



## **REGULAR BOARD MEETING** **Thursday, December 16, 2021 at 6:30 PM**

### **SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY**

Pursuant to the provisions of Assembly Bill 361 which amended certain provisions of the Brown Act regarding teleconference meetings during periods of statewide emergencies, and as a precaution to our Board of Directors, District staff, and general public as a result of the ongoing COVID-19 pandemic, Helendale Community Services District will hold this meeting of its Board of Directors both in-person at the District Office located at 26540 Vista Road, Suite C, Helendale, California, and via teleconference. 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](https://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 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.*

#### **3. Consent Items**

- a. Approval of Minutes: December 2, 2021, Regular Board Meeting
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. Resolution 2021-21B: A Resolution of the Board of Directors of the Helendale Community Services District Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom Declaring That Local Emergency Conditions Persists, and Re-Authorizing Remote Teleconference meetings of the board of Directors and Its Standing Committees for the Period December 16, 2021, to January 15, 2022, Pursuant To Brown Act Provisions
- e. October Financials
- f. COVID-19 Update

#### **4. Reports**

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

#### **Regular Business:**

5. Discussion and Possible Action Regarding Update on Building Construction and Award of Change Order for Interior Completion
6. Discussion and Possible Action Regarding Revisions to Deposit Policy
7. Discussion and Possible Action Regarding Vehicle Needs for District Operations

**8. Discussion and Possible Action Regarding Annual Election of Officers**

**Other Business**

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

**10. Closed Session**

Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2):

One Potential Case

**11. Report of Closed Session Items**

**12. 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

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Date: December 16, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3  
Consent Items

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## CONSENT ITEMS

- a. Approval of Minutes: Regular Board Meeting of December 2, 2021
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. Resolution 2021-21B: A Resolution of the Board of Directors of the Helendale Community Services District Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom Declaring That Local Emergency Conditions Persists, and Re-Authorizing Remote Teleconference meetings of the board of Directors and Its Standing Committees for the Period December 16, 2021, to January 15, 2022, Pursuant To Brown Act Provisions
- e. October Financials
- f. COVID-19 Update



# Helendale Community Services District

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Date: December 16, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette, P&R / Program Supervisor  
SUBJECT: Agenda item #3a  
Approval of Minutes: December 2, 2021, Regular Board Meeting

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*Minutes of the Helendale Community Services District  
REGULAR BOARD OF DIRECTORS MEETING  
December 4, 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 (via Zoom); Vice President Henry Spiller; Secretary, Sandy Haas; Director Craig Schneider; Director Ron Clark (via Zoom)

**Staff Members Present:**

Kimberly Cox, General Manager; Craig Carlson, Water Operations Manager; Alex Aviles, Wastewater Operations Manager; Cheryl Vermette, Parks, Recreation & Programs Supervisor

**Consultants:**

Steve Kennedy, Legal Counsel (via Zoom)

**Members of the Public:**

There were 7 members of the public present.

**Call to Order and Pledge of Allegiance**

The meeting was called to order at 6:31 pm by Vice President Henry Spiller, after which the Pledge of Allegiance was recited.

**1. Approval of Agenda**

**Discussion:** General Manager Cox requested to remove item #6 from the agenda.

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

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

**2. Public Participation**

Captain Martinez from the San Bernardino County Sheriff's Department reported on the marijuana task force.

Deputy Craft from the San Bernardino County Fire Department reported on the monthly statistics for November.

Battalion Chief Sean Solis discussed calls for service and staffing at Station 4.

**3. Consent Items**

A. Approval of Minutes: November 18, 2021, Regular Board Meeting

B. Bills Paid Report

C. Directors Compensation and Expenses

D. Resolution 2021-21A: A Resolution of the Board of Directors of the Helendale Community Services District Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom Declaring That Local Emergency Conditions Persists, and Re-Authorizing Remote

Teleconference meetings of the board of Directors and Its Standing Committees for the Period December 2, 2021, to January 2, 2022, Pursuant To Brown Act Provisions

E. COVID-19 Update

**Action:** President Smith made a motion to approve the consent calendar as presented. Director Schneider seconded the motion.

**Vote:** The motion carried by the following vote: 5 -Yes; 0 -No. 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 visited the new wastewater building and it looks great.

B. General Managers Report

General Manager Cox reported that Sheriff Dicus will be here on January 20<sup>th</sup>. The State will release the COVID reimbursement amounts to Districts sometime in January. The District requested \$162,377. The disconnection prohibition is set to end on 12/31/21 at that time the SB998 process will begin. Fire Department staffing has been increased to 4 staff on the engine (includes 2 firefighter/paramedics). The brush patrol is still out of service, the ambulance has been moved to Adelanto. The pump design for Well 13 has been provided to Staff for review. Staff will circulate info for bids in the next couple of weeks.

Wastewater Operations Manager Aviles reported that High Desert Underground installed the new lift station at the plant for the building. Staff finished installing 3" electrical conduits from the blower room to the new building. The electrical quote for the new building has increased in cost due to the rising cost of materials and electrical equipment. One main reason for the increase is the panel inside the building was going to be part of the buildout for the offices. The District is now responsible for procuring and installing that piece of equipment. Staff replaced belts on the aeration blowers. Each blower has 5 belts and some of the belt had shredded. Staff also replaced a broken support cable on the trickling filter distribution arm.

General Manager Cox reported on the District's cash flow, with \$452,242 in deposits and \$383,608 in disbursements for the month of November. The District's total cash balance is \$5,356,480. The water fund has \$1,896,677; the sewer fund has \$3,230,699; the park fund has \$136,428; and the solid waste fund has \$192,991. There is \$3,011,802 in LAIF; \$19,598 in DCB; and \$2,319,598 in CBB.

**Regular Business:**

5. Public Hearing to Receive Comments

and Possible Adoption of Resolution 2021-20: A Resolution of the Board of Directors of the Helendale Community Service District Increasing Its Wastewater Service Rates

Vice President Spiller opened the public hearing at 6:58 pm after which staff made a presentation and the public was given the opportunity to speak.

**Discussion:** The wastewater rates have not increased in the 15-year history of the CSD. The Board struggled for over a year as to the least impactful increase to our customers that would accomplish the capital projects necessary. Secondly, the Board had been aggressive in retiring and refinancing debt to position the District for an unknown future. There is no control over the regulatory requirements and minimal control over the increasing cost of doing business. Wastewater revenues were discussed several times in 2020 and again in 2021 on 1/21; 2/18; 5/20; 8/5; 8/27; and 9/9. A rate evaluation was completed by financial consultants. The Board requested several scenarios, and in September the Board narrowed the scenarios to two. One

rate scenario was selected to present to the public for consideration. The District followed the 218 process which included completing the rate analysis and report, mailing the public notice to all affected rate payers, scheduling a public hearing to receive comments, and implementing rates. The 218 process is essential for public transparency. Throughout the process the public is encouraged to provide comments and ask questions. In addition to the Prop 218 process, two workshops were scheduled (on 11/13 and 11/16), the District hosted two tours of the wastewater treatment plant, information was published twice in the monthly newsletter regarding the workshops, and information was posted on the District's main web page for higher visibility. The Board evaluated eight different rate increase scenarios. Upon evaluation by the Board, options requiring debt were eliminated. For the discussion at the 9/9 board meeting scenarios were narrowed down to two. A single rate increase scenario was selected to be considered for public consideration. General Manager Cox reviewed each of the scenarios. She also showed a 10-year fund projection providing a snapshot of need. The graph showed that expenses exceed the revenue dramatically moving forward. Capital improvements are the main driver. Revenues currently cover operational costs, but not necessarily R&R and improvements. She then presented a graph showing revenue and expenses with capital projects and reviewed the capital improvement plan. Some of the driving factors for the rate increase included electricity costs; employee costs including insurance, workers comp, salaries, medical, retirement, on-call, overtime, and leave; regulatory permits and compliance including SWRCB, County, and water quality testing; and other costs such as operating supplies, gas, phones, tools, training, PPE, debt, etc. Cox also presented a graph showing the monthly sewer service rates of nearby agencies and where Helendale CSD's rates will be at each step of the increase. General Manager Cox noted that the District received one written protest and Legal Counsel Kennedy explained how the protest process works.

Vice President Spiller closed the public hearing at 7:40 pm.

**Action:** Director Haas made a motion to adopt Resolution 2021-20, approving the proposed rate increase. Director Schneider seconded the motion.

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

6. Discussion and Possible Action Regarding Approval of a Program Development Agreement with Engie

*This item was pulled from the agenda.*

### **Other Business**

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

8. Closed Session

Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2):

One Potential Case

9. Report of Closed Session Items

Legal Counsel Kennedy reported that the Board met in closed session and there were no reportable actions resulting from the closed session item.

9. Adjournment

President Smith adjourned the meeting at 8:27 pm

Submitted by:

Approved by:

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Henry Spiller, Vice President

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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

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Date: December 16, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Sharon Kreinop  
SUBJECT: Agenda item #3b  
Bills Paid Report

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# Helendale Community Services District

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Date: December 16, 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

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**STAFF RECOMMENDATION:**

Updated Report Only. Receive and File

**STAFF REPORT:**

Staff issued 27 checks and 18 EFT's totaling \$373,447.60

Total Cash Available:	<u>12/13/21</u>	<u>11/29/21</u>
Cash	\$5,347,775.64	\$5,352,281.42
Checks/EFT's Issues	\$ 373,447.60	\$ 114,112.57

**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 November 2021. Interest earned November 2021 on CBB Sweep Account is \$190.88



Helendale CSD

# Bills Paid and Presented for Approval Transaction Detail

Issued Date Range: 11/29/2021 - 12/13/2021

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
<b>Bank Account: 251229590 - CBB Checking</b>					
12/01/2021	<a href="#">24756</a>	High Desert Underground Inc	-132,457.50	Check	Accounts Payable
12/01/2021	<a href="#">24757</a>	High Desert Underground Inc	-36,000.00	Check	Accounts Payable
12/01/2021	<a href="#">24758</a>	High Desert Underground Inc	-39,000.00	Check	Accounts Payable
12/02/2021	<a href="#">24759</a>	Sonic Systems, Inc	-1,489.70	Check	Accounts Payable
12/02/2021	<a href="#">24760</a>	BEN YEHUDA FAMILY TR 8/20/92	-84.00	Check	Utility Billing
12/02/2021	<a href="#">24761</a>	Alma Esquivel	-855.00	Check	Accounts Payable
12/02/2021	<a href="#">24762</a>	Amazon Capitol Services	-185.54	Check	Accounts Payable
12/02/2021	<a href="#">24763</a>	Aqua Metrics Sales Company	-33,310.92	Check	Accounts Payable
12/02/2021	<a href="#">24764</a>	AVCOM Services Inc.	-95.50	Check	Accounts Payable
12/02/2021	<a href="#">24765</a>	Bank of America	-4,575.93	Check	Accounts Payable
12/02/2021	<a href="#">24766</a>	County of San Bernardino	-380.00	Check	Accounts Payable
12/02/2021	<a href="#">24767</a>	Hartford Life	-234.77	Check	Accounts Payable
12/02/2021	<a href="#">24768</a>	I Candy Website & Graphic Design	-633.75	Check	Accounts Payable
12/02/2021	<a href="#">24769</a>	Imperial Sprinkler Supply, Inc.	-279.58	Check	Accounts Payable
12/02/2021	<a href="#">24770</a>	Jason Courville Trucking, Inc.	-1,345.64	Check	Accounts Payable
12/02/2021	<a href="#">24771</a>	Mobile Occupational Services, Inc.	-30.00	Check	Accounts Payable
12/02/2021	<a href="#">24772</a>	Rebecca Gonzalez	-330.00	Check	Accounts Payable
12/02/2021	<a href="#">24773</a>	Sonic Systems, Inc	-424.04	Check	Accounts Payable
12/02/2021	<a href="#">24774</a>	Stericyclcle, Inc	-177.60	Check	Accounts Payable
12/02/2021	<a href="#">24775</a>	TASC	-921.68	Check	Accounts Payable
12/02/2021	<a href="#">24776</a>	Tyler Technologies, Inc.	-415.88	Check	Accounts Payable
12/02/2021	<a href="#">24777</a>	USA of So. California	-79.30	Check	Accounts Payable
12/02/2021	<a href="#">24778</a>	USPS	-50.00	Check	Accounts Payable
12/02/2021	<a href="#">24779</a>	USPS	-232.00	Check	Accounts Payable
12/07/2021	<a href="#">24780</a>	Fedak & Brown LLP	-2,315.00	Check	Accounts Payable
12/07/2021	<a href="#">24781</a>	K. C. Fabrication & Restoration	-58,369.60	Check	Accounts Payable
12/08/2021	<a href="#">24782</a>	All American Fence Erectors	-4,980.00	Check	Accounts Payable
11/29/2021	<a href="#">EFT0003929</a>	SCE ACH Well 6,7,8,9 & 2 Acct 700620711734	-466.10	EFT	General Ledger
12/02/2021	<a href="#">EFT0003931</a>	SCE ACH Community Center 700218740906	-1,148.07	EFT	General Ledger
12/07/2021	<a href="#">EFT0003934</a>	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-16,367.94	EFT	General Ledger
12/08/2021	<a href="#">EFT0003940</a>	SW Gas Community Center 910000010177	-65.49	EFT	General Ledger
12/08/2021	<a href="#">EFT0003941</a>	SW Gas ACH WWTP 910000010195	-25.00	EFT	General Ledger
12/08/2021	<a href="#">EFT0003942</a>	SW Gas ACH 4-Plex Acct # 910000817466	-140.56	EFT	General Ledger
12/08/2021	<a href="#">EFT0003943</a>	SW Gas Water Shop Acct # 910001037540	-11.00	EFT	General Ledger
12/06/2021	<a href="#">EFT0003945</a>	CalPERS PEPPRA Pmt PPE 11/7/21	-1,644.37	EFT	General Ledger
12/06/2021	<a href="#">EFT0003946</a>	CalPERS Classic Pmt PPE 9/12/21	-7,289.65	EFT	General Ledger
12/13/2021	<a href="#">EFT0003950</a>	SCE ACH 4-Plex Acct 700392338368	-341.86	EFT	General Ledger
12/13/2021	<a href="#">EFT0003951</a>	ACH Water Shop SCE Acct 700453074415	-122.11	EFT	General Ledger
12/06/2021	<a href="#">EFT0003952</a>	To record Sales Tax Pmt #2 - 4th Quarter	-2,272.68	EFT	General Ledger
12/07/2021	<a href="#">EFT0003955</a>	To record CalPERS Health Premium	-17,589.06	EFT	General Ledger
12/10/2021	<a href="#">EFT0003956</a>	CalPERS 457 Pmt PPE 12/5/21	-2,719.55	EFT	General Ledger
12/02/2021	<a href="#">EFT0003962</a>	To record Global Merchant Fees Acct 4366 -	-422.27	EFT	General Ledger
12/02/2021	<a href="#">EFT0003963</a>	To record Global Merchant Fees Acct 4367 -	-1,741.67	EFT	General Ledger
12/01/2021	<a href="#">EFT0003964</a>	To record EVO Thrift Store CC Fees 23099	-404.62	EFT	General Ledger
11/29/2021	<a href="#">EFT0003922</a>	SCE ACH Sod Farm Acct 700255337588	-1,422.67	EFT	General Ledger
<b>Bank Account 251229590 Total: (45)</b>					<b>-373,447.60,</b>
<b>Report Total: (45)</b>					<b>-373,447.60</b>

Bank Transaction Report

Issued Date Range: -

Summary

Bank Account	Count	Amount
<a href="#">251229590 CBB Checking</a>	45	373,447.60
<b>Report Total:</b>	<b>45</b>	<b>-373,447.60</b>

Cash Account	Count	Amount
<a href="#">99 99-111000 Cash in CBB - Checking</a>	45	-373,447.60
<b>Report Total:</b>	<b>45</b>	<b>-373,344.60</b>

Transaction Type	Count	Amount
Check	27	-319,252.93
EFT	18	-54,194.67
<b>Report Total:</b>	<b>45</b>	<b>-373,447.60</b>



# Helendale Community Services District

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Date: December 16, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette, P&R / Program Supervisor  
SUBJECT: Agenda item #3c  
Directors' Compensation and Expenses

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HELENDALE COMMUNITY SERVICES DISTRICT  
BOARD MEMBER EXPENSE VOUCHER

NAME: *Bon Clark* Date: *11/24/21*

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Date	Event	Expense Description/Explanation	Mileage	Meals	Lodging	Other	Exp. Category
<i>11/4</i>	Public Benefit	<i>Reg Board MTC</i>					
<i>11/9</i>	Event	<i>Special Bond MTC</i>					
<i>11/13</i>	Public Benefit	<i>Energy discussion</i>					
<i>11/16</i>	Event	<i>Special Bond MTC</i>					
<i>11/18</i>	Public Benefit	<i>Waste Ho Bales</i>					
	Event	<i>Special MTC</i>					
	Public Benefit	<i>Waste Ho Bales</i>					
	Event	<i>Bond MTC</i>					
	Public Benefit						
	Event						
	Public Benefit						
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	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
Notes/Comments:							
Ok to process for payroll							

Totals: Mileage \_\_\_\_\_  
Meals \_\_\_\_\_  
Lodging \_\_\_\_\_  
Grand Total \_\_\_\_\_

Board Member Signature: *[Signature]*

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
- 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

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

Mileage calculated at \$0.56/mile effective 1/1/21

*[Handwritten initials]*

## HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

NAME: Arvids Naas Date: 12-21

Date	Expense Description/Explanation	Mileage	Meals	Lodging	Other	Exp. Category
11-30	Meeting w/GM					
12-1	Meeting w/alex					
12-2	update new building plan					
	Regular					
	Public Benefit					
	Event					
	Public Benefit					
	Event					
	Public Benefit					
	Event					
	Public Benefit					
	Event					
	Public Benefit					
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	Public Benefit					
	Event					
	Public Benefit					
	Event					
	Public Benefit					

Totals: Mileage \_\_\_\_\_  
 Meals \_\_\_\_\_  
 Lodging \_\_\_\_\_  
 Grand Total 275

Notes/Comments: Ok to process for payroll

Signature: Arvids Naas 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  
 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

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

Mileage calculated at \$0.56/mile effective 1/1/21

OK to pay for 11/8/21 will pay on PPE 12/5/21

① PPE 12/5/21

6

*[Handwritten initials]*

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER										
CRAIG SCHNEIDER 11/22/2021										
Date	Expense Description/Explanation	Meeting	Miles	Meals	Lodging	Other	Exp Category			
11/8/2021	Special BOD Meeting	137.50					A. Public Meeting governed by Brown Act		Craig Schneider	
	Review engine Solar Project									
11/9/2021	Park and Recreation Meeting	137.50					A. Public Meeting governed by Brown Act			
	Review Park Programs and Maintenance									
11/10/2021	FARMERS MARKET	137.50					C: Representation at Public Meeting/Event*			
	Meeting with Residents and Vendors									
11/13/2021	Special BOD Meeting	137.50					A. Public Meeting governed by Brown Act			
	HCSD Business Review (Wastewater Rates)									
11/16/2021	Special BOD Meeting	137.50					A. Public Meeting governed by Brown Act			
	Review Wastewater Rates									
11/18/2021	REGULAR BOD	137.50					A. Public Meeting governed by Brown Act			
	Helendale CSD Business									
11/19/2021	HCSD Community Park	137.50					C: Representation at Public Meeting/Event*			
	Review Nature Play Area									
	Event									
	Description of Public Benefit									
	Event									
	Description of Public Benefit									
	Event									
	Description of Public Benefit									
	Event									
	Description of Public Benefit									
		Total Meetings	992.50				Total Lodging		Total Other	Total

Submitted by:

*[Signature]*

Craig J. Schneider

November 18, 2021

Date

925-



2

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: Tim Smith		Exp Category				
Date	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category
11/30/2021	phone call with GM					G: Meeting w/GM re District Operations
12/02/2021	regular board mtg					A: Public Meeting governed by Brown Act
	Public Benefit					A: Public Meeting governed by Brown Act
	Event					I: Meeting of Local, State or Federal body w/
	Public Benefit					C: Representation at Public Meeting/Event*
	Event					B: Public Event*
	Public Benefit					A: Public Meeting governed by Brown Act
	Event					
	Public Benefit					
	Event					
	Public Benefit					
	Event					
	Public Benefit					
	Event					
	Public Benefit					
Notes/Comments:		Totals		Mileage Meals Lodging Other Grand Total		275.00
Signature		Date		Submitted By: Tim Smith		12/6/21

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



# Helendale Community Services District

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Date: December 02, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3d  
Resolution 2021-21B: A Resolution of the Board of Directors of the Helendale Community Services District Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom Declaring That Local Emergency Conditions Persists, and Re-Authorizing Remote Teleconference meetings of the board of Directors and Its Standing Committees for the Period December 16, 2021, to January, 15 2022, Pursuant To Brown Act Provisions

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**RESOLUTION NO. 2021- 21B**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM, DECLARING THAT LOCAL EMERGENCY CONDITIONS PERSIST, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS AND ITS STANDING COMMITTEES FOR THE PERIOD DECEMBER 16, 2021, TO JANUARY 15, 2022, 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, the Board previously adopted Resolution No. 2021-19 on October 7, 2021, finding that the requisite conditions exist for the Board and its standing committees to conduct remote teleconference meetings without compliance with Government Code Section 54953(b)(3); and

WHEREAS, as a condition of extending the use of the provisions set forth in Government Code Section 54953(e), the Board must reconsider the circumstances of the state of emergency that exists within the District, and the Board has done so; and

WHEREAS, emergency conditions persist within 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 continues to exist within the District's service area as a result of the continuing presence of COVID-19, which has caused, and will continue to 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 re-affirm that a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board does hereby find that the Board and all standing committees thereof shall continue to 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 continue to 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. Affirmation that Local Emergency Persists. The Board hereby considers the conditions of the state of emergency within the District and proclaims that a local emergency persists throughout the District as a result of the continuing presence of COVID-19, which continues to 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 continuing to conduct the District’s Board and standing committee meetings virtually will minimize the possible spread COVID-19 and any variant thereof.

Section 3. Re-Ratification of Governor’s Proclamation of a State of Emergency. The Board hereby re-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 16th day of December, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
President, Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors



# Helendale Community Services District

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DATE: December 16, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3e  
October Financials

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**STAFF RECOMMENDATION:**

Receive and file.



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

	October 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Meter Charges	\$ 134,234	\$ 537,035	\$ 1,593,041	34%	\$ 533,263
3 Water Sales	97,588	422,713	952,614	44%	419,255
4 Standby Charges	-	-	23,300	0%	-
5 Other Operating Revenue	6,387	41,289	104,300	40%	29,313
<b>6 Total Operating Revenues</b>	<b>238,209</b>	<b>1,001,037</b>	<b>2,673,255</b>	<b>37%</b>	<b>981,831</b>
<b>7 Non-Operating Revenues</b>					
8 Grant Revenue	-	-	305,000	0%	16,000
9 Miscellaneous Income (Expense)	-	5,361	-	0%	-
<b>10 Total Non-Operating Revenues</b>	<b>-</b>	<b>5,361</b>	<b>305,000</b>	<b>2%</b>	<b>16,000</b>
<b>11 Total Revenues</b>	<b>238,209</b>	<b>1,006,398</b>	<b>2,978,255</b>	<b>34%</b>	<b>997,831</b>
<b>12 Expenses</b>					
<b>13 Salaries &amp; Benefits</b>					
14 Salaries	26,175	123,150	326,871	38%	104,573
15 Benefits	6,885	48,753	123,472	39%	36,142
<b>16 Total Salaries &amp; Benefits</b>	<b>33,060</b>	<b>171,903</b>	<b>450,343</b>	<b>38%</b>	<b>140,715</b>
<b>17 Transmission &amp; Distribution</b>					
18 Contractual Services	958	43,402	62,492	69%	27,211
19 Power	18,347	70,907	207,247	34%	49,362
20 Operations & Maintenance	7,790	37,663	136,950	28%	29,516
21 Rent/Lease Expense	800	3,830	10,860	35%	3,830
22 Permits & Fees	2,636	3,826	30,700	12%	5,449
<b>23 Total T&amp;D</b>	<b>30,530</b>	<b>159,628</b>	<b>448,249</b>	<b>36%</b>	<b>115,367</b>
<b>24 General &amp; Administrative</b>					
25 Utilities	374	1,183	6,500	18%	1,776
26 Office & Other Expenses	125	413	5,783	7%	7,837
27 Admin Allocation	48,066	192,266	576,797	33%	186,069
<b>28 Total G&amp;A</b>	<b>48,565</b>	<b>193,862</b>	<b>589,080</b>	<b>33%</b>	<b>195,682</b>
29 Debt Service	-	149,447	531,309	28%	169,787
<b>30 Total Expenses</b>	<b>112,155</b>	<b>674,839</b>	<b>2,018,982</b>	<b>33%</b>	<b>621,551</b>
<b>31 Net Income (Loss) Before Capital</b>	<b>126,053</b>	<b>331,559</b>	<b>959,274</b>	<b>35%</b>	<b>376,280</b>
32 Sale or Lease of Water Rights	-	20,584	-	0%	-
33 Capital Expenses	(79,166)	(777,350)	(783,000)	99%	(16,898)
<b>34 Net Income (Loss) After Capital</b>	<b>\$ 46,887</b>	<b>\$ (425,208)</b>	<b>\$ 176,274</b>		<b>\$ 359,381</b>

**Helendale CSD**  
*Financial Statement Analysis*  
For the Month Ended October 31, 2021 – 33% 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 44% due to summer months 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 over budget at 40% due to timing of water supply fees received. August receipts include two \$5K connection charges.

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

**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 \$2.5K from Graham Equipment and \$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 over budget at 38% due to more overtime and mechanic labor 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 39% 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 69% due to the \$28.5k annual software support fee paid in July and \$9k payment in August for drilling and sampling for new municipal well construction.

**Line 19 Power:** Includes electricity used for transmission & distribution. YTD is on budget at 34%.

**Line 20 Operations & Maintenance:** Includes operations & maintenance expense, vehicle maintenance and vehicle fuel. YTD is slightly under budget at 28%.

**Line 21 Rent/Lease Expense:** Includes rental costs for the water shop and Bureau of Land Management tank sites. YTD is on budget at 35%.

**Line 22 Permits & Fees:** Includes all water permits, miscellaneous fees, and Watermaster fees. YTD can trend over/under budget due to timing of permits and fee payments. YTD is under budget at 12%.

**Line 25 Utilities (G&A):** Includes gas and telephone expenses. YTD is under budget due to gas bills being lower than anticipated in budget.



**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 at 7%.

**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 33 Capital Expenses:** YTD balance in capital expenses includes the following:

- \$318,900 - Corporate Yard Enclosure
- \$394,093 - New Well
- \$42,188 - New Well Pipeline
- \$5,269 - Electrical Well 13
- \$16,900 - Temporary Flush line for New Well



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

	October 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Sewer Charges	\$ 107,268	\$ 427,813	\$ 1,280,348	33%	\$ 427,038
3 Standby Charges	-	-	18,000	0%	-
4 Other Fees & Charges	1,474	12,959	29,320	44%	8,609
5 Other Income/(Expense)	-	-	1,000	0%	-
<b>6 Total Revenues</b>	<b>108,742</b>	<b>440,772</b>	<b>1,328,668</b>	<b>33%</b>	<b>435,647</b>
<b>7 Expenses</b>					
<b>8 Salaries &amp; Benefits</b>					
9 Salaries	19,807	90,270	267,911	34%	85,745
10 Benefits	5,419	37,118	94,821	39%	30,034
<b>11 Total Salaries &amp; Benefits</b>	<b>25,226</b>	<b>127,387</b>	<b>362,732</b>	<b>35%</b>	<b>115,778</b>
<b>12 Sewer Operations</b>					
13 Contractual Services	4,280	19,341	76,500	25%	11,836
14 Power	8,402	33,642	89,613	38%	22,086
15 Operations & Maintenance	4,355	38,413	58,930	65%	12,187
16 Permits & Fees	-	4,159	35,000	12%	3,976
<b>17 Total Sewer Operations</b>	<b>17,037</b>	<b>95,555</b>	<b>260,043</b>	<b>37%</b>	<b>50,085</b>
<b>18 General &amp; Administrative</b>					
19 Utilities	802	2,254	5,916	38%	1,501
20 Office & Other Expenses	2,339	12,947	14,760	88%	4,278
21 Admin Allocation	47,105	188,420	565,261	33%	182,348
<b>22 Total G&amp;A</b>	<b>50,246</b>	<b>203,622</b>	<b>585,937</b>	<b>35%</b>	<b>188,127</b>
23 Debt Service	-	-	72,377	0%	-
<b>24 Total Expenses</b>	<b>92,509</b>	<b>426,564</b>	<b>1,281,089</b>	<b>33%</b>	<b>353,991</b>
<b>25 Net Income (Loss) Before Capital</b>	<b>16,233</b>	<b>14,208</b>	<b>47,579</b>	<b>30%</b>	<b>81,656</b>
26 Capital Expenses	(83,265)	(400,211)	(940,000)	43%	-
<b>27 Net Income (Loss) After Capital</b>	<b>\$ (67,032)</b>	<b>\$ (386,002)</b>	<b>\$ (892,421)</b>	<b>43%</b>	<b>\$ 81,656</b>

## **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. YTD is over budget at 44% because of conservative budgeting on these accounts due to the unexpected nature of these fees and delinquent charges.

**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 39% 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 25% due to services being on an as needed basis.

**Line 14 Power:** Includes electricity used for Sewer. YTD is slightly over budget at 38% due higher than anticipated electricity usage.

**Line 15 Operations & Maintenance:** Includes compost disposal, vehicle maintenance, vehicle fuel, uniforms, small tools, and salaries for mechanics. YTD is over budget at 65% due to maintenance on backhoe loader and fence improvement at the wastewater treatment plant.

**Line 16 Permits and Fees:** Includes all annual permits and fees paid to the state. YTD can trend over/under budget due to timing of permits and fee payments. YTD is under budget.

**Line 19 Utilities (G&A):** Includes gas, water, and telephone expenses. YTD is slightly over budget at 38% due to higher than anticipated water usage for the wastewater treatment plant.

**Line 20 Office & Other Expenses:** Includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. These expenses are an as needed basis and can trend over/under budget. YTD is over budget due to the purchase of a new electrical conduit for the new wastewater building in September.

**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. YTD has no activity thus far.

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

- \$400,211 – Storage Building/Office/Lab



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

	October 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Retail Sales	\$ 26,797	\$ 101,666	\$ 300,000	34%	\$ 102,828
3 Donations	-	-	-	0%	-
4 Board Discretionary Revenue	-	-	(126,740)	0%	-
<b>5 Total Revenues</b>	<b>26,797</b>	<b>101,666</b>	<b>173,260</b>	<b>59%</b>	<b>102,828</b>
<b>6 Expenses</b>					
<b>7 Salaries &amp; Benefits</b>					
8 Salaries	9,419	39,857	126,472	32%	32,021
9 Benefits	1,603	5,415	18,266	30%	4,862
<b>10 Total Salaries &amp; Benefits</b>	<b>11,022</b>	<b>45,272</b>	<b>144,738</b>	<b>31%</b>	<b>36,883</b>
<b>11 Recycling Center Operations</b>					
12 Contractual Services	-	-	2,500	0%	-
13 Operations & Maintenance	700	3,555	12,900	28%	2,858
<b>14 Total Recycling Center Operations</b>	<b>700</b>	<b>3,555</b>	<b>15,400</b>	<b>23%</b>	<b>2,858</b>
<b>15 General &amp; Administrative</b>					
16 Utilities	1,697	4,175	8,622	48%	2,394
17 Office & Other Expenses	370	1,466	4,500	33%	1,134
<b>18 Total G&amp;A</b>	<b>2,067</b>	<b>5,641</b>	<b>13,122</b>	<b>43%</b>	<b>3,528</b>
<b>19 Total Expenses</b>	<b>13,789</b>	<b>54,467</b>	<b>173,260</b>	<b>31%</b>	<b>43,268</b>
<b>20 Net Income (Loss) Before Capital</b>	<b>13,007</b>	<b>47,199</b>	<b>-</b>		<b>59,560</b>
21 Capital Expenses	-	-	-	0%	-
<b>22 Net Income (Loss) After Capital</b>	<b>\$ 13,007</b>	<b>\$ 47,199</b>	<b>\$ -</b>		<b>\$ 59,560</b>

### ***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 in line with budget.

**Line 9 Benefits:** Includes employee insurance, workers compensation, payroll taxes, and education & training. YTD is slightly under budget at 30%.

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

**Line 13 Operations & Maintenance:** Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD is slightly under budget at 28%.

**Line 16 Utilities (G&A):** Includes electric and telephone expenses. YTD is over budget at 48% due to higher electricity usage in summer months.

**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 October 31, 2021**  
**(Unaudited)**

	October 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Property Rental Revenues	\$ 10,690	\$ 43,199	\$ 128,280	34%	\$ 42,842
3 Other Income	-	-	-	0%	135
4 Board Discretionary Revenue	-	-	-	0%	-
<b>5 Total Revenues</b>	<b>10,690</b>	<b>43,199</b>	<b>128,280</b>	<b>34%</b>	<b>42,977</b>
<b>6 Expenses</b>					
7 Contractual Services	-	-	5,000	0%	-
8 Utilities	1,078	2,924	13,795	21%	2,699
9 Operations & Maintenance	559	4,858	16,367	30%	8,333
10 Debt Service	-	-	82,833	0%	-
<b>11 Total Expenses</b>	<b>1,637</b>	<b>7,782</b>	<b>117,995</b>	<b>7%</b>	<b>11,033</b>
<b>12 Net Income (Loss)</b>	<b>\$ 9,053</b>	<b>\$ 35,417</b>	<b>\$ 10,285</b>		<b>\$ 31,944</b>

#### ***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 through October.

**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 through October.

**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 in line with budget.

**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 October 31, 2021**  
**(Unaudited)**

	October 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Program Fees	\$ 2,287	\$ 17,868	\$ 22,600	79%	\$ 2,815
3 Property Taxes	1,856	7,413	18,000	41%	6,208
4 Donations & Sponsorships	100	5,100	5,500	93%	1,773
5 Rental Income	1,452	7,403	26,075	28%	7,200
6 Developer Impact Fees	-	3,440	6,880	50%	1,720
7 Grants	-	-	-	0%	370
8 Interfund Transfer Out/(In)	(3,508)	(14,033)	(42,100)	33%	(10,525)
9 Board Discretionary Revenue	15,844	69,781	461,446	15%	71,017
<b>10 Total Revenues</b>	<b>18,031</b>	<b>96,972</b>	<b>498,401</b>	<b>19%</b>	<b>80,579</b>
<b>11 Expenses</b>					
<b>12 Salaries &amp; Benefits</b>					
13 Salaries	5,798	24,353	78,878	31%	29,204
14 Benefits	2,112	9,245	42,974	22%	9,934
<b>15 Total Salaries &amp; Benefits</b>	<b>7,909</b>	<b>33,598</b>	<b>121,852</b>	<b>28%</b>	<b>39,138</b>
16 Program Expense	5,834	25,641	64,725	40%	10,239
17 Contractual Services	6,130	6,523	9,560	68%	5,185
18 Utilities	6,282	22,296	64,387	35%	15,261
19 Operations & Maintenance	2,596	14,786	22,926	64%	8,138
20 Permits & Fees	-	437	1,863	23%	-
21 Grant Expense	-	-	-	0%	-
22 Other Expenses	-	103	1,955	5%	7,224
23 Debt Service	-	-	-	0%	20,340
<b>24 Total Expenses</b>	<b>28,751</b>	<b>103,384</b>	<b>287,268</b>	<b>36%</b>	<b>105,524</b>
<b>25 Net Income (Loss) Before Capital</b>	<b>(10,720)</b>	<b>(6,412)</b>	<b>211,133</b>		<b>(24,945)</b>
26 Capital Expenses	(271,245)	(274,080)	(272,500)	101%	-
<b>27 Net Income (Loss) After Capital</b>	<b>\$ (281,965)</b>	<b>\$ (280,492)</b>	<b>\$ (61,367)</b>		<b>\$ (24,945)</b>



## **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 due to more programs being active at the beginning of the fiscal year.

**Line 3 Property Taxes:** Includes the transfer of property taxes for streetlight utility expenses. YTD is over budget at 41% 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 93% 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 slightly under budget at 28%.

**Line 6 Developer Impact Fees:** Includes developer Impact Fees. YTD is at 50% due to this account being budgeted conservatively 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 year end transfer of cash balance from the Recycling Center (fund 03) and Property Rental (fund 04) to the Parks & Recreation fund (fund 05), as well as the monthly repayment of the interfund loan from Sewer to Parks.

**Line 9 Board Discretionary:** Board Discretionary Revenue in October includes the following:

- Radio Tower Site Rent – \$11,778
- Solid Waste Franchise Fees - \$5,922
- Transfer Property Tax Revenue for Street Light Utilities – \$(1,856)

**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 over budget at 40% due to expenses incurred during the Memorial holiday concert in the park in September and \$3.2K in soccer supplies purchased in October.

**Line 17 Contractual Services:** Includes software support and other contract services. YTD is over budget due to security guard services at the Community Center.

**Line 18 Utilities:** Includes gas and electric for parks and the community center, along with telephone & electricity for street lighting. YTD is in line with budget.

**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 64% due to \$1.9K annual insurance in July, \$916 annual insurance and \$2.3k down payment for repair work in unit D in August and \$848 floor paint work in community center suite D in September.

**Line 20 Permits & Fees:** Includes permit and inspection fees, along with San Bernardino county fees. YTD can trend over/under budget due to timing of permits and fee payments. YTD is under budget at 23%.

**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 balance in capital expenses includes the following:

- \$2,187 – Community Center Parking Lot Lights (New area)
- \$5,298- Lighting for Baseball and Sports field
- \$241,605- Additional Asphalt Parking Area - Community Center
- \$24,990- Community Center Fencing



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

	October 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Charges for Services	\$ 47,871	\$ 189,936	\$ 578,519	33%	\$ 180,292
3 Assessments & Fees	398	1,644	236,954	1%	1,463
4 Other Charges	1,633	7,029	16,360	43%	2,261
5 Board Discretionary Revenue	-	-	20,000	0%	-
<b>6 Total Revenues</b>	<b>49,901</b>	<b>198,610</b>	<b>852,833</b>	<b>23%</b>	<b>184,015</b>
<b>7 Expenses</b>					
<b>8 Salaries &amp; Benefits</b>					
9 Salaries	6,413	28,792	85,426	34%	29,039
10 Benefits	2,141	14,219	41,861	34%	10,692
<b>11 Total Salaries &amp; Benefits</b>	<b>8,554</b>	<b>43,012</b>	<b>127,287</b>	<b>34%</b>	<b>39,731</b>
12 Contractual Services	47,309	142,301	565,926	25%	136,540
13 Disposal Fees	24,892	66,120	158,052	42%	58,278
14 Operations & Maintenance	68	954	4,531	21%	1,097
15 Other Operating Expenses	28	2,440	3,997	61%	3,074
16 Admin Allocation	961	3,845	11,536	33%	3,721
<b>17 Total Expenses</b>	<b>81,812</b>	<b>258,672</b>	<b>871,330</b>	<b>30%</b>	<b>242,442</b>
<b>18 Net Income (Loss)</b>	<b>\$ (31,911)</b>	<b>\$ (60,062)</b>	<b>\$ (18,497)</b>		<b>\$ (58,427)</b>

## ***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 over budget at 43% due to receipt of green waste hauling fees that were not budgeted.

**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. YTD is under budget at 25%.

**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. YTD over budget at 42%.

**Line 14 Operations & Maintenance:** Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD is under budget at 21%.

**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 over budget at 61% due \$2.4K tax lien write offs in September that was not anticipated on budget.

**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 October 31, 2021**  
**(Unaudited)**

	October 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Tower Rent	\$ 11,778	\$ 47,855	\$ 158,511	30%	\$ 45,895
3 Property Taxes	-	-	107,345	0%	(1,557)
4 Solid Waste Billing & Fees	11,759	52,596	162,151	32%	53,906
5 Fees & Charges	2,163	8,787	17,000	52%	6,270
6 Investments	-	757	30,000	3%	3,501
7 Other Income	-	518	200	259%	1,873
8 Board Discretionary Revenue	(17,700)	(77,195)	(354,706)	22%	(77,226)
<b>9 Total Revenues</b>	<b>8,001</b>	<b>33,318</b>	<b>120,501</b>	<b>28%</b>	<b>32,662</b>
<b>10 Expenses</b>					
<b>11 Salaries &amp; Benefits</b>					
12 Salaries	40,997	178,980	534,599	33%	168,931
13 Benefits	15,914	115,812	238,381	49%	77,460
14 Directors' Fees	5,342	28,371	89,000	32%	19,948
<b>15 Total Salaries &amp; Benefits</b>	<b>62,253</b>	<b>323,163</b>	<b>861,980</b>	<b>37%</b>	<b>267,113</b>
16 Contractual Services	12,580	109,376	220,836	50%	97,657
17 Insurance	21,035	42,320	92,924	46%	64,791
18 Utilities	2,547	7,797	21,504	36%	6,458
19 Operations & Maintenance	49	260	3,516	7%	300
20 Permits & Fees	100	12,470	16,700	75%	11,037
21 Office & Other Expenses	11,623	32,867	56,635	58%	28,512
22 Election Expense	-	-	-	0%	-
23 Admin Allocation	(96,133)	(384,531)	(1,153,594)	33%	(372,138)
<b>24 Total Expenses</b>	<b>14,054</b>	<b>143,721</b>	<b>120,501</b>	<b>119%</b>	<b>103,730</b>
<b>25 Net Income (Loss)</b>	<b>\$ (6,053)</b>	<b>\$ (110,403)</b>	<b>\$ -</b>		<b>\$ (71,068)</b>

## **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 52% 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. YTD is over budget due mattress recycling proceeds in September that was not budgeted.

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

- Radio Tower Site Rent – \$11,778
- Solid Waste Franchise Fees – \$5,922

**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 over budget at 49% due to higher than anticipated workers compensation annual premium and annual payment of PERS Unfunded liability.

**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 50% due to annual software maintenance and audit services being paid at the beginning of the fiscal year.

**Line 17 Insurance:** Includes both general liability and vehicle insurance expenses. YTD is in line over budget at 46% due to timing of quarterly insurance payments.

**Line 18 Utilities:** Includes telephone and electricity expenses. YTD is slightly over budget at 36%.

**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 75% due to annual fees being paid at the beginning of the fiscal year.

**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 58% due to higher volume of public notices than anticipated and annual dues and subscriptions paid at the beginning of the fiscal year.

**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

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DATE: December 16, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3e  
COVID Update

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**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. With the adoption of the state budget, an allocation of \$100,000,000 was set aside for special district COVID relief. On October 1, the state released an application for all special districts to request funds based upon losses incurred by the District. The application was due by October 15. The District submitted a request for \$162,377 which included a requested for hazard pay for District employees during the specified time period. The District has yet to hear back from the State regarding the amount that will be paid to the District for Covid-related expenses.

There seems to be a resurgence of COVID cases a winter approaches. The announced on Monday, that effective on Wednesday that a mask mandate would be implemented through January 15.

Current outstanding receivables representing 301 accounts in arrears as of 12/13 includes the following: \$38,041, representing accounts that are one month behind; \$11,540 that are two months behind and \$8,437 that is three months behind and \$13,101 that is four or more months behind for a total of \$71,120.

The prohibition for disconnection is set to expire in December.

**FISCAL IMPACT:** As outlined

**ATTACHMENTS:** None



# Helendale Community Services District

DATE: December 16, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #5  
Discussion and Possible Action Regarding Update on Building Construction and Award of Change Order

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**STAFF RECOMMENDATION:**

Staff seeks input from the Board on this item.

**BACKGROUND:**

During the construction of the maintenance buildings staff has continued working with the contractor regarding completion of the interior. County had required that one bathroom in each building be completed prior to the buildings being finalized, however the contractor was trying to get that requirement waived. The contractor met with the County inspector last week and it was determined that the inspector will not waive the requirement for the bathrooms.

Staff is awaiting the cost of the change order to complete that scope. It is anticipated that the amount will be available by the Board meeting for a determination. Further, Staff again discussed the completion of the office area as envisioned by the Managers. It is hopeful that the cost for completing the entire area will also be available by Thursday for consideration.

At the August 19, 2021, meeting the Board directed the General Manager to negotiate the change order for the interior of the buildings. Staff has had several meetings with the contractor discussing various options for the completion of the buildings including removing certain elements that could be done by staff or others to garner the lowest costs possible. In addition, Staff introduced the recommendation of President Clark to use mini-split systems instead of a single HVAC unit. In the most recent meeting, Staff was encouraged that there is a path forward on the project within the price point discussed with the Board at the August meeting of a completed interior not to exceed \$230,000 per building. This amount includes some work that would not be completed by the current contractor.

**FISCAL IMPACT:** To Be Determined.

**POSSIBLE MOTION:** Approve change order for bathroom and office facilities

**ATTACHMENTS:** None.





# Helendale Community Services District

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DATE: December 16, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #6  
Discussion and Possible Action Regarding Deposit Policy Revisions

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## **STAFF RECOMMENDATION:**

Staff seeks input from the Board.

## **STAFF REPORT:**

In February 6, 2020, as the District was preparing for the implementation of SB998, Staff requested that the Board review this policy. There were several modifications of the policy at that time that improved clarity and functionality. Those modifications were as follows:

- Section A(4)(c) and A(6) clarifies the process for running a credit check for existing customers.
- Section D(1,2,3) is an excerpt from the Discontinuation of Water Service policy while D(4,5) imposes administrative conditions where the law is silent.
- Section 3(A)(1) discusses how the deposit is calculated and changed it from 2-months to 3-months.
- Section 7 clarifies responsibility of notification.
- Section 8(2) clarifies reinstatement for ACH customers.

The previous modifications were made anticipating the implementation of SB998 requirements, however, with the onset of COVID, that was set aside. With the language of SB155 this sets the new sunset for the disconnection prohibition of 12/31/2021, Staff felt these modifications will be helpful as we finally transition to the extended due date and notification timeframes of SB998.

Upon review of the policy, Staff feels that Section 3B(2)(d) regarding Security Deposit Options could use some additional modification to better capture the risks of a customer who pays late, rather than a customer that has a disconnection. Section 5(1) has revisions that include customers who debit a credit card. Lastly, the definition of High Risk Customer has been modified to a disconnection rather than three late payments.

**FISCAL IMPACT:** As outlined in the staff report.

**POSSIBLE MOTION:** Adopted the revised Deposit, Application Policy and Procedures

**ATTACHMENTS:** Draft Policy

**HELENDALE COMMUNITY SERVICES DISTRICT**  
**Deposit and Application Policy and Procedures**  
Effective ~~12/18/2021~~

**Section 1. Purpose**

The purpose of this policy is to establish the water, sewer and/or trash application and deposit procedures of the District. This policy sets forth the duties and responsibilities of District staff regarding customer deposits and applications.

**Section 2. Application for Service**

**A. Responsibility for Notification**

1. **Sale of Property:** Upon the sale of a property, the current owner is to notify the District as to the date of close of escrow. Failure to notify the District of that date will continue the accrual of fees and charges until such notification is provided.
2. **Purchase of Property:** It is the responsibility of a new owner to notify the District immediately upon close of escrow. In the event a property-owner fails to notify the District and the District determines new ownership via other means, an account will be opened in the new owner's name and said property will be subject to all the requirements outlined within this policy. Charges will be attributed to account as accrued including all fees and charges outlined in the District Fee Policy. Failure to notify the District timely and accruing late fees and possible disconnection will eliminate the customer from some of the deposit options outlined below.
3. **Lease of Property:** It is the responsibility of the owner to complete the owner portion of the owner/tenant agreement. A Tenant account cannot be opened until both the Owner and the Tenant portions of the agreement are received, and the deposit requirement is satisfied. Until this requirement is satisfied the account will remain in the name of the property owner.

**B. Required Documentation**

1. Application for service must be made in writing by completing an Application as provided by the District. An application can be downloaded from the District website or picked up in person at the District office.
2. Application for service may be made in person, via fax, mail or e-mail. However, if the application is not signed in the office with verification of identity, it must be notarized. In some cases a signature can be validated based upon information already on file. The District Office is located at 26540 Vista Road, Suite B, mailing address is P.O. Box 359, Helendale, California; fax number (760) 951-0046; mail@helendalecsd.org. If application is made by either fax or mail or

e-mail an original copy must be notarized and delivered to the office within three weeks of close of escrow. Failure to provide original application within three weeks will result in service interruption.

3. A valid California driver's license, or other photo identification as issued by California, the United States government, or any other U.S. State government must be provided so that a photocopy of said identification may remain as a permanent part of the application documents.

## **C. Application for Service**

### **1. New Owner:**

- a. An application by a New Owner(s) must provide the full name(s) and Driver's license(s) and last four digits of Social Security number of person(s) listed on deed of home for payment of the bill. Additional information shall include Owner's home, cell, and mailing address. A completed District application must be submitted to the District office in order to establish service. However, if a property owner fails to notify the District prior to the end of the billing cycle and the District obtains verification of ownership, service will be established in the new property owners name and an application will be mailed to the property owner based upon that information.
- b. In the event water, sewer, or trash service has been turned off due to non-payment, water service will be denied to a New Owner Applicant when the New Owner Applicant has an existing outstanding balance with the District. Service will not be established until the existing outstanding balance is paid in full. The owner may request any outstanding balance transferred to the new account in order to establish new service. In addition, the New Owner Applicant may be subject to the security deposit standards as established in Section 3. Monetary amounts for security deposits must be completely satisfied and paid-in-full according to the proper procedure as outlined in this policy before service is established. In cases where a deposit is not collected prior to the first bill, the deposit will appear as all other past due balances and paid by the due date indicated on bill to prevent any interruption of service and additional charges.

### **2. Agent Application (For New Owner's with property under a Management Agreement)**

- a. An application by any New Owner must comply with this policy.
- b. New Owner Applicant must also provide a copy of a new updated Management Agreement authorizing action on their behalf. In the event an Management Agreement has ended or been revoked, it is the responsibility of the property owner to notify the District.

### 3. Owner-Tenant Application-Agreement.

- a. An application by an Applicant-Tenant must provide the full name(s) and driver's license(s), and last four digits of Social Security number of person(s) liable to the property owner for the rental/lease of said property. Additional information shall include tenant home phone number, cell phone number, and owner and tenant mailing address(es) and e-mail address(es). The application will not be processed until both portions of the application have been received.
- b. Service will be denied to a Tenant Applicant when the Tenant Applicant has a balance with the District. Service will not be established until all balances are paid in full.
- c. Security deposit criteria must be satisfied according to the procedures outlined within this policy before service is established. Tenant security deposit must be paid with a money order or cashier's check.

### Section 3. Security Deposit Information

#### A. Deposit Requirements

1. The District shall require any Applicant to place on deposit with the District a security deposit as established below as a guarantee of payment for services used.
2. The security deposit requirements shall be required of an individual or entity purchasing, renting or leasing real property of any type or nature that will obtain and secure service from the District.
3. Service shall not be granted until such time that the deposit requirement is satisfied.

#### B. Security Deposit Options

1. Every new account is required to pay a Security Deposit or satisfy the requirements as outlined below. For tenants security deposits must be paid in the form of a Cashier's Check or Money Order. For new property owners, the deposit can be placed on the first bill and payable by the due date on that first bill.
2. Security Deposit requirement may be waived if one or more of the following conditions are met:
  - a. Provide an account history (letter of credit) demonstrating proof of **good payment history** from a water/wastewater utility sent directly by the utility to the District. Failure to receive this within one week of the application for service will waive this option.

- b. Current customer moving to a new address within the community who meets the criteria of having a **good payment history**.
- c. Run a soft credit check for a small fee to determine **credit worthiness**. For existing customers (a current customer moving to a new property), a credit check will only be run if the customer has a **good payment history**.
- d. In the event any account at any time becomes a "high risk customer", the account will be required to pay a Deposit with no ability to run a credit check in lieu of deposit. The deposit will be placed on the next bill without notice.
- e. The District reserves the full right and discretion to require that a **high-risk customer** maintains a deposit on the account without option for a refund after 12 months, until the account is closed.
- f. An Owner has the option to request that the District collect a deposit from the tenant, regardless of the tenant's ability to satisfy other criteria as outlined in Section 2.

### 3. Timely Payment of Deposit

Deposit requirements outlined above (a-d) must be satisfied within three weeks of close of escrow for new property owners and within one week of a new tenant application. After such time period, 2a and 2c (above) will no longer be allowable security deposit options as they must be satisfied within the timeframe outlined in this section.

## C. Basis for Residential Property Security Deposits

1. All residential properties are subject to the deposit requirements as determined by Public Utilities Code section 10009.6(c) which states that "a deposit cannot exceed three times the average monthly bill" for the past 12-month period. Deposits shall be determined based upon the basic monthly meter size charges/sewer charges/trash charges as applicable, multiplied by three. In the event of a residential service connection for new construction, the deposit shall be equal to 3 months of the base amount absent water usage. (See Fee Package for rates.)

## D. Basis for Commercial, Industrial, and other Non-Residential Accounts Security Deposit

1. Commercial, industrial, and other non-residential accounts shall be subject to security deposits based upon the same statutory requirements as residential deposits.
2. The minimum deposits for commercial, industrial, and other non-residential accounts shall be determined based upon the same methodology as residential accounts.

## **E. Deposit on Account**

1. All security deposits may be credited to the customer's account after twelve consecutive months of billings with no delinquencies, except for **high-risk customer**.
2. Should an account close prior to refunding the deposit, the deposit shall be credited against the closing bill with any remaining balance refunded to the customer once closing balance has been satisfied.
3. In the event a customer is transferring service to another property within the District, the existing closing balance must be paid in full. Any remaining deposit balance can be transferred or combined with new funds from the customer to establish a deposit at the new property.

## **F. Application of Deposit to Delinquent Bills**

1. In the event that an account becomes seriously delinquent, the deposit may be applied against the account and the service shall be disconnected.
2. In the case of disconnection for non-payment, service will not be reestablished until account balance, including all fees, are paid in full along with a new deposit calculated based upon current usage. The deposit amount may be different than original amount because it is calculated based upon current usage.
3. In the case of disconnection due to non-payment and a deposit on account is applied to the past due amount, the remaining balance of the deposit will stay on the account to be combined with new funds from the customer to re-establish the required deposit amount.

## **G. Refund of Deposit upon Service Termination**

1. Sale of property: When a property owner sells a property where service has been established and a security deposit is still on file, it is the owner's responsibility to notify the District of the termination of ownership and request a refund of deposit.
2. Tenant vacancy: When a tenant intends to vacate a property where service has been established in tenant's name, it is the tenant's responsibility to notify the District of the termination of tenancy and request a refund of deposit.
3. Foreclosure: No refund of deposit will be processed.
4. Processing Refund:
  - a. Upon notice of service termination, a final meter reading (where applicable) shall establish all charges for service then due. If escrow closes on a property and the District was not notified, the final read will be taken on the next business day after the District receives notification and the closing bill will be calculated accordingly.
  - b. The amount of the final bill will be deducted from the security deposit (if applicable), and any remaining deposit will be returned to the applicant of record.

- c. Any and all charges on the final bill that exceed the deposit on account shall be the responsibility of the owner or tenant of record for payment. Any balance left unpaid by a tenant shall become the responsibility of the owner.

5. Tenant Accounts: Upon termination of service, the bill and responsibility for payment of further service charges beyond the Tenant's final bill shall automatically revert to the property owner of record. It is the property owner's responsibility to communicate with the District regarding cessation of tenancy and to ensure that the District has the current mailing address and contact information of the property owner.

#### **H. Right to the Deposit**

1. The right to the deposit may not be assigned or delivered to any other person, and the right of refund is limited to the person making the deposit or to his or her heirs or fiduciaries. In the event someone other than the customer of record makes a payment to clear an outstanding amount and the account is closed, any deposit remaining on the account shall be refunded to the person who paid the outstanding closing balance. For example if the Property Owner pays the outstanding closing balance on a tenant's account, the tenant's deposit would be refunded (or transferred) to the Property Owner. If a bank or bank's agent pays the outstanding closing balance on the Property Owner's account, the Property Owner's deposit would be refunded to the bank or bank's agent.

#### **I. Interest on Deposit**

1. The District neither expresses nor imputes payment of interest on said deposits as retained.

### **Section 4. Tenant Water Disconnection (HSC Section 116916)**

In the event of a water service disconnection involving an unknown or known tenant State law requires that the District will inform the tenant(s)/occupant(s) of options listed below:

1. The District is not required to make service available to the tenants/occupants unless each tenant/occupant agrees to the terms and conditions for service and meets the District's requirements and rules.
2. However, if (i) one or more of the tenants/occupants assumes responsibility for subsequent charges to the account to the District's satisfaction, or (ii) there is a physical means to selectively discontinue service to those tenants/occupants who have not met the District's requirements, then the District may make service available only to those tenants/occupants who have met the requirements.



3. If prior service for a particular length of time is a condition to establish credit with the District, then residence at the property and proof of prompt payment of rent for that length of time, to the District's satisfaction, may be considered an equivalent.
4. Proof of Legal Tenancy will be required as a condition of service. A tenant shall be required to provide proof of legal occupancy, such as a rental agreement, lease agreement, cancelled checks to the owner of record, and/or notarized document by the owner of record of the property, in order to be considered an acceptable applicant for water services.
5. Termination of Assignment: In the event that the water service established under the terms and conditions listed herein becomes disconnected for nonpayment said service shall no longer be deemed eligible for assignment of the account. Assignment of the customer account will be terminated and the customer account shall revert to the owner.

#### **Section 5. ACH Automatic Payment Program**

1. Applicants have the option to apply for the ACH Automatic Payment Plan. This plan debits/~~charges~~ the customer's credit card, checking or savings account for the current bill payment. This service ~~debits-collects~~ the payment ~~on the last business day of the month and to~~ ensures ensure on-time payments. For credit card transactions, the customer can select the date the card will be charged. the customer is not charged a late fee.
2. Customers enrolled in the program can only have two (2) occurrences ~~of Non-~~Sufficient Funds within a twelve-month period. After the second NSF occurrence, the District shall remove the customer's participation in the ACH Automatic Payment Plan. Upon twelve (12) months of on-time consecutive payments the customer can re-apply for the ACH Automatic Payment Plan.

#### **Section 6. Restrictions**

1. Nothing in this Policy is to be construed as restricting service discontinuation for non-payment.

#### **Section 7. Definition of Terms**

**Agent:** Legally assigned representative of a property owner.

**Applicant:** Customer (Owner or Tenant), requesting District services

**Credit Worthiness:** Determined by the Board as a Credit Score above 700 using the District's credit evaluation tool.

**Delinquent Bills:** An account is delinquent if not paid by the last business day of the prior month.

**Discontinuation of Service:** A voluntary or involuntary cessation of service to the property.

**Good Payment History:** No late payments or disconnections in a rolling 12-month period.

**High Risk Customer:** A customer who has ~~three or more late payments and/or a~~ disconnection within a rolling 12-month period.

**Occupant:** Inhabitant of a residential dwelling unit.

**Property Owner:** Person or entity who is the legal owner of a property.

**Property Owner Responsibility:** The utility services are ultimately vested with the property and in the event of non-payment, a lien against the property will be secured.

**Seriously Delinquent:** An account is seriously delinquent if a payment has not been made for the last two billing cycles. An account will become seriously delinquent upon the first day of the second month since they last made a payment.

**Service Termination:** Service termination resulting in the closing of an account. Tenant accounts may be terminated for non-payment and the account returned to the property owner name.

**Tenant:** Person(s) legally occupying a residential unit

## **Section 8. Supersedes Other Policies**

1. This policy supersedes any prior deposit and application policy and procedures adopted by the Board of Directors of the Helendale Community Services District.

**EXHIBIT A**

**DEPOSIT WAIVER OPTION**

<b>LEVEL</b>	<b>CREDIT SCORE RANGE</b>	<b>DECISION</b>
GREEN	700-850	WAIVE DEPOSIT
RED	Under 700	COLLECT DEPOSIT

A customer wishing to have his/her credit score run will be required to pay the direct costs for this service. Currently the cost is \$5 and may be adjusted from time to time. Refer to the fee package for costs.



# Helendale Community Services District

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DATE: December 16, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #7  
Discussion and Possible Action Regarding District Vehicles

---

**STAFF RECOMMENDATION:**

Staff seeks approval of this item.

**STAFF REPORT:**

The purpose of this agenda item is to request that the Board approve up to \$45,000 from the water fund for the purchase of the new or used vehicle for the District. Currently there are five service vehicles that are out of service and the water truck. Our mechanic is challenged with time to repair them all and finding parts.

Several months ago, Staff presented the need for newer vehicles to the Board. Previously the Board directed staff to continue looking for suitable vehicles in the used market, however, to date, staff has found that the prices are unreasonable and availability challenging. Staff has been combing the auctions and has reached out to five dealerships for used vehicles. Staff located one suitable vehicle but called the following day and it was already gone.

Staff recently reached out to County regarding their vehicle contract and received a list for Ford vehicles. While the District has standardized to Chevy vehicles for the most part, Staff has identified on County's contract list a F-150 and a Ranger that might be a suitable options if the dealership will honor County's pricing. Staff will be contacting them depending upon the outcome of this agenda item.

Staff has also contemplated leasing a couple of vehicles, but has not yet researched the lease market. This is a challenging market for sure.

**FISCAL IMPACT:** As outlined in the staff report.

**POSSIBLE MOTION:** Approve up to \$45,000 for the purchase of a used vehicle for Water

**ATTACHMENTS:** None.



# Helendale Community Services District

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**POSSIBLE MOTION:** Approve up to \$45,000 for the purchase of a used vehicle for Water

**ATTACHMENTS:** None.



# Helendale Community Services District

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DATE: December 16, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #8  
Discussion and Possible Action Election of Officers

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**STAFF RECOMMENDATION:**

This matter is at the discretion of the Board.

**STAFF REPORT:**

The annual Election of Officers occurs in within December each year. The Board process for the annual selection of officers is outlined in Resolution 2018-05: *A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies for Its Relations Among Directors and With Staff.*

Election of officers is an administrative function carried out by the Board of Directors. The Board is to select the presiding officer and the two additional officers each year. The Board currently has three officers: President, Vice-President and Secretary.

The current Board officers are:

President – Tim Smith  
Vice-President – Henry Spiller  
Secretary – Sandy Haas

**FISCAL IMPACT:** None

**POSSIBLE MOTION:** This matter is at the Board's discretion

**ATTACHMENTS:** Resolution 2018-05: A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies for Its Relations Among Directors and With Staff



## **RESOLUTION NO. 2018-05**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT ESTABLISHING POLICIES FOR ITS RELATIONS AMONG DIRECTORS AND WITH STAFF**

**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 (“Board”) whose meetings are subject to the requirements of the Ralph M. Brown Act, California Government Code Section 54950 et seq. (“the Brown Act”), pursuant to California Government Code Section 61044.

C. The Board adopted Ordinance No. 2015-01 on November 5, 2015, establishing revised guidelines for the conduct of its public meetings and activities and imposing requirements upon itself which allow greater access to its meetings than prescribed by the Brown Act.

D. The purpose of this Resolution is to supplement Ordinance No. 2015-01 and to ensure that the Board’s deliberations are conducted honorably and that its activities are performed in a manner that reflects a dedication to the highest standards of integrity so as to continue to earn the trust and confidence of the public served by the District.

**THEREFORE, THE BOARD OF DIRECTORS** of the Helendale Community Services District does hereby adopt and ordain as follows:

#### **Section 1. RELATIONS BETWEEN DIRECTORS.**

1.1. **Duties.** The Board shall govern the District. The Board shall establish policies for the operation of the District. The Board shall provide for the implementation of those policies which is the responsibility of the District’s General Manager. All members of the Board shall exercise their independent judgment on behalf of the entire District, including the residents, property owners, and the public as a whole to further the purposes and intent of the District.

#### 1.2. **Officers.**

1.2.1. Within 45 days after each general district or unopposed election, the Board shall meet and elect the officers of the Board. In a year in which there is no general

election the Board shall hold an election at the first meeting in December.

1.2.2 The officers of the Board are the President, Vice-President and Secretary. The President shall preside over meetings of the Board and the Vice-President shall serve in the President's absence or inability to serve.

1.2.3 No other special duties, actions, tasks, or privileges are bestowed to the above positions. The President and Vice President (or any member of the Board) will not take unilateral actions binding the rest of the Board, without prior approval or authorization of the Board - including the issuance of letters, reports, documents or contracts, implied or otherwise, to outside parties. No Board Officer (or Member) shall appear as the Board Representative at any private or public functions.

1.2.4 The Board may create additional offices and elect members to those offices, provided no members of the Board shall hold more than one office.

1.3. **Parliamentary Procedure.**

1.3.1. A majority of the total membership of the Board shall constitute a quorum for the transaction of District business. Except as otherwise specifically provided by law, a majority of the total membership of the Board is required for the Board to take action. The Board shall act only by ordinance, resolution, or motion. The minutes of the Board shall record the yes and no votes taken by the members of the Board for the passage of all ordinances, resolutions, or motions. The Board shall keep a record of all its actions, including financial transactions.

1.3.2. Meetings of the Board shall be subject to the Brown Act and Ordinance No. 2015-01 (as may be amended from time to time). Robert's Rules of Order shall provide general guidance for the conduct of the Board's business, except where otherwise provided by law, ordinance, resolution, or motion of the District, or otherwise inconsistent with the intent of the Board. The Board President (or committee chair) will rule on all matters of procedure, with the advice of Legal Counsel.

1.4. **Personal Conduct.** The business of the District is a team effort. All Board members commit to working together in a collaborative manner, assisting each other in conducting the affairs of the District. Directors commit to conducting themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings. Directors shall defer to the President concerning the conduct of Board meetings, but shall be free to question and discuss items on the agenda. In turn, the Board President shall not exercise the privileges of the office in such a manner as to unfairly advance his or her own agenda / personal opinions or unduly prejudice the positions of other Board members. When responding to requests and concerns from the public and other District customers, Board members commit to be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel. Board members commit to develop a working relationship with the District's General Manager wherein current issues, concerns, and District projects can be discussed comfortably and openly. Board members should function as a part of the whole. All issues must be brought to the attention of the entire Board, rather than to individual members selectively; unilateral actions by a Board Officer or any Director, binding the entire Board, must be avoided and shall be subject to possible Board discipline. Board members are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.



1.5. **Communication of Views and Positions.** The Board is committed to providing excellence in legislative leadership necessary to furnish the highest quality of government services to the public and to the District's customers. In order to achieve this goal, cooperative interaction between and among Board members is encouraged. As such, the following rules shall be observed:

1.5.1. The dignity, style, values, and opinions of each Board member shall be respected. Responsiveness and attentive listening in communication is encouraged.

1.5.2. The needs of the public and the District's customers should be the priority of the Board.

1.5.3. Board members commit themselves to emphasizing the positive, avoiding double talk, hidden agendas and negative forms of interaction.

1.5.4. Board members commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues will be avoided.

1.5.5 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions in a constructive and forthright manner. However, once the Board has taken action, individual Board members commit to support said action and not create barriers to the implementation thereof or pursue defeated issues independently.

1.5.6 The Presiding Director will not undermine the Board Agenda; further, he/she will not make opening statements on an agenda item in an attempt to shape or frame the debate. The Director initiating the Agenda item will be allowed to speak first and make a motion, to be seconded and opened for discussion. All Board discussion will proceed with no time frame attached. All Board comments will start to the immediate right of the Director forming the motion and will proceed orderly, Director to Director, until comment ceases, at which time a call will be made to cast votes.

1.6. **Board Discipline.** In the exercise of its discretion, the Board, by affirmative vote of four (4) of its members, may censure any of its members for a period of time deemed appropriate by said supermajority of the Board. Unless otherwise prohibited by law, the maximum penalty that may be imposed upon the censured member by said supermajority of the Board during the period of such censure shall be the following:

1.6.1. The suspension of all spending of District funds by the censured Board member and of all reimbursement from District funds of any costs incurred by the censured Board member, unless otherwise allowed by the Board.

1.6.2. The removal of the censured Board member from service as an officer of the Board, and/or on all committees and other assignments on behalf of the District and/or the Board, unless subsequently authorized by the Board.

1.6.3 The withholding of all compensation by the District to the censured Board member except as otherwise allowed for attending meetings of the Board and other meetings subsequently authorized by the Board.

Section 2. **RELATIONS WITH STAFF.**

2.1 **General Manager.**

2.1.1. The Board shall appoint a General Manager for the District. The General Manager shall serve at the pleasure of the Board. The Board shall set the compensation for the General Manager. The Board may require that the General Manager be bonded. The District shall pay the cost of the bonds.

2.1.2. The General Manager shall be responsible for all of the following:

- a. The implementation of the policies established by the Board for the operation of the District;
- b. The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board;
- c. The supervision of the District's facilities and services; and
- d. The supervision of the District's finances.

2.1.3 The General Manager is the Board's primary link to operational achievement and conduct of the District, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the General Manager.

2.1.4 No individual Board Member, including any Officer, shall dictate policies to the General Manager, interfere with or disrupt his/her work (or the work of any District staff or contract employee). Board Member visit/discussion hours or appointment schedules designated by the General Manager shall be strictly adhered to.

2.2. **Treasurer.** The Board shall appoint a District Treasurer for the District. The Board may appoint the same person to be the General Manager and the District Treasurer. The District Treasurer, shall serve at the pleasure of the Board. The Board shall set the compensation of the District Treasurer. The Board shall require the District Treasurer, to be bonded. The District shall pay the cost of the bonds.

Section 3. **ANNUAL REVIEW.**

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 4. **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 5. **EFFECTIVE DATE.**

The provisions of this Resolution shall supersede and rescind Resolution No. 2011-07 adopted by the District's Board of Directors on July 21, 2016, and shall take effect immediately upon adoption.

Approved and Adopted this 15th day of February, 2018.

AYES:

NOES:

ABSTAIN:

ABSENT:

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Ron Clark, President, Board of Directors

ATTEST:

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Sandy Haas, Secretary, Board of Directors