	EFT0002600	To record Tasc Flex Claim Pmt	-619.21	EFT	General Ledger
12/07/2018	EFT0002601	To record CalPERS Health Premium Paid	-14,359.05	EFT	General Ledger
12/07/2018	EFT0002602	to record payroll fee payment	-181.52	EFT	General Ledger
12/12/2018	21337	William T. Kuhlmann	-3.36	Check	Accounts Payable
12/12/2018	21338	Apple Valley Communications	-129.24	Check	Accounts Payable
12/12/2018	21339	Bank of America	-3,142.21	Check	Accounts Payable
12/12/2018	21340	Burrtec Waste Industries	-742.95	Check	Accounts Payable

Date	Number	Description	Amount	Type	Module
12/12/2018	21341	Cheryl Vermette	-1,334.03	Check	Accounts Payable
12/12/2018	21342	Conservice Synergy	-457.64	Check	Accounts Payable
12/12/2018	21343	Craig Schneider	-750.00	Check	Accounts Payable
12/12/2018	21344	Doris Brothers Trophies, Inc	-252.00	Check	Accounts Payable
12/12/2018	21345	I Candy Website & Graphic Design	-288.75	Check	Accounts Payable
12/12/2018	21346	Paul Harvey	-200.00	Check	Accounts Payable
12/12/2018	21347	R.K. Designs	-5,350.00	Check	Accounts Payable
12/12/2018	21348	Silver Lakes Community Service Foundation	-280.00	Check	Accounts Payable
12/12/2018	21349	Siverts Publishing	-150.00	Check	Accounts Payable
12/12/2018	21350	SLH Exterminating	-265.00	Check	Accounts Payable
12/12/2018	21351	UIA Ultimate Internet Access, Inc	-1,718.61	Check	Accounts Payable
12/12/2018	21352	Uline	-1,628.19	Check	Accounts Payable
12/12/2018	21353	Robert Kramer Designs	-5,350.00	Check	Accounts Payable
12/13/2018	21354	TIMOTHY J JOHNSON	-75.60	Check	Utility Billing
12/13/2018	21355	EDWARD URTIAGA	-100.00	Check	Utility Billing
12/13/2018	21356	Cashier, DPR	-120.00	Check	Accounts Payable
12/13/2018	21357	Desert Community Bank	-283.31	Check	Accounts Payable
12/13/2018	21358	Heather L. Starstman	-249.30	Check	Accounts Payable
12/13/2018	21359	Shelly Lange	-85.00	Check	Accounts Payable
12/13/2018	EFT0002603	To post Payroll pmt - Dir Deposit	-31,130.20	EFT	General Ledger
12/13/2018	EFT0002604	To post Payroll pmt - PR Tax Pmt	-6,978.75	EFT	General Ledger
12/14/2018	EFT0002605	To record Tasc Flex Claim Pmt	-619.21	EFT	General Ledger
Bank Account 251229590 Total: (69)			-167,551.72		
Report Total: (69)			-167,551.72		

Bank Account	Count	Amount
251229590 CBB Checking	69	-167,551.72
Report Total:	69	-167,551.72

Cash Account	Count	Amount
99 99-111000 Cash in CBB - Checking	69	167,551.72
Report Total:	69	-167,551.72

Transaction Type	Count	Amount
Check	63	-113,663.78
EFT	6	-53,887.
Report Total:	69	-167,551.72



Minutes of the Helendale Community Services District
REGULAR BOARD OF DIRECTORS MEETING FOR
December 6, 2018 at 6:30 PM
26540 Vista Road, Suite C. Helendale, CA 92342

Board Members Present:

Ron Clark - President; Tim Smith - Vice President; Sandy Haas - Secretary; Craig Schneider - Director; Henry Spiller – Director

Staff Members Present:

Kimberly Cox, General Manager
Alex Aviles, Wastewater Operations Manager
Craig Carlson, Water Operations Manager
Cheryl Vermette, Program Coordinator
Andrea Chavis, Customer Service Rep II
Shavon Aviles, Customer Service Rep II

Consultants:

Steve Kennedy, Legal Counsel

Members of the Public:

There was one (1) member of the public present.

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 by President Ron Clark, 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 Smith.

Motion carried by the following vote: 5 Yes – 0 No

2. Public Participation

Resident Doug Bell congratulated the Helendale CSD on behalf of the Community Service Awards Committee for being in the top three in the "Business of the Year" category. He also congratulated Director Henry Spiller for being in the top three in the "Man of the Year" category.

3. Consent Items

- a. Approval of Minutes: November 15, 2018 Regular Board Meeting
- b. Bills Paid and Presented for Approval

Action: A motion was made by Vice President Smith to approve the consent items as presented. The motion was seconded by Director Spiller.

Motion carried by the following vote: 5 Yes – 0 No

4. Reports

a. Director's Reports:

- Director Schneider reported that he attended a landscape show in Long Beach and got some ideas for the park.
- Director Spiller talked about the Farmers Market and the possibility of using the big room.
- President Clark said it was hard to see the entrance for the Farmers Market in the dark and suggested putting up lights.

b. General Manager's Report

General Manager Report – given by General Manager Cox

- Gave an update on various District projects:
- Sewer pipeline project - Reported that the pipe installation across Helendale Road and the center of the track are both complete. Contractors are currently trenching inside the park.
- Grit removal system - Wastewater needs a new grit classifier and pump at a cost of approximately \$70,000. Staff is working on bid documents for this item.
- Well exploration – Worked with a Hydrogeologist at Mojave Water Agency to review water quality in areas. Reassessed location for test holes and determined the area of focus will be near Helendale and Shadow Mountain Road. The RFP will go out after the holidays.
- Snack shack/restroom – The framing and shear panels are installed and staff is getting bids on the balance of the work including drywall, frp, insulation, stuff, and metal roofing. The plumber will top out plumbing at a cost of approximately \$2,500. Staff is also getting prices on fixture installation and electrical work. The roll up windows have also been ordered.
- Concrete work – The contractor was going to start laying out forms this week but was delayed due to the rain. Handicapped parking area will be done first. The estimated timeframe for the entire project is approximately two weeks.
- Playground installation – Missing some factory supplied bolts but should be complete by next week.
- Volleyball courts – The pit has been dug, the sand has been ordered and the poles will be set next week.

Wastewater Report – given by Wastewater Operations Manager Aviles

- Attended Traffic Safety Course hosted by PPHCSD
- Changed out Ag Meters due to malfunction. Staff is working with McCrometer to have the meter replaced under warranty.
- The digester is now full and working as designed. The supernatant is now flowing back to trickling filter.
- The digester overflow was plugged. Operator, Bill Kuhlmann got it jetted and cleared. It took two days of work to complete task.
- The plant is short an operator II and we are currently advertising the position and will be recruiting for a Maintenance Worker instead of an OIT after the first of the year.
- Staff installed wires to old disconnect at the ag operation. Had to run 300' of conduit and pulled new #4 wire. An electrician installed the new disconnect.
- Aviles thanked the Board for approving the new tractor for the plant and presented a picture of the tractor.

Administration Report – given by General Manager Cox

- There were 40 account transfers in November. A map was presented showing account transfers by area.
- A graph showing how customers pay their bills was presented. Most customers, 32%, pay in person followed by autopay (20%); on the CSD website (15%); Bill Pay (15%); Mail (14%) and phone (3%).
- Deposit Credit Checks – 56 customers have been approved and 23 customers have been denied.

5. Administration of the Oath of Office for Candidates Appointed in Lieu of Election

General Manager Cox administered the Oath of Office for President Clark, Vice President Smith, Director Schneider and Director Spiller.

Discussion Items

6. Discussion and Possible Action Regarding Revisions to Facility Use Policy

Discussion: General Manager Cox reviewed some recommended changes to the policy including changes on page 2 under the "Use" section and on page 9 under "General Provisions." The use policy was adopted in 2013 and has not been reviewed by the Board since that time. There has been an increased interest in use of the Community Room for parties, exercise and dance classes, meetings and public services such as bereavement and caregivers support. The District also supports and co-sponsors functions in the Community Room such as the Senior Health Fair, Holiday

Music Fest, Home Tour, and Community Service Foundation meetings. Other uses of the room have included weekly Boy Scout meetings, a Socialites Party, private parties/weddings, informal presentations and community health programs. The Community Room has been viewed as an asset to the community and is the only facility available for use by those in Helendale but outside the HOA. Community Room improvements, maintenance, and utilities are funded by the Thrift Store.

Legal Counsel Kennedy discussed the proposed changes to the policy in more detail.

The Board requested that a list of permissible events be included as an attachment and if someone wanted to use the room for an event type that was not on the list, the event would be brought to the Board for consideration. The Board also requested the wording on page 1 section 1 under "Time of Use," be changed from "will be" available to "is typically" available and to change word "decibel" to "volume" on page 7 under the "Music" section.

Public Comment: Resident Doug Bell commented that there is no policy for the use of the District's outdoor public space [Helendale Park], he also pointed out that the room is used every Sunday by a church, and commented on his requested use of the room for a non-partisan school board election forum.

Legal Counsel commented that the District is restricted when it comes to political and religious uses of the room.

The Board recommended that anyone using the Community Room for a political event should be required to have a disclaimer on all outreach materials stating that this event does not reflect the views of the CSD.

Action: Director Haas made the motion to approve proposed changes to the Facility Use Agreement. The motion was seconded by Director Spiller.

Vote: The motion was approved by the following vote: 5 – Yes 0 – No

Director Schneider: Yes; Director Haas: Yes; President Clark: Yes; Vice President Smith: Yes; Director Spiller: Yes

7. Discussion and Possible Action Regarding Annual Election of Officers

Discussion: In non-election years the election of officers occurs the first meeting in December. In election years the election of officers is completed within 45 days of the election. The process is outlined in Resolution 20187-15. The current Board positions are: Ron Clark – President; Tim Smith – Vice President; and Sandy Haas – Secretary. The Board discussed the current board positions and Director Schneider requested to look at a Board rotation schedule in the future rotating the person who is Vice President to the President position and electing a new Vice President.

Action: Director Schneider made the motion to leave the officers as they are. Director Spiller seconded the motion.

Vote: The motion was approved by the following vote: 5 – Yes 0 – No

Director Schneider: Yes; Director Haas: Yes; President Clark: Yes; Vice President Smith: Yes; Director Spiller: Yes

Other Business

8. Requested items for next or future agendas (Directors and Staff Only)
None

President Clark called for a brief recess at 7:50 pm after which Closed Session will begin.

Closed Session – President Clark called the Closed Session to order at 7:55 pm.

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

10. Conference with Real Property Negotiators
Government Code Section 54956.8
APN: 0465151200000, Et Al
District Negotiator: Kimberly Cox
Negotiating Parties: Mojave Land Trust
Under Negotiation: Terms of Property Management

11. Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation
Pursuant to Government Code Section 54956.9(d)(2)
One Potential Case

President Clark adjourned the Closed Session portion of the meeting at 8:56 pm

12. Announcement of Closed Session Actions
President Clark called to order the Open Session of the Board meeting and announced the following actions from closed session.
Item number 9 – No reportable action
Item number 10 – The Board unanimously authorized the execution of a short-term management agreement with Mojave Desert Land Trust.
Item number 11 – No reportable action

13. Adjournment

Action: President Ron Clark adjourned the meeting at 8:57 pm

Submitted by:

Approved By:

Ron Clark, 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: December 20, 2018
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Ethics Training

STAFF RECOMMENDATION:

None.

STAFF REPORT:

Assembly Bill 1234 passed in 2005 set forth the requirements that all elected officials who receive compensation for their service are required to complete a two-hour ethics course every two years. must complete a two-hour ethics training course every two years and within six months of assuming elected office.

The Board last received Ethics training on December 1, 2016.

District's General Counsel, Steve Kennedy will provide the state required training.