



Helendale Community Services District

BOARD OF DIRECTORS MEETING

August 17, 2017 at 6:30 PM

26540 Vista Road, Suite C, Helendale, CA 92342

Call to Order - Pledge of Allegiance

1. Approval of Agenda

2. **Public Participation** - *Anyone wishing to address any matter pertaining to District business listed on the agenda or not, may do so at this time. However, the Board of Directors may not take action on items that are not on the agenda. The public comment period may be limited to three (3) minutes per person. Any member may speak on any agenda item at the time the agenda item is discussed by the Board of Directors.*

3. Consent Items

- Approval of Minutes: August 3, 2017, Regular Board Meeting
- Bills Paid and Presented for Approval

4. Reports

- Directors' Reports
- San Bernardino County Sheriff's Update – Deputy Haas
- Congressional Update – Congressman Cook's Field Rep. - Wally Linn
- General Manager's Report

Special Presentation

5. San Bernardino County Fire Department Budget for FP-5 Helendale by Battalion Chief Bobby Cox

Discussion Items

- Discussion and Possible Action Regarding Adoption of Revisions to Section 10.9 of the District's Employee Personnel Manual Entitled "Driver's License Policy"
- Discussion and Possible Action Regarding Increase in On-Call Pay for Certified Water and Wastewater Operators
- Discussion and Possible Action Regarding Phased-In Construction of Two Baseball Fields at Helendale Community Park

Other Business

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

10. Adjournment

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above agenda public meeting should be directed to the District's General Manager's office at (760) 951-0006 at least 24 hours prior to said meeting. The regular session of the Board meeting will be recorded. Recordings of the Board meetings are kept for the Clerk of the Board's convenience. These recordings are not the official minutes of the Board meetings.

Providing:

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

OFFICE HOURS:

Monday-Friday
8:00 – 5:30 p.m.

PHONE:

760-951-0006

FAX:

760-951-0046

ADDRESS:

26540 Vista Road
Suite B
Helendale, CA
92342

MAILING

ADDRESS:

PO BOX 359
Helendale, CA
92342

Visit us on the Web

at:

www.helendalecsd.org





Helendale Community Services District

Date: August 17, 2017
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item # 3 b.
Consent Item: Bills Paid and Presented for Approval

STAFF RECOMMENDATION:

Report Only. Receive and File

STAFF REPORT:

Staff issued 59 checks for the period July 31, 2017 through August 14, 2017 totaling \$40,324.83.

Total cash available:	<u>8/14/17</u>	<u>7/31/17</u>
Cash	\$ 4,238,161.31	\$ 4,296,296.74
Checks Issued	\$ 40,324.83	\$ 336,170.92

Investment Report

The Investment Report shows the status of invested District funds. The current interest rate is 1.10% for CalTRUST Short-Term and is 1.28% for Medium-Term Investments, 0.978% for LAIF, and 0.25% for the CBB Sweep Account for July 2017. Interest earned in July 2017 on the CalTRUST investments and the CBB Sweep Account is \$3,573.44



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 07/31/2017 - 08/14/2017

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
07/31/2017	<u>19554</u>	California Special Districts Association	-1,160.00	Check	Accounts Payable
07/31/2017	<u>19555</u>	WaterMaster	-1,937.84	Check	Accounts Payable
08/01/2017	<u>19556</u>	CALVIN GILMORE	-110.91	Check	Utility Billing
08/01/2017	<u>19557</u>	MARK A RISLEY	-239.00	Check	Utility Billing
08/03/2017	<u>19558</u>	CHERYL BURT	-695.00	Check	Utility Billing
08/03/2017	<u>19559</u>	Apple Valley Communications	-130.00	Check	Accounts Payable
08/03/2017	<u>19560</u>	AVCOM Services Inc.	-94.00	Check	Accounts Payable
08/03/2017	<u>19561</u>	Boot Barn Inc.	-134.68	Check	Accounts Payable
08/03/2017	<u>19562</u>	Burrtec Waste Industries	-400.23	Check	Accounts Payable
08/03/2017	<u>19563</u>	Burtronics Business Systems	-189.00	Check	Accounts Payable
08/03/2017	<u>19564</u>	Capital One Commercial	-553.44	Check	Accounts Payable
08/03/2017	<u>19565</u>	County of San Bernardino	-63.00	Check	Accounts Payable
08/03/2017	<u>19566</u>	Fedak & Brown LLP	-2,500.00	Check	Accounts Payable
08/03/2017	<u>19567</u>	Harbor Freight Tools	-363.40	Check	Accounts Payable
08/03/2017	<u>19568</u>	Henry Spiller	-500.00	Check	Accounts Payable
08/03/2017	<u>19569</u>	Mobile Occupational Services, Inc.	-35.00	Check	Accounts Payable
08/03/2017	<u>19570</u>	Paul Harvey	-300.00	Check	Accounts Payable
08/03/2017	<u>19571</u>	Professional Realty	-100.00	Check	Accounts Payable
08/03/2017	<u>19572</u>	Rebecca Gonzalez	-363.00	Check	Accounts Payable
08/03/2017	<u>19573</u>	Shavon Aviles	-146.00	Check	Accounts Payable
08/03/2017	<u>19574</u>	Shred-it USA LLC	-57.42	Check	Accounts Payable
08/03/2017	<u>19575</u>	Silver Lakes Hardware	-122.34	Check	Accounts Payable
08/03/2017	<u>19576</u>	Southwest Gas Company	-97.34	Check	Accounts Payable
08/03/2017	<u>19577</u>	Top Notch Networking, LLC	-813.89	Check	Accounts Payable
08/03/2017	<u>19578</u>	Tyler Technologies, Inc.	-274.50	Check	Accounts Payable
08/03/2017	<u>19579</u>	UIA Ultimate Internet Access, Inc	-26.94	Check	Accounts Payable
08/03/2017	<u>19580</u>	Hach Company	-2,336.00	Check	Accounts Payable
08/03/2017	<u>19581</u>	DAVID W ROPER	-169.65	Check	Utility Billing
08/03/2017	<u>19582</u>	FIRST AMERICAN TITLE COMPANY	-6.46	Check	Utility Billing
08/07/2017	<u>19583</u>	Shed World	-4,258.00	Check	Accounts Payable
08/07/2017	<u>19584</u>	A&G Instrument Service and Calibration, Inc.	-912.80	Check	Accounts Payable
08/07/2017	<u>19585</u>	Cazcom, Inc.	-175.00	Check	Accounts Payable
08/07/2017	<u>19586</u>	Employee Relations	-119.85	Check	Accounts Payable
08/07/2017	<u>19587</u>	G.A. Osborne Pipe & Supply Inc.	-375.47	Check	Accounts Payable
08/07/2017	<u>19588</u>	Hartford Life	-543.23	Check	Accounts Payable
08/07/2017	<u>19589</u>	Industrial Rubber & Supply, LLC	-282.89	Check	Accounts Payable
08/07/2017	<u>19590</u>	Inland Water Works Supply Co.	-1,163.70	Check	Accounts Payable
08/07/2017	<u>19591</u>	McMaster-Carr	-351.67	Check	Accounts Payable
08/07/2017	<u>19592</u>	Mojave Environmental Education Consortium	-300.00	Check	Accounts Payable
08/07/2017	<u>19593</u>	Paul Harvey	-100.00	Check	Accounts Payable
08/07/2017	<u>19594</u>	San Bernardino County Fire Protection District	-1,009.00	Check	Accounts Payable
08/07/2017	<u>19595</u>	Sandy Haas	-516.91	Check	Accounts Payable
08/07/2017	<u>19596</u>	Southern California Edison	-171.37	Check	Accounts Payable
08/07/2017	<u>19597</u>	Southern California Edison	-469.33	Check	Accounts Payable
08/07/2017	<u>19598</u>	Southern California Edison	-417.17	Check	Accounts Payable
08/07/2017	<u>19599</u>	United Site Services	-150.15	Check	Accounts Payable
08/07/2017	<u>19600</u>	USA Blue Book	-1,521.41	Check	Accounts Payable
08/07/2017	<u>19601</u>	USA of So. California	-160.31	Check	Accounts Payable
08/08/2017	<u>19602</u>	Bank of America	-6,016.00	Check	Accounts Payable
08/08/2017	<u>19604</u>	Beck Oil	-1,655.59	Check	Accounts Payable
08/08/2017	<u>19605</u>	Burns Septc & Sewer	-395.00	Check	Accounts Payable
08/08/2017	<u>19606</u>	Choice Builder	-803.70	Check	Accounts Payable

Bank Transaction Report

Issued Date Range: -

Issued Date	Number	Description	Amount	Type	Module
08/08/2017	19607	Employment Development Department	-739.00	Check	Accounts Payable
08/08/2017	19608	HDMWA	-80.00	Check	Accounts Payable
08/08/2017	19609	Ron Clark	-500.00	Check	Accounts Payable
08/08/2017	19610	SHERI GLENDENNING	-32.04	Check	Utility Billing
08/08/2017	19611	BENJAMIN STEPHENS	-170.96	Check	Utility Billing
08/08/2017	19612	LORENA RIACH	-45.65	Check	Utility Billing
08/11/2017	19613	Affordable Decorative Rock	-2,969.59	Check	Accounts Payable
Bank Account 251229590 Total: (59)			-40,324.83		
Report Total: (59)			-40,324.83		

Bank Transaction Report

Bank Account	Count	Amount
<u>251229590 CBB Checking</u>	59	-40,324.83
Report Total:	59	-40,324.83

Cash Account	Count	Amount
<u>99 99-111000 Cash in CBB - Checking</u>	59	-40,324.83
Report Total:	59	-40,324.83

Transaction Type	Count	Amount
Check	59	-40,324.83
Report Total:	59	-40,324.83

HELENDALE COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
August 3, 2017
26540 Vista Road, Suite C. Helendale, CA 92342

CALL TO ORDER AND PLEDGE OF ALLEGIANCE - The Regular Meeting of the Helendale CSD Board of Directors was called to order at 6:30 pm by President Clark after which the Pledge of Allegiance was recited.

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

Absent: Craig Schneider, Director

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

Consultants: None

Audience: There were five (5) audience members present.

1. **Approval of Agenda**

Action: Director Spiller made the motion to approve the Agenda as presented. Director Smith seconded the motion. The motion was unanimously approved by the Board members present.

2. **Public Participation**

Wally Linn, field representative for Congressman Cook gave a brief congressional update. Lieutenant Newton introduced Deputy Haas who has been assigned to Silver Lakes/Helendale.

3. **Consent Items**

- a. Approval of Minutes: July 20, 2017 Regular Board Meeting
- b. Bills Paid and Presented for Approval

Action: Director Smith made the motion to approve the Consent Items as presented. Director Spiller seconded the motion. The motion was unanimously approved by the Board members present.

4. **Reports**

- a. Director's Reports - Director Spiller thanked Staff for all of their work on National Night Out.
- b. General Manager Report - General Manager Cox reported that Silver Lakes Association will be holding a town hall meeting regarding the tertiary water project on Thursday, August 10, 2017. She also reported that Jeremy Lyons, of Lyons floor covering donated flooring for the Snack Shop at the Helendale Park. Program Coordinator Vermette reported that the District is seeking volunteers to help build the new playground at the Community Park on August 26th. General Manager Cox and Water Operations Manager Carlson gave the Water Report, and updated the Board and public on the installation of the new pump and motor at Well 1.

Public Hearing

5. Discussion and Possible Action Regarding Write Off of Certain Uncollectable Utility Accounts and Possible Adoption of Revised Account Write Off Policies and Procedures

Action: Director Smith made the motion to a motion to approve the write-off of certain utility accounts as described in the staff report, Director Haas seconded the motion. The motion was approved by the following: Yes – 4; No-0, Absent 1 roll call vote: Secretary Haas – Yes; President Clark - Yes; Vice President Smith - Yes, Director Spiller- Yes.

6. Discussion and Possible Action regarding Adoption of Resolution 2017-16: A Resolution of the Board of Directors of the Helendale Community Services District Establishing the Statement of Investment Policy for Fiscal Year 2017-18
Action: Director Spiller made the motion to approve Resolution 2017-16: A Resolution of the Board of Directors of the Helendale Community Services District Establishing the Statement of Investment Policy for Fiscal Year 2017-18, Director Smith seconded the motion. The motion was approved by the following: Yes – 4; No-0, Absent 1 roll call vote: Secretary Haas – Yes; President Clark - Yes; Vice President Smith - Yes, Director Spiller- Yes.

7. Discussion Only Regarding Update on Meter Rotation Program and Grant Award
Discussion: Program Coordinator Vermette and Water Operations Manager Carlson presented this item. Staff updated the Board on the recent grant award from Bureau of Reclamation and on the status of the award from Mojave Water Agency. Staff was also seeking direction from regarding the grants matching requirement. The Board directed Staff to match the contribution with more money towards the purchase of new meters rather than with staff time.

Other Business

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

Closed Session

The Board recessed at 7:23 pm. The Board went into closed session at 7:32 pm.

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

Closed session ended at 8:01 pm and went back into open session.

10. Reportable Action from Closed Session
None

11. Adjournment
Action: President Ron Clark adjourned the meeting at 8:01 pm.

Submitted by:

Approved by:

Ron Clark, President

Sandy Haas, Secretary

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



Helendale Community Services District

Date: August 17, 2017
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Adoption of Revisions to Section 10.9 of the District's Employee Personnel Manual Entitled "Driver's License Policy"

STAFF RECOMMENDATION:

Staff recommends approval.

STAFF REPORT:

Staff has been working on the rewrite of Section 10.9 of the Employee Personnel Manual due to needed expansion and inclusion of a stipend for those designated employees who hold a Class A Commercial Driver's License.

Overview:

Attached for the Board's consideration and review is the existing Section 10.9 and the revised, expanded proposed policy. This policy spells out the requirement for an employee to notify the District in the event of a compromise to his/her license if they are required to operate a District vehicle in the course of his/her duties. It also outlines in Sections 7, 8 & 9 the possible considerations if an employee has a suspended license. In addition, Section 3 discusses the process for obtaining the Class A license and in Section 4 the proposed incentive pay of \$1500 per year.

Class A Necessity:

In the past the District has had two full-time staff who possess a Class A Drivers: Mike Simpson and Craig Carlson. When Chris Zuber came on staff he was challenged to get his Class A license and successfully did that. Chris Pattison and Johnathan Escobar have recently received their Class A licenses. This provides coverage for the District and particularly for the Water Department because the dump truck and water truck both require a Class B or above license. In the event of an after-hours leak an operator with the proper licensing would have to be called in to drive the dump truck if needed.

The District has not made this a mandatory provision to date because of the onerous responsibility it places upon the employee related to off-duty activities. The law imposes much stricter blood-alcohol levels on those holding a commercial driver's license than the average citizen. Therefore, this is an optional achievement for the certified staff. Based upon Management's evaluation, it provides benefit to the District for all four water operators to possess a Class A license and the

recommendation that the District allow a maximum of four employees to be designated to receive the proposed stipend.

FISCAL IMPACT:

\$6,000 per year

POSSIBLE MOTION:

A motion to approve proposed revisions to Section 10.9 Driver's License Policy

2. The presence or absence of signs shall not be a defense to the violation of any provision of this Policy.
3. The District shall designate safe smoking areas at each District building and facility; and provide the proper disposal container for tobacco product waste.
4. The District shall not discharge, refuse to hire, or in any manner retaliate against any employee or applicant for employment because such employee or applicant for employment is a smoker.

10.7.3 Duty of the Employee

1. This policy shall apply to all District employees, including smoking and non-smoking employees.
2. The use of tobacco products by any employee will only be permitted during the two fifteen minute breaks and the half-hour lunch, or outside District property or in the employee's private vehicle.
3. Employees who smoke shall only smoke in designated safe smoking areas at District buildings and facilities.
4. Employees who smoke shall dispose of tobacco waste products only in the designated disposal container within the safe smoking areas. Employees shall not dispose of tobacco waste products in office wastebaskets, facility refuse containers or dumpsters.
5. Tobacco waste product containers shall be cleaned and maintained on a regular basis. Disposal containers shall be emptied into a dumpster after determining that no smoldering material is present.
6. Violation of this policy shall result in employee discipline including written and verbal warnings, time-off without pay, and/or termination for repeated willful violation.

10.8 **SAFETY PROGRAM** – The District provides regular safety meetings and safety updates to ensure that employees are adequately trained. The goal is to establish safety awareness and motivate employees to become safety conscious and work as a team in order to prevent injuries.

10.9 **VEHICLE ASSIGNMENT AND USE** - The District will provide vehicles on an as-needed/required basis for use during business hours and emergencies. Employees operating District vehicles are responsible for their safe operation in accordance with the law. Since most job classifications require daily or periodic operation of District vehicles, employees are required to be in possession of a valid California Driver License for the class of vehicle being operated. The revocation of that license for any reason by the State of California, or a driving record unacceptable to the District for any reason may be sufficient cause for dismissal. Traffic citations, with the exception of faulty equipment, are the employee's responsibility.

10.9 DRIVER'S LICENSE POLICY

This Policy supersedes section 10.9 of the Employee Personnel Manual adopted May 5, 2011 and replaces it with the following sections.

1. PURPOSE

The purpose of this policy is to formalize past practice and to establish uniform procedures for reviewing employee driving record reports and for dealing with the restriction, suspension or revocation of a required California license. In addition, this policy outlines special compensation for those possessing a Class A license for the District's benefit.

The Helendale Community Services District (District) Employee Personnel Manual Section 10.9 Vehicle Assignment and Use states: "The District will provide vehicles on an as needed/required basis for use during business hours and emergencies. Employees operating District vehicles are responsible for their safe operation in accordance with the law." Since most job classifications require daily or periodic operation of District vehicles, employees are required to be in possession of a valid California Driver License for the class of vehicle being operated. The revocation of that license for any reason by the state of California, or a driving record unacceptable to the District for any reason may be sufficient cause for dismissal. Traffic citations, with the exception of faulty equipment, are the employee's responsibility."

2. OPERATING A DISTRICT VEHICLE

Any employee who operates a District vehicle or any motor vehicle on District-related business shall have in his/her possession a current, valid California driver's license in the proper class.

Employees whose job duties include operating or driving a motor vehicle shall immediately notify their supervisor of any restrictions, suspensions or revocation of their driver's license. Failure to do so may result in disciplinary action against the employee.

3. POSSESSION OF DRIVER'S LICENSE

The requirement for possession of a valid California driver's license and the type of license required shall be determined by the District. The type of license will be contained in the minimum qualification section of the classification description on file and will be listed on any employment flyer published for the classification.

The District will approve up to four certified Water or Wastewater staff to obtain a Class A License at the District's expense. To assist employees in obtaining required Commercial Driver's Licenses including applicable endorsements, the District will provide employees classroom and operations training for up to eight (8) hours of time during the regularly scheduled work shift, to be scheduled by the District to practice driving and maneuvering skills to prepare for the licensing test.

Additional training, as required for a Class A license, and for obtaining endorsements or certifications to carry certain materials or to tow vehicles or specialized trailers shall be reimbursed by the District upon successful completion of the training unless prior arrangements have been made.

Employees who fail the written and driving test will be allowed to repeat the classroom training one (1) additional time and will be allowed up to an additional four (4) hours of time during the regularly scheduled work shift, to be scheduled by the District for further practice in preparation for the repeat licensing test.

Regular physical examinations are required by the California Department of Motor Vehicles to maintain a Commercial Driver's License. Employees who have been approved to obtain and retain a Commercial Driver's License or as required by their job classification are responsible to assure that exams are scheduled when required to keep their Commercial Driver's License valid. Physical exams will be paid for by the District provided the exam is conducted by the District's designated Medical provider.

Employees required by their job classification to maintain a Commercial Driver's License may have the initial/renewal fees reimbursed to them at the rate of the dollar amount difference between the cost of the Class C Driver's License renewal and the cost of the Commercial Driver's License renewal, based on California Department of Motor Vehicle fees at the time of renewal. Employee must submit a receipt showing evidence of renewal of the Commercial Driver's License to the District to obtain reimbursement.

The revocation of that license for any reason by the state of California, or a driving record unacceptable to the District for any reason may be sufficient cause for dismissal.

4. CLASS A INCENTIVE PAY

An approved employee holding a Class A license shall be eligible for incentive pay of \$1500 per year or \$125 per month paid at the beginning of the fiscal year. This incentive is subject to maintaining the Class A license in accordance with this District Policy. If the Class A license is revoked during the year due to vehicular misconduct a prorata amount will be repaid to the District.

Drivers with a Commercial Class A license can drive any legal vehicle. They can tow the same vehicles as those with a Class B and C license, as well as any single vehicle that weighs more than 10,000 lbs. Additionally, Commercial Class A drivers can tow multiple vehicles or trailer buses as long as they obtain an endorsement. Depending on the type of vehicle they drive, and what is being transported in the vehicle, the driver may need certification or an endorsement along with the special license. A certificate is issued as a separate document while an endorsement is marked directly on the driver license.

An approved employee is one determined by the Manager or General Manager those staff members who in the course of daily duties could provide greater benefit to the District if so licensed. This designation can be revoked at any time or expanded at any time due to District necessity.

5. EMPLOYEE PULL NOTICE PROGRAM

District employees who hold a job classification requiring possession of a California Driver's License in any class and employees who frequently operate a District vehicle or any motor vehicle including personal vehicles on District related business, although not a requirement of their job classification, will be enrolled in the California Department of Motor Vehicle Employee Pull Notice Program (DMV EPN) and are required to complete DMV Form INF 1101, Authorization for Release of Driver Record Information.

6. LICENSE AND INSURANCE REQUIREMENTS

Employees authorized to use their private automobile for District business shall have a current, valid California driver's license and proof of insurance. All automobiles used on District business shall have current State licenses and registration, in accordance with State laws. Employee is to submit mileage reimbursement claim stating starting and ending odometer reading and total miles traveled. District will pay the Federal mileage rate for all claims. In every case, travel by personal car cannot exceed economy air fare.

Employees' private insurance shall be primary coverage in all cases, except as otherwise approved by the District in writing for specific situations.

7. TEMPORARY LOSS OF DRIVER'S LICENSE FOR SIX MONTHS OR LESS

If the loss of driving privilege is temporary, for six months or less, and the District determines that the essential duties and responsibilities of the position do not include driving, the General Manager may consider one or a combination of the following options instead of non-disciplinary termination:

- (1) The employee may be temporarily relieved of duties within the classification requiring the employee to drive.
- (2) The employee shall be prohibited from driving a District vehicle and may only ride in a District vehicle as a passenger when driven by another District employee.
- (3) The employee may use another form of transportation such as a bicycle not requiring a California Driver's License to operate to perform his/her duties on District Property only.

Except as provided by law, the District is not under any obligation to either reassign duties or to grant a demotion or transfer.

8. TEMPORARY LOSS OF DRIVER'S LICENSE FOR MORE THAN SIX MONTHS BUT NOT MORE THAN ONE YEAR

- (1) If the loss of license is temporary, for more than six months but not more than one year, the General Manager and Immediate Supervisor will conduct a review to determine the employee's employment status. Consideration will be given, but not limited, to:
 - (2) Whether driving is an essential responsibility or duty of the position.
 - (3) The length of time the loss of license is expected to last. The nature of the employee's position and assignments, including the manner and frequency of the driving duties, how the license requirement is related to the position responsibilities.
 - (4) The impact on the department, including the size of the work team and/or unit and the ability to provide transportation to the employee as a passenger to go from job site to job site.
 - (5) An evaluation of the employee's personnel record and any other mitigating and aggravating circumstances.
 - B. Following this review, if driving is not an essential responsibility, the employee may temporarily
 - (1) Be relieved of driving duties, or
 - (2) Be reassigned or some other temporary arrangements may be made.
 - C. If the essential duties and responsibilities of the position include driving, then the only option is:
 - (1) The employee may be terminated on a non-disciplinary basis from District service in accordance with applicable Personnel Rules and Regulations.
 - D. Except as provided by law, the District is not under any obligation to either reassign duties or to grant a demotion or transfer.
9. PERMANENT LOSS OF DRIVER'S LICENSE OR LOSS FOR MORE THAN ONE YEAR
- A. If the loss of license is for a specified time but more than one year, or is for an unknown duration in excess of one year, or is permanent, the General Manager will conduct a review to determine the impact on the employee's employment status. However, it is important to understand that the duration of the loss would be considered as "permanent" in nature in making any determination, and the District has very limited ability to grant such ongoing restrictions and waivers of the minimum qualifications for District positions.
 - B. Following this review, if the reason for loss of license is non-medical or due to a medical condition not covered by the American's with Disabilities Act (ADA) or the Fair Employment and Housing Act (FEHA), any of the options listed in Section 7 above may be considered.
 - C. Except as provided by law, the District is under no obligation to reassign duties or to grant a demotion or transfer.
10. GENERAL PROVISIONS
- A. If the loss of license is due to medical reasons, the employee shall first have his/her medical status reviewed to determine whether the condition is covered by the ADA or FEHA. If the condition is covered by the ADA or FEHA, a review will be conducted to

determine if there is a reasonable accommodation which can be made, prior to considering the other alternatives as listed in paragraph 7 above.

- B. The alternative to non-disciplinary termination due to loss of license shall be available to an employee no more than once during his/her employment with the District.
- C. In addition, should an employee receive an additional loss of license, extension of the initial time for loss of license or other change in circumstance related to driving privileges while on "temporary" waiver of license that results in loss of license in excess of one year, the employee will be subject to immediate non-disciplinary termination. However, if the combined total time for loss of license is still one year or less, but greater than six months, a review as outlined in Section 7 will again be conducted to determine the employee's employment status.
- D. The determination of the essential duties and responsibilities of a position is vested in the District in its sole discretion and is not subject to grievance and/or appeal."

DRAFT



Helendale Community Services District

Date: August 17, 2017
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Proposed Increase to On-Call Pay for Certified Water and Wastewater Operators

STAFF RECOMMENDATION:

Staff recommends approval of the increase to On-Call Pay.

STAFF REPORT:

As the Board is aware, there are numerous job openings in the valley for which our certified Staff are qualified. We recently lost an employee to another agency due to increased compensation. It is Management's responsibility to ensure that we are able to hire and retain qualified well-trained staff to serve the community. There is a significant cost to recruiting, hiring and training an operator and it takes years to gain the necessary insight into our system and operations. It is imperative that we remain competitive lest we become a training ground for our valuable operators. With that thought in mind, Management is requesting that the Board review the District's on-call pay and consider modifications.

It is Staff's recollection that the District adopted County Special District's on-call pay in 2007 which was \$25 per day of on-call and the policy has not been reviewed since that time. Upon evaluation with other local agencies it was determined that an increase is necessary in order to appropriately compensate the certified operators for performing on-call duties.

An operator who is on-call is required to remain within a one-hour response time of the District. On-call duty is mandatory for all certified employees of the District particularly given the small staff. Attached is a spreadsheet that outlines comparisons of other agencies. The only agency that pays less for weekday on-call duties is West Valley Sanitation District. All agencies pay more for weekend on-call duty than the compensation provided by HCSD.

Management believes that it is appropriate to consider an increase in at least the weekend/holiday on-call pay to \$50/day for on-call beginning Friday night through Monday morning which would cover Friday night, all day Saturday and Sunday. In addition, holidays would be covered at the same rate. This would increase the on-call costs by approximately \$4300 including holidays.

If the Board is so inclined to consider an increase in the weekday on-call, Staff would suggest an increase of \$5/day for a total compensation of \$30/day of on-call. This a defensible amount given the comparison agencies listed in a random evaluation by Staff. This would increase the weekday on-call costs by \$1,300 per division.

FISCAL IMPACT:

Approximately \$4,300 per division for weekend on-call increase

Approximately \$1,300 per division for week day on-call increase

POSSIBLE MOTION:

Approve increase in On-Call Pay for Certified Water and Wastewater Operators as outlined by Staff

Weekend/Holiday On-call - \$50/day

Weekday On-call - \$30/day

ON-CALL PAY DIFFERENTIAL

Agency Name	On-Call Pay (Week Day)	Apx Total	On-Call Pay Weekend	Apx Total
Phelan-Pinon Hills CSD	1 HR PAY	\$ 28.00	2-HR PAY	\$ 56.00
Coachella Valley Water District	1 HR	\$ 34.00	3 HRS	\$ 102.00
Cucamonga Valley Water District	\$37.50/DAY	\$ 37.50	\$70/DAY	\$ 70.00
East Valley Water District	\$40/DAY	\$ 40.00	\$80/DAY	\$ 80.00
Jurupa CSD	\$53.96/DAY	\$ 53.96	\$80.56/DAY	\$ 80.56
Palmdale Water District	\$45/DAY	\$ 45.00	\$75/DAY	\$ 75.00
West Valley Sanitation District	\$20/day	\$ 20.00	\$30/day	\$ 30.00
Tuolumne Utilities District	2 hrs straight time/day	\$ 60.00	3 hrs straight time/day (wknds/holidays)	\$ 90.00
City Of Barstow	2 hrs base rate	\$ 52.54	4 hrs base rate (wknd/holidays)	\$ 105.08
Three Valley Municipal Water District	\$35/day	\$ 35.00	\$70/day (holidays only, not weekends)	\$ 70.00
County Special Districts	\$3.25/hour	\$ 52.00	\$3.25/hour	\$ 52.00



Helendale Community Services District

Date: August 17, 2017
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding Phased-In Construction of Two Baseball Fields at Helendale Community Park

STAFF REPORT:

This item was discussed with the Park and Rec Committee at the July meeting. They requested that it be brought to the full Board for consideration.

Staff met with a Rain Bird representative about a volunteer employee program they offer where their employees participate in community service projects. The installation of irrigation for proposed baseball fields at the Helendale Community Park would be a project they would be interested in supporting. Rain Bird staff and community volunteers would help to install irrigation pipelines and sprinkler heads. Rain Bird would also provide the irrigation layout plans.

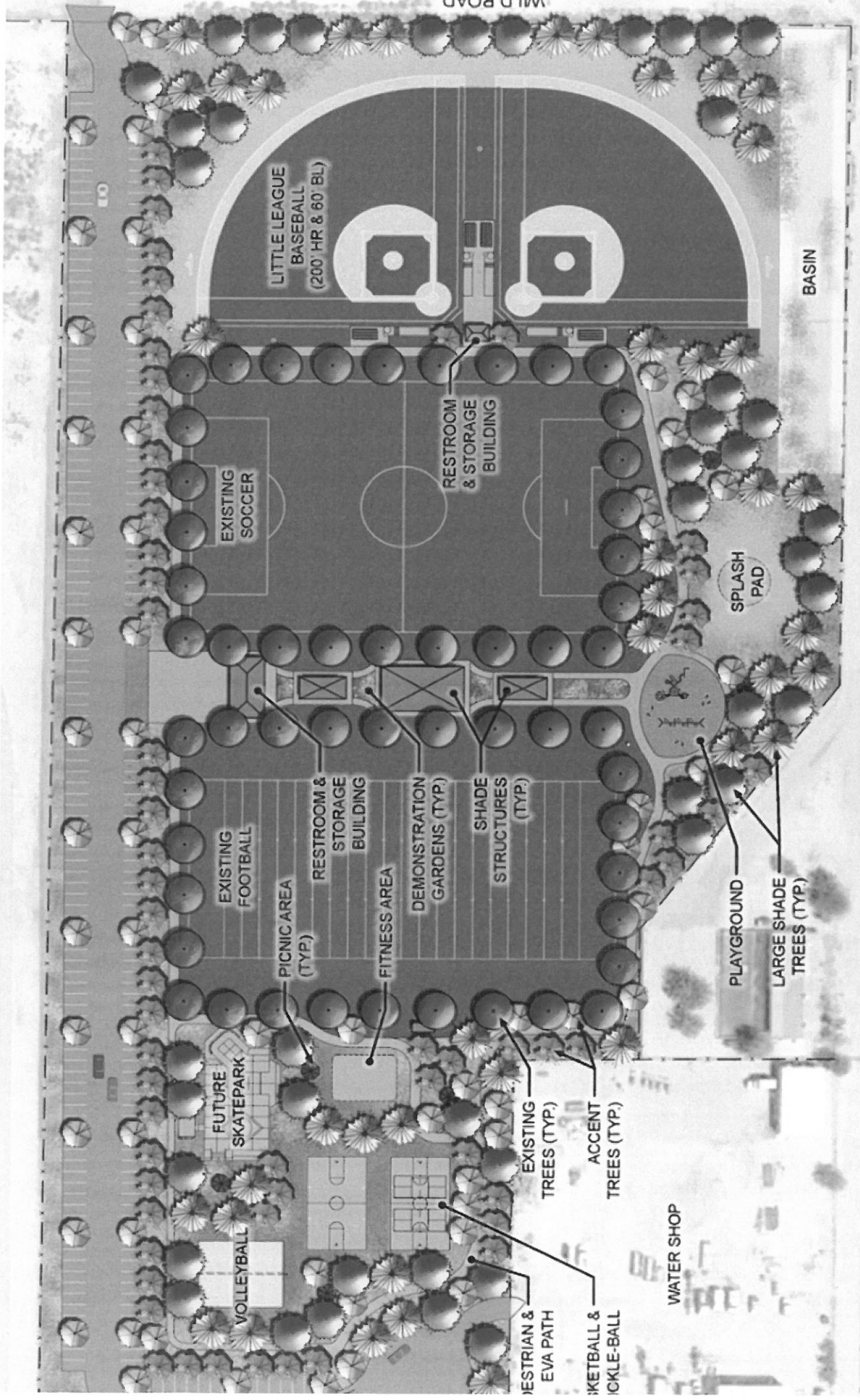
HCSD staff will assist Rain Bird staff by trenching, tying into the mainline, and installing a backflow.

Staff anticipates that there would be robust support from the Little League community with interest in volunteering as well.

Estimated Costs:	Materials:	Contract Labor:
Irrigation Supplies	\$7,000 (two fields)	
Grass Seed	\$1,000 (two fields)	
Fencing for backstop	\$1,709 (one field)	Labor \$2,500
Fencing for Dug Out	\$2,468 (one field)	Labor \$3,800
Foul Lines	\$6,707 (one field)	Labor \$4,600
Dugout Benches:	\$1,500 (one field)	
Total	\$20,384	\$10,900

FISCAL IMPACT:

Depends upon scope of work.



**HELENDALE COMMUNITY PARK
PLAN VIEW**





ELLIS FENCE COMPANY

28633 US Hwy 58 Barstow, CA 92311 Phone: (760) 256-3270 Fax: (760) 256-3271

August 14, 2017

Helendale School District
Attn: Cheryl

RE: Baseball Field Fence Approximate Quotes

Cheryl,

Here is the quote for the above referenced job.

1. Back Stop: The cost for material only for a 30 feet of 15' high backstop, with top, mid and bottom rail, 3" SS40 posts, hardware and concrete, is \$ 1,709.20.
2. Back Stop: The labor cost, prevailing wages, to install the backstop is \$2,500.00.
3. Dug Outs: The cost for material only for 2 each 8' x 20' by 7' tall with Privacy Chain Link top, and 1 gate for each dug out, is \$2,468.00.
4. Dug Outs: The labor cost, prevailing wages, to install the 2 dug outs is \$3,800.00.
5. Foul Lines: The cost for material only for a total of 120 feet of 15' tall foul line, 60' on first and third base side, top, mid and bottom rail, 3" posts, includes concrete, is \$6,706.80.
6. Foul Lines: The labor cost, prevailing wages, to install both foul lines, is \$4,600.00.

If you have any questions, please call.

Best Regards,

Wayne Ellis



California Special Districts Association

Kimberly,
Thank you for taking the time to submit a letter of opposition to AB 1479 (Bonta) on behalf of Helendale CSD. The letters from CSDA members had a significant impact, and resulted in the bill being amended to address our concerns. We couldn't have done this w/o you.

Thank You! -Dillon

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