



Helendale Community Services District Regular Board Meeting

26540 Vista Road, Suite C, Helendale, CA 92342

Thursday, May 7, 2020 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 by clicking on the link below.

<https://attendee.gotowebinar.com/register/6605851972650146571>

(Dial-in instructions will be provided after registering at the link above)

Call to Order - Pledge of Allegiance

1. Approval of Agenda

2. Public Participation

Anyone wishing to address any matter pertaining to District business listed on the agenda or not, may do so at this time. However, the Board of Directors may not take action on items that are not on the agenda. The public comment period may be limited to three (3) minutes per person. Any member wishing to make comments may do so by filling out the speaker's card at the following link: <https://www.surveymonkey.com/r/HKGNLL8>. We request that all speaker's cards are filled out by 6:25 pm.

3. Consent Items

- a. Approval of Minutes: April 16, 2020, Regular Board Meeting
- b. Directors Compensation and Expenses

4. Reports

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

Regular Business:

5. Discussion Only Regarding Response to COVID-19 Pandemic
6. Discussion Only Regarding Repeal of FP-5 Helendale Fire Special Assessment
7. Discussion and Possible Action Regarding Change in Insurance Service Provider
8. Discussion and Possible Action Regarding Investment Strategy During State of Emergency

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.



Helendale Community Services District

Date: May 7, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: March 19, 2020, Regular Board Meeting
- b. Directors Expenses



*Minutes of the Helendale Community Services District
BOARD OF DIRECTORS MEETING
April 16, 2020 at 6:30 PM
26540 Vista Road, Suite C. Helendale, CA 92342*

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's April 16, 2020 board meeting was held via teleconference.

Board Members Roll Call:

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

Staff Members Present:

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

Consultants:

Steve Kennedy, Legal Counsel

Members of the Public:

There was one (1) member of the public present via the teleconference link

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:33 by President Ron Clark, after which the Pledge of Allegiance was recited.

1. Approval of Agenda

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

Vote: Motion carried by the following vote: 5 Yes ; 0 No

2. Public Participation

None

3. Consent Items

- a. Approval of Minutes: March 19, 2020 Regular Board Meeting
- b. Bills Paid and Presented for Approval
- c. Financials for February 2020

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

Vote: Motion carried by the following vote: 5 Yes ; 0 No

4. Reports

a. Directors' Reports

None

b. General Manager's Report

General Manager Cox gave the water report. Staff performed a remote MDAQMD inspection. The well totalizer meter at Well 1A was removed (the seal failed and fried the telemetry and water pressure blew out the register). The meter was taken to McCrometer to have it repaired and calibrated. Staff changed the motor oil at Well 4A, completed the Watermaster report for the second quarter, completed monthly well and tank inspections, and continues to flush all dead-end mains. Program Coordinator Vermette gave the solid waste report. The total recycling for the month of February was 51.09 tons; total refuse collection was 287.81 tons; the last e-waste pickup was 2,949 pounds in March with a reimbursement of \$1,210.16. The Thrift Store metal recycling for March was 1.16 tons; green waste tonnage for March was 5.25 tons at a cost of \$695.17 (green waste fees have reduced by \$67.84 per pick up). One hundred and six mattresses were picked up in February with a reimbursement of \$186.56. There were 26 bulky item pickups.

General Manager Cox gave the Administration Update. There were 37 account transfers in March. A map was presented showing the location of the transfers and a chart showing the annual comparison of account transfers by month was shown. Cox also presented a chart showing how customers make their payments, 28% of customers make their payment in person, 21% pay via ACH, 20% make their payments on the CSD website, 14% use bill pay, 12% pay via mail and 4% pay by phone.

Regular Business

5. Discussion Only Regarding Response to COVID-19 Pandemic

Discussion: At the end of the last Board Meeting the Governors Executive Order N-33-20 was issued. Management met with the Board President and Vice President to discuss operational changes. Operational Actions included: splitting staff into two teams, providing modified schedules for all staff and keeping the Recycling Center staff working through the following next week. The staff was split into two teams to ensure coverage in the event of a sickness and do not interface physically. The staff at home during normal business hours work remotely to the extent possible. Modified schedules have been provided for all staff which typically has staff working 5 days in the office and 4 days available remotely. Customer Service actions include closing the lobby to the public, no disconnections through June 30, waiving notary requirements on applications, billing the deposit and phone and web payment fees have been waived. The May Concert in the Park was cancelled, Patty's exercise classes are being held remotely, public service classes have been suspended, the clean up day has been delayed and will be rescheduled and National Night Out will be moved to October. The April 2nd Board meeting was cancelled to give Staff time to set up an alternate meeting process. The Park and Rec and Board meetings will be held in a virtual platform for the time being. All public hearings have been pushed to the latest possible dates in hopes that the public will be able to attend in person. If the Stay at Home Order is still in place, hearings will be held virtually. The meeting schedule through June is as follows: Board Meetings on April 16th, May 7th and 21st, June 4th and 18th; the Park and Rec meetings will be held May 12th and June 9th.

The District's response to COVID-19 will be a standing item on the agenda until the pandemic subsides. In the event immediate actions are required between board meetings, Management will coordinate with President Clark and Vice President Smith.

Action: There was no action on this item.

6. Discussion and Possible Action Regarding Selection for Special District Regular Representative for the Local Agency Formation Commission

Discussion: This is a companion action to the nomination for the LAFCO representative the Board made in February. The Board can select one candidate out of the two nominees: Kimberly Cox and T. Milford Harrison.

Action: Director Schneider made the motion to vote for Kimberly Cox for Special District Regular Member on LAFCO. Director Haas seconded the motion.

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

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

7. Discussion and Possible Action Regarding Adoption of Resolution 2020-02: A Resolution of the Board of Directors of the Helendale Community Services District

Discussion: The standby fees are discussed by the Board every year. The District is allowed to utilize the County property tax process to collect the annual water and sewer standby fees. A standby fee is a charge for availability of service to vacant property that has access to a water and sewer main. In 2014 the Engineer's Report was completed to evaluate the fee. The report noted that the fee could be significantly higher than the Board has set. The document is available for public review. The fee is \$30 for each vacant lot up to 1-acre. The total received as of 3/30/19 is \$19,307 for water and \$18,052 for wastewater. The budget estimate is \$44,000. The standby fee is submitted to the County in August. The District completed an engineering report in October 2017 which evaluated the Standby Fee. Any changes to the fee amount would require adherence to the 218 process. A protest hearing is scheduled for July 18, 2019 at 6:30 pm regarding the imposition of the standby charges. To date there has never been a protest to this service-related fee.

Action: Director Spiller made the motion to adopt Resolution 2020-02 Initiating Procedures to Continue Collection of Water and Sewer Standby Charges for Fiscal Year 2021. Director Haas seconded the motion.

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

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

Other Business

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

Community Center Signage

Budget Workshop

9. **Adjournment**

Action: President Ron Clark adjourned the meeting at 7:07 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: May 7, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #3b
Presentation of Directors' Expenses

STAFF REPORT:

Attached for the Board's consideration is a spreadsheet that outlines Director's expenses for the pay period from 3/30/2020 to 4/26/2020.

Director's Expenses
Pay Period Ending April 12, 2020

Name:		Ron Clark	
	Date	Activity	Rate
1	3/3/2020	Meeting with General Manager	\$137.50
2	3/15/2020	Regular Board Meeting	\$137.50
3	3/14/2020	Opening of RC Track	\$137.50
4	3/16/2020	Meeting with General Manager	\$137.50
5	3/19/2020	Regular Board Meeting	\$137.50
6	3/20/2020	Meeting with General Manager to discuss COVID-19	\$137.50
7	3/30/2020	Discussion regarding cancelling concert & other COVID related issues	\$137.50
		Miles	\$0.00
		Meals	\$0.00
		Lodging	\$0.00
		Other	\$0.00
Total this Pay Period			\$962.50

Name:		Sandy Haas	
	Date	Activity	Rate
1	4/1/2020	Telephone Meeting with GM update on district employees & use of notary	\$137.50
2	4/6/2020	Telephone meeting with GM information on notaries & other District B	\$137.50
3	4/7/2020	Test go to webinar	\$137.50
		Miles	\$0.00
		Meals	
		Lodging	\$0.00
		Other	
Total this Pay Period			\$412.50

Director's Expenses
Pay Period Ending April 26, 2020

Name:		Craig Schnieder	
	Date	Activity	Rate
1	4/13/2020	Practice Go to Meeting	\$137.50
2	4/14/2020	Park & Recreation Meeting	\$137.50
3	4/15/2020	Meeting with GM	\$137.50
4	4/16/2020	Board Meeting - Webinar	\$137.50
		Miles	\$0.00
		Meals	\$0.00
		Lodging	\$0.00
		Other	\$0.00
Total this Pay Period			\$550.00

Name:		Sandy Haas	
	Date	Activity	Rate
1	4/13/2020	Meeting with General Manager re: rampdowns	\$137.50
2	4/14/2020	Park & Rec Update on cancellation of programs & farmers market	\$137.50
3	4/15/2020	Meeting with General Manager re: agenda for regular meeting	\$137.50
4	4/16/2020	Regular Board Meeting	\$137.50
5	4/21/2020	Meeting by phone with GM	\$137.50
		Miles	\$0.00
		Meals	
		Lodging	\$0.00
		Other	
Total this Pay Period			\$687.50

Name:		Tim Smith	
	Date	Activity	Rate
1	4/7/2020	Test for Go to Meeting	\$137.50
2	4/11/2020	CSDA class 1 of 4 for year	\$137.50
3	4/14/2020	Park and Rec Meeting	\$137.50
4	4/15/2020	Conference Call with GM	\$137.50
5	4/16/2020	CSD Board Meeting Go to Meeting	\$137.50
		Miles	\$0.00
		Meals	\$0.00
		Lodging	\$0.00
		Other	
Total this Pay Period			\$687.50

Director's Expenses
Pay Period Ending April 26, 2020

Name:	Henry Spiller		
Date	Activity		Rate
1 4/7/2020	Test for Go to Meeting		\$137.50
2 4/11/2020	Discussion w/Office Staff, citizens & market vendors		\$137.50
3 4/14/2020	Park and Rec Meeting		\$137.50
4 4/15/2020	Pre Board meeting review of issues discussed at open Board Meeting		\$137.50
5 4/16/2020	CSD Board Meeting Go to Meeting		\$137.50
	Miles		\$0.00
	Meals		\$0.00
	Lodging		\$0.00
	Other		
Total this Pay Period			\$687.50



Helendale Community Services District

Date: May 7, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion Only Regarding Response to COVID-19 Pandemic

STAFF RECOMMENDATION:

Staff will provide an update on activities related to the COVID-19.

STAFF REPORT:

District management has stayed apprised of the emergency response through the County Emergency Operations Center and has provided information to the Board as appropriate. As has been observed, this is a dynamic response environment with public health professionals modifying requirements and health guidance as additional information is warranted.

Since the last update to the Board on April 16, 2020,

Following are continued activities in response to COVID-19:

- Due to the relaxed provisions in Executive Order N-25-20 and N-29-20, the Board will hold future meetings via an internet interface that will allow public participation.
- Park and Rec Committee meeting will be held via internet interface.
- All public hearings have been scheduled for June in anticipation that the public and Board will be able to participate in person
- Budget calendar has been modified with final adoption pushed to the June 18 meeting. The Budget workshop has been rescheduled to May 27 and at this time will be held via teleconference.
- Phone and internet payment fees are waived
- District office is closed to customer traffic

- New customer application process has been relaxed to allow for required forms to be submitted and customer identification can be done at a later date if unable to have forms notarized. Deposits are placed on customer bills.
- All recreation programming has been suspended
- Clean up day has been delayed and will be rescheduled at a later date per our service provider
- May concert in the park has been cancelled. The Board will consider the June concert at the May 21 board meeting.
- National Night Out will be moved to October per direction from the National organization. The Board to consider the location of the event.
- All Recycling Center employees have been furloughed.

District Management will continue to evaluate operations as the constant flow of data and health guidance continues to flux.

FISCAL IMPACT:

The immediate impact to District finances is more subtle due to the Staff working two separate shifts which means that half the staff is off at any given time. This has impacted operations in that projects are being completed at a slower pace and some projects that require all hands are being delayed until staffing resumes to normal levels. With the furloughed staff, the District will incur higher unemployment payments due to the payment of benefits.

The District’s current “no disconnection” policy will lead to a reduction in revenue flow during the duration. The District currently has 394 customers who are behind in payments totaling \$4,672.30 in revenue. The average for this calendar year is 404 customers who are in arrears in their payments or approximately 14%.

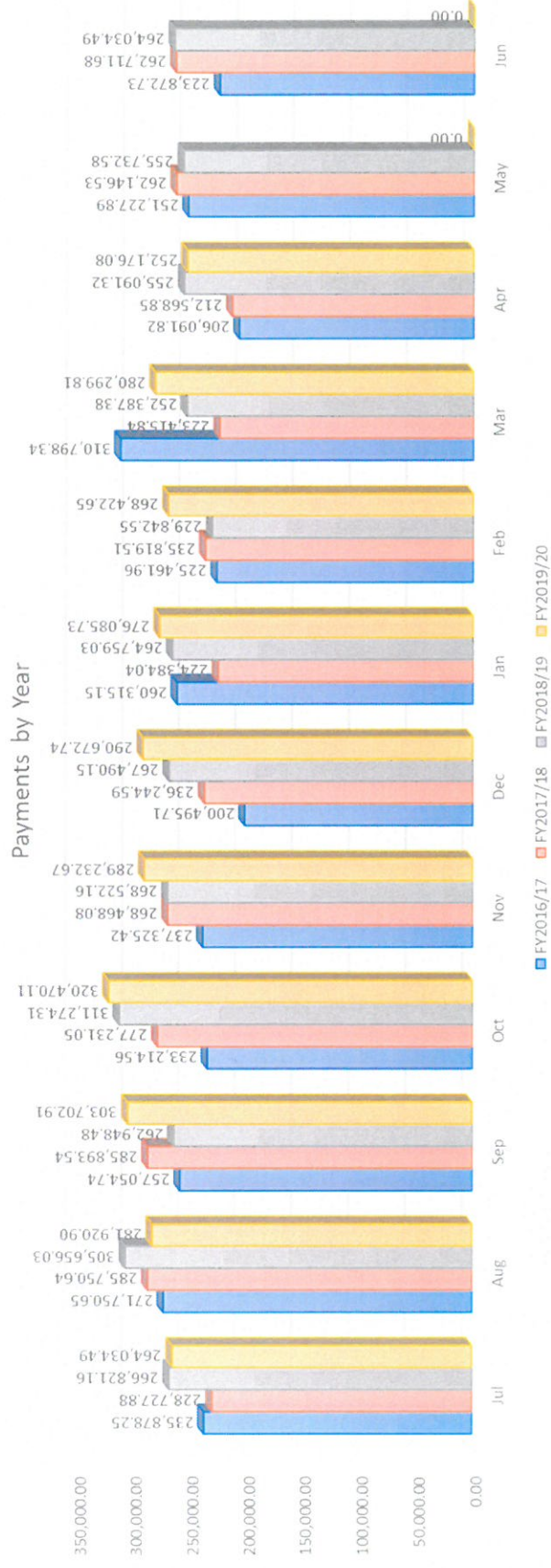
Staff has been monitoring the cash flow and have developed the data below and in the attached spreadsheet to help identify trends.

	FY2016/17	FY2017/18	FY2018/19	FY2019/20
Jul	235,878.25	228,727.88	266,821.16	264,034.49
Aug	271,750.65	285,750.64	305,656.03	281,920.90
Sep	257,054.74	285,893.54	262,948.48	303,702.91
Oct	233,214.56	277,231.05	311,274.31	320,470.11
Nov	237,325.42	268,468.08	268,522.16	289,232.67
Dec	200,495.71	236,244.59	267,490.15	290,672.74
Jan	260,315.15	224,384.04	264,759.03	276,085.73
Feb	225,461.96	235,819.51	229,842.55	268,422.65
Mar	310,798.34	223,415.84	252,387.38	280,299.81
Apr	206,091.82	212,568.85	255,091.32	252,176.08
May	251,227.89	262,146.53	255,732.58	0.00
Jun	223,872.73	262,711.68	264,034.49	0.00

To date, there are no FEMA funds or other government assistance for government entities under a population size of 500,000. Depending upon how long this continues the District may need to utilize reserve funds as a stop gap for address expenses in the near future.

POSSIBLE MOTION: None required

ATTACHMENTS: Payments by Year Graph





Helendale Community Services District

Date: May 7, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion Only Regarding the Repeal of FP-5 Helendale Fire Special Assessment

STAFF RECOMMENDATION:

Receive and file.

STAFF REPORT:

Fire Chief Dan Munsey will be at the Helendale CSD meeting on June 18 to discuss this issue with our community. If the Governor's Stay Home order is still in place, he will be present on our virtual platform.

It is important to note that the Helendale CSD currently does not have Fire Protection authority and our role in this conversation is merely to convey information to the community. For any ballot measure that occurs, District staff must remain neutral.

In March of 2006, the community narrowly passed a special assessment that would convert Station 4 from a paid-call fire station under CSA 38 to a 24/7 full-time operation and expand the staffing and County Station #4 to meet a particular service level requested by the voters that would ensure paramedics on all response teams. The call loads presented to the Board on a regular basis show that over 90% of the calls for service are medical related. The original assessment in 2006 was \$117 per parcel with language that allowed for a maximum increase of 3% each year. For most years since 2006 it has increased by the maximum 3%.

As other areas in the county experienced fiscal crisis they requested to be serviced by County Fire and the funding mechanism selected by County Fire was to annex these areas to FP-5 which at the time was the highest assessment zone for County Fire.

<u>Communities:</u>	<u>Date of Annexation</u>
City of San Bernardino	July 1, 2016
Twentynine Palms	July 1, 2016
City of Needles	June 30, 2016
West Valley	July 13, 2017
(Upland/San Antonio Heights)	

These annexations were done as a matter of necessity utilizing the LAFCO process as the vehicle to transition unsustainable fire protection from the current entity to County Fire. At issue for most property owners was the fundamental concept of taxation without a vote.

On April 7, 2020, the County of San Bernardino Board of Supervisors accepted a petition with enough certified signatures to force the matter to a vote within the affected communities. Without knowledge or communication with to Helendale community, the original FP-5 was also included. In the event that the voters in other areas vote down FP-5, our current staffing level could be jeopardized.

The community has options to consider including, but not limited to:

- Wait and see. Funding should be secure through the end of FY20/21 due to tax assessments that will be in place prior to the November 2020 ballot vote.
- Introducing an additional ballot measure to ensure on-going support for Station 4 that would go into effect should FP-5 repeal be successful.
- Contemplate an alternative arrangement for fire service provision.
- Do nothing.

FISCAL IMPACT: None

ATTACHMENTS: Letter from Fire Chief Munsey referencing April 7 Board of Supervisors' action.
April 2006 County Public Hearing agenda item
Copy of 2006 Ballot Measure originating FP-5



SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT

157 W 5th Street, 2nd Floor • San Bernardino, CA 92415-0451 • (909) 387-5974 • Fax (909) 387-5685

Administration
Headquarters
sbcfire.org

Daniel R. Munsey
Fire Chief/Fire Warden

Kathleen Opliger
Deputy Chief of Operations

John Chamberlin
Deputy Chief of Administration

General Manager Kimberly Cox
Helendale Community Service District
P.O. Box 359
Helendale, California, 92342

General Manager Kimberly Cox,

On April 7, 2020, the County Board of Supervisors received several agenda items during the regular San Bernardino County board of supervisors meeting regarding the Fire District's property tax, FP-5. These items included accepting the Certification of Initiative Petition dated March 25, 2020 with respect to the initiative petition entitled "Initiative to Repeal the Special Tax Associated with Fire Protection Service Zone Five (FP-5)" and submitting the Initiative Petition/Measure, without alteration, to the voters pursuant to Elections Code section 140.

This citizen repeal initiative, if successful, would repeal the entirety of FP-5 property tax, including almost 1.2-million dollars of FP-5 revenue raised in the Helendale. (This revenue is a large portion of the funding allocated to the Silver Lakes/Helendale area to provide service at Fire Station 4.)

The Fire District is precluded by law to advocate "for" or "against" a ballot measure. But we would like to schedule a presentation with the Helendale CSD to demonstrate the current level of Silver Lakes/Helendale fire protection levels with FP-5 funding and discuss what a loss of FP-5 might represent in levels of emergency services.

I can be reached at the phone number provided below to answer any questions at any time.

Yours in Service,

Dan Munsey
Fire Chief, San Bernardino County Fire Protection District
Cell- 760-774-2569

BOARD OF DIRECTORS

Robert A. Lovingood
First District

Janice Rutherford
Second District

Dawn Rowe
Third District

Curt Hagman
Chairman
Fourth District

Josie Gonzales
Vice-Chair
Fifth District

Gary McBride
Chief Executive Officer

REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION

REVISED & NEW
ATTACHMENT

April 18, 2006

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FROM: PAT A. DENNEN, Fire Chief/Fire Warden
San Bernardino County Consolidated Fire District

SUBJECT: CONDUCT A PUBLIC HEARING TO CONSIDER FORMATION OF
IMPROVEMENT ZONE FP-5 (HELENDALE/SILVER LAKES) AND CALLING FOR
A SPECIAL TAX ELECTION FOR INCREASED FIRE AND EMERGENCY
MEDICAL SERVICES

RECOMMENDATION: Acting as the governing body of San Bernardino County Consolidated Fire District, County Service Areas 38 and 70 (County Fire):

1. Conduct a public hearing to consider the formation of County Service Area 70, Improvement Zone FP-5 (Helendale/Silver Lakes) for the purpose of providing the Helendale/Silver Lakes residents with an increased level of fire and emergency medical services, and adopt Resolution #06-_____ forming improvement zone FP-5 with fire protection powers.
2. Authorize the Special Districts Department to conduct a special tax mailed ballot election for June 30, 2006, to establish a special tax in the amount of \$117.00 per parcel, per year, beginning with the 2006/07 fiscal year, including a maximum 3% annual cost of living increase, to provide financing for the increased level of fire and emergency services proposed within the boundaries of County Service Area 70, Improvement Zone FP-5 (Helendale/Silver Lakes).

BACKGROUND INFORMATION: County Fire Station No. 4 in County Service Area 38 (CSA 38), currently provides fire services to the community of Helendale/Silver Lakes. These services are currently funded through a share of general property taxes. The citizens of the Helendale/Silver Lakes area serviced by CSA 38 have requested that an election be conducted to determine if registered voters in their area would be in favor of approving a new special tax for increased fire and emergency medical services.

CSA 38 currently receives \$501,432 per year in property tax revenues, and appropriates \$501,432 per year for salaries, benefits and services/supplies, to operate Fire Station No. 4. Of this amount; \$348,722 funds two (2) paid call firefighters per 24-hour day and one (1) regular full-time captain; and \$152,710 funds services/supplies, use of vehicles and indirect overhead consisting of command and support charges. The General Fund provides CSA 38 with funding to support two (2) full-time Captains that provide services to the areas outside of the Helendale/Silver Lakes community, which is commonly referred to the "Unfunded Fire Protection Area".

If the special tax is approved, the improvement zone would receive approximately \$1,157,000 in

Record of Action of the Board of Supervisors

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REVISED & NEW
ATTACHMENT

**CONDUCT A PUBLIC HEARING TO CONSIDER FORMATION OF IMPROVEMENT
ZONE FP-5 (HELENDALE/SILVER LAKES) AND CALLING FOR A SPECIAL
TAX ELECTION FOR INCREASED FIRE SERVICES**

**REVISED & NEW
ATTACHMENT**

April 18, 2006

Page 2

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special tax revenue, in addition to the \$501,432 share of property tax revenue and \$310,262 in general fund support for service to the Unfunded Fire Protection Area in this vicinity; thus resulting in total annual revenue of \$1,968,694 to finance the existing and increased level of fire services to the community of Helendale/Silver Lakes and surrounding Unfunded Fire Protection Area.

The \$1,157,000 in special tax revenue will provide for three (3) regular full-time engineers, and six (6) regular full-time firefighter paramedics. The special tax funds will also be used to fund additional services/supplies needs that will result from the increased staffing and equipment at the station. The 3% maximum annual cost of living increase will ensure the district can continue this level of fire services in the future.

For several months, County Fire staff has met with residents and the Silver Lakes Homeowners Association (HOA) to determine the cost and scope of work to be performed. The HOA has committed to donate \$15,000 to County Fire toward the estimated \$30,000 in improvement zone formation and election costs. The HOA also mailed a survey out to all members of the Association. The results of the survey indicated a favorable response of the member residents, who returned the survey, for increased fire services in the area. Therefore, it appears that both the HOA and the residents in the area are in support of this proposal and staff recommends establishing the improvement zone and conducting the election.

If a special tax election is authorized, a ballot will be sent to each of the registered voters within the proposed boundary of the district. If at least two-thirds of the registered voters who return their ballots approve the special tax, then County Fire will return to the Board of Supervisors to request authorization for the placement of the \$117.00 per parcel special tax on the 2006-2007 tax roll.

REVIEW BY OTHERS: This action has been reviewed by County Counsel (L. Thomas Krahelski, Deputy, 387-5436) on April 10, 2006; and reviewed by the County Administrative Office, (Wayne Thies, Administrative Analyst, 387-5409) on April 7, 2006.

FINANCIAL IMPACT: If the mailed ballot election for fire services special tax is successful, an operating budget would be developed for Improvement Zone FP-5 to appropriate the additional special tax funds of \$1,157,000 that would finance an increased level of fire operations beginning in fiscal year 2006/07. Fire will pay for all administration costs including mailed ballot and overhead costs (estimated at \$30,000) from the FY 2005/06 County Fire CSA 38 Budget (SGP 290 A80), and anticipates receiving a \$15,000 donation from the Silver Lakes HOA to offset these costs.

SUPERVISORIAL DISTRICT(S): First

PRESENTER: Pat A. Dennen, Chief 387-5948

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**REVISED & NEW
ATTACHMENT**

REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION

August 1, 2006

FROM: PAT A. DENNEN, Fire Chief/Fire Warden
San Bernardino County Consolidated Fire District

SUBJECT: DECLARE OFFICIAL THE RESULTS OF MAILED BALLOT ELECTION FOR
CONSOLIDATED FIRE DISTRICT, COUNTY SERVICE AREA 70,
IMPROVEMENT ZONE FP-5 (HELENDALE/SILVER LAKES) FOR INCREASED
FIRE AND EMERGENCY MEDICAL SERVICES

RECOMMENDATION: Acting as the governing body of County Service Area 70, Improvement
Zone FP-5 (Helendale/Silver Lakes):

1. Adopt Resolution No. 06-283 declaring official the results of the mailed ballot proceeding for a special tax per parcel, as certified by the Registrar of Voters, for the purpose of financing an increased level of fire and emergency medical services to the Helendale/Silver Lakes community within County Service Area 70, Improvement Zone FP-5 (CSA 70, FP-5).
2. Direct the Auditor/Controller – Recorder's Office to place a special tax of \$117 per parcel on the 2006/07 tax roll, with future annual inflationary increases of up to 3%, for the purpose of financing an increased level of fire and emergency medical services in connection with CSA 70, FP-5.
3. Authorize staff to modify its application on file with the Local Agency Formation Commission (LAFCO) regarding the reorganization of the County Fire Department (LAFCO No. 3000) to include the newly formed CSA 70, FP-5 district as an additional improvement district for purposes of providing enhanced fire protection services to the community of Helendale/Silver Lakes.

BACKGROUND INFORMATION: County Fire Station No. 4 in County Service Area 38 (CSA 38), currently provides fire services to the community of Helendale/Silver Lakes. These services are currently funded through a share of general property taxes. The citizens of the Helendale/Silver Lakes area serviced by CSA 38 had requested that an election be conducted to determine if registered voters in their area would be in favor of approving a new special tax for increased fire and emergency medical services.

On April 18, 2006, the Board of Supervisors formed CSA 70, FP-5 and authorized the County Fire Department to conduct the mailed ballot special tax election. The ballots were mailed May 9, 2006 and were due back on June 30, 2006. The results of the ballot election indicated that over 2/3 of the registered voters were in favor of the special tax. The results of the election were compiled and certified by the Registrar of Voters.

w/resolution:
cc: County Fire-Dennen
CC-Krahelski
CAO-Thies
Assessor
ROV
Auditor

File-SBCCFD -CSA 70, FP-5

ml

Record of Action of the Board of Supervisors
Resolution No. 06-283

APPROVED (CONSENT CALENDAR)

BOARD OF SUPERVISORS

COUNTY OF SAN BERNARDINO

MOTION

AYE 0

NO VOTE

AYE 4

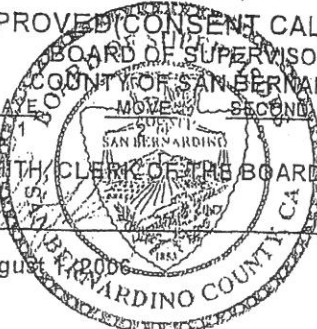
AYE 5

AYE 5

DENA M. SMITH, CLERK OF THE BOARD

BY

DATED: August 1, 2006



ITEM 012

DECLARE OFFICIAL THE RESULTS OF MAILED BALLOT ELECTION FOR CONSOLIDATED
FIRE DISTRICT, COUNTY SERVICE AREA 70, IMPROVEMENT ZONE FP-5
(HELENDALE/SILVER LAKES) FOR INCREASED FIRE AND EMERGENCY MEDICAL
SERVICES

August 1, 2006

Page 2

The \$886,000 in funds generated by the \$117 per parcel special tax will be used to provide three (3) regular full-time engineers, and six (6) regular full-time firefighter paramedics. The 3% maximum annual cost of living increase will ensure the district can continue this level of fire and emergency medical services in the future.

County Fire had submitted an application to LAFCO on July 25, 2005 that proposed a reorganization of the County Fire Department. The core characteristic of the proposal was to establish a single fire protection district that would be further divided into improvement districts to provide fire and emergency medical services on a regional basis. Included as separate improvement districts were areas that encompassed special taxes levied to fund the delivery of additional fire and/or emergency medical services. As a result of the formation of this new improvement zone and voter approved special tax, County Fire is required to amend the current application with LAFCO to reflect it as a newly proposed improvement district.

Approval of Recommendation No. 1 would adopt a resolution declaring official the results of the mailed ballot proceeding for a special tax per parcel, as certified by the Registrar of Voters, for the purpose of financing an increased level of fire and emergency medical services to the Helendale/Silver Lakes community within County Service Area 70, Improvement Zone FP-5.

Approval of Recommendation No. 2 would direct the Auditor/Controller – Recorder's Office to place a special tax of \$117 per parcel on the 2006/07 tax roll, with future annual inflationary increases of up to 3%, for the purpose of financing an increased level of fire and emergency medical services in connection with CSA 70, FP-5.

Approval of Recommendation No. 3 would authorize staff to modify its application on file with the Local Agency Formation Commission (LAFCO) regarding the reorganization of the County Fire Department (LAFCO No. 3000) to include the newly formed CSA 70, FP-5 district as an additional improvement district for purposes of providing enhanced fire protection services to the community of Helendale/Silver Lakes.

REVIEW BY OTHERS: This action has been reviewed by County Counsel (L. Thomas Krahelski, Deputy, 387-5436) on July 14, 2006; and reviewed by the County Administrative Office, (Wayne Thies, Administrative Analyst, 387-5409) on July 19, 2006.

FINANCIAL IMPACT: The special tax funds of \$886,000 will be used to fund an increased level of fire and emergency medical services beginning in Fiscal Year 2006/07. CSA 38 and the Silver Lakes Association have paid for all costs related to the formation and the mailed ballot proceeding. The FY 2006/07 revenue and appropriation budgetary adjustments for a County Service Area 70, Improvement Zone FP-5 district operating budget will be incorporated within a future agenda item that will recommend adoption of the final budget. Adoption of the final budget is anticipated to occur on August 22, 2006.

SUPERVISORIAL DISTRICT(S): First

PRESENTER: Pat A. Dennen, 387-5952

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RESOLUTION NO. 06-283

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ACTING IN ITS CAPACITY AS THE GOVERNING BODY OF COUNTY SERVICE AREA 70, IMPROVEMENT ZONE FP-5 (HELENDALE/SILVER LAKES) CONFIRMING THE RESULTS OF A SPECIAL ELECTION AND PROVIDING FOR THE COLLECTION OF SPECIAL TAXES ON THE TAX ROLL

On Tuesday, August 1, 2006, on motion of Supervisor Biane, duly seconded by Supervisor Hansberger, and carried, the following resolution is adopted:

SECTION 1. The Board of Supervisors of the County of San Bernardino hereby finds and determines:

(a) That County Service Area 70, Improvement Zone FP-5 is organized and operated under the authority of Chapter 2.2 of Division 2, Title 3 of the Government Code (commencing with Section 25210.1) and is authorized to provide fire protection and emergency medical services.

(b) That the proceedings for formation of County Service Area 70, Improvement Zone FP-5, were conducted by this Board at the request of affected property owners.

(c) That this Board called for a public hearing on the proposed formation and special tax election to be held on April 18, 2006, at 10:00 a.m., at the Chambers of the Board of Supervisors, County Government Center, 385 North Arrowhead Avenue, First Floor, San Bernardino, California, and directed the Clerk of the Board to Give notice of the hearing.

(d) That required notice was given and a public hearing was held on said date and all parties desiring to be heard have been heard and testimony and evidence for and against the proposed formation and special election, if any, were duly considered.

SECTION 2. The Board of the County of San Bernardino, acting in its capacity as the governing body of County Service Area 70, Improvement Zone FP-5, therefore, hereby resolves and orders:

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(a) That pursuant to the results of a mailed ballot election, wherein more than 2/3 of the property owners voted in favor of the special tax, there is hereby established a yearly special tax of \$117, with an annual inflationary increase of up to 3%, per parcel on real property within the boundaries of the improvement zone and said service charge shall be collected on the tax bills for the affected properties.

(b) That the Clerk of the Board is hereby directed to certify to the passage of this resolution and to file copies of same with the County Assessor; the Clerk is further directed to request the recordation of this resolution in the official records of San Bernardino County and to forward copies of this resolution to the following: The Registrar of Voters of the County of San Bernardino, and the Auditor of the County of San Bernardino.

PASSED AND ADOPTED by the Board of Supervisors of San Bernardino County, State of California, by the following vote:

- AYES: Supervisors: Postmus, Biane, Hansberger, Ovitt, Gonzales
- NOES: Supervisors: None
- ABSENT: Supervisors: None

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

I, DENA M. SMITH, Clerk of the Board of Supervisors of San Bernardino County, California, hereby certify the foregoing to be a full, true and correct copy of the record of the action as the same appears in the Official Minutes of said Board at its meeting of August 1, 2006. Item 12, ml.

DENA M. SMITH
Clerk of the Board of Supervisors
of San Bernardino County



SPECIAL TAX INFORMATION

1. Amount of Special Tax. The amount of the proposed Special Tax for the parcels in the County Service Area 70, Improvement Zone FP-5 (Helendale/Silver Lakes), hereafter "CSA 70, FP-5", is \$117 per parcel per year with a maximum 3% annual increase, as needed, for increased fire and emergency medical services.

2. Duration of Special Tax. The duration of the proposed Special Tax is for the period of Fiscal Year 2006-2007 and continue thereafter.

3. Purpose of Special Tax. The purpose for the Special Tax is to convert the CSA 38 Fire Station #4 from a paid-call fire station operation to a 24-hour per day full-time firefighter-staffed fire station within the improvement zone.

Special taxes are only permitted if ballots are mailed to the registered voters in CSA 70 FP-5 and at least 2/3 of the ballots returned by the election date of June 30, 2006 are in favor of the proposed special taxes.

4. Area subject to Special Tax. All parcels within the boundaries of CSA 70, FP-5.

BALLOT PROCEDURES

1. Persons Entitled to Ballot. Individuals who are registered to vote in the area subject to the Special Tax on the date the mailing list for the Special Tax is generated.

2. One Ballot Per Registered Voter. Only one ballot shall be counted for each registered voter, even if there is more than one registered voter per household or the registered voter does not own property.

The Board of Supervisors retains the authority otherwise conferred by law to make changes in the boundaries of the proposed Special Tax area, the extent of the services to be provided and the amount of the Special Tax (including the amounts of any individual taxed); provided, however, the Special Tax area shall not be expanded nor any tax increased beyond that specified by this notice without additional proceedings in compliance with all laws.

IMPORTANT NOTICE

NOTICE IS HEREBY GIVEN that the San Bernardino County Board of Supervisors has scheduled a public hearing for April 18, 2006 at 10:00 a.m. in the Board Chambers located at 385 North Arrowhead Avenue, 1st Floor, San Bernardino, California to consider the adoption of a resolution calling a special tax election for the purpose of providing increased fire and emergency medical services.

State law provides that a special tax can only be imposed if at least 2/3 of the voters registered in the area of the proposed special tax that return their ballots vote in favor of the tax. Each registered voter will have 1 vote. Only those ballots returned will be counted.

Enclosed is your Official Mailed Special Tax Ballot for you to vote whether you are in favor of or opposed to the special tax for increased fire and emergency medical services.

HOW TO VOTE YOUR SPECIAL TAX BALLOT

The enclosed ballot card is to be used to express support for, or opposition to, the proposed special tax for increased fire and emergency medical services. In order to be counted, the Ballot Declaration on the back of the Identification/Return Envelope must be signed by the registered voter and the Ballot returned in accordance with these instructions.

The ballot questions are printed directly on your ballot card. You do not need a sample ballot or special punching device in order to vote your ballot.

To vote your ballot, use a pencil or pen to mark an "X" in the voting square after the word "Yes" or after the word "No". Your vote will not count if you do not mark in the box.

RETURNING YOUR SPECIAL TAX BALLOT

1. Remove the ballot stub carefully and retain it as your receipt.
2. Place the ballot card in the ballot return envelope, and seal the envelope.
3. Deliver the envelope either by mail or in person as follows:

Mail Delivery: If by mail, mail with the required postage one calendar week prior to the election date on June 30, 2006. Mailing later than this deadline creates the risk that the ballot may not be received in time to be counted.

Personal Delivery: If in person, to the Registrar of Voters, 777 Rialto, San Bernardino, at any time up to 5:00 p.m. June 30, 2006.

Regardless of which method of delivery is used, the ballot must be **received** in the ballot return envelope prior to the close of the election date of **June 30, 2006** to be counted.

If you wrongly stamp, tear or deface this ballot, write "spoiled" across the face of the ballot, check the **SPOILED** box on the return envelope and **return it to the County Registrar of Voters, 777 Rialto Ave., San Bernardino, CA 92415** and another ballot will be issued to you. If you have any questions, please contact the San Bernardino County Fire Department at (909) 387-5944.

The following pages contain additional information regarding the proposed Special Tax, Ballot procedures and protests.

OFFICIAL BALLOT

COUNTY SERVICE AREA 70, IMPROVEMENT ZONE FP-5
INCREASED FIRE AND EMERGENCY MEDICAL
SERVICES SPECIAL TAX

ballot stub shall be removed
retained by the voter

BALLOTS MAY BE
MARKED WITH PEN
AND INK OR PENCIL

No.

SPECIAL DISTRICT ELECTION
COUNTY SERVICE AREA 70, IMPROVEMENT ZONE FP-5
San Bernardino County
Friday, June 30, 2006

CUT ALONG HERE

OFFICIAL BALLOT
COUNTY SERVICE AREA 70, IMPROVEMENT ZONE FP-5
INCREASED FIRE AND EMERGENCY MEDICAL SERVICES
SPECIAL TAX

San Bernardino County
Friday, June 30, 2006

Instructions to Voters: To Vote on the measures, mark an "x" (x) in the square after the word "Yes" or after the word "No". All distinguishing marks or erasures are forbidden and make the ballot void. Fold and insert this page in the envelope provided.

Please refer to the insert included with this ballot packet for further information about this election.

MEASURES SUBMITTED TO THE REGISTERED VOTERS		
COUNTY SERVICE AREA 70, IMPROVEMENT ZONE FP-5 (HELENDALE/SILVER LAKES) INCREASED FIRE AND EMERGENCY MEDICAL SERVICES SPECIAL TAX		
County Service Area 70, Improvement Zone FP-5 (Helendale/Silver Lakes) be authorized to levy a special tax of \$117 per parcel per year for increased fire and emergency medical services, with a maximum 3% annual cost of living increase, as needed, beginning fiscal year 2006-2007 and continuing each year thereafter.	YES	
	NO	



Helendale Community Services District

Date: May 7, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
 Discussion and Possible Action Regarding Change in Insurance Service Provider

STAFF RECOMMENDATION:

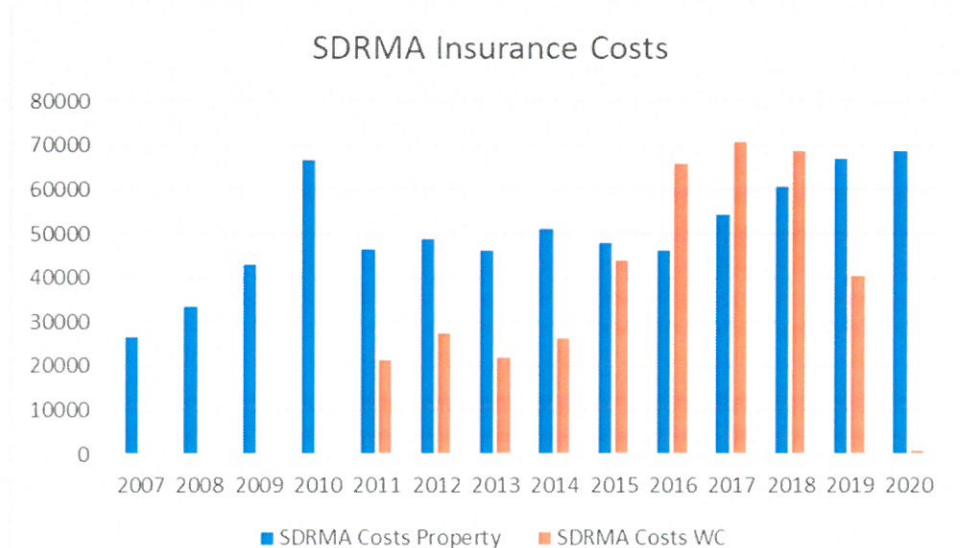
Staff seeks input from the Board regarding this matter.

STAFF REPORT:

Staff has contracted with SDRMA for general liability and property insurance since the formation of the District. The annual Insurance coverage is a large annual line item in the budget. In March the District received notification from SDRMA of a proposed increase of 36% in liability coverage. Upon review of the rates, the District paid \$67,027 in FY20 to and the estimated rate for FY 21 is \$68,903.

For the upcoming fiscal year, SDRMA has requested that participants reduce their per occurrence liability coverage from \$5 million to \$2.5 million which would result in a 5% reduction in premium. In the event of a liability settlement over \$2.5 million, the District may be liable. This item bears further conversation with SDRMA and District General Counsel.

Included below is a graph that shows SDRMA insurance costs over time.



Prior to the mandatory notification date of April 1, District Staff informed SDRMA that we did not intend to proceed with their coverage. We have until June 1, 2020, to rescind this notification. This action has allowed the District to seek other options for insurance coverage.

District Staff is seeking direction from the Board, that if like coverage is found at a lower cost would the Board be interested in making a transition to another carrier.

FISCAL IMPACT: Current expense of approximately \$100,000 per year. Possible savings with another carrier.

REQUESTED ACTION: Provide direction to staff regarding insurance provider

ATTACHMENTS: None



Helendale Community Services District

Date: May 7, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding Investment Strategy During State of
Emergency

STAFF RECOMMENDATION:

Staff seeks input from the Board regarding this matter.

STAFF REPORT:

Based upon the District's adopted investment strategy the three guiding principles are **safety, liquidity and yield**. During this very uncertain time, District Management in consultation with the Board President has wired all money back to the District's primary banking institution. There are two primary drivers for this decision: (1) projected market volatility; (2) potential loss of principle with Cal Trust investments. In addition, the possibility that the District may need to dip into reserves during this emergency timeframe was also a consideration, but not a primary consideration. Staff is closely monitoring cash flow during the COVID-19 emergency.

There are several potential options for the District to consider regarding investments:

- Pay off some debt
- Open a Pension Trust Fund to pay unfunded liability
- Place funds with a safer investment vehicle such as LAIF

Pay off debt:

The District currently has a 2008 loan at 5.25 interest. It would be a fiscally prudent move to pay off the balance of the debt and save the interest payment for the balance of the loan. This would result in a saving of \$226,000 over the next 12 years (see attachment). The interest savings is far greater than the interest expense of the loan's remaining life. In the event that the District has to borrow for a major project, there is a high probability that we would qualify for a low or very low interest loan as a rural agency.

Pension Trust Fund:

Since the concern over unfunded pension liability emerged as a growing concern amongst municipalities, there have been Pension Trusts that have been created that allow for the investment of fund to cover unfunded liability. The District has an unfunded liability of \$411,000.

Comparatively, this is a very low amount. The District could opt to invest in the PERS or other pension trust vehicle and earn interest on the investment that will grow over time. The Board could also elect to pay off the liability amount in a lump sum.

LAIF - Type Investments:

The Local Agency Investment Fund is controlled by the State and allows for modest interest earnings with no loss of principle. This is a safer investment than CalTrust where principle can be at risk. The District has had a minimal amount invested with LAIF and it is an acceptable investment vehicle per the District's investment policy.

FISCAL IMPACT: Various depending upon the Board direction provided.

REQUESTED ACTION: Provide direction to staff regarding District funds.

ATTACHMENTS: Interest Payments Spreadsheet

Loan 11-007		Principle		Interest Savings	
Int: 5.25%	2021	\$ 22,415.65		\$ 18,263.72	
	2021	\$ 23,004.03		\$ 17,675.31	
	2022	\$ 23,607.91		\$ 17,071.46	
	2022	\$ 24,227.62		\$ 16,451.75	
	2023	\$ 24,863.60		\$ 15,815.77	
	2023	\$ 25,516.27		\$ 15,163.10	
	2024	\$ 26,186.07		\$ 14,493.30	
	2024	\$ 26,873.45		\$ 13,805.92	
	2025	\$ 27,578.88		\$ 13,100.49	
	2025	\$ 28,302.83		\$ 12,376.54	
	2026	\$ 29,045.78		\$ 11,633.59	
	2026	\$ 29,808.23		\$ 10,871.14	
	2027	\$ 30,590.69		\$ 10,088.68	
	2027	\$ 31,393.70		\$ 9,285.67	
	2028	\$ 32,217.78		\$ 8,461.59	
	2028	\$ 33,063.50		\$ 7,615.87	
	2029	\$ 33,931.42		\$ 6,747.95	
	2029	\$ 34,822.12		\$ 5,857.25	
	2030	\$ 35,736.20		\$ 4,943.17	
	2030	\$ 36,674.27		\$ 4,005.10	
	2031	\$ 37,636.97		\$ 3,042.40	
	2031	\$ 38,627.94		\$ 2,054.43	
	2032	\$ 39,638.97		\$ 1,040.40	
		\$ 695,763.88		\$ 239,864.60	
		\$ 13,915.28	2% prepayment penalty	\$ 225,949.32	Interest Savings less penalty
		\$ 709,679.16			