



## **REGULAR BOARD MEETING** **Thursday, April 15, 2021 at 6:30 PM**

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

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom in response to the COVID-19 pandemic and in an effort to prevent the spread of the virus, Helendale CSD will hold its board meeting via teleconference. The Helendale CSD Board of Directors will meet in person at the District Office located at 26540 Vista Rd. Suite C. Helendale, CA 92342. This meeting is open to the public 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 at the following link: <https://www.surveymonkey.com/r/HKGNLL8>. We request that all speaker's cards are filled out by 6:25 pm.*

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

- a. Approval of Minutes: April 1, 2021, Regular Board and April 8, 2021 Special Board Meeting
- b. Bills Paid Report.
- c. Directors Compensation and Expenses
- d. February Financials

#### **4. Reports**

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

### **Regular Business:**

5. Discussion Only Regarding COVID Update
6. Discussion and Possible Action Regarding Review of Ordinance 2021-01: An Ordinance of the Board of Directors of the Helendale Community Services District Establishing Guidelines for the Conduct of its Public Meetings and Activities
7. Discussion and Possible Action Regarding Review of Resolution 2021-01: A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies for its Compensation, Reimbursement, and Ethics Training

8. Discussion and Possible Action Regarding the District's Public Outreach

**Other Business**

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

**Closed Session**

10. Conference with Legal Counsel - Existing Litigation:

Government Code Section 54956.9(d)(1)

City of Barstow, et al. v. City of Adelanto, et al.,

Riverside County Superior Court Case No. 208568

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: April 1, 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 April 1<sup>st</sup> and Special Board meeting of April 8<sup>th</sup>
- b. Bills Paid Report
- c. Directors Expenses
- d. February Financials



# Helendale Community Services District

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Date: April 15, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette  
SUBJECT: Agenda item #3a  
Minutes from Board meetings

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*Minutes of the Helendale Community Services District  
SPECIAL BOARD OF DIRECTORS MEETING  
April 8, 2021 at 2:00 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 and in an effort to prevent the spread of the virus, Public Participation in Helendale CSD's Board Meeting was held via teleconference.

**Board Members Roll Call:**

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

**Staff Members Present:**

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

Alex Aviles, Wastewater Operations Manager  
Jean Thomas, Customer Service Supervisor  
Sharon Kreinop, Senior Accounting Technician

**Members of the Public:**

There were no members of the public present.

**Call to Order and Pledge of Allegiance**

The meeting was called to order at 2:00 pm by President Tim Smith, after which the Pledge of Allegiance was recited.

**1. Approval of Agenda**

**Action:** A motion was made by Director Haas to approve the agenda as presented. The motion was seconded by Vice President Spiller.

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

**2. Public Participation**

None

**Workshop**

**3. Workshop to review Draft Fiscal Year 2021-2022 Budget and CIP**

**Discussion:** General Manager Cox reviewed the Draft Budget and CIP. She discussed each line item in every fund.

**4. Adjournment**

**Action:** President Smith adjourned the meeting at 3:55 pm

Submitted by:

Approved By:

\_\_\_\_\_  
Tim Smith, President

\_\_\_\_\_  
Sandy Haas, Secretary

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



*Minutes of the Helendale Community Services District*  
**REGULAR BOARD OF DIRECTORS MEETING**  
April 1, 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 and in an effort to prevent the spread of the virus, Public Participation in Helendale CSD's Board Meeting was held via teleconference.

**Board Members Roll Call:**

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

**Staff Members Present:**

Kimberly Cox, General Manager  
Cheryl Vermette, Program Coordinator

**Consultants:**

Steve Kennedy, Legal Counsel  
Richard Nino, Burrtec Waste Industries

**Members of the Public:**

There were two members of the public present.

**Call to Order and Pledge of Allegiance**

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

**1. Approval of Agenda**

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

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

**2. Public Participation**

Christopher Porter, Field Representative for Supervisor Paul Cooks Office reported that the County is hopeful that we will move into the orange tier soon. Porter also reported that April 24<sup>th</sup> is Prescription Drug Takeback Day. Residents can bring prescription drugs to the Sheriff's department in Victorville or Barstow between 10 am and 2 pm.

**3. Consent Items**

- A. Approval of Minutes: March 18, 2021, Regular Board Meeting
- B. Bills Paid Report
- C. Directors Compensation and Expenses
- D. COVID Update

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

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

**4. Reports**

- A. Directors' Reports

Director Haas reported that she went to the park and it looks beautiful. She will be going to the park with Staff to follow up on some questions.

Vice President Spiller reported that the Farmers Market was good, visitors had a good time with the Easter Bunny. We partnered with SLA to have the Easter Bunny at the market.

Director Schneider reported that it was a great day at the Farmers Market, the Easter Bunny was a hit. He suggested having a sign on the EBT table saying, "vendors inquire here." He also suggested having a 4<sup>th</sup> of July event.

President Smith reported that he went through the market and commented that the Cajun food and BBQ vendor were both good.

## B. General Manager's Report

**Discussion:** General Manger Cox presented a slide show for the District's 14-year anniversary celebration. Cox gave a report on the COVID vaccination numbers in San Bernardino County. She reported that vaccinations are open to those 16 and over. The County is moving towards the Orange level. Caution has been expressed regarding Easter get togethers.

Cox reported that snowpack measurement is at 59% of average. SWP allocation was originally 10% has not been reduced to 5%. Hearing more drought soundbites, we may see a drought declaration as we had a few years ago. The District has requested return of construction meters by month end.

Program Coordinator Vermette presented the program report. Helendale School District softball is practicing at our fields every day and will hold 5 home games there. A travel ball league has been using the baseball fields for weekend tournaments. Games held on Saturday and Sunday. 6 -12 teams play per tournament. Approximately 400 people come to the park throughout the tournament. Games scheduled 4/10 – 4/11; 4/17 – 4/18; 5/22 – 5/23; 6/12 – 6/13; 7/10 – 7/11; 8/7 – 8/8. The League has donated \$500 per tournament. Little League has practices scheduled every day of the week and games on Saturday Mornings. Vermette gave a brief review of EBT and Farmers Market revenue. San Bernardino County will hold another vaccination event on April 8<sup>th</sup> at the Community Center.

Operations Manager Carlson gave the water report. Staff completed all monthly inspections for month of March, repaired service line leak on hummingbird, and installed concrete pillars for new park restroom. The State Water Resources Control Board (SWRCB) performed Sanitary Survey of the District. Staff is continuing the meter replacement program, working on the EAR for 2020, and has been working with Edison for power at Well #13

## New Business

### 5. Discussion and Possible Action Regarding Award of Contract for Drilling of Well 13 to the Lowest Responsive Responsible Bidder

**Discussion:** The District circulated a request for proposal per the purchasing policy guidelines. The proposal was published in the Daily Press and Dodge as well as sent to a list of known well drillers. A non-mandatory pre-bid meeting was held on 3/22 and the bid opening was held at 3 pm on 4/1. Four bids were received. An evaluation was completed by a hydrogeologist and staff. Funding for the project will come from a \$750,000 Prop 4 competitive grant, water fund unanticipated revenues from water leases and the reserve fund. Complete project includes the new well, discharge pipeline, distribution pipeline, wellhouse, fencing, new electrical service, and SCADA. GM Cox showed several maps showing the location of the well site and pipeline locations. At 3 pm today (April 1, 2021) the bid opening was held. Four bids were received. One bidder was present for the bid opening. Results were reviewed by both hydrogeologists. Written

comments are available for review. Bid results will be posted on the District website Friday. Bids received: Southwest Pumping - \$475,615.00; Layne \$599,096.90; Best Drilling and Pump - \$643,730.00; and Zim Industries - \$723,770.00. Upon review, Southwest has been determined to be the lowest responsive, responsible bidder. Thomas Hetzel, from Layne commented asking if the lowest bid was prevailing wage.

**Action:** A motion was made by Director Schneider to approve award of contract for well drilling services to Southwest Pumping in an amount not to exceed \$475,615. The motion was seconded by Director Haas.

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

6. Discussion and Possible Action Regarding Approval of Insurance Premium for April 1, 2021, through April 1, 2022.

**Discussion:** Insurance is a cost of doing business. The District's insurance coverage includes property, liability and casualty insurance at \$92,659 (\$23,164.75 for FY 2021 and \$69,494.25 for FY 2022); workers compensation for \$21,114; Board and sports insurance – TBD (renewal due July 1). Last July, the District changed carriers for cost savings and quality of coverage. The coverage was prorated through March 30, the end of their normal coverage period. Premiums can be paid monthly to coincide with the fiscal year. GM Cox showed a chart comparing the SDRMA 21% increase and JPRIMA 6% increase.

**Public Hearing Opened:** President Smith opened the public hearing at 7:15 pm. There were no public comments during the hearing and no written comments were received. President Smith closed the public hearing at 7:15 pm.

**Action:** A motion was made by Vice President Spiller to adopt approve a policy for renewal of property and general liability insurance in the amount of \$92,659 with JPRIMA. The motion was seconded by Director Clark.

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

7. Discussion and Possible Action Regarding Adoption of Resolution 2021-07: A Resolution of the Board of Directors of the Helendale Community Services District Approving Award of a Sole Source Contract to High Desert Underground for Well 13 Non-Potable Pipeline Project

**Discussion:** An important part of the Well 13 project is the installation of a discharge connection. SLA's line is in close proximity. The discharge is similar to Well 4A and will discharge upon start up and shut down. This is a win- win and will provide up to 80,000 gallons of water per month to South Lake (approximately 3 acre-feet per year). GM Cox showed a map illustrating where the tie in will occur. The Board suggested putting an article in the Ledger or the newsletter talking about the benefit of this partnership.

**Action:** A motion was made by Director Schneider to adopt Resolution 2021-07. The motion was seconded by Vice President Spiller.

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

8. Discussion and Possible Action Regarding an Request from Burrtec for Inflation-Based Increase for Solid Waste Services and Other Related Fee Increases Under Franchise Agreement

**Discussion:** Each year Burrtec presents the CPI increase for solid waste pick up services. The contract requires notice no later than 4/1. Section 10.05 outlines the annual formula-based compensation adjustment. The increase can be no more than 4% in any given year. The CPI



increase is 1.87%, last year CPI increase was 3.07%. This presentation addresses residential rates, commercial rates are included in staff reports and widely vary. Customers who do not pay for disposal on their tax bill pay an additional \$7.26 per month to cover that cost. The proposed increase for trash service is \$0.31; recycling fee increase of \$0.07; an admin fee increase of \$0.04; and a franchise fee of \$0.04; there was no change in the 218 recovery fee. There was also green waste disposal fee proposed. The Board had the option to not add any green waste disposal fee, to add a disposal increase only of \$0.08 or to add a \$0.37 fee covering the disposal and hauling costs. The Board was in favor of charging the \$0.37 green waste fee. Richard Nino, Burrtec Waste Vice President, reviewed SB 1383 and SB 619.

**Direction:** The board directed Staff to prepare the 218 public notice and set the schedule for the public hearing and directed Staff to work with Burrtec to prepare a letter of support for SB 619.

### **Other Business**

9. Requested items for next or future agendas (Directors and Staff only)  
Director Spiller requested a discussion regarding water theft.

### **10. Adjournment**

**Action:** President Smith adjourned the meeting at 8:04 pm

Submitted by:

Approved By:

\_\_\_\_\_  
Tim Smith, President

\_\_\_\_\_  
Sandy Haas, Secretary

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



# Helendale Community Services District

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Date: April 15, 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 19 checks and 12 EFT's totaling \$70,846.53

Total Cash Available:	<u>04/12/21</u>	<u>03/29/21</u>
Cash	\$5,783,742.52	\$5,670,357.52
Checks/EFT's Issues	\$ 70,846.53	\$ 132,113.74

**Investment Report**

The Investment Report shows the status of the invested District funds. The current interest rate is 0.03% for LAIF and 0.10% for the CBB Sweep Account for March 2021. Interest earned March 2021 on CBB Sweep Account is \$222.79.



Helendale CSD

# Bills Paid and Presented for Approval

## Transaction Detail

Issued Date Range: 03/29/2021 - 04/12/2021

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
<b>Bank Account: 251229590 - CBB Checking</b>					
03/29/2021	<a href="#">24028</a>	JEREMY LYON	-132.67	Check	Utility Billing
03/30/2021	<a href="#">24029</a>	Burrtec Waste Group, Inc	-14,631.21	Check	Accounts Payable
03/31/2021	<a href="#">24030</a>	Desert Community Bank	-1,000.00	Check	Accounts Payable
03/31/2021	<a href="#">24031</a>	California State Disbursement Unit	-230.76	Check	Accounts Payable
04/01/2021	<a href="#">24032</a>	Burrtec Waste Industries Inc	-124.16	Check	Accounts Payable
04/01/2021	<a href="#">24033</a>	Harbor Freight Tools	-33.36	Check	Accounts Payable
04/01/2021	<a href="#">24034</a>	Hartford Life	-35.77	Check	Accounts Payable
04/01/2021	<a href="#">24035</a>	Inland Water Works Supply Co.	-266.71	Check	Accounts Payable
04/01/2021	<a href="#">24036</a>	MWC Group, Inc	-2,858.25	Check	Accounts Payable
04/01/2021	<a href="#">24037</a>	Print Mart	-64.60	Check	Accounts Payable
04/01/2021	<a href="#">24038</a>	Stantec Consulting Services Inc	-1,257.75	Check	Accounts Payable
04/01/2021	<a href="#">24039</a>	Tyler Technologies, Inc.	-112.00	Check	Accounts Payable
04/01/2021	<a href="#">24040</a>	Ultimate Internet Access, Inc	-821.35	Check	Accounts Payable
04/01/2021	<a href="#">24041</a>	USA of So. California	-82.60	Check	Accounts Payable
04/01/2021	<a href="#">24042</a>	Sonic Systems, Inc	-1,465.19	Check	Accounts Payable
04/05/2021	<a href="#">24043</a>	MARK STEINHOOR	-2,750.00	Check	Utility Billing
04/06/2021	<a href="#">24044</a>	Noemy Hernandez	-1,300.00	Check	Accounts Payable
04/07/2021	<a href="#">24065</a>	Fedak & Brown LLP	-1,148.00	Check	Accounts Payable
04/12/2021	<a href="#">24066</a>	Citizens Business Bank	-1,672.08	Check	Accounts Payable
04/01/2021	<a href="#">EFT0003640</a>	CalPERS 457 Pmt PPE 3/28/21	-3,756.41	EFT	General Ledger
04/05/2021	<a href="#">EFT0003641</a>	To record CalPERS Health Premium	-17,428.28	EFT	General Ledger
04/06/2021	<a href="#">EFT0003642</a>	To record Tasc Flex Claim Pmt - PPE 3/28/21	-533.33	EFT	General Ledger
04/07/2021	<a href="#">EFT0003643</a>	SCE ACH Community Center Acct 2-34-148-8526	-1,195.27	EFT	General Ledger
04/07/2021	<a href="#">EFT0003644</a>	SCE ACH WWTP & Wells 3,4 & 1 Acct 2-29-212-2157	-13,919.34	EFT	General Ledger
04/11/2021	<a href="#">EFT0003645</a>	SCE ACH Water Shop Acct 2-30-765-8245	-95.26	EFT	General Ledger
04/11/2021	<a href="#">EFT0003646</a>	SCE ACH 4-Plex Acct 2-35-118-6267	-191.17	EFT	General Ledger
04/07/2021	<a href="#">EFT0003647</a>	SCE ACH Well 6,7,8,9 & 2 Acct 2-28-988-7853	-854.79	EFT	General Ledger
04/01/2021	<a href="#">EFT0003650</a>	To record EVO Rec Desk CC Fees 22567	-22.02	EFT	General Ledger
04/01/2021	<a href="#">EFT0003651</a>	To record EVO Thrift Store CC Fees 23099	-386.24	EFT	General Ledger
04/02/2021	<a href="#">EFT0003652</a>	To record Global Merchant Fees Acct 4366 -	-891.93	EFT	General Ledger
04/02/2021	<a href="#">EFT0003653</a>	To record Global Merchant Fees Acct 4367 -	-1,586.03	EFT	General Ledger
<b>Bank Account 251229590 Total: (31)</b>					<b>-70,846.53</b>
<b>Report Total: (331)</b>					<b>-70,846.53</b>

**Summary**

**Bank Account**  
[251229590 CBB Checking](#)

<b>Count</b>	31	<b>Amount</b>	-70,846.53
<b>Report Total:</b>	<b>31</b>	<b>Report Total:</b>	<b>-70,846.53</b>

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

<b>Count</b>	31	<b>Amount</b>	-70,846.53
<b>Report Total:</b>	<b>31</b>	<b>Report Total:</b>	<b>-70,846.53</b>

Transaction Type	Count	Amount
Check	19	-29,986.46
EFT	12	-40,860.07
<b>Report Total:</b>	<b>31</b>	<b>-70,846.53</b>



# Helendale Community Services District

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Date: April 15, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3c  
Directors' Expense Reports

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**HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER**

Pay Period Ending 4/11/2021

Tim Smith

Date	Event	Expense Description/Explanation	Meeting	Miles	Meals	Lodging	Other	Exp Category
03/15/2021	Description of Public Benefit	ASBCSD	137.5					E: Conference/seminar/Training Program related to I
03/16/2021	Event	Mtg w/GM	137.5					G: Meeting w/GM re District Operations
03/18/2021	Description of Public Benefit	Regular board mtg	137.5					A: Public Meeting governed by Brown Act
03/30/2021	Event	Mtg w/GM	137.5					G: Meeting w/GM re District Operations
04/01/2021	Description of Public Benefit	Regular board mtg	137.5					A: Public Meeting governed by Brown Act
04/08/2021	Event	budget workshop	137.5					A: Public Meeting governed by Brown Act
			<b>Total Meetings</b>	<b>Total Miles</b>	<b>Total Meals</b>	<b>Total Lodging</b>	<b>Total Other</b>	
			6					\$ 6.00

Submitted by:

Tim Smith

Signature

Date

04/09/2021

*Expense Categories*

- A: Public Meeting governed by Brown Act
- B: Public Event\*
- C: Representation at Public Meeting/Event\*
- D: Representation on a SOIC3 Board\*
- E: Conference/seminar/Training Program related to District\*
- F: Ad Hoc committee of the Board
- G: Meeting w/GM re District Operations
- H: Meeting w/auditors, attorney or consultant retained by District
- I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
- J: Meeting w/organization with interests in matters involving functions or operations of the District
- K: Meeting pre-approved by the Board of Directors

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

HELENDALE COMMUNITY SERVICES DISTRICT  
BOARD MEMBER EXPENSE VOUCHER

NAME: Sandy Hoas Date: 4-7-21

Date	Expense Description/Explanation	Mileage	Meals	Lodging	Other	Exp. Category
3/31	Meeting w/GM					G
4/1	Re agenda items					
4/1	Regular Meeting					A
4/2	Meeting w/Craig + Cheryl					
4/7	Phone call to new Well site - Drive through park + new water building					G
4/9	Telephone w/GM					
4/9	New buildings questions on well					
4/9	Special Meeting					A
4/9	Budget / cap					
	Event					
	Public Benefit					
	Event					
	Public Benefit					
	Event					
	Public Benefit					
	Event					
	Public Benefit					
	Event					
	Public Benefit					
	Event					
	Public Benefit					

Notes/Comments:   
 Totals: Mileage \_\_\_\_\_ Meals \_\_\_\_\_ Lodging \_\_\_\_\_ Grand Total 687.00

Ok to process for payroll   
 Signature: Sandy Hoas Date: \_\_\_\_\_

Expense Categories:   
 A: Public Meeting governed by Brown Act   
 B: Public Event\*   
 C: Representation at Public Meeting/Event\*   
 D: Representation on 501C3 Board \*   
 E: Conference/Seminar/Training program related to District\*   
 F: Ad Hoc Committee of the Board   
 \*Written or verbal report required to be presented at the next Board meeting   
 Expense Categories:   
 G: Meeting w/GM re: District Operations   
 H: Meeting w/auditors, attorney or consultant retained by District   
 I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD   
 J: Meeting w/organization with interests in matter involving functions or operations of the District   
 K: Meeting pre-approved by the Board of Directors   
 Mileage calculated at \$0.56/mile effective 1/1/21

Helendale Community Services District

Board Member Expense Voucher

Pay Period Ending 4/1/21

Date	Event	Public Benefit	Expense Description/Explanation	Meeting	Miles	Meals	Lodging	Other	Exp Category
3/2	Event		Meat with Kimberly Cox	0					
	Public Benefit								
3/4	Event		Review Adgenda	0					
	Public Benefit		Reg Board MTS						
3/6	Event		Meat with Kimberly Cox	0					
	Public Benefit		Review Adgenda						
3/18	Event		Reg Board MTS	0					
	Public Benefit								
3/30	Event		Meat with Kimberly Cox	0					
	Public Benefit		Reg Board MTS						
				<b>Total Meetings</b>	<b>Total Miles</b>	<b>Total Meals</b>	<b>Total Lodging</b>	<b>Total Other</b>	<b>Total</b>
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Submitted by:



Signature

4/1/2021

Date

Expense Categories

- A: Public Meeting governed by Brown Act
- B: Public Event\*
- C: Representation at Public Meeting/Event\*
- D: Representation on a 501C3 Board\*
- E: Conference/seminar/Training Program related to District\*
- F: Ad Hoc committee of the Board
- G: Meeting with GM /Senior Staff
- 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 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: April 15, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3d  
February Financials

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**Helendale CSD**  
**Statement of Revenues and Expenses - Water**  
**As of February 28, 2021**  
**(Unaudited)**

	Feb. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Meter Charges	\$ 134,845	\$ 1,070,319	\$ 1,578,873	68%	\$ 1,001,847
3 Water Sales	48,002	661,985	862,015	77%	605,987
4 Standby Charges	558	11,371	24,400	47%	23,054
5 Other Operating Revenue	21,817	85,952	86,232	100%	79,610
<b>6 Total Operating Revenues</b>	<b>205,222</b>	<b>1,829,627</b>	<b>2,551,520</b>	<b>72%</b>	<b>1,710,497</b>
<b>7 Non-Operating Revenues</b>					
8 Grant Revenue	-	15,990	37,500	43%	74,723
9 Miscellaneous Income (Expense)	-	1,531	1,000	153%	-
<b>10 Total Non-Operating Revenues</b>	<b>-</b>	<b>17,521</b>	<b>38,500</b>	<b>46%</b>	<b>74,723</b>
<b>11 Total Revenues</b>	<b>205,222</b>	<b>1,847,148</b>	<b>2,590,020</b>	<b>71%</b>	<b>1,785,220</b>
<b>12 Expenses</b>					
<b>13 Salaries &amp; Benefits</b>					
14 Salaries	25,604	211,926	330,774	64%	195,276
15 Benefits	8,778	81,473	123,793	66%	84,820
<b>16 Total Salaries &amp; Benefits</b>	<b>34,382</b>	<b>293,399</b>	<b>454,567</b>	<b>65%</b>	<b>280,096</b>
<b>17 Transmission &amp; Distribution</b>					
18 Contractual Services	4,480	47,649	39,050	122%	23,796
19 Power	12,545	89,248	124,106	72%	79,541
20 Operations & Maintenance	7,792	51,488	131,682	39%	110,315
21 Rent/Lease Expense	800	8,290	10,860	76%	7,660
22 Permits & Fees	-	20,668	25,600	81%	18,053
<b>23 Total T&amp;D</b>	<b>25,617</b>	<b>217,343</b>	<b>331,298</b>	<b>66%</b>	<b>239,364</b>
<b>24 General &amp; Administrative</b>					
25 Utilities	370	3,253	5,436	60%	3,515
26 Office & Other Expenses	66	8,185	3,015	271%	732
27 Admin Allocation	46,517	372,138	558,207	67%	327,674
<b>28 Total G&amp;A</b>	<b>46,953</b>	<b>383,576</b>	<b>566,658</b>	<b>68%</b>	<b>331,922</b>
29 Debt Service	-	343,814	388,734	88%	273,704
<b>30 Total Expenses</b>	<b>106,953</b>	<b>1,238,132</b>	<b>1,741,257</b>	<b>71%</b>	<b>1,125,086</b>
<b>31 Net Income (Loss) Before Capital</b>	<b>98,269</b>	<b>609,016</b>	<b>848,763</b>	<b>72%</b>	<b>660,134</b>
32 Capital Expenses	(27,656)	(669,564)	(2,023,667)	33%	(250,568)
<b>33 Net Income (Loss) After Capital</b>	<b>\$ 70,614</b>	<b>\$ (60,547)</b>	<b>\$ (1,174,904)</b>	<b>5%</b>	<b>\$ 409,566</b>

**Helendale CSD**  
*Financial Statement Analysis*  
For the Month Ended February 28, 2021 – 66% of Fiscal Year

**Fund 01-Water Revenues and Expenses**

**Line 2 Meter Charges:** Meter Charges are the fixed monthly charge for water service. Year to date (YTD) meter charges are trending on budget.

**Line 3 Water Sales:** Water Sales reflects water consumption and is trending above budget due to higher consumption than anticipated.

**Line 4 Standby Charges:** 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 and unbudgeted receipts of delinquent assessments. The majority of these fees are collected in December and April.

**Line 5 Other Operating Revenue:** 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 trending over budget at 74% due to high volume of connection fees collected in January.

**Line 8 Grant Revenue:** YTD balance consists of a \$16.0K award for MWA Meter Replacement Program. Budget for this account consists of the remaining \$37.5K grant from the Bureau of Reclamation for installation of AMI smart meters.

**Line 9 Miscellaneous Income (Expense):** Miscellaneous Income includes gain or loss on sale of assets, the Enel X Demand Response Program and other miscellaneous income. YTD can trend over/under budget due to timing of receipts. YTD is over budget due to timing of Enel X Demand Response program receipt in January, which came in higher than budgeted.

**Line 14 Salaries:** Salaries for water employees and portion of mechanic's salary. YTD is trending slightly below budget due to less mechanic time needed.

**Line 15 Benefits:** Benefits includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD is trending on budget.

**Line 18 Contractual Services:** Contract Services includes lab testing, engineering, GIS support & other contract services. YTD is over budget at due to \$9.1K invoice from Tyler Technologies for meter data sync.

**Line 19 Power:** This account includes electricity used for transmission & distribution. YTD is trending over budget at 62% due to increased demand from higher water consumption.

**Line 20 Operations & Maintenance:** This line includes operations & maintenance expense, vehicle maintenance and vehicle fuel. YTD can trend over/under budget due to timing of work performed.

**Line 21 Rent/Lease Expense:** Rent/Lease Expense includes rental costs for the water shop and Bureau of Land Management LM tank sites. YTD is trending over budget at 69% due to timing of annual payment.

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

**Line 25 Utilities (G&A):** Utilities includes gas and telephone expenses. YTD is trending under budget at 53%.

**Line 26 Office & Other Expenses:** Office & Other Expenses includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. YTD can trend over/under budget due to timing of payments. YTD is over budget due to pay-off penalties for the CNB Loan #11-007 (\$6.7K).

**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:** Debt Service includes interest & principal payments on outstanding debt. Payments are made quarterly in September, December, March and June. YTD is at 88% due to timing of loan payments.

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

- \$2.4K - Well Exploration Test Holes
- \$26.6K – Corporate Yard
- \$29.9K - AMI Meters
- \$50.0K – Water Rights Purchase
- \$559.5K – Real property Acquisition



**Helendale CSD**  
**Statement of Revenues and Expenses - Sewer**  
**As of February 28, 2021**  
**(Unaudited)**

	Feb. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Sewer Charges	\$ 106,743	\$ 853,508	\$ 1,279,029	67%	\$ 852,910
3 Standby Charges	556	9,327	21,350	44%	21,681
4 Other Fees & Charges	8,515	29,070	15,438	188%	19,205
5 Other Income/(Expense)	-	-	-	0%	-
<b>6 Total Revenues</b>	<b>115,814</b>	<b>891,906</b>	<b>1,315,817</b>	<b>68%</b>	<b>893,796</b>
<b>7 Expenses</b>					
<b>8 Salaries &amp; Benefits</b>					
9 Salaries	17,221	172,629	258,397	67%	155,752
10 Benefits	7,508	68,991	97,812	71%	70,580
<b>11 Total Salaries &amp; Benefits</b>	<b>24,730</b>	<b>241,620</b>	<b>356,209</b>	<b>68%</b>	<b>226,332</b>
<b>12 Sewer Operations</b>					
13 Contractual Services	2,267	19,891	77,400	26%	24,652
14 Power	6,137	46,576	79,750	58%	51,061
15 Operations & Maintenance	2,201	31,398	63,363	50%	35,743
16 Permits & Fees	-	27,186	27,617	98%	23,026
<b>17 Total Sewer Operations</b>	<b>10,606</b>	<b>125,051</b>	<b>248,130</b>	<b>50%</b>	<b>134,482</b>
<b>18 General &amp; Administrative</b>					
19 Utilities	500	2,850	5,616	51%	3,396
20 Office & Other Expenses	3,137	9,483	7,393	128%	4,197
21 Admin Allocation	45,587	364,695	547,043	67%	321,120
<b>22 Total G&amp;A</b>	<b>49,224</b>	<b>377,029</b>	<b>560,052</b>	<b>67%</b>	<b>328,714</b>
23 Debt Service	-	25,420	75,042	34%	37,517
<b>24 Total Expenses</b>	<b>84,559</b>	<b>769,120</b>	<b>1,239,433</b>	<b>62%</b>	<b>727,045</b>
<b>25 Net Income (Loss) Before Capital</b>	<b>31,255</b>	<b>122,786</b>	<b>76,384</b>	<b>161%</b>	<b>166,751</b>
26 Capital Expenses	(27,656)	(122,522)	(1,367,000)	9%	(94,616)
<b>27 Net Income (Loss) After Capital</b>	<b>\$ 3,599</b>	<b>\$ 264</b>	<b>\$ (1,290,616)</b>		<b>\$ 72,134</b>

## **Fund 02 - Sewer Revenues and Expenses**

**Line 2 Sewer Charges:** This account includes the monthly charge for sewer services. YTD is trending on budget at 67%.

**Line 3 Standby Charges:** 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 and unbudgeted receipts of delinquent assessments. The majority of these fees are collected in December and April.

**Line 4 Other Fees & Charges:** Other Fees & Charges includes permit & inspection charges, connection fees, other fees and charges and delinquent charges on fees. Connection and permit fees are budgeted conservatively due to the unexpected nature of these fees. YTD is over budget due to high volume of connection fees not anticipated in the budget.

**Line 5 Other Income/(Expense):** Other Income includes gain or loss on sale of assets and other miscellaneous income. There is no activity for the year.

**Line 9 Salaries:** Salaries is for all sewer employees. YTD is trending on budget 67%.

**Line 10 Benefits:** Benefits include employee insurance, PERS retirement, workers compensation, payroll taxes, and education & training. YTD is trending slightly over budget at 71% due to the annual worker's compensation renewal which came in higher than budgeted for due to the reclassification of some employees.

**Line 13 Contractual Services:** Contract Services include lab testing, engineering, GIS support & other contractual services. YTD can trend over/under budget due to timing of payments.

**Line 14 Power:** YTD is trending under budget at 58%.

**Line 15 Operations & Maintenance:** This account includes compost disposal, vehicle maintenance, vehicle fuel, uniforms, small tools and salaries for mechanics. This category will trend under/ over budget depending on timing of purchases and work performed. YTD is under budget at 50%.

**Line 16 Permits and Fees:** This line accounts for all annual permits and fees paid to the state. YTD can trend over/under budget due to timing of payments. YTD is trending over budget at 98%.

**Line 19 Utilities (G&A):** Utilities includes gas and telephone expenses. YTD is trending under budget at 51%.

**Line 20 Office & Other Expenses:** Office & Other Expenses includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. YTD can trend over/under budget due to timing of payments. YTD is over budget due to increased operating supplies purchases, including a \$1.3K purge sampling pump and \$1.3K irrigation valves.

**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:** Debt Service includes interest & principal payments on outstanding debt. Payments are made twice a year in December and June.

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

- \$76.3K Secondary Irrigation Pump Project
- \$18.6K Manhole Cutter Purchase
- \$26.6K Storage Building



**Helendale CSD**  
**Statement of Revenues and Expenses - Recycling Center**  
**As of February 28, 2021**  
**(Unaudited)**

	Feb. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Retail Sales	\$ 24,764	\$ 196,441	\$ 264,000	74%	\$ 194,970
3 Donations	-	-	-	0%	-
4 Board Discretionary Revenue	-	-	(84,380)	0%	-
<b>5 Total Revenues</b>	<b>24,764</b>	<b>196,441</b>	<b>179,620</b>	<b>109%</b>	<b>194,970</b>
<b>6 Expenses</b>					
<b>7 Salaries &amp; Benefits</b>					
8 Salaries	7,421	67,707	136,326	50%	83,221
9 Benefits	2,193	11,093	16,070	69%	12,059
<b>10 Total Salaries &amp; Benefits</b>	<b>9,614</b>	<b>78,799</b>	<b>152,396</b>	<b>52%</b>	<b>95,279</b>
<b>11 Recycling Center Operations</b>					
12 Contractual Services	-	-	4,300	0%	-
13 Operations & Maintenance	1,815	8,129	11,300	72%	8,641
<b>14 Total Recycling Center Operations</b>	<b>1,815</b>	<b>8,129</b>	<b>15,600</b>	<b>52%</b>	<b>8,641</b>
<b>15 General &amp; Administrative</b>					
16 Utilities	372	4,306	8,124	53%	6,607
17 Office & Other Expenses	372	2,452	3,500	70%	6,997
<b>18 Total G&amp;A</b>	<b>744</b>	<b>6,758</b>	<b>11,624</b>	<b>58%</b>	<b>13,604</b>
<b>19 Total Expenses</b>	<b>12,173</b>	<b>93,686</b>	<b>179,620</b>	<b>52%</b>	<b>117,525</b>
<b>20 Net Income (Loss) Before Capital</b>	<b>12,590</b>	<b>102,755</b>	<b>-</b>		<b>77,445</b>
21 Capital Expenses	-	-	-	0%	10,736
<b>22 Net Income (Loss) After Capital</b>	<b>\$ 12,590</b>	<b>\$ 102,755</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 66,709</b>



### *03-Recycling Center Revenues and Expenses*

**Line 2 Retail Sales:** Retail sales include sales revenues from the Thrift Store. YTD is trending over budget at 74%.

**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 trending below budget at 50% due to thrift store shutdown in the early part of the year due to COVID-19.

**Line 9 Benefits:** Benefits include employee insurance, workers compensation, payroll taxes, and education & training. YTD is at 69% due to the annual worker's compensation renewal which came in higher than budgeted for due to the reclassification of some employees.

**Line 12 Contractual Services:** Contractual Services includes software support and other contract services. YTD can trend over/under budget due to timing of payments.

**Line 13 Operations & Maintenance:** Operations & Maintenance includes vehicle maintenance, vehicle fuel, operating supplies and uniforms. YTD trending slightly over budget at 72% but can trend over/under budget due to timing of work performed and payments.

**Line 16 Utilities (G&A):** Utilities includes electric and telephone expenses. YTD is trending under budget at 53%.

**Line 17 Office & Other Expenses:** Office & Other Expenses includes advertising, bank charges and other miscellaneous expenses. YTD is on budget but can trend over/under budget due to timing of payments.

**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 February 28, 2021**  
**(Unaudited)**

	Feb. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Property Rental Revenues	\$ 10,690	\$ 84,602	\$ 128,280	66%	\$ 84,479
3 Other Income	170	815	200	408%	340
4 Board Discretionary Revenue	-	-	-	0%	-
<b>5 Total Revenues</b>	<b>10,860</b>	<b>85,417</b>	<b>128,480</b>	<b>66%</b>	<b>84,819</b>
<b>6 Expenses</b>					
7 Contractual Services	-	-	5,000	0%	325
8 Utilities	557	3,277	10,111	32%	3,725
9 Operations & Maintenance	192	9,165	6,000	153%	5,639
10 Debt Service	-	55,042	85,882	64%	-
<b>11 Total Expenses</b>	<b>750</b>	<b>67,484</b>	<b>106,993</b>	<b>63%</b>	<b>9,689</b>
<b>12 Net Income (Loss)</b>	<b>\$ 10,110</b>	<b>\$ 17,933</b>	<b>\$ 21,487</b>	<b>83%</b>	<b>\$ 75,129</b>

#### ***04-Property Rental Revenues and Expenses***

**Line 2 Property Rental Revenues:** Property Rentals is revenue from 15302 Smithson and 15425 Wild Road properties. YTD is trending on budget.

**Line 3 Other Income:** Other Income includes penalties and other miscellaneous Income; due to the unexpected nature of these revenues these accounts are budgeted conservatively. YTD is over budget due to penalties charged throughout the year.

**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 entry will be done at year-end for the audit.

**Line 7 Contractual Services:** Contractual Services includes contractor and handyman expenses for installation of appliances, drywall repair, roofing or plumbing repairs. YTD can trend over/under budget due to timing of payments.

**Line 8 Utilities:** Utilities includes electric & gas expense for the rental properties. YTD is under budget at 27%.

**Line 9 Operations & Maintenance:** Operations & Maintenance includes maintenance and other costs relating to the rental properties. YTD can trend over/under budget due to timing of payments. YTD is over budget due to \$3K in A/C maintenance for Unit A in July and \$4.7K A/C system install for Unit B in October.

**Line 10 Debt Service:** Debt Service includes interest and principal payments on outstanding debt, paid 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 February 28, 2021**  
**(Unaudited)**

	Feb. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Program Fees	\$ 2,581	\$ 8,942	\$ 27,800	32%	\$ 23,547
3 Property Taxes	1,606	12,630	17,160	74%	11,865
4 Donations & Sponsorships	-	12,563	10,790	116%	11,071
5 Rental Income	1,300	12,013	40,100	30%	25,104
6 Developer Impact Fees	3,440	8,600	-	0%	3,440
7 Grants	-	370	-	0%	-
8 Interfund Transfer Out/(In)	(3,508)	(28,067)	(42,100)	67%	-
9 Board Discretionary Revenue	21,560	239,463	417,004	57%	222,955
<b>10 Total Revenues</b>	<b>26,978</b>	<b>266,514</b>	<b>470,754</b>	<b>57%</b>	<b>297,981</b>
<b>11 Expenses</b>					
<b>12 Salaries &amp; Benefits</b>					
13 Salaries	6,337	57,689	87,564	66%	40,231
14 Benefits	3,137	26,754	43,903	61%	22,706
<b>15 Total Salaries &amp; Benefits</b>	<b>9,475</b>	<b>84,442</b>	<b>131,467</b>	<b>64%</b>	<b>62,936</b>
16 Program Expense	1,822	24,347	71,439	34%	49,285
17 Contractual Services	4,200	13,224	12,560	105%	12,168
18 Utilities	2,780	21,670	56,301	38%	23,021
19 Operations & Maintenance	3,108	21,280	24,216	88%	26,968
20 Permits & Fees	880	880	5,338	16%	2,800
21 Grant Expense	-	-	-	0%	-
22 Other Expenses	22	8,484	3,105	273%	1,594
23 Debt Service	-	20,340	40,679	50%	72,703
<b>24 Total Expenses</b>	<b>22,287</b>	<b>194,667</b>	<b>345,106</b>	<b>56%</b>	<b>251,476</b>
<b>25 Net Income (Loss) Before Capital</b>	<b>4,691</b>	<b>71,847</b>	<b>125,648</b>	<b>57%</b>	<b>46,505</b>
26 Capital Expenses	(15,479)	(30,918)	(135,000)	23%	(32,140)
<b>27 Net Income (Loss) After Capital</b>	<b>\$ (10,788)</b>	<b>\$ 40,928</b>	<b>\$ (9,352)</b>		<b>\$ 14,365</b>

## **05-Parks & Recreation Revenues and Expenses**

**Line 2 Program Fees:** Program Fees include recreation program fees, basketball league fees, youth soccer league fees and farmers market revenue. YTD is trending under budget at 32% due to lower than planned activity due to Covid-19 restrictions.

**Line 3 Property Taxes:** Property taxes accounts for the transfer of property taxes for streetlight utility expenses. YTD is trending over budget at 74%.

**Line 4 Donations & Sponsorships:** This account includes concert in the park sponsorships, event sponsorships and other donations/sponsorships. YTD can trend over/under budget due to timing and nature of donations & sponsorships received. YTD is over budget due to increased sponsorships.

**Line 5 Rental Income:** 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 and timing of rentals.

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

**Line 7 Grants:** This accounts for grants and is not budgeted for until a grant is awarded. YTD balance consists of Farmer's Market EBT program activity.

**Line 8 Interfund Transfer Out/(In):** This line shows the transfer of cash balance from the Recycling Center (fund 03) and Property Rental (fund 04) to the Parks & Recreation fund (fund 05). This entry will be done at year-end for the audit, when it is known exactly how much net income is available to transfer.

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

- Radio Tower Site Rent – \$11,531
- Property Taxes - \$4,150
- Solid Waste Franchise Fees - \$7,484
- Transfer Property Tax Revenue for Street Light Utilities – \$(1,606)

**Line 13 Salaries:** Amounts for full and part-time Parks and Recreation employees. YTD is trending on budget at 66%.

**Line 14 Benefits:** Benefits includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education & trainings. YTD is trending under budget at 61% due to less education and training than expected and lower than expected medical insurance.

**Line 16 Program Expense:** Program Expense includes supplies and expenses for the youth soccer league, park, community center, farmers market and other programs. YTD is currently under budget at 34% due to less program activity.

**Line 17 Contractual Services:** Contractual Services includes software support and other contract services. YTD is over budget due to services from ALTEC Engineering for CEQA study for new park facilities (\$5.0K) and \$4.2K from Altec Land Planning for Cultural Resource Assessment.

**Line 18 Utilities:** Utilities includes gas and electric for parks and the community center, along with telephone & electricity for street lighting. YTD is trending under budget at 38%.

**Line 19 Operations & Maintenance:** Operations & Maintenance includes vehicle maintenance, small tools, vehicle fuel and building repair for the park and community center. YTD is trending over budget at 88% due to painting services for the community center in December (\$5.0K).

**Line 20 Permits & fees:** This account includes permit and inspection fees, along with San Bernardino county fees. YTD can trend over/under budget due to timing of payments.

**Line 22 Other Expenses:** Other expenses includes uniforms, printing costs, dues & subscriptions and bank charges. YTD is over budget due to pay-off penalties for the CNB Loan #11-007 (\$6.7K).

**Line 23 Debt Service:** Debt Service includes interest & principal payments on outstanding debt. Debt Service payments are made quarterly in September, December, March and June.

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

- \$7.2K Park Signage
- \$8.3K Park Fencing
- \$15.5K Additional Restroom Building



**Helendale CSD**  
**Statement of Revenues and Expenses - Solid Waste Disposal**  
**As of February 28, 2021**  
**(Unaudited)**

	Feb. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Charges for Services	\$ 47,230	\$ 368,462	\$ 582,089	63%	\$ 335,781
3 Assessments & Fees	2,520	132,023	235,847	56%	131,468
4 Other Charges	672	6,212	11,000	56%	8,323
5 Board Discretionary Revenue	-	-	-	0%	-
<b>6 Total Revenues</b>	<b>50,423</b>	<b>506,697</b>	<b>828,937</b>	<b>61%</b>	<b>485,572</b>
<b>7 Expenses</b>					
<b>8 Salaries &amp; Benefits</b>					
9 Salaries	6,258	56,220	79,269	71%	45,633
10 Benefits	3,164	25,866	39,654	65%	22,874
<b>11 Total Salaries &amp; Benefits</b>	<b>9,421</b>	<b>82,085</b>	<b>118,923</b>	<b>69%</b>	<b>68,506</b>
12 Contractual Services	46,724	322,574	540,117	60%	292,766
13 Disposal Fees	13,081	101,395	141,956	71%	88,582
14 Operations & Maintenance	184	2,672	4,215	63%	1,933
15 Other Operating Expenses	526	5,838	9,997	58%	4,239
16 Admin Allocation	930	7,443	11,164	67%	6,554
<b>17 Total Expenses</b>	<b>70,866</b>	<b>522,008</b>	<b>826,373</b>	<b>63%</b>	<b>462,580</b>
<b>18 Net Income (Loss)</b>	<b>\$ (20,443)</b>	<b>\$ (15,311)</b>	<b>\$ 2,564</b>		<b>\$ 22,992</b>

## ***06-Solid Waste Disposal Revenues and Expenses***

**Line 2 Charges for Services – Solid Waste:** This is for regular pick up of solid waste. YTD trending near budget at 63%.

**Line 3 Assessment & Fees:** This account includes special assessments for refuse land use fees for current & prior years. YTD will trend under/over budget depending on timing of property tax receipts. The majority of these fees are collected in December and April.

**Line 4 Other Charges:** Other charges includes delinquent fees and penalties on delinquent taxes. YTD is under budget at 56% but can trend under/over budget depending upon timing of receipts.

**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. There was no deficit budgeted for current fiscal year.

**Line 9 Salaries:** This is the salaries for solid waste employees. YTD trending slightly higher than budget at 71%.

**Line 10 Benefits:** Benefits include employee insurance, CalPERS retirement, workers compensation, payroll taxes, and education & training. YTD is trending under budget at 65%.

**Line 12 Contractual Services:** Contractual Services include Burrtec fees and other miscellaneous contract services. YTD is trending under budget at 60% due to timing of Burrtec fees.

**Line 13 Disposal Fees:** Disposal Fees include San Bernardino County disposal fees and green waste disposal fees. YTD is at 71% but can trend under/over budget depending upon time of year expenses are incurred.

**Line 14 Operations & Maintenance:** Operations & Maintenance includes vehicle maintenance, vehicle fuel, operating supplies and uniforms. YTD is trending under budget at 63% but can trend under/over budget depending upon time of year expenses are incurred.

**Line 15 Other Operating Expenses:** Other Operating Expenses include rent for park storage, telephone, postage, event expenses, public outreach, printing, small tools and bad debt expenses. YTD is currently under budget at 58% but can trend under/over budget depending upon time of year expenses are incurred.

**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 February 28, 2021**  
**(Unaudited)**

	Feb. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Tower Rent	\$ 11,531	\$ 119,315	\$ 150,420	79%	\$ 109,955
3 Property Taxes	4,150	69,637	103,844	67%	71,965
4 Solid Waste Billing & Fees	13,113	106,621	149,129	71%	98,323
5 Fees & Charges	2,376	15,089	14,000	108%	13,803
6 Investments	182	5,258	45,000	12%	67,957
7 Other Income	1,367	4,695	6,800	69%	4,876
8 Board Discretionary Revenue	(23,165)	(252,093)	(332,624)	76%	(234,820)
<b>9 Total Revenues</b>	<b>9,553</b>	<b>68,523</b>	<b>136,570</b>	<b>50%</b>	<b>132,060</b>
<b>10 Expenses</b>					
<b>11 Salaries &amp; Benefits</b>					
12 Salaries	38,828	343,212	511,463	67%	314,522
13 Benefits	15,891	119,813	200,548	60%	101,289
14 Directors' Fees	5,284	38,730	89,000	44%	40,484
<b>15 Total Salaries &amp; Benefits</b>	<b>60,003</b>	<b>501,755</b>	<b>801,011</b>	<b>63%</b>	<b>457,808</b>
16 Contractual Services	8,563	158,169	217,210	73%	189,155
17 Insurance	-	64,791	84,673	77%	54,678
18 Utilities	1,315	11,864	25,732	46%	12,137
19 Operations & Maintenance	16	639	5,216	12%	747
20 Permits & Fees	628	14,747	14,685	100%	7,676
21 Office & Other Expenses	3,374	42,775	54,122	79%	45,001
22 Election Expense	-	-	20,000	0%	-
23 Admin Allocation	(93,035)	(744,276)	(1,116,414)	67%	(655,348)
<b>24 Total Expenses</b>	<b>(19,135)</b>	<b>50,464</b>	<b>106,235</b>	<b>48%</b>	<b>111,855</b>
<b>25 Net Income (Loss)</b>	<b>\$ 28,689</b>	<b>\$ 18,059</b>	<b>\$ 30,335</b>	<b>60%</b>	<b>\$ 20,205</b>

## **10-Administrative Revenues and Expenses**

**Line 2 Tower Rent:** Tower Rent includes radio tower site rental fees. YTD is trending over budget at 79% due to timing of tower receipts.

**Line 3 Property Taxes:** This account includes current & prior property tax and penalties. YTD will trend under/over budget depending on timing of property tax receipts. The majority of receipts are received in December and April.

**Line 4 Solid Waste Billing & Fees:** This includes franchise fees and billing for solid waste. YTD is trending over budget at 71%.

**Line 5 Fees & Charges:** Fees & Charges consists of credit card processing fees and other miscellaneous fees. YTD is trending over budget due to the large volume of credit card processing fees.

**Line 6 Investments:** This account includes investment income and unrealized gain or loss on investments. YTD is under budget at 12% due to a sharp decline in interest rates.

**Line 7 Other Income:** Other Income includes recycling revenues and other miscellaneous income. YTD is trending near budget at 69%. This account can trend over/under budget due to timing of receipts.

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

- Radio Tower Site Rent – \$11,531 (line 2)
- Property Taxes – \$4,150 (line 3)
- Solid Waste Franchise Fees – \$7,484 (part of line 4)

**Line 12 Salaries:** Salaries includes full time, part time & overtime for administrative employees. YTD is trending near budget.

**Line 13 Benefits:** Benefits include employee insurance, CalPERS retirement, workers compensation, payroll taxes, employee benefit & morale and education & training. YTD is trending below budget at 60% due to timing of employee morale & training expenses.

**Line 14 Directors' Fees:** This category includes directors fees as well as directors training, seminars and mileage expense. YTD is trending under budget at 44% due to less activity.

**Line 16 Contractual Services:** Contractual Services include software support, legal services, and auditing & accounting services. YTD is over budget at 73% due to higher than anticipated legal costs and timing of annual audit expenses.

**Line 17 Insurance:** This account includes both general and vehicle insurance expenses. YTD is over budget at 77% due to policy renewals occurring in July.

**Line 18 Utilities:** Utilities includes telephone and electricity expenses. YTD is trending under budget at 46%.

**Line 19 Operations & Maintenance:** Operations & Maintenance includes vehicle maintenance, vehicle fuel, mileage & travel reimbursement, uniforms, and equipment maintenance. This account can trend under/over budget depending upon time of year expenses are incurred.

**Line 20 Permits & Fees:** This category includes the annual LAFCO fees, the GFOA application fee for the budget award, and San Bernardino County fees. YTD is at 100% due to timing of annual payments.

**Line 21 Office & Other Expense:** Office & Other Expenses include board meeting supplies, public relations, community promotion, bank charges, office supplies, postage and dues & subscription. YTD is over budget at 79% due to timing of public notices fees occurring in July.

**Line 22 Election Expense:** Costs relating to board member election.

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



# Helendale Community Services District

DATE: April 15, 2021  
 TO: Board of Directors  
 FROM: Kimberly Cox, General Manager  
 SUBJECT: Agenda item 5  
 Discussion Only Regarding COVID-19 Pandemic Update

**STAFF RECOMMENDATION:**

Receive and file.

**STAFF REPORT:**

As of April 7, San Bernardino County has transitioned to the Orange stage.

As of March 23, the state-wide positivity rate is 2% over the last seven days. San Bernardino County's positivity rate is 2.3% with 30% capacity in the ICU's. Helendale shows 512 cases with 11 death. These numbers have not changed in several week, thankfully.

Staff continues to monitor the cash flow and the unpaid accounts. As warranted, Staff has been filing liens to secure the payments against the property.

Below are the current past due accounts as of 4/12/21:

	+ 1 Month	+2 Months	+ 3 Months		+ 4 Months
\$	\$	\$	\$	\$	\$
25,017.95	7,416.30	4,368.29	18,995.79		55,798.33

The County continues to distribute vaccinations and is currently at 241,844 and the state has over 8.4 individuals who are vaccinated. The new cases of Covid is reducing and currently, the State positivity rate is 1.8 and the County's positivity rate remains at 2%. Transitioning to the Orange tier allows for additional services to open up and increased capacity for currently opened businesses. Following is an excerpt of those modifications:

- Retailers, malls, and grocery stores can operate at 100% capacity with modifications
- Museums, zoos and aquariums can open indoors at 50% capacity
- Movie theaters can now open with 50% capacity or 100 people
- Hotels can now open their indoor pools, and fitness centers at 25% capacity
- Gyms can now be at 25% capacity, including climbing walls and indoor pools

- Restaurants can open indoors at 50% capacity or 200 people (whichever is fewer)
- Wineries, breweries and distilleries can open indoors at 25% capacity or 100 people, whichever is fewer.
- Bars may serve customers outdoors (regardless if serving food)
- Family entertainment centers can open indoors at 25% capacity for naturally distanced activities like bowling and rock-climbing walls
- While telework is still encouraged for non-essential offices, they can reopen in-person staffing
- Outdoor professional sports stadiums can have audiences up to 33% capacity (up from 20%)
- Theme parks may reopen at 25% capacity

## San Bernardino County

[Close](#)

Southern California Region

**Eligible to exit Regional Order effective 1/25/2021**

**Was placed on Regional Stay Home Order 12/6/2020 3:59 PM**

### COUNTY RISK LEVEL

**Moderate\***

Some indoor business operations are open with modifications

### COUNTY METRICS

**3.4** New COVID-19 cases per day per 100K

**3.4** Adjusted case rate for tier assignment

**2.0%** Positivity rate (7-day average)

**2.0%** Health equity quartile positivity rate


**3 weeks prior**

3/16

 Substantial

**2 weeks prior**

3/23

 Substantial


**1 week prior**

3/30

 Substantial

**Current**

4/6

 Moderate

**WIDESPREAD**

Many non-essential indoor business operations are closed

**SUBSTANTIAL**

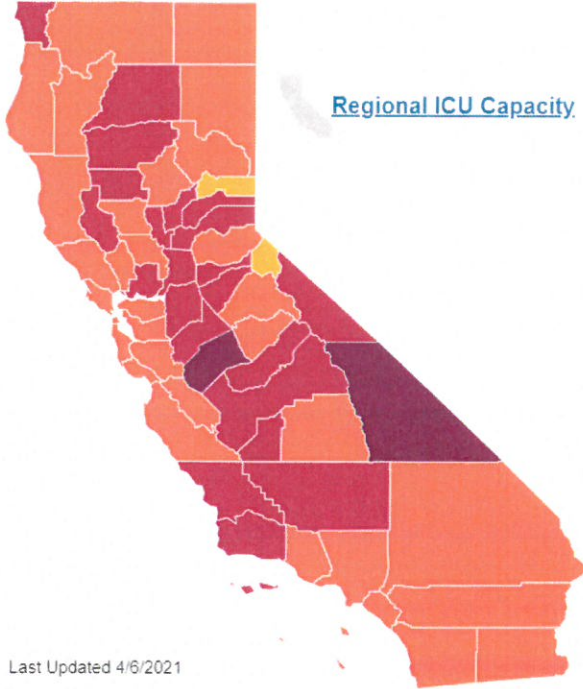
Some non-essential indoor business operations are closed

**MODERATE**

Some indoor business operations are open with modifications

**MINIMAL**

Most indoor business operations are open with modifications



Last Updated 4/6/2021

**STATEWIDE METRICS**

5.1 New COVID-19 positive cases per day per 100K

1.8% Positivity rate (7-day average)

31.0% ICU availability

Find a county

Highlight County:

Click on the map for updated metrics

**COUNTY RISK LEVELS**

	Counties	Population	
Widespread	2	305,873	10.8%
Substantial	22	7,514,873	18.7%
Moderate	32	32,304,182	80.5%
Minimal	2	4,232	0.0%

**FISCAL IMPACT:** As outlined above.



# Helendale Community Services District

DATE: April 15, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #6  
Discussion and Possible Action Regarding Adoption of Ordinance 2021-01: An Ordinance of the Board of Directors of the Helendale Community Services District Establishing Guidelines for the Conduct of its Public Meetings and Activities

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**STAFF RECOMMENDATION:**

This matter is at the Discretion of the Board.

**STAFF REPORT:**

The Board periodically reviews this important ordinance that sets forth how the District will conduct its meetings and other activities for the benefit of the public in a transparent and open manner. This Ordinance is referred to as the Sunshine Ordinance. District Counsel will provide an overview of the Ordinance and the important role it plays related to District transparency and compliance with the Brown Act.

Since originally adopted, there have been a few modifications over time related to locations the agenda is posted and time of meetings. The Ordinance was last modified in November 2015, and prior to that February, 2018. The Board has requested to review this Ordinance as it related to the start time of the meetings.

**FISCAL IMPACT:** NA

**POSSIBLE MOTION:** At the Discretion of the Board

**ATTACHMENTS:** Proposed Ordinance 2021-01



## **ORDINANCE NO. 2021-01**

### **AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT ESTABLISHING GUIDELINES FOR THE CONDUCT OF ITS PUBLIC MEETINGS AND ACTIVITIES**

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

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

B. The District is governed by an elected Board of Directors (“the Board”) whose 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 is authorized by Government Code Section 54953.7 to impose requirements upon itself which allow greater access to its meetings than prescribed by the Brown Act.

D. The purpose of this ordinance is to ensure that the Board’s deliberations are open to the public to the fullest extent permitted by law and its activities are performed in a manner that reflects a dedication to the highest standards of integrity and accountability 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. **COMPLIANCE WITH STATUTORY REQUIREMENTS.**

All meetings of the Board and all committees thereof shall be conducted in compliance with all applicable requirements of the Brown Act.

Section 2. **ADDITIONAL REQUIREMENTS.**

2.1. **Regular Meetings.** Pursuant to Government Code Section 54954(a), all regular meetings of the Board shall be held at 6:30 p.m. on the first and third Thursdays of each month at the District Boardroom located at 26540 Vista Road, Suite B or C, Helendale, California.

2.2. **Special Meetings.** Special meetings of the Board shall be called and conducted in accordance with Government Code Section 54956. The Board shall not add any non-agendized item to the agenda of a special meeting.



2.3. **Agendas.**

2.3.1. **Descriptions.**

(a) *Open Session.* The agenda for all Board meetings and all committee meetings that are open to the public shall contain a brief, general description of each item of business to be transacted or discussed during the meeting and shall avoid the use of undefined abbreviations or acronyms not in common usage and terms whose meaning are not known to the general public. The description of an agenda item is adequate if it is sufficiently clear and specific to alert a person whose interests are affected by the item that he or she may have reason to attend the meeting or seek more information about the item.

(b) *Closed Session.* Substantial compliance with the permissive provisions of Government Code Section 54954.5, as generally reflected in Exhibit A attached hereto and incorporated herein by this reference, is mandatory under this ordinance with respect to the description of any closed session items on any Board meeting agenda.

2.3.2. **Public Comment.** The agenda for all meetings of the Board shall include an item for Public Comment so as to provide an express opportunity for members of the public to directly address the Board in accordance with the requirements of Government Code Section 54954.3(a) prior to the Board's consideration of the merits of any item placed on the agenda. In the event that a motion is made to reorder the agenda, or add an item to the agenda, or otherwise take any Board action prior to the Public Comment portion of the agenda, the President of the Board shall ask any members of the public in attendance at the meeting whether they wish to comment on the motion that is pending before the Board. During the Board's consideration of items discussed after the Public Comment portion of the agenda, the President of the Board should exercise best efforts to recognize any member of the public who wishes to speak on that issue prior to any action thereon that is taken by the Board. While testimony and input received from the public during Board meetings is a valuable part of the Board's decision-making process, the Board President is nevertheless authorized pursuant to Government Code Section 54954.3(b) to limit the total amount of time allocated for public testimony on particular issues to a reasonable length of time, to limit public testimony to three (3) minutes or less for each individual speaker (although individual speakers will be permitted on a reasonable basis to transfer their unused allotment of time to another speaker), and to prevent a person who is unduly repetitive from continuing to speak.

2.4. **Posting.** The agendas of all Board meetings and all committee meetings that are open to the public shall be posted in the following locations: (1) an exterior window or bulletin board located outside the location of the Board meeting which is accessible twenty-four (24) hours a day; (2) an exterior window or bulletin board located outside of the administration office; and (3) as soon as possible, the full agenda packet shall be posted on the District website: [www.helendalecsd.org](http://www.helendalecsd.org).

Section 3. **ANNUAL REVIEW.**

Each year the Board shall review this ordinance 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 ordinance, and make any recommendations deemed appropriate, including proposals to amend the ordinance. Upon conclusion of its review, the Board may take any action it deems appropriate concerning this ordinance. Nothing herein shall preclude the

Board from taking action on the ordinance at times other than upon conclusion of the annual review.

Section 4. **SEVERABILITY.**

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

Section 5. **EFFECTIVE DATE.**

The provisions of this ordinance shall supersede and rescind Ordinance No. 2018-03 adopted by the District’s Board of Directors on February 15, 2018, and shall take effect immediately upon adoption.

Adopted this 15th day of April, 2021.

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

\_\_\_\_\_  
Tim Smith, President, Board of Directors

ATTEST:

\_\_\_\_\_  
Sandy Haas, Secretary, Board of Directors

## EXHIBIT A

Under Government Code Section 54954.5, the following language has been provided by the State Legislature as sample language which will meet the mandate of the Brown Act for properly identifying closed session items on the Board's agenda:

- LICENSE/PERMIT DETERMINATION (Government Code Section 54956.7)

Applicant(s): (Specify number of applicants)

- CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)

Property: (Specify street address; parcel number if no street address; or other unique reference of parcel under negotiation)

District Negotiator: (Specify names of negotiators attending closed session) (If the specified negotiator is to be absent, an agent or designee may participate provided the name of the agent or designee is announced publicly prior to the closed session.)

Negotiating parties: [Specify name of party (not agent)]

Under negotiation: (Specify whether instruction to negotiator will concern price, terms of payment, or both)

- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION [Government Code Section 54956.9(d)(1)]

Name of case: (Specify by reference to claimant's name, name of parties, case or claim numbers)

or

Case name unspecified: (Specify whether disclosure would jeopardize service of process or existing settlement negotiations)

- CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): (Specify number of potential cases)

- CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code Section 54956.9(d)(4): (Specify number of potential cases)

- LIABILITY CLAIMS (Government Code Section 54956.95)

Claimant: (Specify name unless unspecified pursuant to Section 54961)

Agency claimed against: (Specify name)

- THREAT TO PUBLIC SERVICES OR FACILITIES (Government Code Section 54957)

Consultation with: (Specify name of law enforcement agency and title of officer, or name of applicable District representative and title)

- PUBLIC EMPLOYEE APPOINTMENT (Government Code Section 54957)

Title: (Specify description of position to be filled)

- PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

Title: (Specify position title of employee being reviewed)

- PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)

(No additional information is required in connection with a closed session to consider discipline, dismissal, or release.)

- CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

District designated representatives: (Specify names of designated representatives attending the closed session) (If circumstances necessitate the absence of a specified representative, an agent or designee may participate in place of the absent representative so long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee organization: (Specify name of organization representing employee or employees in question)

or

Unrepresented employee: (Specify position title of unrepresented employee who is the subject of negotiations)

- CASE REVIEW/PLANNING (Government Code Section 54957.8)

(No additional information is required in connection with a closed session to consider case review or planning.)



# Helendale Community Services District

DATE: April 15, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #7  
Discussion and Possible Action Regarding Review of Resolution 2021-01: A  
Resolution of the Board of Directors of the Helendale Community Services District  
Establishing Policies for its Compensation, Reimbursement, and Ethics Training.

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## **STAFF RECOMMENDATION:**

This matter is at the discretion of the Board.

## **STAFF REPORT:**

This Resolution was last reviewed by the Board on January 21, 2021 and February 4, 2021. It has been requested that it be brought back to the Board for further discussion.

The Resolution is slated for annual review and was last reviewed on February 4, 2021 at which time the Board adopted the attached resolution. At the January 21 meeting this matter was requested to be brought back to the Board at the next meeting. Various changes to the expense reports and approval process were discussed. In addition, the Board reviewed Exhibit A and the list of meetings included in the agenda material. Staff modified the expense reports accordingly. Originally the Board discussion contemplated placing expense reports on the agenda as an action item rather than approved on consent to facilitate the Board reports as embodied in the resolution. During the course of the discussion, it was determined that the process would remain the same provided the Resolution is followed regarding Board member reports. The Board also considered the appropriateness of phone meetings. It was determined that such meetings were appropriate in certain circumstances, and the consensus of the Board was not to specifically add any clarification regarding telephonic meetings.

## **BACKGROUND:**

The matter of Board Member compensation is an area in which the Board governs itself. As expense reports are turned in to staff, the General Manager approves it for processing within payroll and a list is then included in the next Board agenda on the consent calendar for approval by the Board. The extent of Staff's oversight is to ensure that no more than the allotted meetings is claimed in a month. The Board is to govern itself related to the types of meetings deemed acceptable.

The Board has the ability to amend any part of this resolution as it is a document attesting to the Board's self-governance. Further it is a gesture of transparency as to what types of meetings the Board will claim compensation for in service to the community. Attachment A to the Resolution is the current list of meeting examples. A sample of meetings claimed this past year is attached for your information. The Board may wish to modify this list to reflect what the Board deems are acceptable events for which to claim compensation.

**FISCAL IMPACT:** None

**POSSIBLE MOTION:** At the Board's discretion

**ATTACHMENTS:** Resolution 2021-01: A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies For Its Compensation, Reimbursement, and Ethics Training



**RESOLUTION NO. 2021-01**

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

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

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

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

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

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

Section 1. **COMPENSATION.**

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

1.2. **Day of Service.**

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

- (a) Attendance at a meeting of the Board;
- (b) Participation at a meeting of a standing committee of the Board;
- (c) Attendance at a meeting of an ad hoc committee of the Board;
- (d) Attendance at a meeting with the District’s General Manager/Senior Staff involving the operations of the District;
- (e) Attendance at a meeting with the District’s auditors, attorneys, or other consultants involving matters for which the consultants have been retained by the District;
- (f) Attendance at a meeting of a local, state, or federal body with subject matter jurisdiction affecting the operations of the District;
- (g) Attendance at a meeting with a local, state, or federal representative concerning matters involving the operations of the District;
- (h) Participation in the following activities, provided that the Board member delivers a written or oral report to the Board regarding the member’s participation at the next Board meeting following the event:
  - (1) A conference, seminar, or organized educational or training



activity involving matters related to the functions and operations of the District; and

(2) A meeting of organizations or community members with interests in matters involving the function and operations of the District;

(i) Representation of the District at the following events, provided that the Board member delivers a written or oral report to the Board regarding the member's representation at the next Board meeting following the event:

(1) A public meeting or a public hearing conducted by another public agency;

(2) A public benefit nonprofit corporation on whose board the District has membership;

(j) Any occurrence that is listed in Exhibit "A" attached hereto and incorporated herein by this reference; and

(k) All other occurrences for which the Board member has obtained prior approval from the Board to attend or participate on behalf of the District.

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

1.3. Procedure. To receive compensation for a day of service within the scope of this Resolution, a Board member shall submit a payment request to the District's General Manager. Thereafter, the District's General Manager will issue payment to the Board member consistent with the District's regular payroll cycle and will include the payment request in the agenda

materials for the next public meeting. At that meeting, the Board will review and approve or deny the payment request. Payments made by District staff prior to Board consideration of compensation requests are expressly subject to reconciliation following Board action thereon.

Section 2. **REIMBURSEMENT.**

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

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

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

2.3. **Rates.**

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

2.3.2. **Transportation.**

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

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

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

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

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

2.3.5. Other. District reimbursement of all other actual and necessary expenses incurred by a Board member shall be computed using the applicable Internal Revenue Service

rates for reimbursement as established in Publication 463, or any successor publication. All expenses that do not fall within this reimbursement policy or the Internal Revenue Service reimbursable rates, as provided above, shall be approved by the Board in a public meeting before the expense is incurred.

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

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

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

District expenditures are public records subject to disclosure under the California Public Records Act.

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

Section 3. **ETHICS TRAINING.**

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

3.2. **Application.**

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

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

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

- (a) Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws;
- (b) Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies;

(c) Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws; and

(d) Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

3.3. **District Responsibilities.**

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

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

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

Each year the Board shall review this Resolution to determine its effectiveness and the necessity for its continued operation. The District's General Manager shall report to the Board on the operation of this Resolution, and make any recommendations deemed appropriate, including proposals to amend the Resolution. Upon conclusion of its review, the Board may take any action it deems appropriate concerning this Resolution. Nothing herein shall preclude the Board from taking action on the Resolution at times other than upon conclusion of the annual

review.

Section 5. **SEVERABILITY.**

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

Section 6. **EFFECTIVE DATE.**

This Resolution supersedes Resolution No. 2020-01 adopted by the Board on March 6, 2020, and shall take effect immediately upon its adoption.

ADOPTED this 4th day of February, 2021

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Tim Smith, Vice President

ATTEST:

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Sandy Haas, Secretary

## **Exhibit "A"**

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

Brown Act Meetings  
Regular and Special Board Meetings

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

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

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

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

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

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

Training or education involving matters related to the functions and operations of the District  
Board member training through CSDA  
ABC's of Water seminars (Mojave Water Agency)  
Mojave Water Agency Tours





# Helendale Community Services District

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DATE: April 15, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette, Program Coordinator  
SUBJECT: Agenda item #8  
Discussion an Possible Action Regarding the District's Public Outreach

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## **STAFF RECOMMENDATION:**

Receive and file.

## **STAFF REPORT:**

This item is being discussed at the request of the Board to discuss the District's current public outreach and ways to enhance it. It is essential that the District have effective means of communicating news and events to the residents of Helendale. The District utilizes social media platforms as well as communication through our monthly newsletter, Ledger article, website, electronic sign, electronic messaging in the front office and the Thrift Store, and our on hold telephone message to inform customers of events and other important District news. Currently the District runs a Facebook and Instagram page for the Helendale CSD as well as a page for the Helendale Certified Farmers Market. The District also has a Facebook page for the Helendale Thrift Store. Staff recently created the Helendale Park Planning Group for the public to give feedback on the Statewide Parks Grant.

## **Facebook:**

Helendale CSD – 1,249 followers

Helendale Certified Farmers Market – 2,242 followers

Helendale Park Planning Group – 392 Members

## **Instagram**

Helendale CSD – 402 Followers

Helendale Farmers Market – 733 Followers

When an event is coming up, information is always posted to the Facebook page, either directly on the Helendale CSD page or on Life in Helendale. The newsletter and Ledger articles also have information on current events. The electronic message board and phone message is updated as events come up.