



REGULAR BOARD MEETING **Thursday, February 4, 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.

<https://attendee.gotowebinar.com/register/1717676169337358351>

(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: January 21, 2021 Regular Board Meeting
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. COVID Update

4. Reports

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

Special Presentation

5. Presentation Regarding an Proposed Eagle Scout Project – Joshua Gentry

Regular Business:

6. Discussion and Possible Action Regarding Adoption 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
7. Discussion and Possible Action Regarding Award of Bid for Fire Sprinkler Engineering and Installation for Two Maintenance Buildings
8. Discussion and Possible Action Regarding Approval of the Budget Calendar
9. Discussion and Possible Action Regarding Approval to Purchase a Trailer Mounted Jetter for Wastewater

Other Business

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

Closed Session

- 11. Conference with Legal Counsel – Anticipated Litigation**
Initiation of Litigation
Pursuant to Government Code Section 54956.9(d)(4)
One potential case

- 12. Report of Closed Session Items**

- 13. Adjournment**

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



Helendale Community Services District

Date: February 2, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: Regular Board Meeting of January 21, 2021
- b. Bills Paid Report
- c. Directors Expenses
- d. COVID Update



Helendale Community Services District

Date: February 4, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #3a
Minutes from Board meetings



*Minutes of the Helendale Community Services District
BOARD OF DIRECTORS MEETING
January 21, 202 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 (via teleconference), Sandy Haas; Director Ron Clark; Director Craig Schneider

Staff Members Present:

Kimberly Cox, General Manager
Cheryl Vermette, Program Coordinator
Alex Aviles, Wastewater Operations Manager

Consultants:

Steve Kennedy, Legal Counsel

Members of the Public:

There were no members of the public present via the teleconference link.

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 Vice President Spiller.

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

2. Public Participation

None

3. Consent Items

- a. Approval of Minutes: December 17, 2020, Special and Regular Board Meeting; and December 28 Special Board Meeting
- b. Director's Compensation and Expenses
- c. Bills Paid Report
- d. November Financials

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

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

4. Reports

a. Director's Reports

Director Schneider reported that he attended the farmers market and would like to come up with some incentives to bring more people to the market.

b. General Managers Report

General Manager Cox reported that there was an incident at one of the well sites, someone shot holes in the tank which resulted in a leak that Staff will repair. A police report has been made. The Board presentation has been redesigned for the new year. GM Cox provided the Board with an article on solar. Plans for the water and wastewater buildings have been reviewed by Staff. The asphalt bid should be competed Friday and sent out. The fire sprinkler bids are due on 1/28 and the award will be at the 2/4 Board meeting. The well bid document is nearing completion, the technical consultants review should be completed this week and bid document will be sent out as soon as it is ready. The environmental for the well is also nearing completion.

Wastewater Operations Manager Aviles gave the Wastewater report. Sludge compressor #1 is not working. Staff found the automated drain valve stuck closed and bypassed the valve to put it back online. PFAS sampling on sludge, influent, effluent, and monitoring wells have all been collected. Atlas environmental collected fourth quarter of 2020 and first quarter of 2021 monitoring well samples. A picture was shown of the wastewater operators removing the damaged coating from Primary Clarifier #1 to recoat. There was a sewer issue on Maritime. Staff came in on a weekend to dig up the sewer lateral and main to inspect and found construction debris in the homeowner's lateral that was blocking flow from the sewer main. Staff found the Schooner station failed in auto so they performed troubleshooting on the electrical and were able to repair the problem in house.

Program Coordinator Vermette reported that the District will be hosting a blood drive on January 26th from 10 am to 4 pm in Unit D. We have scheduled blood drives for the last Tuesday of every month through the end of the year. COVID antibody testing will be provided for every donation. The final concept of the proposed new park was presented.

General Manager Cox presented the Administrative Update. There were 44 account transfers in the month of December; there were 24 new owners, 5 new tenants, 3 owners that purchased additional property, 2 tenant transfers, 3 accounts that went back into the landlord's name, 1 bank owned property, and 1 tenant who became an owner. A map was shown depicting these transfers. UIA payments for the month of January are \$7,379.78. Thrift Store Sales for December were \$21,765.34.

Regular Business

5. Discussion Only Regarding COVID Update

Discussion: We have scheduled a COVID-19 testing event on February 27th from 9 am to 4 pm. Staff is working with San Bernardino County Public Health to schedule a COVID-19 vaccination clinic and are still awaiting possible dates. For now, people can call the COVID-19 hotline at 909-387-3911 for more information on vaccine locations and availability. A graphic of the COVID-19 vaccination roadmap was presented. San Bernardino County is now a part of a Southern California group of counties. Metrics for reopening is based upon that group. The current positivity rate is 12.6%. The ICU bed availability is 8.1% with 15% being the threshold. Helendale is at 444 cases, 3 deaths and 3,724 tests. The District does not have an outbreak at this time and continues to closely monitor cases as well as guidance from local

and state agencies. The District's Program Coordinator has been assigned as point person. Daily health checks are being conducted and Staff are encouraged to get tested as desired. The COVID leave expired on 12/31/2020. Staff continues to monitor cash flow and files liens as appropriate. Staff are also doing monthly reminder calls. The past due bills as of December was \$113,268 and the past due bills as of January is \$62,766.

6. Discussion and Possible Action Regarding Claim Against the District from Southern California Edison

Discussion: The District received a vague claim from SCE on 1/4/21 for \$10,000 with no substantiation for the amount. Council will review the claim. The options the Board has are to pay the claim, deny the claim and refer to the carrier for resolution, or deny the claim outright and send a letter to SCE. The Board discussed the options, and the consensus of the Board was to deny the claim. The Board asked Staff to contact the District's insurance provider and bring information back to the next meeting.

Action: There was no action on this item.

7. Discussion and Possible Action Regarding Wastewater Revenue

Discussion: When expenses exceed annual revenue an evaluation of the fund needs to occur. Reserve funds are intended to be used for capital projects and then built up again. In December, the Board accepted the 2019 audit which showed that wastewater ended the year at -\$82,681. Over \$300,000 had been spent primarily on emergency capital improvements during that year. November financials reflect that the fund is -\$21,691 YTD. Wastewater has never had a rate increase. Staff is responsible for identifying concerning trends and informing the Board. The Board can accept the information with no further action, limit expenses, or increase rates to restore fund balance to ensure revenue for maintenance projects. Over \$4.8 million in capital projects are planned in the next five years. A chart of capital projects was presented. A graph showing monthly sewer rates for Helendale and surrounding areas was presented. There are required steps that the District must take when contemplating a rate increase. There must be a report providing sound reasoning for the increase, public information must be sent to all affected rate payers, a public presentation regarding the possible increase must be made, a public hearing to receive comment must be held and a determination by the governing body must be made. Staff is seeking direction from the Board on whether they would like Staff to provide more information, complete the rate study or do nothing and continue to monitor the fund. The rate increase options include increase all at once or phase in the increase over time (maximum of five years. The last water rate increase was discussed for many months. Rate increases are never popular; however, Staff is concerned about the trend of this fund. Fiduciary responsibility exists to maintain the public infrastructure. The Board discussed the options and would like to see the analysis and would like to hold off on the increase right now. The Board also wanted Staff to find out how much a \$5 increase would bring in annually and would like to review and re-prioritize the capital improvement projects. The Board would like to see a projection of the interest we would have to repay on a \$2 million loan.

Action: There was no action on this item.

8. Discussion and Possible Action Regarding Adoption 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

Discussion: This resolution is scheduled for annual review. Staff has noted some changes related to the processing of expense reports, the Board may wish to make changes to this resolution. Legal Counsel provided an overview of the resolution. The Board governs itself related to expenses submitted. Expense reports are given to Staff for processing and included in the agenda materials which are approved on consent. Exhibit A lists examples of meetings the Board has determined are representative of board service. A list noting common and uncommon meetings claimed in 2020 was included in the agenda materials. Other attachments included in the agenda materials were the District calendar, noting the expense report submission dates in red and a copy of the expense report. The Board can make changes and the item can either be brought back for further discussion or brought back on consent for ratification. The Board would like to include items H, I, J, and K to the list of items that require a report to the Board. The Board would also like to agendaize the expense reports separately for consideration. A revised resolution and expense reimbursement form will be brought back to the next meeting for discussion.

Action: There was no action on this item.

9. Discussion and Possible Action Regarding Adoption of Resolution 2021-02: A Resolution of the Board of Directors of the Helendale Community Services District to Tax Defer Member Paid Contributions-IRC 414(H)(2) Employer Pick Up

Discussion: This item was recommended by the District's financial consultant. It is at no cost to the District; however, it will benefit all full time Staff. Employees contribution to PERS retirement plan would be pre-tax, thus lowering their tax liability. Classic PERS employees pay 5% and PEPRA employees pay 6.75%.

Action: A motion was made by Vice President Spiller to adopt Resolution 2021-02 to tax defer PERS member paid contributions. The motion was seconded by Director Schneider.

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

Other Business

10. Requested items for next or future agendas (Directors and Staff only)
None

President Smith called for a recess of the open session at 8:17 pm

President Smith called to order the closed session at 8:30 pm

Closed Session

11. Conference with Legal Counsel – Anticipated Litigation

Initiation of Litigation

Pursuant to Government Code Section 54956.9(d)(4)

One Potential Case

12. Public Employee Performance Evaluation

(Government Code Section 54957)

Title: General Manager

President Smith adjourned the closed session at 8:44 pm

President Smith called the regular board meeting back to order at 8:44 pm

13. Report of Closed Session Items

Legal Counsel Kennedy announced there was no reportable action resulting from any of the closed session items.

14. Adjournment

Action: President Smith adjourned the meeting at 8:45 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

Date: February 4, 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

STAFF RECOMMENDATION:

Updated Report Only. Receive and File

STAFF REPORT:

Staff issued 45 checks and 17 EFT's totaling \$298,825.43

Total Cash Available:	<u>02/01/21</u>	<u>01/14/21</u>
Cash	\$5,574,228.98	\$5,689,561.90
Checks/EFT's Issues	\$ 298,825.43	\$ 547,504.55

Investment Report

The Investment Report shows the status of the invested District funds. The current interest rate is 0.05% for LAIF and 0.10% for the CBB Sweep Account for January 2021. Interest earned in January 2021 on CBB Sweep Account is \$407.76.



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 01/15/2021 - 02/01/2021

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
01/20/2021	23832	JESSICA SANCHEZ	-102.75	Check	Utility Billing
01/20/2021	23833	AMY J. UNDERWOOD	-247.24	Check	Utility Billing
01/20/2021	23834	LORENE CLEVELAND	-384.26	Check	Utility Billing
01/20/2021	23835	JESSICA LEO	-178.52	Check	Utility Billing
01/20/2021	23836	LAWRENCE MARSHALL	-40.64	Check	Utility Billing
01/21/2021	23837	ACI Payments, Inc	-57.80	Check	Accounts Payable
01/21/2021	23838	Babcock Laboratories, Inc	-1,446.00	Check	Accounts Payable
01/21/2021	23839	Brunick, McElhaney & Kennedy	-1,706.25	Check	Accounts Payable
01/21/2021	23840	Burrtec Waste Group, Inc	-58,975.74	Check	Accounts Payable
01/21/2021	23841	Cardmember Services	-1,537.46	Check	Accounts Payable
01/21/2021	23842	Citizens Buisness Bank	-149,447.45	Check	Accounts Payable
01/21/2021	23843	County of San Bernardino, Solid Waste Mgmt. Div.	-739.50	Check	Accounts Payable
01/21/2021	23844	Daily Press	-59.14	Check	Accounts Payable
01/21/2021	23845	Dynamic Distribution Co.	-2,475.00	Check	Accounts Payable
01/21/2021	23846	Frontier Communications	-65.57	Check	Accounts Payable
01/21/2021	23847	Frontier Communications	-61.92	Check	Accounts Payable
01/21/2021	23848	Geo-Monitor, Inc.	-208.00	Check	Accounts Payable
01/21/2021	23849	Home Depot Credit Services	-666.97	Check	Accounts Payable
01/21/2021	23850	I Candy Website & Graphic Design	-308.75	Check	Accounts Payable
01/21/2021	23851	Infosend, Inc	-1,871.74	Check	Accounts Payable
01/21/2021	23852	King of the Hill Floor Care	-140.00	Check	Accounts Payable
01/21/2021	23853	Konica Minolta	-557.51	Check	Accounts Payable
01/21/2021	23854	Rebecca Gonzalez	-580.00	Check	Accounts Payable
01/21/2021	23855	Robert R. Yeghoian Co., Inc.	-4,500.00	Check	Accounts Payable
01/21/2021	23856	Sooter Signs	-3,662.72	Check	Accounts Payable
01/21/2021	23857	Uline	-45.00	Check	Accounts Payable
01/21/2021	23858	Verizon Wireless	-106.92	Check	Accounts Payable
01/21/2021	23859	Virginia Woolley	-1,000.00	Check	Accounts Payable
01/21/2021	23860	WaterMaster	-1,589.64	Check	Accounts Payable
01/21/2021	23861	California State Disbursement Unit	-230.76	Check	Accounts Payable
01/25/2021	23862	ES OPCU USA LLC	-4,235.76	Check	Accounts Payable
01/25/2021	23863	SWRCB FEES	-13,630.10	Check	Accounts Payable
01/25/2021	23864	Ultimate Internet Access, Inc	-813.19	Check	Accounts Payable
01/25/2021	23865	Verizon Wireless	-660.09	Check	Accounts Payable
01/26/2021	23866	LORENE CLEVELAND	-107.00	Check	Utility Billing
01/27/2021	23867	Eide Bailly LLP	-2,817.95	Check	Accounts Payable
01/27/2021	23868	American Water Works Assoc.	-286.00	Check	Accounts Payable
01/27/2021	23869	Burrtec Waste Industries Inc	-124.18	Check	Accounts Payable
01/27/2021	23870	Cashier, CDFA- Certified Farmer's Market Program 90303	-858.00	Check	Accounts Payable
01/27/2021	23871	Desert Community Bank	-243.73	Check	Accounts Payable
01/27/2021	23872	Frontier Communications	-88.62	Check	Accounts Payable
01/27/2021	23873	Shred-it USA LLC	-84.57	Check	Accounts Payable
01/27/2021	23874	Sierra Analytical Labs, Inc	-1,985.00	Check	Accounts Payable
01/27/2021	23875	Staples Credit Plan	-231.72	Check	Accounts Payable
01/27/2021	23876	Water Systems Consulting, Inc	-5,662.50	Check	Accounts Payable
01/24/2021	EFT0003538	SCE ACH Park Wellheads Acct 2-30-765-6355	-105.20	EFT	General Ledger

Bank Transaction Report

Issued Date	Number	Description	Amount	Type	Module
01/24/2021	EFT0003539	SCE ACH Street Lighting Acct 2-29-286-3263	-1,608.08	EFT	General Ledger
01/26/2021	EFT0003540	SCE ACH Sod Farm Acct 2-29-474-8751	-665.89	EFT	General Ledger
02/01/2021	EFT0003541	SCE ACH Well 6,7,8,9 & 2 Acct 2-28-988-7853	-462.36	EFT	General Ledger
02/01/2021	EFT0003542	SCE ACH WWTP & Wells 3,4 & 1 Acct 2-29-212-2157	-17,142.95	EFT	General Ledger
01/20/2021	EFT0003543	SCE ACH Smithson Condo Unit C 2-40-174-2978	-16.52	EFT	General Ledger
01/21/2021	EFT0003551	SW Gas Water Shop Acct 121-1498762-002	-11.00	EFT	General Ledger
01/21/2021	EFT0003552	SW Gas ACH WWTP 121-0319765-023	-87.25	EFT	General Ledger
01/21/2021	EFT0003553	SW Gas Community Center Acct 121-0319591-025	-541.07	EFT	General Ledger
01/21/2021	EFT0003554	SW Gas ACH 4-Plex 121-1498049-003	-197.95	EFT	General Ledger
01/21/2021	EFT0003556	Smithson Condo Unit C 121-0319750-032	-13.40	EFT	General Ledger
01/25/2021	EFT0003557	CalPERS 457 Pmt PPE 1/17/21	-3,773.48	EFT	General Ledger
01/26/2021	EFT0003558	CalPERS Classic Pmt PPE 1/3/21	-6,939.87	EFT	General Ledger
01/26/2021	EFT0003559	CalPERS PEPRA Pmt PPE 1/3/21	-1,551.91	EFT	General Ledger
01/26/2021	EFT0003561	To record Tasc Flex Claim Pmt - PPE 1/17/21	-492.28	EFT	General Ledger
02/01/2021	EFT0003566	To record EVO Thrift Store CC Fees 23099	-372.27	EFT	General Ledger
02/01/2021	EFT0003567	To record EVO Rec Desk CC Fees 22567	-22.29	EFT	General Ledger
			Bank Account 251229590 Total: (62)		-298,825.43
				Report Total: (62)	-298,825.43

Summary

Bank Account

[251229590 CBB Checking](#)

Count	Amount
62	-298,825.43
Report Total: 62	-298,825.43

Cash Account

[99.99-111000 Cash in CBB - Checking](#)

Count	Amount
62	-298,825.43
Report Total: 62	-298,825.43

Transaction Type

Transaction Type	Count	Amount
Check	45	-264,821.66
EFT	17	-34,003.77
Report Total:	62	-298,825.43



Helendale Community Services District

Date: February 4, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #3c
Presentation of Directors' Expenses

STAFF REPORT:

Attached for the Board's consideration is a spreadsheet that outlines Director's expenses paid for the current pay period and/or since the last Board meeting.

Director's Expenses
Pay Period Ending January 31, 2021

	Name:	Sandy Haas	
	Date	Activity	Rate
1	1/20/2021	Meeting with General Manager to discuss agenda (Telephonic)	\$137.50
2	1/21/2021	Regular Board Meeting via teleconference	\$137.50
3	1/22/2021	Meeting with General Manager to discuss clarification of items discussed (Telephonic)	\$137.50
4	1/25/2021	Meeting with General Manager to discuss Post Office issues (Telephonic)	\$137.50
Total this Pay Period			\$550.00

	Name:	Tim Smith	
	Date	Activity	Rate
1	1/19/2020	Meeting with General Manager	\$137.50
2	1/21/2021	Regular Board Meeting	\$137.50
3	1/28/2021	Water Webinar	\$137.50
Total this Pay Period			\$412.50

	Name:	Henry Spiller	
	Date	Activity	Rate
1	12/28/2020	Special Board Meeting	\$137.50
2	1/6/2021	Farmers Market EBT Table	\$137.50
3	1/12/2021	Park and Rec Meeting	\$137.50
4	1/13/2021	Farmers Market EBT Table	\$137.50
5	1/19/2021	Meeting with General Manager to discuss CSD business	\$137.50
6	1/20/2021	Farmers Market EBT Table	\$137.50
7	1/22/2021	Regular Board Meeting	\$137.50
Total this Pay Period			\$962.50



Helendale Community Services District

DATE: February 4, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3d
Discussion Only Regarding COVID-19 Pandemic Update

STAFF RECOMMENDATION:

Receive and file.

STAFF REPORT:

Last week in an unprecedented move, the governor transitioned the counties back to the prior color-coded system. As the Board may recall, the Governor grouped regions of the state together and sent metrics for those regions to meet in order to begin opening the state up again. It is not clear why the Governor elected to transition back to the previous system when little has changed since being forced into the regional groupings. San Bernardino was grouped with Inyo, Mono, Imperial, Riverside, Los Angeles and Orange counties as a "Southern California grouping which required all of the areas to meet certain metrics before any of the counties to begin opening.

With the most recent grouping being rolled back San Bernardino County has returned for the Purple Tier (Most restrictive). The County has a cumulative total of actual confirmed cases at 275,076 since the beginning of the Pandemic. ICU capacity is at 14.6% as of 1/28/21. Current positivity rate for the County is 24.4% as of 1/16/21. Helendale is showing 476 cases and four COVID related deaths updated on 1/28/21. The County states that the data reflected on the dashboard is delayed due to issues with the State's reporting system.

Staff continues to monitor the cash flow and the unpaid accounts as the prohibition for disconnections continues. Following is the most recent information. Thirty-five account are greater than five months past due. Currently, \$44,492 remains unpaid from January; \$12,301 from December; \$6027 remains unpaid for November; \$5,432 is unpaid from October and 8,975 is greater than 90 days overdue. Total balance outstanding is \$77,223.84. Last Board meeting only \$62,766 past due. Currently there are 61 liens filed on properties with significant past due balances. This has proven to be an effective means of securing the public's interests and motivating payment.

Lastly, the District continues to exercise precaution in daily operations with protocols in place to protect the staff and the public.

FISCAL IMPACT: As outlined above.



Helendale Community Services District

DATE: February 4, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Adoption 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

STAFF RECOMMENDATION:

This matter is at the discretion of the Board.

STAFF REPORT:

This Resolution is slated for annual review and was last modified in 2020. Staff found some issues with the dates on the resolution between initial review in February and adoption in March. To help simplify the tracking of annual resolutions such as this, Staff will modify the resolution number each year as it is reviewed and newly adopted by the Board. Therefore, we are requesting adoption of the proposed resolution.

At the January 21 meeting this matter was tabled and requested to be brought back to the Board at the next meeting. At the 1/21 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 has modified the expense reports accordingly and will demonstrate the new format that can be completed electronically if so desired. Staff was directed to begin placing approval of board expense reports as an action item rather than approved on consent. The intent was to allow the opportunity for the Board members to provide reports as required. Staff seeks direction from the Board as to when this approval process to begin. There is no additional work for Staff to make this change.

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 may wish to review and 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: Adopt Resolution 2021-01

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

Sample List of Meetings Claimed in 2020

Updated Expense Report Format (Rev 1/2021)



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:

Tim Smith, Vice President

ATTEST:

Sandy Haas, Secretary

Exhibit "A"

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

Brown Act Meetings
Regular and Special Board Meetings

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

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

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

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

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

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

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

Common Items Claimed as Meeting

Meet with General Manager
Regular Board Meeting
Special Board Meeting
Park and Recreation Committee Meeting
Tri Communities Meeting
ASBCD Meeting
Farmers Market Booth
Helendale Basketball Program
CSDA online webinar
Public Input Meeting for Park Grant
San Bernardino Water Conference - Virtual
Clean Up Day
Meeting with Auditors

Not as Common Items Claimed as Meeting

Met with Staff on RC Track
High Desert Water Summit
Phone Call Regarding Property
RC Track Grand Opening
Phone call with GM regarding invoice
Test meeting for gotowebinar software
Phone call with GM regarding use of notary
Met with GM to discuss rampdowns
Park and Rec update
Phone call to GM
Park inspection
COVID testing event
Phone call regarding Concerts in the Park
Site visit to Apple Valley Farmers Market
Phone call regarding memorial plaque at Park
Phone call regarding Tri-Communities Meeting
Meeting at Wastewater Plant
Toured park with prospective homebuyers
Phone call to ask about auto attendant phone message
COVID Update
New Well Site Visit
Review of Plans for Park Grant
Wastewater Vault Installation

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER
 Pay Period Ending 1/31/2021

Date	Expense Description/Explanation	Meeting	Miles	Meals	Lodging	Other	Exp Category																																																
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Submitted by:

_____ Signature

_____ Date



Helendale Community Services District

DATE: February 4, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Award of a Bid for Fire Sprinkler
Engineering and Installation Services for Two Maintenance Buildings

STAFF RECOMMENDATION:

Staff seeks approval of this item.

STAFF REPORT:

On January 4, 2021, the District circulated a Request for Proposals (RFP) for Fire Sprinklers for the new maintenance buildings currently being engineered. Award of the fire sprinkler bid was critical for the completion of load calculations for the structures.

Bids were posted on the District's website on January 7, 2021, and published in the Daily Press as required by the District's Purchasing Policy. The closing date for the bids was January 28, 2021, at 5:30 pm at which time it was determined that only one bid was received for the project. The bid was reviewed and determined to be acceptable.

Staff is requesting award of the bid for design and installation services for the fire sprinkler systems for the water and wastewater buildings to High Desert Underground with Ornell Fire Protection as the C-16 contractor, in the amount of \$66,900 for both buildings. For comparison, in the original bids for the building one proposer listed the fire sprinkler system at a cost of \$78,400.

High Desert Underground will provide an additional cost for bringing the water for the fire suppression system from the source to the building under a separate proposal if and when that scope of work cannot be completed by in-house staff.

FISCAL IMPACT: \$78,400

POSSIBLE MOTION: Motion to award contract for installation of fire sprinkler systems to High Desert Underground

ATTACHMENTS: Notice Inviting Bids

NOTICE INVITING BIDS

- A. RECEIPT OF BIDS. Faxed or E-mailed Bids will be received at the office of the Helendale Community Services District, OWNER of the WORK, located at 26540 Vista Road, Suite B., P.O. Box 359, Helendale, CA 92342, until 5:30 pm on January 28, 2020 for the Fire Sprinkler Systems for the Water and Wastewater Maintenance Buildings. Any Bids received after the specified time and date will not be considered.
- B. COMPLETION OF WORK. The WORK must be completed in coordination with Building Contractor by mutual agreement with the OWNER.
- C. DESCRIPTION OF WORK. The work to be performed includes the design, approval and installation of fire sprinkler systems compliant with current regulatory mandates, including furnishing of all labor, materials, and equipment. This is a prevailing wage job.
- D. SITE OF WORK. The work sites are located in Helendale within San Bernardino County, CA.
- E. OBTAINING CONTRACT DOCUMENTS. A sample of Contract documents is posted on the District's website at www.helendalecsd.org.
- F. PERFORMANCE AND PAYMENT BONDS. The successful bidder will be required to furnish, prior to award of the Contract, a Performance Bond in the amount of one hundred percent (100%) of the Total Bid Price, and a Payment (Material and Labor) Bond in the amount of one hundred percent (100%) of the Total Bid Price, on the forms provided and in the manner described in the Contract Documents.
- G. CONTRACTOR'S LICENSE CLASSIFICATION. In accordance with the provisions of California Public Contract Code Section 3300, the OWNER has determined that the CONTRACTOR and/or SUB CONTRACTOR shall possess a valid C-16 Contractor's license at the time that the Contract is awarded.
- H. BIDS TO REMAIN OPEN. The bidder shall guarantee the Total Bid Price for a period of 30 calendar days from the date of bid opening.
- I. CALIFORNIA WAGE RATE REQUIREMENTS. In accordance with the provisions of California Labor Code Sections 1770, 17733, 1773.1, 1773.6 and 1773.7 as amended, the Director of the Department of Industrial Relations has determined the general prevailing rate of per diem wages in accordance with the standards set forth I Section 1773 for the locality in which the WORK is to be performed. A copy of said wage rates is on file at the office of the OWNER. It shall be mandatory upon the CONTRACTOR to whom the WORK is awarded and upon any subcontractor under the contractor to pay not less than said specified rates to all workmen employed by them in the execution of the WORK.
- J. PROJECT ADMINISTRATION. All communications relative to this WORK shall be directed via E-Mail or fax to the General Manager prior to opening of the Bids.

Kimberly Cox
kcox@helendalecsd.org
Fax: (760) 951-0046

- L. OWNER'S RIGHTS RESERVED. The OWNER reserves the right to reject any or all bids, to waive any informality in a bid, and to make awards to the lowest responsive, responsible bidder as it may best serve the interest of the OWNER.

Date: January 7, 2021

Owner: _____
HELENDALE COMMUNITY SERVICES DISTRICT

By: _____
Kimberly Cox, General Manager



Helendale Community Services District

DATE: February 4, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding Approval of the Budget Calendar

STAFF RECOMMENDATION:

Staff seeks input from the Board regarding the Budget Calendar

STAFF REPORT:

Each year the budget development process looks different based upon operational needs and challenges. Three years ago, Staff drastically changed the look of the budget to speak to the Boards' desire for more transparency and expand upon the general understanding of how the public's money is allocated by the District. The budget has been a valuable and useful document for the Staff as well as the Board.

It takes several months to develop the budget. Below is the proposed timeframe for budget preparation, review and adoption. Staff seeks input from the Board regarding the Budget Workshop which typically takes place in a special meeting.

February 18	Mid-year budget review Wastewater CIP Review
March 4	Park CIP Cost of Living Consideration
March 19	Review of Water CIP Acceptance of Burrtec Annual Request
March & April	Staff level review and projections
April TBD	Budget Workshop
May 6	Public Review of Draft Budget
May 20	Public Hearing for Budget Adoption

FISCAL IMPACT: NA

POSSIBLE MOTION: Motion to Approve Budget Calendar

ATTACHMENTS: None



Helendale Community Services District

DATE: February 4, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #9
Discussion and Possible Action Regarding Approval to Purchase a Trailer Mounted Jetter for Wastewater

STAFF RECOMMENDATION:

Staff seeks approval for this request.

STAFF REPORT:

For emergencies the Wastewater staff has always relied upon contractors due to the type of equipment needed. The District particularly relied upon Tunnel Vision, a local contract who recently relocated out of state. The remaining alternative emergency contractors are in the basin with more than one-hour commute time to the site. The closest possible vendor is located in Grand Terrace. These vendors have a three-hour response time which means a sewer overflow could continue for more than three hours before support is on hand. This puts the District at risk for potential violations in the event of a sanitary sewer overflow (SSO). SSO's include monetary fines from the Regional Board for any violation which is calculated at a fee per gallon of sewage spilled.

An example of cost for an emergency response for an SSO is as follows:

Travel Fee:	= \$ 325
Emergency door-to-door response charge: 4 ½ hours x \$265	= \$1,192.50
Mandatory emergency minimum 4-hour charge x \$539	= \$2,156.00
Total response costs of	= \$3,673.50

It is important to note that the District owning a jetter would not completely eliminate the use of a contractor in the event of an emergency that necessitates vactoring. The jetter would aid in the event of most sewer blockages. However, in the event of an SSO, a vactor will still be necessary because of the need to recoup the spilled sewage. The purpose of the jetter is preventative maintenance and the potential avoidance of an SSO.

This investment is viewed as insurance against a sanitary sewer overflow caused by a blockage in the system. The District inherited a rodder machine from County in 2007, but this piece of equipment is no longer functional leaving the District without the ability to clear any emergency blockages.

In addition to emergencies, the Staff will be able to perform some preventative maintenance which will be limited to the washing of pipes up to 30 inches in diameter. Training is included in the purchase of the equipment. They provide in-house maintenance and also provide a no-cost rental while the unit is being serviced.

This equipment is not on the Capital Improvement Plan, however, since a local vendor recently relocated to Texas, the District is left without immediate emergency response services thereby increasing the importance of this proposed acquisition.

Staff solicited and received three competitive quotes listed below:

US Jetting	\$93,824.00
Weco Ind.	\$78,559.69
Plumbers Depot	\$73,455.57

Based upon the exposure to the District, Staff recommends that we purchase the proposed piece of equipment from the lowest responsive, responsible bidder.

FISCAL IMPACT: \$73,455.57

POSSIBLE MOTION: Approve purchase of a jetter machine in the amount of \$73,455.57 from Plumbers Depot

ATTACHMENTS: Quotes for the jetter machine

PLUMBERS DEPOT INC.

3921 W. 139th Street
Hawthorne, CA 90250

Quote

Date	Estimate #
12/8/2020	25574

Name / Address
Helendale CSD PO Box 359 Helendale, CA 92342

Ship To
Helendale CSD 26540 vista road suite B Helendale, CA. 92342

Item	Description	Qty	Rep	Serial #
			P.D	
			Price	Total
Misc-It	USJ 2040-600 TRAILER MOUNTED HIGH PRESSURE JETTING UNIT Engine/Pump:Hose Reel & Hose:Accessories: Hatz 74 HP Diesel Engine Tier IVStandard Pivot Hose Reel10' Leader Hose USJ 40 GPM @ 2000 PSI 3/4" x 500' USJ Sewer Hose3/4" RPD 3R/1F Nozzle Triplex Plunger Run Dry PumpManual Hose Guide3/4" RPD 6R Nozzle Tier 4 Basic Control PanelHydraulic Driven Hose Reel9" Drain Jet Extension Auto Shutdown (for High Engine Trailer:3" Tiger Tail Temp/Low Oil Pressure)Twin 6000 lbs. Torsion Bar AxleNozzle Rack Water Recirculation & Anti-Freeze SysD.O.T. Approved LED LightingDigital Operator/Owners Manual Pulsation SystemTwo (2) 72" Aluminum Tool Box1 Pair Safety Gloves; 3000 PSI Straight	1	65,388.00	65,388.00T
			Subtotal	
			Sales Tax (7.75%)	
			Total	

Signature and Na...

Fax #
(310)355-1711

PLUMBERS DEPOT INC.

3921 W. 139th Street
Hawthorne, CA 90250

Quote

Date	Estimate #
12/8/2020	25574

Name / Address
Helendale CSD PO Box 359 Helendale, CA 92342

Ship To
Helendale CSD 26540 vista road suite B Helendale, CA. 92342

Rep	Serial #
P.D	

Item	Description	Qty	Price	Total
	Shrouded Engine Aluminum Rims 7500 PSI Flat or Rotary Water Tank: Two (2) 300 Gallon Black Water Tanks LED ARROW BOARD (J-423-ASSY) 2- Work Lights			

Subtotal		
Sales Tax (7.75%)		
Total		

Signature and Na...

Fax #
(310)355-1711

PLUMBERS DEPOT INC.

3921 W. 139th Street
Hawthorne, CA 90250

Quote

Date	Estimate #
12/8/2020	25574

Name / Address
Helendale CSD PO Box 359 Helendale, CA 92342

Ship To
Helendale CSD 26540 vista road suite B Helendale, CA. 92342

Item	Description	Qty	Price	Total	Rep	Serial #
					P.D	
FRT-001	Freight - Prepay & Add	1	3,000.00	3,000.00		
				Subtotal	\$68,388.00	
				Sales Tax (7.75%)	\$5,067.57	
				Total	\$73,455.57	

Signature and Na... _____

Fax #
(310)355-1711



4971 Allison Pkwy Ste A, Vacaville, CA 95688

P: 1-800-677-6661

F: 707-446-7933

www.wecoind.com

December 9, 2020

Company:	HELENDALE CSD	
Address, City, State, Zip	26540 VISTA ROAD SUITE B	
Contact, Email:	ALEX AVILES aaviles@helendalecsd.org	
Weco Contact:	Tom Johnson - 1-800-677-6661 x 107	OPP #

USJ 3030-600 TRAILER MOUNTED HIGH PRESSURE JETTING UNIT

Engine/Pump:	Hose Reel & Hose:	Accessories:
Hatz 74 HP Diesel Engine Tier IV	Standard Pivot Hose Reel	10' Leader Hose
USJ 30 GPM @ 3000 PSI	3/4" x 500' USJ Sewer Hose	3/4" RPD 3R/1F Nozzle
Triplex Plunger Run Dry Pump	Manual Hose Guide	3/4" RPD 6R Nozzle
Tier 4 Basic Control Panel	Hydraulic Driven Hose Reel	9" Drain Jet Extension
Auto Shutdown (for High Engine Temp/Low Oil Pressure)	Trailer:	3" Tiger Tail
Water Recirculation & Anti-Freeze Sys	Twin 6000 lbs. Torsion Bar Axle	Nozzle Rack
Pulsation System	D.O.T. Approved LED Lighting	Digital Operator/Owners Manual
Shrouded Engine	Two (2) 72" Aluminum Tool Box	1 Pair Safety Gloves; 3000 PSI Straight
	Aluminum Rims	7500 PSI Flat or Rotary
Water Tank:		
Two (2) 300 Gallon Black Water Tanks		

BASE UNIT AS OUTLINED ABOVE	1	\$68,815.00
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FOR ALL OPTIONS NOT LISTED PLEASE CONTACT YOUR SALES REPRESENTATIVE

TRAILER OPTIONS:	LIST PRICE	QTY	TOTAL
BRAKES: HYDRAULIC OR ELECTRIC **MUST CHOOSE ONE**			HYDRAULIC
HITCH: 2 5/16" BALL OR PINTLE **MUST CHOOSE ONE**			2 5/16" BALL
SPARE TIRE AND RIM WITH MOUNTING BRACKET ON FRAME	\$490	0	\$0.00
SIX (6) 18" D.O.T. SAFETY CONES & HOLDER	\$195	0	\$0.00

ENGINE / PUMP OPTIONS:	LIST PRICE	QTY	TOTAL
JMS ELITE WIRELESS REMOTE CONTROL SYSTEM	\$4,115	0	\$0.00

HOSE REEL / HOSE OPTIONS:	LIST PRICE	QTY	TOTAL
REPLACE HOSE with 3/4" X 600' PIRANHA HOSE *MUST ALSO UPGRADE TO LARGE CAPACITY REEL*	\$750	0	\$0.00
UPGRADE TO LARGE CAPACITY HOSE REEL	\$795	0	\$0.00
POWER PULLOUT OPTION FOR USJ HOSE REEL	\$1,556	0	\$0.00
DUAL HOSE REEL (SECOND REEL WITH 1/2" X 500' CAPACITY) INCLUDES 1/2" X 500' USJ HOSE, TWO ADDITIONAL NOZZLES AND NOZZLE RACK	\$4,995	0	\$0.00
FOOTAGE COUNTER MANUAL OPTION (J-428-E-ASSY)	\$630	0	\$0.00

TANK & FILL OPTIONS:

UPGRADE TO TWO (2) 375 GALLON WATER TANKS	\$605	0	\$0.00
2 1/2" x 25' FILL HOSE FOR FILL SYSTEM (2J-284-2 1/2)	\$161	0	\$0.00
FILL HOSE STORAGE RACK (2J-284-HOLDER-2.5)	\$195	0	\$0.00

TOOL STORAGE OPTIONS:

REAR BASKET (J-019-004)	\$563	0	\$0.00
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LIGHTING OPTIONS:

LED FLOOD LIGHT - RECHARGEABLE (J-155-111)	\$220	0	\$0.00
LED ARROW BOARD (J-423-ASSY)	\$1,310	1	\$1,310.00

PAINT OPTIONS:

SPECIAL PAINT COLOR (EXCEPT METALLIC PAINT)	\$2,495	0	\$0.00
SPECIAL PAINT COLOR - FRAME ONLY	\$895	0	\$0.00

MANUAL & TRAINING OPTIONS:

ADDITIONAL PAPER OPERATOR'S MANUAL STANDARD	\$60	0	\$0.00
ONSITE FACTORY TRAINING (ADDITIONAL DAY)	\$295	0	\$0.00

NOZZLE & ACCESSORY OPTIONS:

ADDITIONAL SAFETY GLOVES (PER PAIR) (2J-10-GLOVE)	\$100	0	\$0.00
3/4" SUPER SPIN III NOZZLE (2J-349-3)	\$1,515	0	\$0.00
INLET GARDEN HOSE REEL with 5/8" X 100' GARDEN HOSE (2J-328-ASSY)	\$595	0	\$0.00
	\$0	0	\$0.00
	\$0	0	\$0.00

SPECIAL INSTRUCTIONS:

PRICE OF SELECTED OPTIONS:	\$1,310.00
NET PRICE OF UNIT WITH OPTIONS:	\$70,125.00
SALES TAX 7.750%	\$5,434.69
ALL UNITS SHIP FROM GA - ESTIMATED FREIGHT:	\$3,000.00
ESTIMATED TOTAL:	\$78,559.69



850 McFarland Rd, Alpharetta, GA 30004

P: 770-740-9917 F: 770-740-0297

WWW.USJETTING.COM

December 9, 2020

Company:	Helendale CSD	
Address, City, State, Zip:	26540 Vista Road Suite B Helendale, CA 92342	
Contact, Phone, Email:	Alex - aaviles@helendalecsd.org	
US Jetting Contact:	Adrian Cortez / Sally Woodhead 404-936-1718	OPP #

USJ 2040-600 TRAILER MOUNTED HIGH PRESSURE JETTING UNIT

Engine/Pump: Hatz 74 HP Diesel Engine Tier IV USJ 40 GPM @ 2000 PSI Triplex Plunger Run Dry Pump Tier 4 Basic Control Panel Auto Shutdown (for High Engine Temp/Low Oil Pressure) Water Recirculation & Anti-Freeze Sys Pulsation System Shrouded Engine	Hose Reel & Hose: Standard Pivot Hose Reel 3/4" x 500' USJ Sewer Hose Manual Hose Guide Hydraulic Driven Hose Reel Trailer: Twin 6000 lbs. Torsion Bar Axle D.O.T. Approved LED Lighting Two (2) 72" Aluminum Tool Box Aluminum Rims	Accessories: 10' Leader Hose 3/4" RPD 3R/1F Nozzle 3/4" RPD 6R Nozzle 9" Drain Jet Extension 3" Tiger Tail Nozzle Rack Digital Operator/Owners Manual 1 Pair Safety Gloves; 3000 PSI Straight 7500 PSI Flat or Rotary
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Water Tank:

Two (2) 300 Gallon Black Water TankS

BASE UNIT AS OUTLINED ABOVE 1 **\$81,150.00**

FOR ALL OPTIONS NOT LISTED PLEASE CONTACT YOUR SALES REPRESENTATIVE

TRAILER OPTIONS:

	LIST PRICE	QTY	TOTAL
BRAKES: HYDRAULIC OR ELECTRIC **MUST CHOOSE ONE**			HYDRAULIC
HITCH: 2 5/16" BALL OR PINTLE **MUST CHOOSE ONE**			2 5/16" BALL
SPARE TIRE AND RIM WITH MOUNTING BRACKET ON FRAME	\$490	0	\$0.00
SIX (6) 18" D.O.T. SAFETY CONES & HOLDER	\$195	0	\$0.00

ENGINE / PUMP OPTIONS:

JMS ELITE WIRELESS REMOTE CONTROL SYSTEM	\$4,115	0	\$0.00
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HOSE REEL / HOSE OPTIONS:

REPLACE HOSE with 3/4" X 600' PIRANHA HOSE *MUST ALSO UPGRADE TO LARGE CAPACITY REEL*	\$750	0	\$0.00
UPGRADE TO LARGE CAPACITY HOSE REEL	\$795	0	\$0.00
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DUAL HOSE REEL (SECOND REEL WITH 1/2" X 500' CAPACITY) INCLUDES 1/2" X 500' USJ HOSE, TWO ADDITIONAL NOZZLES AND NOZZLE RACK	\$4,995	0	\$0.00
FOOTAGE COUNTER MANUAL OPTION (J-428-E-ASSY)	\$630	0	\$0.00

TANK & FILL OPTIONS:

UPGRADE TO TWO (2) 375 GALLON WATER TANKS	\$605	0	\$0.00
2 1/2" x 25' FILL HOSE FOR FILL SYSTEM (2J-284-2 1/2)	\$161	0	\$0.00
FILL HOSE STORAGE RACK (2J-284-HOLDER-2.5)	\$195	0	\$0.00

TOOL STORAGE OPTIONS:

REAR BASKET (J-019-004)	\$563	0	\$0.00
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LIGHTING OPTIONS:

LED FLOOD LIGHT - RECHARGEABLE (J-155-111)	\$220	2	\$440.00
LED ARROW BOARD (J-423-ASSY)	\$1,310	1	\$1,310.00

PAINT OPTIONS:

SPECIAL PAINT COLOR (EXCEPT METALLIC PAINT)	\$2,495	0	\$0.00
SPECIAL PAINT COLOR - FRAME ONLY	\$895	0	\$0.00

MANUAL & TRAINING OPTIONS:

ADDITIONAL PAPER OPERATOR'S MANUAL STANDARD	\$60	0	\$0.00
ONSITE FACTORY TRAINING (ADDITIONAL DAY)	\$295	0	\$0.00

NOZZLE & ACCESSORY OPTIONS:

ADDITIONAL SAFETY GLOVES (PER PAIR) (2J-10-GLOVE)	\$100	0	\$0.00
3/4" SUPER SPIN III NOZZLE (2J-349-3)	\$1,515	0	\$0.00
INLET GARDEN HOSE REEL with 5/8" X 100' GARDEN HOSE (2J-328-ASSY)	\$595	0	\$0.00
WASHDOWN SYSTEM WITH GUN & 25' OF HOSE (2J-283-ASSY & 2J-161-25)	\$360	0	\$0.00
	\$0	0	\$0.00
	\$0	0	\$0.00
	\$0	0	\$0.00
	\$0	0	\$0.00
	\$0	0	\$0.00
	\$0	0	\$0.00
	\$0	0	\$0.00
	\$0	0	\$0.00
	\$0	0	\$0.00

SPECIAL INSTRUCTIONS:

PRICE OF SELECTED OPTIONS:	\$1,750.00
NET PRICE OF UNIT WITH OPTIONS:	\$82,900.00
SALES TAX: 7.75%	\$6,424.75
ALL UNITS SHIP FROM GA - ESTIMATED FREIGHT:	\$4,500.00
ESTIMATED TOTAL:	\$93,824.75

Total Due: \$93,824.75

Deposit: Date Rec'v: _____

Balance Due: \$93,824.75

Estimated Shipping Date After ARO - 8 - 12 Weeks

Acceptance of Quotation & Order Placement

SIGNATURE _____

DATE _____

2.5% Processing fee for any unit purchases made in full via credit card.

Terms & Conditions

US Jetting reserves the right to modify or rescind this quotation if is not accepted within 45 days from the above date. Freight, if not included in this document is the responsibility of the purchaser, FOB Alpharetta, GA. US Jetting is responsible for collecting sales tax for certain states. Duties, fees, State, Local, & Federal taxes, If any are the sole responsibility of the purchaser if overlooked & not collected by US Jetting. Deposits subject to return if leasing and financing arrangements cannot be obtained after all good faith efforts have been made within 30 days. Deposits will be returned upon receipt of written requests without cause within 10 days from the date of acceptance of this agreement. US Jetting employees will not act as an agent in arranging leasing or financing products. All products are subject to a 20% restocking fee plus all freight charges once US Jetting products have been shipped. Manufacturer's Statement of Origin (required for obtaining a title) will not be provided until payment in full has been received and cleared financial institutions. All US Jetting goods are subject to the terms and conditions of the US Jetting warranty. Warranty issues pertaining to trucks, enclosed trailers and truck bodies manufactured by others are to be resolved directly by the customer & specific manufacturer. After 10 days, deposits on enclosed or truck mounted units or skid units will not be returned.