



Helendale Community Services District Regular Board Meeting

26540 Vista Road, Suite C, Helendale, CA 92342

Thursday, June 4, 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. 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/3280398846331961870>. (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: May 21, 2020, Regular Board Meeting and May 27 Special Board meeting
- b. Updated Bills Paid Report
- c. Directors Compensation and Expenses

4. Reports

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

Regular Business:

5. Discussion Only Regarding COVID-19 Pandemic
6. Public Meeting to Discuss Proposed Burrtec Rate Increase
7. Discussion and Possible Action Regarding National Night Out
8. Discussion and Possible Action Regarding Purchase of a Bobcat for District Operations
9. Discussion and Possible Action Regarding Increase in District Cafeteria Plan

Other Business

10. Requested items for next or future agendas (Directors and Staff only)
11. 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: June 4, 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: May 21 Regular meeting and May 27 Special Meeting
- b. Bills Paid Report
- c. Directors Expenses



*Minutes of the Helendale Community Services District
BOARD OF DIRECTORS MEETING
May 21, 2020 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, Helendale CSD's May 7, 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

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 6:35 by President Ron Clark, after which the Pledge of Allegiance was recited.

1. Approval of Agenda

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

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

2. Public Participation

None

3. Consent Items

- a. Approval of Minutes: May 7, 2020 Regular Board Meeting
- b. Directors Compensation and Expenses
- c. Bills Paid Report

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

Director Schneider reported that he attended the Farmers Market on Wednesday.

Director Haas reported that she attended the COVID-19 testing event and was very impressed.

Vice President Smith reported that he was also at the COVID-19 testing event and commented that it was well run.

Director Spiller reported that he was also at the COVID-19 testing and asked if the District will get results from the event.

b. General Manager's Report

Program Coordinator Vermette reported that a new farmers market has opened in Apple Valley on Wednesday night, which has recruited a lot of the vendors that attend the Helendale market. Depending upon the impact the District may wish to change days for the market.

General Manager Cox presented the Water Report. Staff installed and repaired the totalizer meter at Well 1A. Staff continues to work on the meter replacement program, weeding well sites and has completed the monthly well site inspections. The new dump trailer was picked up and will be replacing our soon to be non-compliant dump truck. Staff repaired a broken 4" 90 at the park and also replaced two broken A-stops in the District.

General Manager Cox presented the administration report. There were 44 account transfers in the month of April. The majority, 25%, of our customers pay their bills on the CSD website; 22% use autopay; 18% use the night drop; 15% use bill pay through their own bank, 14% mail in their payments and 6% pay by phone. Due to the COVID-19 pandemic our customers are now making more payments by autopay on our website. The \$2.50 fee has been waived for now.

Regular Business

5. Discussion Only Regarding Response to COVID-19 Pandemic

Discussion: General Manager Cox reported on the COVID-19 pandemic. Daily updates continue and restrictions continue to be modified. Twenty-three counties have been allowed to move further into Stage II. District Staff will be coming back together on June 1st. Staff is currently working on protocols. Shields are being installed in the customer service area and beginning on June 8th the office will be open to the public from 1 pm to 5:30 pm. District staff has been working split shifts since March 20th. The Recycling Center Staff continue to be furloughed until stores are allowed to reopen. Management has been monitoring cash flow – there are 67 customers that are past due compared to the average of 32. The COVID-19 testing for Helendale was held on May 19th. Three hundred appointments were filled in less than 3 days and 283 people were tested. The District supported County's efforts to increase testing, which was controversial for some, however, it helps identify infected individuals. The testing also helps transition towards re-opening. Participants were very grateful for the local event. Members of the local CERT team volunteered. The test results will be available in 7-14 days. Only participants who tested positive will be called.

Action: There was no action on this item.

6. Discussion and Possible Action Regarding Concerts in the Park

Discussion: Parks and some camping are open again. New guidance for Phase II transition is emerging daily. Concert venues are uncertain. Park concerts provide for greater distancing. They may be allowed but we do not know for sure. The State guidance says sporting events and concert venues will possibly open in Fall. The Park and Rec committee suggests no petting zoo or kids' games for the foreseeable future. There are three weeks until the June concert. The performers for the June concert expressed a willingness to work with the District. The Board members discussed the possibility of cancelling the June

concert or postponing it. After some discussion the Board agreed to delay the concert until June 27th and bring the discussion back to the Board at the second meeting in June with updated guidance from the State.

Motion: Director Schneider made a motion to delay the June 13th concert until June 27th and update the Board at the second meeting in June. Director Haas seconded the motion. The motion passed with a 5-yes 0-No vote.

Action: There was no action on this item.

7. Discussion and Possible Action Regarding Adoption of Employee Pay Schedule for Fiscal Year 2021

Discussion: The CalPERS circular letter #200-003-20 outlines 8 requirements related to employee retirement compensation: must be approved and adopted by the Board in a duly agendized meeting; must identify position title for every employee; must show pay rate for each position; must indicate the time basis (i.e. hourly, salary, etc); must be made available for the public via posting in office or website; must list effective date; must be retained for five years; and must not reference another document (i.e. contract) in lieu of pay rate. Failure to approve Schedule in this matter could impact an employee's retirement calculations. The prepared Table of Organization (Pay schedule/positions) complies with these required elements. The District's Organization Chart reflects the FTE's outlined in the Pay Schedule (Table). The Table & Org Chart will also be included in the District's FY21 budget. General Manager Cox presented both the pay schedule chart and the table of organization.

Motion: Director Spiller made the motion to adopt the employee pay schedule for Fiscal Year 2021. Vice-President Smith seconded the motion.

Vote: The motion was approved by the following roll call vote: President Clark – Yes; Vice President Smith – Yes; Secretary Haas – Yes; Director Schneider – Yes; Director Spiller – Yes

8. Discussion Only Regarding Update on Insurance Service Providers

Discussion: As part of the budget process District Staff evaluates all expenditures. Insurance coverage is a substantial line item and changes each year and is always paid in lump sum at the beginning of the fiscal year. The District has partnered with SDRMA since 2007 and were recently informed rate would increase by at least 30%. Management signed notice of cancellation prior to the April 1 deadline which can be rescinded up to June 1. The Board would need to make decision by the Special Board Meeting on May 27. The District received notice that rates would be increasing 36%, after the last meeting the District received invoices for workers compensation insurance for \$40,580 in increase of \$16,106 and liability coverage for \$68,903 a decrease of \$22,009. The total cost of insurance was \$109,483 a difference of \$5,903 from the previous fiscal year. Staff is waiting for the final proposals. A multiple vendor solution for the District may be an option. Staff is also evaluating board and sports liability insurance. This item will be discussed at the May 27th Special Meeting.

Action: There was no action on this item.

9. Discussion and Possible Action Regarding Award of a Professional Services Agreement for Accounting Support Services for Fiscal Year 2021.

Discussion: Eide-Bailly, LLP is currently performing support services and District staff is very pleased with the level of service. The Proposal for FY21 is \$45,000 - \$50,000. Counsel has completed the new

PSA for Board consideration, exhibit A outlines cost of services. Platinum Consulting merged with Eide-Bailly, LLP this year and rates will increase slightly with the new contract. Platinum costs were \$115-\$175 and Eide Bailly is \$100-\$185. The rates are still less than former consultant at \$150-\$305. The proposed scope of service is \$45,000 - \$50,000. Staff is requesting approval for \$50,000.

Motion: Vice-President Smith made the motion to approve a professional services agreement with Eide-Bailly in an amount not to exceed \$50,000. Director Spiller seconded the motion.

Vote: The motion was approved by the following roll call vote: President Clark – Yes; Vice President Smith – Yes; Secretary Haas – Yes; Director Schneider – Yes; Director Spiller – Yes

Other Business

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

11. Adjournment

Action: President Ron Clark adjourned the meeting at 7:36 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.



*Minutes of the Helendale Community Services District
SPECIAL BOARD OF DIRECTORS MEETING
May 27, 2020 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, Helendale CSD's May 7, 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
Alex Aviles, Wastewater Operations Manager
Craig Carlson, Water Operations Manager
Jean Thomas, Customer Service Supervisor

Consultants:

Steve Kennedy, Legal Counsel
Paul Fuller, Allied Community Insurance Services

Members of the Public:

There was one member of the public present via the teleconference link

Call to Order and Pledge of Allegiance

Due to a technical issue with the webinar, the meeting was called to order at 2:46 pm by President Ron Clark, after which the Pledge of Allegiance was recited.

1. Approval of Agenda

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

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

2. Public Participation

None

3. Discussion and Possible Action Regarding Insurance Service Providers

Discussion: Due to the increasing costs of insurance Staff has evaluated options for the Board to consider. Insurance is paid in full at the beginning of the fiscal year. Staff has provided additional insurance options for the board to consider including Board insurance and Sports insurance. Staff had previously been told that SDRMA covered youth sports. For Basketball and Soccer sports insurance is highly recommended. SDRMA offers coverage from a pool, events from others in the pool can impact the District's rates. JPRIMA offers individual coverage. Actions and activities from only HCSD can impact rates. Staff has no negative issues with SDRMA other than uncontrolled rate increases

JPRIMA was recommended as a good option to SDRMA. The quote for Worker's Compensation insurance with SDRMA was \$24,473.82 and JPRIMA's quote came in at \$20,300.00. The quote for Property and Liability came in at \$90,912.40 with SDRMA and \$85,922.00 with JPRIMA. Sports insurance through JPRIMA is \$1,887 and Board insurance is \$250.

Motion: Director Spiller made the motion to approve Staff's recommendation regarding General Liability, Workers Compensation, Sport and Board insurance and authorize the General Manager to execute all necessary paperwork. Director Haas seconded the motion.

Vote: The motion was approved by the following roll call vote: President Clark – Yes; Vice President Smith – Yes; Secretary Haas – Yes; Director Schneider – Yes; Director Spiller – Yes

4. Discussion and Possible Action Regarding FY 2021 CIP

Discussion: The Board is familiar with the CIP process which is on a 5-year rolling schedule. All projects over the General Managers signing authority are approved by the Board. Major RFP's are approved by the Board prior to circulation. The District complies with the public contracts code to ensure that projects are bid accordingly, and prevailing wage is paid for all public works projects. Final review for inclusion in budget document. This discussion will solidify the capital projects for FY 21. Note: All CIP projects will not be completed but the list services as a roadmap. The CIP is not all inclusive as necessary projects may arise during the year. Staff is requesting input from the Board during this discussion for any CIP modifications desired. General Manager Cox presented the CIP's for water, wastewater and solid waste. The Board requested to discuss a Senior Center in June.

5. Workshop to Review Draft Fiscal Year 2020-2021 Budget

Discussion: The Board approved the budget calendar (modified due to COVID19), approved a cost of living adjustment (COLA), approved the table of organization. Today the Board will review the draft preliminary budget and finalize the CIP. Staff is still working out details on Southern California Edison costs and transfers in/out regarding admin allocations and Board discretionary revenue. Staff is also still working on Comp/Class part II and awaiting recommendations from consultant on benefits, staff will have those recommendations available on June 4. Some items staff requested direction from the Board on were whether the Board wished to join ACWA for approximately \$12,000 per year, creating an internal park water rate, change repayments to wastewater from park and whether the Board wishes for discretionary revenue to go to park this fiscal year. The Board asked for additional information regarding ACWA and asked that someone from that organization come in for a presentation. The Board agreed to an internal park water rate of \$0.75. The Board wished to continue to allocate discretionary funds to park and also discussed creating a reserve fund for fund 04 – Properties. The board wished to continue repayment to wastewater from park. General Manager Cox presented the budget in more detail by fund noting any substantial changes.

Other Business

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

7. **Adjournment**

Action: President Ron Clark adjourned the meeting at 4:36 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: June 4, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item # 3 b.
Consent Item: Updated Bills Paid and Presented for Approval

STAFF RECOMMENDATION:

Updated Report Only. Receive and File

STAFF REPORT:

Staff issued 35 checks and 15 EFT's totaling \$88,686.99

Total cash available:	<u>6/01/20</u>	<u>5/18/20</u>
Cash	\$ 5,734,851.93	\$ 5,637,477.71
Checks/EFT's Issued	\$ 88,686.99	\$ 504,028.40

Investment Report

The Investment Report shows the status of invested District funds. The current interest rate is 1.62% for LAIF, and 0.25% for the CBB Sweep Account for April 2019. Interest earned in May 2020 on CBB Sweep Account is \$1,070.12.



Helendale CSD

Bills Paid and Presented for Approval Transaction Detail

Issued Date Range: 05/17/2020 - 06/01/2020

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
05/18/2020	23115	ABC Liovin Drilling, Inc	-5,570.00	Check	Accounts Payable
05/18/2020	EFT0003212	To record SCE Street Lighting ACH	-1,502.70	EFT	General Ledger
05/18/2020	EFT0003213	To record SCE 4-Plex ACH	-189.32	EFT	General Ledger
05/18/2020	EFT0003214	To record SCE Water Shop ACH	-161.33	EFT	General Ledger
05/19/2020	EFT0003208	To record CalPERS 457 Pmt - PPE 5/10/20	-550.00	EFT	General Ledger
05/19/2020	EFT0003209	To record Tasc Flex Claim Pmt - PPE 5/10/20	-777.07	EFT	General Ledger
05/21/2020	23116	A Door Co.	-350.00	Check	Accounts Payable
05/21/2020	23117	Brunick, McElhane & Kennedy	-3,212.50	Check	Accounts Payable
05/21/2020	23118	Burrtec Waste Industries Inc	-120.49	Check	Accounts Payable
05/21/2020	23119	Cardmember Services	-867.65	Check	Accounts Payable
05/21/2020	23120	DR & G Services	-1,500.00	Check	Accounts Payable
05/21/2020	23121	FILARSKY & WATT LLP	-280.00	Check	Accounts Payable
05/21/2020	23122	Frontier Communications	-126.95	Check	Accounts Payable
05/21/2020	23123	Frontier Communications	-48.53	Check	Accounts Payable
05/21/2020	23124	Geo-Monitor, Inc.	-4,157.00	Check	Accounts Payable
05/21/2020	23125	Home Depot Credit Services	-338.75	Check	Accounts Payable
05/21/2020	23126	Infosend, Inc	-1,816.77	Check	Accounts Payable
05/21/2020	23127	Konica Minolta	-141.11	Check	Accounts Payable
05/21/2020	23128	Lowe's Inc.	-259.81	Check	Accounts Payable
05/21/2020	23129	Mojave Printing Solutions	-1,246.38	Check	Accounts Payable
05/21/2020	23130	O'Reilly Auto Parts	-1,110.39	Check	Accounts Payable
05/21/2020	23131	Rec Desk LLC	-1,900.00	Check	Accounts Payable
05/21/2020	23132	Tyler Technologies, Inc.	-112.00	Check	Accounts Payable
05/21/2020	23133	Uline	-101.50	Check	Accounts Payable
05/22/2020	23147	DR&G SERVICES, LLC	-12.84	Check	Utility Billing
05/22/2020	23148	REW HOLDINGS, LLC	-169.12	Check	Utility Billing
05/22/2020	EFT0003215	CalPERS PEPRA Pmt PPE 4/26/20	-1,203.04	EFT	General Ledger
05/22/2020	EFT0003215	To Reverse CalPERS PEPRA Pmt PPE 4/26/20 JN12581	1,203.04	EFT Reversal	General Ledger
05/22/2020	EFT0003218	CalPERS Classic Pmt PPE 4/26/20 + Adj 4/20/20	-6,723.12	EFT	General Ledger
05/22/2020	EFT0003235	To record Bank Account Analysis Fees	-395.41	EFT	General Ledger
05/22/2020	EFT0003236	CalPERS PEPRA Pmt PPE 4/26/20 + K. Mc Namara Adj PPE	-1,309.35	EFT	General Ledger
05/27/2020	23134	ACI Payments, Inc	-58.60	Check	Accounts Payable
05/27/2020	23135	Burrtec Waste Industries, Inc.	-42,314.66	Check	Accounts Payable
05/27/2020	23136	Frontier Communications	-87.02	Check	Accounts Payable
05/27/2020	23137	Frontier Communications	-63.88	Check	Accounts Payable
05/27/2020	23138	Frontier Communications	-60.40	Check	Accounts Payable
05/27/2020	23139	Shred-it USA LLC	-80.55	Check	Accounts Payable
05/27/2020	23140	Southwest Gas Company	-126.94	Check	Accounts Payable
05/27/2020	23141	Staples, Inc	-93.04	Check	Accounts Payable
05/27/2020	23142	UIA Ultimate Internet Access, Inc	-692.21	Check	Accounts Payable
05/27/2020	23143	Uline	-151.93	Check	Accounts Payable
05/27/2020	23144	USPS	-220.00	Check	Accounts Payable
05/27/2020	23145	Verizon Wireless	-96.90	Check	Accounts Payable
05/27/2020	23146	Verizon Wireless	-1,231.43	Check	Accounts Payable
05/27/2020	23149	California State Disbursement Unit	-230.76	Check	Accounts Payable
05/28/2020	EFT0003221	To record CalPERS 457 Pmt - PPE	-550.00	EFT	General Ledger
05/28/2020	EFT0003225	SCE ACH	-934.39	EFT	General Ledger
05/28/2020	EFT0003227	SCE Sod Farm ACH	-1,065.16	EFT	General Ledger
05/28/2020	EFT0003229	SCE Water Wells 6,7,8,9 & 2 - ACH	-381.05	EFT	General Ledger
05/28/2020	EFT0003230	SCE WWTP Blower Room & Lift Stations + Water Wells 1,3	-5,009.25	EFT	General Ledger
06/01/2020	EFT0003238	To record EVO Rec Desk CC Fees 22567	-102.08	EFT	General Ledger
06/01/2020	EFT0003239	To record EVO Thrift Store CC Fees 23099	-86.65	EFT	General Ledger

Bank Transaction Report

Issued Date Range: -

Bank Account 251229590 Total: (52)	-88,686.99
Report Total: (52)	-88,686.99

Bank Transaction Report

Bank Account
[251229590 CBB Checking](#)

	Count	Amount
	52	-88,686.99
Report Total:	52	-88,686.99

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

Report Total:

Count	Amount
52	-88,686.99
52	-88,686.99

Transaction Type

	Count	Amount
Check	35	-68,950.11
EFT	16	-20,939.92
EFT Reversal	1	1,203.04
Report Total:	52	-88,686.99



Helendale Community Services District

Date: June 4, 2020
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 for the pay period from 5/11/2020 to 5/24/2020.

Director's Expenses
Pay Period Ending May 24, 2020

Name: Craig Schnieder

	Date	Activity	Rate
1	5/5/2020	Meeting with General Manager	\$137.50
2	5/7/2020	Board Meeting - Webinar	\$137.50
3	5/12/2020	Park Meeing - Webinar	\$137.50
4	5/20/2020	Meeting with General Manager	\$137.50
5	5/21/2020	Board Meeting - Webinar	\$137.50
		Miles	\$0.00
		Meals	\$0.00
		Lodging	\$0.00
		Other	\$0.00
Total this Pay Period			\$687.50

Name: Sandy Haas

	Date	Activity	Rate
1	5/11/2020	Meeting with General Manager	\$137.50
2	5/12/2020	Park and Rec Meeting	\$137.50
3	5/18/2020	Meeting wih General Manager	\$137.50
4	5/19/2020	COVID- Testing Event	\$137.50
5	5/20/2020	Meeting with General Manager	\$137.50
6	5/21/2020	Board Meeting - Webinar	\$137.50
		Miles	\$0.00
		Meals	
		Lodging	\$0.00
		Other	
Total this Pay Period			\$825.00

Name: Tim Smith

	Date	Activity	Rate
1	5/12/2020	Park and Rec Meeting	\$137.50
2	5/19/2020	COVID-19 Testing Event	\$137.50
3	5/20/2020	Meeting with General Manger	\$137.50
4	5/21/2020	Board Meeting - Webinar	\$137.50
		Miles	\$0.00
		Meals	\$0.00
		Lodging	\$0.00
		Other	
Total this Pay Period			\$550.00

Director's Expenses
Pay Period Ending May 24, 2020

Name:		Henry Spiller	
Date	Activity		Rate
1 5/5/2020	Meeting with General Manager		\$137.50
2 5/7/2020	Board Meeting - Webinar		\$137.50
3 5/12/2020	Park and Rec Meeting		\$137.50
4 5/18/2020	Meeting with General Manager		\$137.50
5 5/19/2020	COVID-19 Testing Event		\$137.50
6 5/21/2020	Board Meeting - Webinar		\$137.50
	Miles		\$0.00
	Meals		\$0.00
	Lodging		\$0.00
	Other		
Total this Pay Period			\$825.00



Helendale Community Services District

Date: June 4, 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.

Restrictions continue to be modified by county and state health authorities. Beginning 6/1/2020, updates from County will be issued on Monday, Wednesday and Friday of each week rather than daily. District Staff has resumed regular hours which will facilitate the completion of projects and a backlog of work. On June 8, the District will open the lobby to our customer from 1-5pm every day. The hours will be increased as soon as practical.

FISCAL IMPACT:

The District's current "no disconnection" policy will lead to a reduction in revenue flow during the duration. The District currently has 419 customers who are behind in payments totaling \$5,354.73 in revenue. Total outstanding late amount is from January to current is \$48,522. The average for this calendar year is 404 customers who are in arrears in their payments or approximately 14%. Of those late, 16 accounts are unpaid since January; 2 accounts from February; 38 accounts from March; 54 unpaid accounts from the recent April billing sent out in May that was late as of June 1. The District is aware of at least two of the unpaid account since January that are in foreclosure. Based upon the Governor's Executive Order N-42-20, the District is prohibited from disconnecting service until further notice.

Staff has been monitoring the monthly 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	264,628.24
Jun	223,872.73	262,711.68	264,034.49	0.00

POSSIBLE MOTION: None required

ATTACHMENTS: None



Helendale Community Services District

Date: June 4, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Public Meeting to Discuss Proposed Burrtec Rate Increase

STAFF RECOMMENDATION:

Information Only.

STAFF REPORT:

Per the contract with Burrtec Waste Industries, a request for a Consumer Prices Index (CPI) increase is submitted to the District each year prior to April for review and acceptance. This increase tied to an economic index such as the Bureau of Labor Statistics CPI data, validates that the requested increase is appropriate to cover the increased cost of doing business. It includes such factors as fuel and other commodities. Once the Board accepts the request Staff begins the Proposition 218 notification process which includes a public meeting and a public hearing.

Section 10.05 of the contract outlines the annual formula-based compensation adjustment as follows:

"The maximum rates set forth in Attachment D, Residential Bin and Commercial Services may be adjusted annually effective each July 1st by an amount equal to the calendar year annual twelve-month mean average change in the Consumer Price Index for All Urban Consumers for the Los Angeles-Riverside Orange Counties as published by the United States Department of Labor, Bureau of Labor Statistics for the previous calendar year annual twelve-months period (CPI)"...It is understood by both parties that the maximum annual CPI increase shall be no greater than four percent (4%) in any given adjustment period."

Attached for the Board's information is the letter requesting the CPI increase and all related attachments. The noted CPI is 3.07% which is below the maximum increase allowed by the contract of 4%. The CPI increase last Fiscal Year was 3.81%. Recycling costs continue to increase based upon challenging recycled commodity markets. Current recycling fees for residential services are \$1.18 with the proposed increase of \$0.59 cents for a cost of \$1.77. Increase in the Administration and Franchise fees are a component of the CPI increase. The total increase for weekly curbside service is \$0.29 cents per week or a monthly fee of \$1.28.

The breakdown is as follows:

Fee	Current	Proposed	Difference
Cart service	16.00	16.49	0.49
Recycling Fee	1.18	1.77	0.59
Admin Billing Fee	2.29	2.36	0.07
218 Fee	0.07	0.07	0
Franchise Fee	2.16	2.29	0.13

\$1.28

In addition to the residential rate increase that the Board evaluates each year, Burrtec added new fees for Barrel and Bin exchange as outlined on Exhibit A.

The public hearing for the proposed rate increase is schedule for June 18 and Staff anticipates that at that time the public will be able to participate in person and share their thoughts regarding the rate increase. To date the District has received one written protest to the proposed rate.

FISCAL IMPACT: None at this time.

REQUESTED ACTION: No action required at this time.

ATTACHMENTS: Mailed Public notification for rate increase
Burrtec Letter requesting rate increase dated March 11, 2020

NOTICE OF PUBLIC HEARING
HELENDALE COMMUNITY SERVICES DISTRICT REFUSE COLLECTION SERVICE CHARGES

Article XIID of the California Constitution requires the Helendale Community Services District (HCSD) to send notification of a proposed rate increase to all owners and tenants of real property within HCSD's service area who would be directly liable to pay for refuse collection services to the property at least 45 days prior to a public hearing at which adoption of the proposed rate increases will be considered. In accordance with those requirements, please be advised that HCSD is proposing an increase in its refuse collection service charges. This Notice identifies the amount of the proposed rate increases; the basis upon which the proposed increases were calculated; the reason for the proposed rate increases; the date, time, and location of a public hearing on the proposed rate increases; and the manner in which all persons opposed to the proposed increases may object and/or file a written protest thereto. Consequently, please be advised that this document shall serve as formal notification to you that HCSD's Board of Directors will hold a Public Meeting on **June 4, 2020** and a Public Hearing on **June 18, 2020**, on the proposed rate increases described herein, at 6:30 p.m., in the HCSD Board Room located at 26540 Vista Road, Suite C, Helendale, California.

INFORMATION ABOUT THE CHARGES

- A. Basis upon which the charges were calculated.** The HCSD Board of Directors has previously determined that the collection and disposal of refuse in its service area shall be performed by Burrtec Waste Industries, Inc. ("Burrtec"), under the terms of an exclusive franchise agreement. The monthly **residential** curbside collection charge is comprised of five components: (1) an amount for the administration and operation of automated curbside refuse collection service, which includes the provision of collection carts - a 95 gallon refuse cart and up to two 65-gallon recycling carts - with weekly pick-up service; (2) the cost of recycling; (3) an amount to compensate HCSD for its administrative costs in connection with billing, customer service and noticing requirements; (4) an amount to compensate HCSD for franchise service provision as assumed from the County of San Bernardino; and (5) the cost of residential disposal at the landfill. Typically, residential disposal costs are paid out of a disposal fee listed on the property tax bill. If this fee is not paid on the tax bill then the disposal costs are added to the monthly bill for those accounts receiving curbside service. The **commercial** charge is comprised of three components: (1) An amount for the administration and operation of commercial bin refuse and recycling collection service; (2) the tipping/disposal fee; and (3) an amount to compensate HCSD for franchise service provision as assumed from the County of San Bernardino.
- B. Reason for the proposed increases.** The proposed residential rate increase per month represents a rate adjustment of 3.07% based on the annual twelve-month mean average change in the Consumer Price Index (CPI) for All Urban Consumers for Los Angeles-Riverside-San Bernardino-Orange Counties as published by the United States Department of Labor, Bureau of Labor Statistics, for the previous calendar year; an increase in the Administration fee and franchise fee to reflect the CPI increase; a reimbursement for noticing requirements; and an increase of 59 cents in the cost of recycling. Commercial rates vary by frequency and type of service. See Exhibit A for more information.
- C. Charge per parcel.** HCSD proposes to adopt rate increases for residential and commercial refuse collection services charges as described in Exhibit A on the reverse side of this Notice. If you need assistance determining the charge for your property or parcel for residential service, you may contact HCSD by calling (760) 951-0006, by mail to PO BOX 359, Helendale, CA 92342, or in person at 26540 Vista Road, Suite B, Helendale, California. For questions about commercial refuse service you may contact Burrtec by calling (760) 245-8607.
- D. Written report.** A written report has been prepared and filed with HCSD's General Manager regarding the proposed new commercial and residential refuse collection service charges. As required by California Government Code Section 66016, the written report also provides data indicating the amount of cost, or estimated cost, to provide refuse collection service and the revenue sources anticipated to provide the service. A copy of the written report is available at HCSD's offices located at 26540 Vista Road, Suite B, Helendale, California.

HOW TO PARTICIPATE

If you have any questions or comments about the proposed rates or wish to protest you may:

Write – Written protests may be mailed to the Helendale Community Services District, Attention: Clerk of the Board, P.O. Box 359, Helendale, CA 92342; or hand delivered to the administration office at 26540 Vista Road, Suite B, Helendale, California. Written protests must specify the rate or charge being protested and must include: Your name, parcel number and/or service address, and your signature. E-mailed protests will not be accepted.

Attend the Public Hearing – Written protests may also be submitted at the Public Hearing on **June 18, 2020** at 6:30 p.m., in HCSD's Board Room located at 26540 Vista Road, Suite C, Helendale, California. All written protests must be received before the conclusion of the Public Hearing. You may address the Board; however, oral comments do not qualify as a formal protest unless accompanied by a written protest. In the event shelter in place orders are still in place and 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, the public hearing will also be available via teleconference at <https://attendee.gotowebinar.com/register/9117968860412146956>.

Information available to you – Copies of the written report, the proposed Resolution, HCSD's exclusive franchise agreement with Burrtec, and further details concerning the reasons for the proposed rate increases and the basis upon which they were calculated, are available for review at the HCSD office located at 26540 Vista Road, Suite B, Helendale, California.

Public Hearing process – At the time of the Public Hearing, the Board of Directors will hear and consider all protests and objections. After the Public Hearing, if a majority of the property owners and tenants of real property directly liable for paying refuse collection service bills for the affected parcels file written protests in opposition to the proposed rate increases, the increases will not be imposed. However, if a majority protest is not received, HCSD's Board of Directors may increase the refuse collection service rates in the manner described in this Notice. If adopted, the proposed rates would become effective **July 1, 2020**.

EXHIBIT A

HELENDALE CSD PROPOSED 2020 RATE INCREASE

Service Type	Current 2019 Rate	Proposed 2020 Rate	Service Type	Current 2019 Rate	Proposed 2020 Rate	Service Type	Current 2019 Rate	Proposed 2020 Rate	Service Type	Current 2019 Rate	Proposed 2020 Rate
Residential Service											
95-gallon barrel w/paid disposal costs	\$21.70	\$22.98	Barrel Exchange (one exchange per year at no charge, does not apply to graffiti or damaged barrels)	N/A	\$83.06	Barrel Exchange (one exchange per year at no charge, does not apply to graffiti or damaged barrels)	N/A	\$83.06	Bin Replacement + actual cost bin commi-lost or stolen	N/A	\$92.00
95-gallon barrel w/o paid disposal costs	\$28.96	\$30.24	Permanent (Trash) + Disposal/Processing	\$210.81	\$217.18	Bin Replacement + actual cost bin commi-lost or stolen	N/A	\$92.00	40 yard	\$210.81	\$217.18
Extra 95-gallon trash barrel	\$7.91	\$8.16	40 yard	\$210.81	\$217.18	40 yard	\$210.81	\$217.18	20 yard	\$210.81	\$217.18
65/95-gallon recy. 1st extra	N/C	N/C	10 yard	\$210.81	\$217.18	10 yard	\$210.81	\$217.18	40 yard compactor	\$210.81	\$217.18
65/95-gallon recy. extra	\$1.56	\$1.60	40 yard compactor	\$74.76	\$77.04	40 yard compactor	\$74.76	\$77.04	Dry Run /Relocate	\$25.30	\$26.08
Extra pick-up on non-service day	\$23.52	\$24.24	Dry Run /Relocate	\$25.30	\$26.08	Dry Run /Relocate	\$25.30	\$26.08	Rental Fee (per day)	\$59.94	\$59.94
Extra pick-up on service day (barrels)	\$7.91	\$8.16	Rental Fee (per day)	\$59.94	\$59.94	Rental Fee (per day)	\$59.94	\$59.94	Disposal (per ton)	\$59.94	\$59.94
Barrel Exchange (one exchange per year at no charge, does not apply to graffiti or damaged barrels)	N/A	\$16.61	Disposal (per ton)	\$59.94	\$59.94	Disposal (per ton)	\$59.94	\$59.94	Temporary Roll-Offs (Trash)	\$570.45	\$576.82
Commercial Barrel Service											
95-gallon barrel -1x	\$18.14	\$18.49	Temporary Roll-Offs (Trash)	\$810.21	\$816.58	Temporary Roll-Offs (Trash)	\$810.21	\$816.58	10 yard	\$810.21	\$816.58
95-gallon barrel -2x	\$45.40	\$46.39	10 yard	\$810.21	\$816.58	10 yard	\$810.21	\$816.58	Dry Run /Relocate	\$74.76	\$77.04
95-gallon barrel -3x	\$66.75	\$68.20	Dry Run /Relocate	\$74.76	\$77.04	Dry Run /Relocate	\$74.76	\$77.04	Disposal	\$59.94	\$59.94
Automated Recy 65g -1x	\$7.80	\$8.59	Disposal	\$59.94	\$59.94	Disposal	\$59.94	\$59.94	Roll-Offs (Recycling) + Disposal/Processing	\$207.76	\$214.12
Barrel Exchange (one exchange per year at no charge, does not apply to graffiti or damaged barrels)	N/A	\$16.61	Roll-Offs (Recycling) + Disposal/Processing	\$207.76	\$214.12	Roll-Offs (Recycling) + Disposal/Processing	\$207.76	\$214.12	40 yard	\$207.76	\$214.12
Barrel Replacement (lost or stolen)	N/A	\$71.56	40 yard	\$207.76	\$214.12	40 yard	\$207.76	\$214.12	20 yard	\$207.76	\$214.12
Commercial Bins Service											
Bin Exchange (one exchange per year at no charge, does not apply to graffiti or damaged barrels)	N/A	\$83.06	20 yard	\$207.76	\$214.12	20 yard	\$207.76	\$214.12	10 yard	\$207.76	\$214.12
Bin Replacement + actual cost of bin commi-lost or stolen	N/A	\$92.00	10 yard	\$207.76	\$214.12	10 yard	\$207.76	\$214.12	40 yard	\$207.76	\$214.12
Concrete Washout											
Bin Exchange (one exchange per year at no charge, does not apply to graffiti or damaged barrels)	N/A	\$92.00	40 yard g/w	\$260.56	\$268.54	40 yard g/w	\$260.56	\$268.54	40 yard	\$260.56	\$268.54
Bin Replacement + actual cost of bin commi-lost or stolen	N/A	\$92.00	Liner for Roll-Off	N/A	\$111.11	Liner for Roll-Off	N/A	\$111.11	Roll-Off drop-off Program for g/w per box	\$260.55	\$192.71
Residential Bin Service											
Bin Exchange (one exchange per year at no charge, does not apply to graffiti or damaged barrels)	N/A	\$83.06	Roll-Off drop-off Program for g/w per box	\$260.55	\$192.71	Roll-Off drop-off Program for g/w per box	\$260.55	\$192.71	Temporary Bins	\$112.38	\$115.82
Bin Replacement + actual cost of bin commi-lost or stolen	N/A	\$92.00	Temporary Bins	\$112.38	\$115.82	Temporary Bins	\$112.38	\$115.82			
Green Waste Bins & Barrel											
Bin Exchange (one exchange per year at no charge, does not apply to graffiti or damaged barrels)	N/A	\$100.97									
Bin Replacement + actual cost of bin commi-lost or stolen	N/A	\$192.67									
Miscellaneous Bin Charges											
Bin Exchange (one exchange per year at no charge, does not apply to graffiti or damaged barrels)	N/A	\$284.42									
Bin Replacement + actual cost of bin commi-lost or stolen	N/A	\$183.47									
Bin Exchange (one exchange per year at no charge, does not apply to graffiti or damaged barrels)	N/A	\$366.89									
Bin Replacement + actual cost of bin commi-lost or stolen	N/A	\$550.40									
Bin Exchange (one exchange per year at no charge, does not apply to graffiti or damaged barrels)	N/A	\$733.85									
Bin Replacement + actual cost of bin commi-lost or stolen	N/A	\$917.28									
Bin Exchange (one exchange per year at no charge, does not apply to graffiti or damaged barrels)	N/A	\$1,100.75									
Bin Replacement + actual cost of bin commi-lost or stolen	N/A	\$55.25									
Miscellaneous Bin Charges											
Locking container	\$7.91	\$8.16									
Container steam clean	\$39.16	\$40.36									
Pull-Out service	\$39.16	\$40.36									
Extra Pick-Up	\$47.07	\$48.51									
Recycle contamination bins	\$45.88	\$47.29									
Recycle contamination barrels	\$34.77	\$35.83									
Temporary Bins											
Temporary Bins	\$112.38	\$115.82									



BURRTEC

WASTE INDUSTRIES, INC.

"We'll Take Care Of It"

March 11, 2020

Kimberly Cox
Helendale Community Services District
26540 Vista Rd, Suite B
P.O. Box 359
Helendale, CA 92342

RE: 2020 Rate Review Report

Dear Ms. Cox:

Pursuant to the Agreement for Solid Waste Handling and Recycling Services, Burrtec respectfully requests a 2020 rate adjustment and submits the following rate review information.

This year's rate adjustment is comprised of the following factors:

- A collection service adjustment based on the average 2019 Consumer Price Index at 3.07%.
- Anticipated no change in the per ton disposal fee as charged by San Bernardino County.
- A residential recycling service cost factor based on 2019 recyclable commodity values and material processing costs resulting in a fee of \$1.77 per month.
- A reduction in the green waste drop off program service charge.
- New green waste and food waste recycling programs rate structure to comply with the state mandatory commercial organics recycling requirements under AB 1826.

Enclosed please find the detailed rate review work sheets.

Thank you for the consideration.

Sincerely,

Richard Niño
Vice President

EXHIBIT A
HELENDALE CSD PROPOSED 2020 RATE INCREASE

Service Type	Current 2019 Rate	Proposed 2020 Rate	Service Type	Current 2019 Rate	Proposed 2020 Rate
<u>Residential Bin Service</u>			<u>Temporary Bins</u>		
Bin Exchange (one exchange per year at no charge, does not apply to graffiti or damaged barrels)	n/a	\$83.06	Temporary Bins	\$112.38	\$115.82
Bin Replacement + actual cost of bin lost or stolen	n/a	\$92.00	<u>Miscellaneous Bin Charges</u>		
<u>Permanent (Trash) + Disposal/Processing</u>			Locking container	\$7.91	\$8.16
40 yard	\$210.81	\$217.18	Container steam clean	\$39.16	\$40.36
20 yard	\$210.81	\$217.18	Pull-out service	\$39.16	\$40.36
10 yard	\$210.81	\$217.18	Extra pick-up	\$47.07	\$48.51
40 yard compactor	\$210.81	\$217.18	Recy contamination bins	\$45.88	\$47.29
Dry Run /Relocate	\$74.76	\$77.04	Recy contamination barrels	\$34.77	\$35.83
Rental Fee (per day)	\$25.30	\$26.08	<u>Concrete Washout</u>		
Disposal (per ton)	\$59.94	\$59.94	Delivery	\$546.14	\$562.89
<u>Temporary Roll-Offs (Trash)</u>			Pump	\$402.42	\$414.76
40 yard	\$570.45	\$576.82	Pump Service	\$546.14	\$562.89
20 yard	\$810.21	\$816.58	Relocate	\$137.98	\$142.21
10 yard	\$810.21	\$816.58	Rental Fee (per day)	\$11.49	\$11.84
Dry Run /Relocate	\$74.76	\$77.04	<u>Certificate of Destruction</u>		
Disposal (per ton)	\$59.94	\$59.94	Taken to San Bernardino		
<u>Roll-Offs (Recycling) + Disposal/Processing</u>			County Landfill (per ton)	n/a	\$ 115.76
40 yard	\$207.76	\$214.12			
20 yard	\$207.76	\$214.12			
10 yard	\$207.76	\$214.12			
40 yard compactor	\$207.76	\$214.12			
40 yard g/w	\$260.56	\$268.54			
Liner for Roll-Off	n/a	\$111.11			
Roll-Off drop-off Program for g/w (per box)	\$ 260.55	\$ 192.71			

Helendale CSD
 Rate Components
 Residential Service
 Admin Fee & 218 Adjustment

Service Level	Current Components - July 2019						Proposed Components - July 2020						Total rate increase			
	2018 CPI 3.81%	Trash Service	Recycling Service	Admin Fee (incl CPI)	218 Recovery	10% Fran. Fee	Total	2019 CPI 3.07%	Trash Service	Recycling Service	Admin Fee (incl CPI)	218 Recovery	10% Fran. Fee	Total	\$	%
95 gallon (and recy)		16.00	1.18	2.29	0.07	2.16	\$ 21.70		16.49	1.77	2.36	0.07	2.29	\$ 22.98	\$ 1.28	5.90%
95 gallon trash extra		7.12		-		0.79	\$ 7.91		7.34		-		0.82	\$ 8.16	\$ 0.25	3.16%
65/95 gallon recy. 1st extra							No Charge							No Charge		
65/95 gallon recy. extra		1.40		-		0.16	\$ 1.56		1.44		-		0.16	\$ 1.60	\$ 0.04	2.56%

Helendale CSD
 Rate Components
 Residential Service with ESFR Disposal
 Admin Fee & 218 Adjustment

Service Level	Current Components - July 2019							Proposed Components - July 2020							Total rate increase	%		
	2018 CPI 3.81%	Trash Service	Recycling Service	ESFR Disposal	Admin Fee (incl CPI)	218 Recovery	10% Fran. Fee	Total	2019 CPI 3.07%	Trash Service	Recycling Service	ESFR Disposal	Admin Fee (incl CPI)	218 Recovery			10% Fran. Fee	Total
95 gallon (and recy)		16.00	1.18	7.26	2.29	0.07	2.16	\$ 28.96		16.49	1.77	7.26	2.36	0.07	2.29	\$ 30.24	\$ 1.28	4.42%
95 gallon trash extra		7.12			-		0.79	\$ 7.91		7.34			-		0.82	\$ 8.16	\$ 0.25	3.16%
65/95 gallon recy. 1st extra								No Charge								No Charge		
65/95 gallon recy. extra		1.40			-		0.16	\$ 1.56		1.44			-		0.16	\$ 1.60	\$ 0.04	2.56%

ESFR = \$87.14/12

ESFR = \$87.14/12

Notes:
 Standard rates with ESFR disposal

Add 218 Recovery .07 - Per Kimberly Cox email to R. Nino 2/23/18
 Sept. Customer count = 2,372; Cost of 218 = \$1,541.34 + 506.80.

Add 218 Recovery .07 - Per Kimberly Cox email to R. Nino 2/23/18
 Sept. Customer count = 2,372; Cost of 218 = \$1,541.34 + 506.80.

Helendale CSD
 Rate Components
 Commercial Barrels

Refuse	Current Components - July 2019					Proposed Components - July 2020					Total rate increase	
	2018 CPI 3.81%	Fee per Barrel \$ 0.46	Estd \$ 47.94	10%	Total	2019 CPI 3.07%	Fee per Barrel \$ 0.46	Estd \$ 47.94	10%	Total		
Service Level	Trash Service	Compliance Fee	Disposal	Fran. Fee	Total	Trash Service	Compliance Fee	Disposal	Fran. Fee	Total		
95 gallon - 1x	10.26	0.46	6.23	1.19	\$ 18.14	10.57	0.46	6.23	1.23	\$ 18.49	\$ 0.35	1.93%
95 gallon - 2x	29.19	0.46	12.46	3.29	\$ 45.40	30.08	0.46	12.46	3.39	\$ 46.39	\$ 0.99	2.18%
95 gallon - 3x	42.79	0.46	18.69	4.81	\$ 66.75	44.10	0.46	18.69	4.95	\$ 68.20	\$ 1.45	2.17%

Recycling	Current Components - July 2019				Proposed Components - July 2020				Total rate increase			
	2018 CPI 3.81%	Trash Service	10% Recycling	Fran. Fee	Total	2019 CPI 3.07%	Trash Service	10% Recycling			Fran. Fee	Total
Automated Recy 65g - 1x	5.96		1.18	0.66	\$ 7.80	6.14		1.77	0.68	\$ 8.59	\$ 0.79	10.13%

Barrel lbs
 used

Barrel lbs
 used

Helendale CSD
 Rate Components
 Commercial Refuse Bin Service

Bin Size	Freq	Current Components - July 2019					Proposed Components - July 2020					Total rate increase	
		CPI	Fee per Yard	Estd	10.00%	Total	CPI	Fee per Yard	Estd	10.00%	Total		
		3.81%	\$0.15				3.07%	\$0.15					
Trash Service	Compliance Fee	\$ 47.94 Disposal	Franchise Fee	Rate	Trash Service	Compliance Fee	\$ 47.94 Disposal	Franchise Fee	Rate	\$	%		
1.5	1	62.29	0.98	17.45	7.03	\$87.75	64.20	0.98	17.92	7.24	\$90.34	\$2.59	2.95%
1.5	2	116.47	1.95	34.90	13.16	\$166.48	120.04	1.95	35.84	13.55	\$171.38	\$4.90	2.94%
1.5	3	170.71	2.93	52.35	19.29	\$245.28	175.94	2.93	53.76	19.87	\$252.50	\$7.22	2.94%
2	1	80.32	1.30	23.27	9.07	\$113.96	82.78	1.30	23.89	9.34	\$117.31	\$3.35	2.94%
2	2	152.61	2.60	46.54	17.25	\$219.00	157.29	2.60	47.78	17.77	\$225.44	\$6.44	2.94%
2	3	224.89	3.90	69.81	25.42	\$324.02	231.78	3.90	71.67	26.19	\$333.54	\$9.52	2.94%
3	1	108.44	1.95	34.90	12.27	\$157.56	111.76	1.95	35.84	12.63	\$162.18	\$4.62	2.93%
3	2	216.83	3.90	69.80	24.53	\$315.06	223.48	3.90	71.68	25.26	\$324.32	\$9.26	2.94%
3	3	325.31	5.85	104.70	36.80	\$472.66	335.28	5.85	107.52	37.90	\$486.55	\$13.89	2.94%
3	4	433.73	7.80	139.60	49.06	\$630.19	447.02	7.80	143.36	50.54	\$648.72	\$18.53	2.94%
3	5	542.13	9.75	174.50	61.32	\$787.70	558.75	9.75	179.20	63.17	\$810.87	\$23.17	2.94%
3	6	650.57	11.70	209.40	73.59	\$945.26	670.51	11.70	215.04	75.80	\$973.05	\$27.79	2.94%
T. Bin 3 yd		101.14		-	11.24	\$112.38	104.24		-	11.58	\$115.82	\$3.44	3.06%

Lbs/Yrd
112.00

Lbs/Yrd
115.00

Disposal is = SB Co. Gate Rate

Helendale CSD
Rate Components
Residential Refuse Bin Service

Bin Size	Freq	Current Components - July 2019			Proposed Components - July 2020			Total rate increase	
		CPI	10.00% Franchise Fee	Total Rate	CPI	10.00% Franchise Fee	Total Rate		
		3.81%			3.07%				
		Trash Service			Trash Service			\$	%
1.5	1	62.28	6.92	\$69.20	64.19	7.13	\$71.32	\$2.12	3.06%
1.5	2	124.53	13.84	\$138.37	128.35	14.26	\$142.61	\$4.24	3.06%
1.5	3	186.80	20.76	\$207.56	192.53	21.39	\$213.92	\$6.36	3.06%
2	1	80.32	8.92	\$89.24	82.78	9.20	\$91.98	\$2.74	3.07%
2	2	160.64	17.85	\$178.49	165.56	18.40	\$183.96	\$5.47	3.06%
2	3	240.94	26.77	\$267.71	248.33	27.59	\$275.92	\$8.21	3.07%
3	1	108.44	12.05	\$120.49	111.76	12.42	\$124.18	\$3.69	3.06%
3	2	216.88	24.10	\$240.98	223.53	24.84	\$248.37	\$7.39	3.07%
3	3	325.33	36.15	\$361.48	335.30	37.26	\$372.56	\$11.08	3.07%
T. Bin 3 yd		101.14	11.24	\$112.38	104.24	11.58	\$115.82	\$3.44	3.06%

Helendale CSD
 Rate Components
 Recycling Bin Service

Bin Size	Freq	Proposed Components - July 2019				Proposed Components - July 2020				Total rate increase \$	%
		CPI 3.81%		10.00% Franchise Fee	Total Rate	CPI 3.07%		10.00% Franchise Fee	Total Rate		
		Trash Service	\$ 51.21 Recycling			Trash Service	\$ 69.21 Recycling				
1.5	1	62.28	9.99	6.92	\$79.19	64.19	13.50	7.13	\$84.82	\$5.63	7.11%
1.5	2	124.53	19.98	13.84	\$158.35	128.35	27.00	14.26	\$169.61	\$11.26	7.11%
1.5	3	186.80	29.97	20.76	\$237.53	192.53	40.50	21.39	\$254.42	\$16.89	7.11%
2	1	80.32	13.32	8.92	\$102.56	82.78	18.00	9.20	\$109.98	\$7.42	7.23%
2	2	160.64	26.64	17.85	\$205.13	165.56	36.00	18.40	\$219.96	\$14.83	7.23%
2	3	240.94	39.96	26.77	\$307.67	248.33	54.00	27.59	\$329.92	\$22.25	7.23%
3	1	108.44	19.97	12.05	\$140.46	111.76	26.99	12.42	\$151.17	\$10.71	7.62%
3	2	216.88	39.94	24.10	\$280.92	223.53	53.98	24.84	\$302.35	\$21.43	7.63%
3	3	325.33	59.91	36.15	\$421.39	335.30	80.97	37.26	\$453.53	\$32.14	7.63%
3	4	433.77	79.88	48.20	\$561.85	447.07	107.96	49.67	\$604.70	\$42.85	7.63%
3	5	542.20	99.85	60.24	\$702.29	558.82	134.95	62.09	\$755.86	\$53.57	7.63%
3	6	650.65	119.82	72.29	\$842.76	670.59	161.94	74.51	\$907.04	\$64.28	7.63%

Lbs/Yrd	Lbs/Yrd
60.00	60.00

Helendale CSD
Rate Components
Roll Off Service

Size	Current Components - July 2019					Proposed Components - July 2020					Total rate increase \$	%
	CPI % 3.81%	Fee per Load \$2.75	Estd \$ 59.94 (See Note)	10.00%		CPI % 3.07%	Fee per Load \$2.75	Estd \$ 59.94 (See Note)	10.00%			
	Trash Service	Compliance Fee	Disposal	Franchise Fee	Rate	Trash Service	Compliance Fee	Disposal	Franchise Fee	Rate		
Permanent												
40 Yard	186.98	2.75	Actual	21.08	\$210.81	192.71	2.75	Actual	21.72	\$217.18	\$6.37	3.02%
20 Yard	186.98	2.75	Actual	21.08	\$210.81	192.71	2.75	Actual	21.72	\$217.18	\$6.37	3.02%
10 Yard	186.98	2.75	Actual	21.08	\$210.81	192.71	2.75	Actual	21.72	\$217.18	\$6.37	3.02%
40 Yard (compactor)	186.98	2.75	Actual	21.08	\$210.81	192.71	2.75	Actual	21.72	\$217.18	\$6.37	3.02%
Dry Run/Relocate	67.28			7.48	\$74.76	69.34			7.70	\$77.04	\$2.28	3.05%
Rental Fee (per day)	22.77			2.53	\$25.30	23.47			2.61	\$26.08	\$0.78	3.08%
Temporary												
40 Yard - 6 ton	186.98	2.75	359.64	21.08	\$570.45	192.71	2.75	359.64	21.72	\$576.82	\$6.37	1.12%
20 Yard - 10 ton	186.98	2.75	599.40	21.08	\$810.21	192.71	2.75	599.40	21.72	\$816.58	\$6.37	0.79%
10 Yard - 10 ton	186.98	2.75	599.40	21.08	\$810.21	192.71	2.75	599.40	21.72	\$816.58	\$6.37	0.79%
Excess Disposal			59.94	0.00	\$59.94			59.94	0.00	\$59.94	\$0.00	0.00%
Recycling												
40 Yard	186.98		Actual	20.78	\$207.76	192.71		Actual	21.41	\$214.12	\$6.36	3.06%
20 Yard	186.98		Actual	20.78	\$207.76	192.71		Actual	21.41	\$214.12	\$6.36	3.06%
10 Yard	186.98		Actual	20.78	\$207.76	192.71		Actual	21.41	\$214.12	\$6.36	3.06%
40 Yard (compactor)	186.98		Actual	20.78	\$207.76	192.71		Actual	21.41	\$214.12	\$6.36	3.06%
40 Yard Green Waste	234.50		Actual	26.06	\$260.56	241.69		Actual	26.85	\$268.54	\$7.98	3.06%
Concrete Washout												
Concrete wash-out box (delivery)	491.53			54.61	\$546.14	506.60			56.29	\$562.89	\$16.75	3.07%
Concrete wash-out box (pump)	362.18			40.24	\$402.42	373.28			41.48	\$414.76	\$12.34	3.07%
Pump service	491.53			54.61	\$546.14	506.60			56.29	\$562.89	\$16.75	3.07%
Relocate	124.18			13.80	\$137.98	127.99			14.22	\$142.21	\$4.23	3.07%
Rental Fee (per day)	10.34			1.15	\$11.49	10.66			1.18	\$11.84	\$0.35	3.05%
Liner Roll Off					n/a	100.00			11.11	\$111.11	n/a	n/a

Helendale CSD
 Rate Components
 Special Services

Service	Current Components - July 2019			Proposed Components - July 2020			Total rate increase \$	%
	CPI 3.81%	10% Fran. Fee	Total	CPI 3.07%	10% Fran. Fee	Total		
	Trash Service			Trash Service				
Locking bin	7.12	0.79	\$ 7.91	7.34	0.82	\$ 8.16	\$ 0.25	3.16%
Container steam cleaning	35.24	3.92	\$ 39.16	36.32	4.04	\$ 40.36	\$ 1.20	3.06%
Pull-out service (bins)	35.24	3.92	\$ 39.16	36.32	4.04	\$ 40.36	\$ 1.20	3.06%
Extra pick-up on non-service day (barrels)	21.17	2.35	\$ 23.52	21.82	2.42	\$ 24.24	\$ 0.72	3.06%
Extra pick-up on service day (trash barrels)	7.12	0.79	\$ 7.91	7.34	0.82	\$ 8.16	\$ 0.25	3.16%
Extra pick-up (bins)	42.36	4.71	\$ 47.07	43.66	4.85	\$ 48.51	\$ 1.44	3.06%
Recycling contamination fee Bins	41.29	4.59	\$ 45.88	42.56	4.73	\$ 47.29	\$ 1.41	3.07%
Recycling contamination fee Barrels	31.29	3.48	\$ 34.77	32.25	3.58	\$ 35.83	\$ 1.06	3.05%
Barrel Exchange (one exchange per year at no charge, does not apply to graffiti or damaged barrels)			n/a	\$14.95	\$1.66	\$16.61		
Bin Exchange (one exchange per year at no charge, does not apply to graffiti or damaged barrels)			n/a	\$74.75	\$8.31	\$83.06		
Bin Replacement + actual cost of bin comml-lost or stolen			n/a	\$82.80	\$9.20	\$92.00		
<u>Certificate of Destruction</u>								
Taken to San Bernardino County Landfill (per ton)			n/a	104.18	11.58	\$ 115.76		

Helendale CSD
 Rate Components
 Green Waste R/O Drop off Program

Service	Current Components - July 2019			Proposed Components - July 2020			Total rate increase	
	CPI 3.81%	Per Box	Disposal Total	CPI 3.07%	Per Box	Disposal Total		
Green Waste R/O drop off program	260.55	Actual	\$ 260.55	192.71	Actual	\$ 192.71	\$ (67.84)	-26.04%

Helendale CSD
 Rate Components
 Green Waste Bin & Barrel Service

Proposed Components - July 2020						
Bin Size	Freq	Service	Lbs/Yrd		10.00% Franchise Fee	Total Rate
			150.00	\$ 60.81 Processing		
1.5	1	64.20	29.64		7.13	\$100.97
1.5	2	120.04	59.29		13.34	\$192.67
1.5	3	175.94	88.93		19.55	\$284.42
3	1	111.76	59.29		12.42	\$183.47
3	2	223.48	118.58		24.83	\$366.89
3	3	335.28	177.87		37.25	\$550.40
3	4	447.02	237.16		49.67	\$733.85
3	5	558.75	296.45		62.08	\$917.28
3	6	670.51	355.74		74.50	\$1,100.75
			Lbs/Barrel			
			100			
Barrel 95G	1	37.86	13.18		4.21	\$55.25

Helendale CSD
 Rate Components
 Food Waste Bin & Barrel Service

Proposed Components - July 2020					
Bin Size	Freq	Trash Service	Lbs/Yrd	10.00% Franchise Fee	Total Rate
			\$ 72.15 Processing		
			300.00		
2	1	103.48	93.80	11.50	\$208.78
2	2	196.61	187.59	21.85	\$406.05
2	3	289.73	281.39	32.19	\$603.31
2	4	382.85	375.18	42.54	\$800.57
2	5	475.97	468.98	52.89	\$997.84
2	6	569.09	562.77	63.23	\$1,195.09
			Lbs/Barrel		
			200		
Barrel					
65G	1	37.86	31.27	4.21	\$73.34
65G	2	59.02	62.53	6.56	\$128.11
65G	3	80.18	93.80	8.91	\$182.89
65G	4	101.33	125.06	11.26	\$237.65
65G	5	122.49	156.33	13.61	\$292.43
65G	6	143.64	187.59	15.96	\$347.19



Helendale Community Services District

Date: June 4, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding National Night Out

STAFF RECOMMENDATION:

Staff requests direction from the Board regarding this matter.

STAFF REPORT:

Helendale CSD has partnered with the Silver Lakes Association to hold Helendale's National Night Out event at North Beach for the past three years. This location was selected due to the close proximity to neighborhoods, high traffic and easy walking distance for many residents. The location has served the event well, however the layout can be challenging since many of the activities and displays take place in the parking lot. The Board may wish to consider moving National Night Out to the Helendale Community Park due to the larger space. If the Board prefers to keep the event at North Beach, Staff will prepare a request that will go to the Silver Lakes Board for approval.

The event usually takes place on the first Tuesday night in August however, due to COVID-19 the National Night Out organization has recommended moving the event to Tuesday, October 6th. The Board may wish to move our event to a different day of the week due to limited resources within the Sheriff's Department, but the event can't be called "National Night Out."

ATTACHMENTS: None



Helendale Community Services District

Date: June 4, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding Purchase of a Bobcat for District Operations

STAFF RECOMMENDATION:

Staff seeks approval from the Board.

STAFF REPORT:

District operations staff has had a Bobcat track loader on the Capital Improvement Plan for the past year. During the recent special board meeting on May 27, the Board requested that this item be brought forward for consideration prior to the end of the fiscal year (June 30). Given the number of items on the June 18 meeting, Staff has prepared this matter for consideration for the June 4 meeting.

Bobcat owns all of the distributors so there is no competition amongst the various Bobcat dealers. District Staff has received pricing for a new unit for \$44,371.92 and a used unit for \$33,025.38. At this time, based upon the features of the used unit, Staff is requesting approval to purchase the 2014 used model which comes with an enclose cab, a feature that typically costs \$8,000. This unit is versatile with the wide variety of attachments available and would reduce the number of total emissions for the District. It is becoming increasingly more challenging to deal with the carb requirements for the District's fleet. This purchase will allow for the elimination of some pieces of equipment as well as increased functionality with attachments that can be purchased separately. Wastewater Staff will be able to purchase an attachment that will assist in manhole repairs throughout the District.

FISCAL IMPACT: \$33,025.38

REQUESTED ACTION: Approve the purchase of a used Bobcat Compact Track Loader.

ATTACHMENTS: Quotes for new and used unit.



Bobcat®

Product Quotation

Quotation Number: 30602D031472

Date: 2020-06-01 07:44:18

Ship to	Bobcat Dealer	Bill To
Helendale CSD Attn: Craig Carlson ccarlson@helendalecsd.org 26540 Vista Rd. Suite B Helendale, CA 92342 Phone: (760) 403-5115	Inland Bobcat, Inc. 5494 Via Ricardo Riverside CA 92509 Contact: Hector Sanchez Phone: (951) 788-3030 Fax: (951) 369-9112 Cellular: (951) 295-6094 E Mail: HSanchez@Bobcat-Dealer.com	Helendale CSD Attn: Craig Carlson ccarlson@helendalecsd.org 26540 Vista Rd. Suite B Helendale, CA 92342 Phone: (760) 403-5115

Description	Part No	Qty	Price Ea.	Total
2014 Bobcat T450 with 1200 Hours (Enclosed Cab)	S16993G	1	\$29,900.00	\$30,650.00
--- Used Bucket	657455		\$750.00	
Sales total before Taxes				\$30,650.00
Taxes: San Bernardino County Sales Tax				\$2,375.38
Quote Total - US dollars				\$33,025.38

Notes:

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

Customer Acceptance:	Purchase Order: _____
Authorized Signature:	
Print: _____	Sign: _____ Date: _____



Bobcat®

Product Quotation

Quotation Number: 30602D031355

Date: 2020-03-30 14:43:55

Ship to	Bobcat Dealer	Bill To
Helendale CSD Attn: Craig Carlson ccarlson@helendalecsd.org 26540 Vista Rd. Suite B Helendale, CA 92342 Phone: (760) 403-5115	Inland Bobcat, Inc. 5494 Via Ricardo Riverside CA 92509 Contact: Hector Sanchez Phone: (951) 788-3030 Fax: (951) 369-9112 Cellular: (951) 295-6094 E Mail: HSanchez@Bobcat-Dealer.com	Helendale CSD Attn: Craig Carlson ccarlson@helendalecsd.org 26540 Vista Rd. Suite B Helendale, CA 92342 Phone: (760) 403-5115

Description	Part No	Qty	Price Ea.	Total
NEW T450 T4 Bobcat Compact Track Loader	M0207	1	\$49,476.00	\$49,476.00
Factory Warranty 24 Month Protection Plus or (2000 Hours)	9974351	1	\$0.00	\$0.00
56" Heavy Duty Bucket	7293982	1	\$942.00	\$942.00
Bolt-On Cutting Edge	7102450	1	\$234.00	\$234.00
In Lieu of Finance Rebate Discount March 2020		-1	\$4,900.00	(\$4,900.00)
Total of Items Quoted				\$45,752.00
Government Discount				(\$4,924.00)
Sales total before Taxes				\$40,828.00
San Bernardino County Sales Tax				\$3,543.92
Quote Total - US dollars				\$44,371.92

Notes:

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

Customer Acceptance: Purchase Order: _____

Authorized Signature: _____

Print: _____ **Sign:** _____ **Date:** _____



Helendale Community Services District

Date: June 4, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #9
Discussion and Possible Action Regarding Increase in District Cafeteria Plan

STAFF RECOMMENDATION:

Staff recommends that the Board consider an increase in the employee cafeteria plan for full-time employees from a maximum of \$1050 to a maximum benefit of \$1300 per month per employee with the option to defer 50% of the balance to a 457 or 401A plan.

STAFF REPORT:

The last increase for the medical contribution plan was in October 2015, when the Board added a match for employee expenses over \$750 each month. The 50/50 match added up to an additional \$300 each month for some employees. As a follow on to the establishment of a new pay schedule and classification that was completed January 2020, the Board also had interest in evaluating other benefits in an effort to keep the District competitive in the marketplace. In the past year the District lost two key water employees and has struggled with both water and wastewater recruitments. In every case the last three employees that left the District have done so for better benefits and pay.

Management requested a market analysis from Koff and Associates (attached) based upon previous direction from the Board. The evaluation shows that the District is fairly competitive in the areas of leave accrual, death and disability benefits, however, in medical benefits, which includes health, dental and vision, the District is lagging. With the implementation of the Affordable Care Act (ACA) the District has seen a significant increase in the cost of medical coverage for our employees. In addition, there is a growing trend in hybrid benefits that allow for other uses of unused medical contributions represented by 50% of the surveyed agencies that offer this option. District management knows that the staff has struggled with the increasing cost of medical benefits and concurs with the recommendation of the consultant to increase this benefit. The consultant recommends an increase between \$1400 to \$1500, however, at this time Management would recommend an increase to \$1300 with the addition of 50% or more of the balance be placed in a 457 or 401A retirement saving plan. This option would help the PEPRA employees (currently 50% of the full-time staff) save towards their retirement as they have a reduced formula compared to the Classic PERS employees. In addition, it would help retain our Classic employees who have the ability to seek positions with Districts that offer more lucrative benefit packages. It is challenging to quantify the cost of history and experience that is lost when a long time employee leaves for another agency. In the past three years the District has lost four employees to other opportunities.

Enhancing to cafeteria plan with the options outlined would be a significant move towards retaining and attracting qualified employees.

The current maximum cost of medical with the current plan is \$189,000 per year. If the medical coverage was increased and every employee used the maximum benefit the cost would be \$234,000 or an increase of \$45,000. As shown in the chart below, however, half of the employees use more than the proposed maximum amount, therefore, the total cost would be less than the maximum benefit is all employees use the entire amount. For employees who do not use the District medical a maximum of \$325 could be placed in a 457 or 401A plan.

Based upon an analysis of the current medical coverages below is an evaluation of what a 457 or 401A provision would look like. For the purpose of this presentation a 457 or 401A option of 25% to 50% would help the District in being more competitive with the increase of \$45,000 representing the maximum possible increase. The district budget is able to absorb the increased cost and based upon current medical coverage below and the determination of a retirement investment option, not all the funds would be utilized. For instance, if the Board allowed for 50% of the remaining unspent cafeteria funds to be placed in a 457 plan that would result in a reduction of \$21,588 from the maximum medical benefit cost of \$234,000 for a net cost of \$212,412.

CalPERS	Choice Builder	Choice Builder	Choice Builder Totals			Increase for \$750+\$300 match	Employee	Benefit Increase to District	50% to 457 Plan	25% to 457 Plan	
Medical	Dental	Vision		Subtotal			Portion				
648.42	22.53	9.32	31.85	680.27	1,300.00	1,050.00	(619.73)	619.73	309.87	154.93	
664.39	22.53	9.32	31.85	696.24	1,300.00	1,050.00	(603.76)	603.76	301.88	150.94	
664.39	54.52	9.32	63.84	728.23	1,300.00	1,050.00	(571.77)	571.77	285.89	142.94	
710.29	39.75	9.32	49.07	759.36	1,300.00	1,050.00	(540.64)	540.64	270.32	135.16	
619.93	22.53	9.32	31.85	651.78	1,300.00	1,050.00	(648.22)	648.22	324.11	162.06	
664.39	122.29	18.36	140.65	805.04	1,300.00	1,050.00	(494.96)	494.96	247.48	123.74	
813.17	54.52	9.32	63.84	877.01	1,300.00	1,050.00	(422.99)	422.99	211.50	105.75	
1,685.89	56.25	29.54	85.79	1,771.68	1,300.00	1,050.00	471.68	550	0	0	
1,328.78	39.03	18.36	57.39	1,386.17	1,300.00	1,050.00	86.17	550	0	0	
1,420.58	109.17	12.71	121.88	1,542.46	1,300.00	1,050.00	242.46	550	0	0	
1,611.82	56.25	-	56.25	1,668.07	1,300.00	1,050.00	368.07	550	0	0	
1,611.82	56.25	29.54	85.79	1,697.61	1,300.00	1,050.00	397.61	550	0	0	
1,685.89	56.25	29.54	85.79	1,771.68	1,300.00	1,050.00	471.68	550	0	0	
1,685.89	56.25	29.54	85.79	1,771.68	1,300.00	1,050.00	471.68	550	0	0	
				18,200.00		14,700.00	2,509.35	7752.07	1951.04	975.52	Monthly
				218,400.00		176,400.00	30,112.20		23,412.42	11,706.21	Annual

FISCAL IMPACT: Increase in maximum medical benefits by approximately \$45,000.

REQUESTED ACTION: Approve an increase in the District's Cafeteria Plan amount and allow for 50% of the balance to be invested in a 457 or 401A plan at the District's Discretion

ATTACHMENTS: Report from Koff and Associates
2015 Staff Report outlining the last medical increase



To: Kimberly Cox, DPA, General Manager
Helendale CSD
From: Georg Krammer, Chief Executive Officer
Subject: Comparative Labor Market Benefits Analysis
Date: June 1, 2020

In May 2020, Helendale Community Services District (“District”) retained Koff & Associates (“K&A”) to analyze benefits offerings that comparator agencies in the District’s labor market provide to their workforces. The following agencies were surveyed (and these are similar to the list of agencies that K&A surveyed for the District’s total compensation study in 2018/2019):

1. Big Bear Community Services District
2. City of Barstow
3. City of Hesperia
4. City of Victorville
5. City of Pomona
6. Cucamonga Valley Water District
7. Hi Desert Water Agency
8. Mojave Water Agency
9. Rosamond Community Services District
10. Phelan Pinion Hills Community Services District
11. San Bernardino County Special Districts
12. Victor Valley Wastewater Authority

Detailed findings of the survey are attached in Appendix I to this memo, “Helendale Benefits 05 28 20.” Based on our findings, the following are our observations and potential changes that the District may want to consider making to its various benefits offerings.

Summary of Findings (these are monthly values, except for holidays):

- Seven agencies offer a cafeteria plan similar to the District’s: the average amount offered is \$1,020.26, which is very similar to the Districts (i.e., up to \$1,050 maximum); individual amounts range from \$700 to \$1,475.83. Four agencies allow any leftover dollars that the employee is not using for insurance to be taken as cash, deferred compensation, retirement health savings contribution, flexible spending account, or to buy additional agency-sponsored insurance.
- Five agencies offer individual medical insurance and different amounts depending on whether it is for employee only (EE only), employee plus one (EE+1), or employee plus family (EE+Family). One of the agencies (Cucamonga Valley Water District) also allows any leftover dollars to be taken as cash. When taking these individual contributions PLUS the above cafeteria contributions into consideration, the averages are as follows:
 - EE+Family: \$1,380.36
 - EE+1: \$1,264.97
 - EE Only: \$972.45
- In addition, eight agencies separately pay for dental insurance at the following average amounts:
 - EE+Family: \$115.48
 - EE+1: \$71.40



- EE Only: \$41.09
- Seven agencies pay additional vision insurance:
 - EE+Family: \$17.53
 - EE+1: \$17.53
 - EE Only: \$16.65
- Cash in-lieu-of medical insurance (i.e., if an EE decides not to enroll in medical insurance): six agencies offer an average of \$393.16, ranging from \$86.67 to \$750.
- Life insurance: about half of the agencies offer a slightly more, half offer less. 1 x annual salary up to a certain cap is a fairly common calculation for the level of benefit that other agencies offer.
- Long-term disability insurance: seven agencies offer agency-paid LTD.
- Short-term disability insurance: four agencies offer agency-paid STD.
- Vacation: the District is en par with the market – six agencies have very similar accrual schedules, four agencies offer slightly more, including a more nuanced schedule for increasing accrual amounts based on years of service.
- Holidays: half of the agencies offer the same amount, two offer slightly more, four offer less.
- Administrative leave: only two agencies offer this to some of their exempt and supervisory employees (one at 16 hours per year, one at 55 hours), one agency has a flex time benefit of 40 hours.

Recommended Areas for Potential Changes the District May Consider:

- Increase the cafeteria amount to \$1,400 or \$1,500 (when adding average contributions for family cafeteria, medical, dental, and vision insurance, the total average of the market is \$1,513.37).
- Consider allowing employees to take unused cafeteria dollars in some form, i.e., cash or deferred compensation. K&A's observation of the larger market in the State of California has been that deferred compensation contributions are most common. The District may want to consider staggering this benefit depending on whether an employee is EE Only, EE+1, or EE+Family.
- Consider offering an "in-lieu-of" benefit when employees do not enroll in medical insurance. The market average is \$393.16. It appears that, therefore, \$300 or \$350 would be reasonable.
- Consider changing life insurance to 1 x annual salary up to a certain cap (for example, \$100,000).
- Consider District-paid LTD insurance.

These are several suggestions for the District to consider based on the market findings of the benefits survey. We would be happy to discuss any of these areas in more detail.

It was a pleasure assisting the District in this matter and we are available to answer any questions you may have.

Sincerely,

Georg S. Krammer
CEO
Koff & Associates

Health Plan

Helendale Community Services District

Bargaining Unit	Benefit - District Cost Share	Employee Cost Share
Cafeteria	\$1,050.00	N/A
Unused Cafeteria Money	N/A	N/A
Employee Only	N/A	-\$118.88
Employee Plus One	N/A	\$812.24
Employee Plus Family	N/A	\$1,370.91
Cash in Lieu of	N/A	N/A

City of Barstow

Bargaining Unit	Benefit - City Cost Share	Employee Cost Share
Cafeteria	\$1,000 per month	N/A
Unused Cafeteria Money	Remaining may be taken as cash, put in deferred compensation or used toward additional City sponsored insurance programs.	N/A
Employee Only	N/A	-\$68.88
Employee Plus One	N/A	\$862.24
Employee Plus Family	N/A	\$1,420.91
Cash in Lieu of	\$750	N/A

City of Hesperia

Bargaining Unit	Benefit - City Cost Share	Employee Cost Share
Cafeteria	\$1,113 per month	N/A
Unused Cafeteria Money	N/A	N/A
Employee Only	N/A	-\$181.88
Employee Plus One	N/A	\$749.24
Employee Plus Family	N/A	\$1,307.91
Cash in Lieu of	Represented N/A; Non-Represented \$300 per month	N/A

City of Pomona

Bargaining Unit	Benefit - City Cost Share	Employee Cost Share
Cafeteria	\$700	N/A
Unused Cafeteria Money	Remaining may be taken as cash.	N/A
Employee Only	N/A	\$231.12
Employee Plus One	N/A	\$1,162.24
Employee Plus Family	N/A	\$1,720.91
Cash in Lieu of	\$392.31	N/A

City of Victorville

Bargaining Unit	Benefit - City Cost Share	Employee Cost Share
Cafeteria	\$850	N/A
Unused Cafeteria Money	Remaining may be taken as cash or deposited into flexible spending account.	N/A
Employee Only	N/A	\$81.12
Employee Plus One	N/A	\$1,012.24
Employee Plus Family	N/A	\$1,570.91
Cash in Lieu of	\$350	N/A

Big Bear Community Services District

Bargaining Unit	Benefit - District Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Unused Cafeteria Money	N/A	N/A
Employee Only	\$931.12	\$0.00
Employee Plus One	\$1,862.24	\$2.94
Employee Plus Family	\$1,859.30	\$561.61
Cash in Lieu of	N/A	N/A

Cucamonga Valley Water District

Bargaining Unit	Benefit - District Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Unused Cafeteria Money	Any remaining may be taken as cash	N/A
Employee Only	\$718.37	\$126.77
Employee Plus One	\$1,436.74	\$253.54
Employee Plus Family	\$1,903.68	\$335.94
Cash in Lieu of	\$480.00	N/A

Hi Desert Water Agency

Bargaining Unit	Benefit - Agency Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Unused Cafeteria Money	N/A	N/A
Employee Only	\$805.80	\$0.00
Employee Plus One	\$1,608.54	\$0.00
Employee Plus Family	\$1,709.36	\$380.61
Cash in Lieu of	N/A	N/A

Mojave Water Agency

Bargaining Unit	Benefit - Agency Cost Share	Employee Cost Share
Cafeteria	\$1,475.83	N/A
Unused Cafeteria Money	Option to use towards a 457 pre tax deferred comp plan, a 457 post tax deferred comp plan or into a retirement health savings plan.	N/A
Employee Only	N/A	-\$544.71
Employee Plus One	N/A	\$386.41
Employee Plus Family	N/A	\$945.08
Cash in Lieu of	N/A	N/A

Phelan Pinon Hills Community Services District

Bargaining Unit	Benefit - District Cost Share	Employee Cost Share
Cafeteria	\$1,203.00	N/A
Unused Cafeteria Money	N/A	N/A
Employee Only	N/A	-\$271.88
Employee Plus One	N/A	\$659.24
Employee Plus Family	N/A	\$1,217.91
Cash in Lieu of	N/A	N/A

Rosamond Community Services District

Bargaining Unit	Benefit - District Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Unused Cafeteria Money	N/A	N/A
Employee Only	\$640.65	N/A
Employee Plus One	\$1,264.30	N/A
Employee Plus Family	\$1,781.93	N/A
Cash in Lieu of	N/A	N/A

San Bernardino County Special Districts

Bargaining Unit	Benefit - District Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Unused Cafeteria Money	N/A	N/A
Employee Only	\$381.68 Medical Plan Subsidy	\$661.96
Employee Plus One	\$815.95 Medical Plan Subsidy	\$1,306.46
Employee Plus Family	\$1118.17 Medical Plan Subsidy	\$2,173.71
Cash in Lieu of	\$86.67 per month	N/A

Victor Valley Wastewater Authority

Bargaining Unit	Benefit - Authority Cost Share	Employee Cost Share
Cafeteria	\$800	N/A
Unused Cafeteria Money	N/A	N/A
Employee Only	N/A	\$131.12
Employee Plus One	N/A	1062.24
Employee Plus Family	N/A	\$1,620.91
Cash in Lieu of	N/A	N/A

Dental Plan

Helendale Community Services District

Bargaining Unit	Benefit - District Cost Share	Employee Cost Share
Cafeteria	N/A (Included in cafeteria amount)	N/A
Employee Only	N/A	\$54.52
Employee Plus One	N/A	\$109.17
Employee Plus Family	N/A	\$176.43
Cash in Lieu of	N/A	N/A

City of Barstow

Bargaining Unit	Benefit - City Cost Share	Employee Cost Share
Cafeteria	N/A (Included in cafeteria amount)	N/A
Employee Only	N/A	\$57.52
Employee Plus One	N/A	\$114.51
Employee Plus Family	N/A	\$196.86
Cash in Lieu of	N/A	N/A

City of Hesperia

Bargaining Unit	Benefit - City Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Employee Only	\$44.70 (City pays employee only)	N/A
Employee Plus One	\$44.70	\$34.60
Employee Plus Family	\$44.70	\$88.80
Cash in Lieu of	N/A	N/A

City of Pomona

Bargaining Unit	Benefit - City Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Employee Only	\$51.74	\$0.00
Employee Plus One	\$75.00	\$32.40
Employee Plus Family	\$75.00	\$65.51
Cash in Lieu of	N/A	N/A

City of Victorville

Bargaining Unit	Benefit - City Cost Share	Employee Cost Share
Cafeteria	N/A (Included in cafeteria amount)	N/A
Employee Only	N/A	N/A
Employee Plus One	N/A	N/A
Employee Plus Family	N/A	N/A
Cash in Lieu of	N/A	N/A

Big Bear Community Services District

Bargaining Unit	Benefit - District Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Employee Only	\$47.86	N/A
Employee Plus One	\$94.96	N/A
Employee Plus Family	\$169.30	N/A
Cash in Lieu of	N/A	N/A

Cucamonga Valley Water District

Bargaining Unit	Benefit - District Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Employee Only	\$50.10	\$8.84
Employee Plus One	\$102.42	\$18.07
Employee Plus Family	\$193.04	\$34.06
Cash in Lieu of	N/A	N/A

Hi Desert Water Agency

Bargaining Unit	Benefit - Agency Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Employee Only	\$33.72	N/A
Employee Plus One	\$69.90	N/A
Employee Plus Family	\$122.90	N/A
Cash in Lieu of	N/A	N/A

Mojave Water Agency

Bargaining Unit	Benefit - Agency Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Employee Only	\$33.72	N/A
Employee Plus One	\$69.90	N/A
Employee Plus Family	\$122.90	N/A
Cash in Lieu of	N/A	N/A

Phelan Pinon Hills Community Services District		
Bargaining Unit	Benefit - District Cost Share	Employee Cost Share
Cafeteria	Included in cafeteria amount	N/A
Employee Only	\$46.37	N/A
Employee Plus One	\$93.84	Dependent upon health insurance plan chosen
Employee Plus Family	\$175.12	Dependent upon health insurance plan chosen
Cash in Lieu of	N/A	N/A
Rosamond Community Services District		
Bargaining Unit	Benefit - District Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Employee Only	Included in Health Insurance	N/A
Employee Plus One	Included in Health Insurance	N/A
Employee Plus Family	Included in Health Insurance	N/A
Cash in Lieu of	N/A	N/A
San Bernardino County Special Districts		
Bargaining Unit	Benefit - District Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Employee Only	\$20.49 Dental Plan Subsidy	\$34.53
Employee Plus One	\$20.49 Dental Plan Subsidy	\$82.15
Employee Plus Family	\$20.49 Dental Plan Subsidy	\$155.23
Cash in Lieu of	N/A	N/A
Victor Valley Wastewater Authority		
Bargaining Unit	Benefit - Authority Cost Share	Employee Cost Share
Cafeteria	Included in cafeteria amount	N/A
Employee Only	N/A	\$25.92
Employee Plus One	N/A	N/A
Employee Plus Family	N/A	\$60.45
Cash in Lieu of	N/A	N/A

Vision Plan

Helendale Community Services District

Bargaining Unit	Benefit - District Cost Share	Employee Cost Share
Cafeteria	N/A (Included in cafeteria amount)	N/A
Employee Only	N/A	\$9.32
Employee Plus One	N/A	\$18.36
Employee Plus Family	N/A	\$29.54
Cash in Lieu of	N/A	N/A

City of Barstow

Bargaining Unit	Benefit - City Cost Share	Employee Cost Share
Cafeteria	N/A (Included in cafeteria amount)	N/A
Employee Only	N/A	\$7.64
Employee Plus One	N/A	\$14.53
Employee Plus Family	N/A	\$22.48
Cash in Lieu of	N/A	N/A

City of Hesperia

Bargaining Unit	Benefit - City Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Employee Only	\$6.32 (City plays employee only)	N/A
Employee Plus One	\$6.32	\$5.99
Employee Plus Family	\$6.32	\$11.31
Cash in Lieu of	N/A	N/A

City of Pomona

Bargaining Unit	Benefit - City Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Employee Only	\$0.00	\$6.66
Employee Plus One	\$0.00	\$12.66
Employee Plus Family	\$0.00	\$18.59
Cash in Lieu of	N/A	N/A

City of Victorville

Bargaining Unit	Benefit - City Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Employee Only	N/A (Included in Health Insurance)	N/A (Included in Health Insurance)
Employee Plus One	N/A (Included in Health Insurance)	N/A (Included in Health Insurance)
Employee Plus Family	N/A (Included in Health Insurance)	N/A (Included in Health Insurance)
Cash in Lieu of	N/A (Included in Health Insurance)	N/A (Included in Health Insurance)

Big Bear Community Services District

Bargaining Unit	Benefit - District Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Employee Only	N/A	N/A
Employee Plus One	N/A	N/A
Employee Plus Family	\$18.56	N/A
Cash in Lieu of	N/A	N/A

Cucamonga Valley Water District

Bargaining Unit	Benefit - District Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Employee Only	\$8.98	\$1.58
Employee Plus One	\$13.95	\$2.46
Employee Plus Family	\$22.12	\$3.90
Cash in Lieu of	N/A	N/A

Hi Desert Water Agency

Bargaining Unit	Benefit - Agency Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Employee Only	\$17.21	N/A
Employee Plus One	\$17.21	N/A
Employee Plus Family	\$17.21	N/A
Cash in Lieu of	N/A	N/A

Mojave Water Agency

Bargaining Unit	Benefit - Agency Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Employee Only	N/A	N/A
Employee Plus One	N/A	N/A
Employee Plus Family	\$23.66	N/A
Cash in Lieu of	N/A	N/A

Phelan Pinon Hills Community Services District		
Bargaining Unit	Benefit - District Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Employee Only	N/A	N/A
Employee Plus One	N/A	N/A
Employee Plus Family	\$22.32	N/A
Cash in Lieu of	N/A	N/A
Rosamond Community Services District		
Bargaining Unit	Benefit - District Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Employee Only	Included in Health Insurance	N/A
Employee Plus One	Included in Health Insurance	N/A
Employee Plus Family	Included in Health Insurance	N/A
Cash in Lieu of	N/A	N/A
San Bernardino County Special Districts		
Bargaining Unit	Benefit - District Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Employee Only	\$12.50	N/A
Employee Plus One	\$12.50	N/A
Employee Plus Family	\$12.50	N/A
Cash in Lieu of	N/A	N/A
Victor Valley Wastewater Authority		
Bargaining Unit	Benefit - Authority Cost Share	Employee Cost Share
Cafeteria	N/A	N/A
Employee Only	N/A	\$10.49
Employee Plus One	N/A	N/A
Employee Plus Family	N/A	\$24.75
Cash in Lieu of	N/A	N/A

Life Insurance, Long Term and Short Term Disability

Helendale Community Services District	
Bargaining Unit	Benefit
Life Insurance	\$50,000 - \$10 per person
Long Term Disability Insurance	N/A - paid by employee
Short Term Disability Insurance	N/A - paid by employee
City of Barstow	
Bargaining Unit	Benefit
Life Insurance	\$100,000 \$15.76 per month
Long Term Disability Insurance	60% of base pay up to \$6,000 per month \$0.39
Short Term Disability Insurance	SDI paid by City
City of Hesperia	
Bargaining Unit	Benefit
Life Insurance	\$30,000; \$3.84 per month
Long Term Disability Insurance	N/A - paid by employee
Short Term Disability Insurance	N/A - paid by employee
City of Pomona	
Bargaining Unit	Benefit
Life Insurance	\$30,000 General \$50,000 Mid Management \$100,000 Executive
Long Term Disability Insurance	66.67% - Maximum \$13,334
Short Term Disability Insurance	66.67% - Maximum benefit \$3078
City of Victorville	
Bargaining Unit	Benefit
Life Insurance	1x annual salary - \$0.162 per \$1000
Long Term Disability Insurance	66.67% - maximum of \$5000 per month; \$0.70 per \$100 of monthly salary paid by City.
Short Term Disability Insurance	60% - maximum of \$1600 per week; \$0.61 per \$100 paid by employees
Big Bear Community Services District	
Bargaining Unit	Benefit
Life Insurance	Discontinued Life Insurance benefit. District pays \$15,000 to beneficiary if an employee dies while employed.
Long Term Disability Insurance	N/A
Short Term Disability Insurance	N/A
Cucamonga Valley Water District	
Bargaining Unit	Benefit
Life Insurance	\$25,000 - \$3.80 per month
Long Term Disability Insurance	60% - \$0.314 per \$100
Short Term Disability Insurance	60% - \$0.03 per \$10
Hi Desert Water Agency	
Bargaining Unit	Benefit
Life Insurance	1x annual salary up to \$130,000 \$0.45 per \$1000
Long Term Disability Insurance	60%; \$5000 per month; \$0.38
Short Term Disability Insurance	N/A (SDI - employee paid)
Mojave Water Agency	
Bargaining Unit	Benefit
Life Insurance	N/A
Long Term Disability Insurance	66.67%; \$0.68
Short Term Disability Insurance	N/A

Phelan Pinon Hills Community Services District	
Bargaining Unit	Benefit
Life Insurance	1x annual salary up to \$150,000
Long Term Disability Insurance	66.67%; \$5000 per month; \$0.322
Short Term Disability Insurance	N/A
Rosamond Community Services District	
Bargaining Unit	Benefit
Life Insurance	\$10,000 - premium based on age
Long Term Disability Insurance	N/A - Employee paid through AFLAC
Short Term Disability Insurance	N/A - Employee paid through AFLAC
San Bernardino County Special Districts	
Bargaining Unit	Benefit
Life Insurance	\$35,000
Long Term Disability Insurance	N/A
Short Term Disability Insurance	N/A - Paid by employee
Victor Valley Wastewater Authority	
Bargaining Unit	Benefit
Life Insurance	2.5x the annual salary up to \$300,000; \$0.188 per \$1000
Long Term Disability Insurance	Employee paid
Short Term Disability Insurance	Employee paid

Leaves

Helendale Community Services District

Bargaining Unit - Nonexempt	Benefit
Vacation Leave	1-4 YOS: 80 hours 5-9 YOS: 120 hours 10-20 YOS: 160 hours 20+ YOS: 200 hours
Holiday Leave	104 hours
Administrative Leave	N/A

City of Barstow

Bargaining Unit - Nonexempt	Benefit
Vacation Leave	1-4 YOS: 122.2 hours 5-9 YOS: 137.8 hours 10-14 YOS: 161.2 hours 15-19 YOS: 176.8 hours 20+ YOS: 208 hours
Holiday Leave	126 hours (14 nine- hour days)
Administrative Leave	N/A

City of Hesperia

Bargaining Unit - Nonexempt	Benefit
Vacation Leave	1 YOS: 80 hours 2 YOS: 88 hours 3 YOS: 96 hours 4 YOS: 104 hours 5 YOS: 112 hours 6 YOS: 120 hours 7-9 YOS: 128 hours 10 YOS: 36 hours 11-13 YOS: 144 hours 14 YOS: 152 hours 15+ YOS: 160 hours
Holiday Leave	96 hours
Administrative Leave	Professional/Supervisory 55 hours

City of Pomona

Bargaining Unit - Nonexempt	Benefit
Vacation Leave	1-4 YOS: 80 hours 5-9 YOS: 160 hours 10-14 YOS: 184 hours 15-19 YOS: 200 hours 20+ YOS: 240 hours
Holiday Leave	104 hours
Administrative Leave	N/A

City of Victorville

Bargaining Unit - Nonexempt	Benefit
Vacation Leave	0-5 YOS: 80 hours 6-10 YOS: 120 hours 11-15 YOS: 160 hours 16+ YOS: 200 hours
Holiday Leave	104 hours
Administrative Leave	N/A

Big Bear Community Services District

Bargaining Unit - Nonexempt	Benefit
-----------------------------	---------

Vacation Leave	0-6 YOS: 104 hours 7-10 YOS: 144 hours 11 YOS: 152 hours 12 YOS: 160 hours 13 YOS: 168 hours 14 YOS: 176 hours 15 YOS: 184 hours 16+ YOS: 192 hours
Holiday Leave	104 hours
Administrative Leave	N/A
Cucamonga Valley Water District	
Bargaining Unit - Nonexempt	Benefit
Vacation Leave	1-2 YOS: 80 hours 2 YOS: 88 hours 3 YOS: 96 hours 4 YOS: 104 hours 5 YOS: 112 hours 6 YOS: 120 hours 7 YOS: 128 hours 8 YOS: 136 hours 9 YOS: 144 hours 10-15 YOS: 160 hours 16 YOS: 168 hours 17 YOS: 176 hours 18 YOS: 184 hours 19 YOS: 192 hours 20 YOS: 200 hours
Holiday Leave	104 hours
Administrative Leave	Supervisors: 16 hours
Hi Desert Water Agency	
Bargaining Unit - Nonexempt	Benefit
Vacation Leave	Paid Time Off (PTO) 1-5 YOS: Nonexempt: 176 hours; Exempt: 215 hours 6-10 YOS: Nonexempt: 216 hours; Exempt: 256 hours 11-15 YOS: Nonexempt: 256 hours; Exempt: 288 hours 16+ YOS: Nonexempt: 288 hours; Exempt: 288 hours
Holiday Leave	88 hours
Administrative Leave	N/A
Mojave Water Agency	
Bargaining Unit - Nonexempt	Benefit
Vacation Leave	1-5 YOS: 80 hours 6-10 YOS: 120 hours 11+YOS: 160 hours
Holiday Leave	104 hours
Administrative Leave	40 hours Flex Time per year

Leaves

Helendale Community Services District

Bargaining Unit - Nonexempt	Benefit
Vacation Leave	1-4 YOS: 80 hours 5-9 YOS: 120 hours 10-20 YOS: 160 hours 20+ YOS: 200 hours
Holiday Leave	104 hours
Administrative Leave	N/A

City of Barslow

Bargaining Unit - Nonexempt	Benefit
Vacation Leave	1-4 YOS: 122.2 hours 5-9 YOS: 137.8 hours 10-14 YOS: 161.2 hours 15-19 YOS: 176.8 hours 20+ YOS: 208 hours
Holiday Leave	126 hours (14 nine- hour days)
Administrative Leave	N/A

City of Hesperia

Bargaining Unit - Nonexempt	Benefit
Vacation Leave	1 YOS: 80 hours 2 YOS: 88 hours 3 YOS: 96 hours 4 YOS: 104 hours 5 YOS: 112 hours 6 YOS: 120 hours 7-9 YOS: 128 hours 10 YOS: 36 hours 11-13 YOS: 144 hours 14 YOS: 152 hours 15+ YOS: 160 hours
Holiday Leave	96 hours
Administrative Leave	Professional/Supervisory 55 hours

City of Pomona

Bargaining Unit - Nonexempt	Benefit
Vacation Leave	1-4 YOS: 80 hours 5-9 YOS: 160 hours 10-14 YOS: 184 hours 15-19 YOS: 200 hours 20+ YOS: 240 hours
Holiday Leave	104 hours
Administrative Leave	N/A

City of Victorville

Bargaining Unit - Nonexempt	Benefit
Vacation Leave	0-5 YOS: 80 hours 6-10 YOS: 120 hours 11-15 YOS: 160 hours 16+ YOS: 200 hours
Holiday Leave	104 hours
Administrative Leave	N/A

Big Bear Community Services District

Bargaining Unit - Nonexempt	Benefit
Vacation Leave	0-6 YOS: 104 hours 7-10 YOS: 144 hours 11 YOS: 152 hours 12 YOS: 160 hours 13 YOS: 168 hours 14 YOS: 176 hours 15 YOS: 184 hours 16+ YOS: 192 hours
Holiday Leave	104 hours
Administrative Leave	N/A

Cucamonga Valley Water District	
Bargaining Unit - Nonexempt	Benefit
Vacation Leave	1-2 YOS: 80 hours 2 YOS: 88 hours 3 YOS: 96 hours 4 YOS: 104 hours 5 YOS: 112 hours 6 YOS: 120 hours 7 YOS: 128 hours 8 YOS: 136 hours 9 YOS: 144 hours 10-15 YOS: 160 hours 16 YOS: 168 hours 17 YOS: 176 hours 18 YOS: 184 hours 19 YOS: 192 hours 20 YOS: 200 hours
Holiday Leave	104 hours
Administrative Leave	Supervisors: 16 hours
Hi Desert Water Agency	
Bargaining Unit - Nonexempt	Benefit
Vacation Leave	Paid Time Off (PTO) 1-5 YOS: Nonexempt: 176 hours; Exempt: 215 hours 6-10 YOS: Nonexempt: 216 hours; Exempt: 256 hours 11-15 YOS: Nonexempt: 256 hours; Exempt: 288 hours 16+ YOS: Nonexempt: 288 hours; Exempt: 288 hours
Holiday Leave	88 hours
Administrative Leave	N/A
Mojave Water Agency	
Bargaining Unit - Nonexempt	Benefit
Vacation Leave	1-5 YOS: 80 hours 6-10 YOS: 120 hours 11+YOS: 160 hours
Holiday Leave	104 hours
Administrative Leave	40 hours Flex Time per year
Phelan Pinon Hills Community Services District	
Bargaining Unit - Nonexempt	Benefit
Vacation Leave	1-4 YOS: 80 hours 5-9 YOS: 120 hours 10-20 YOS: 160 hours 20+ YOS: 200 hours
Holiday Leave	88 hours
Administrative Leave	N/A
Rosamond Community Services District	
Bargaining Unit - Nonexempt	Benefit
Vacation Leave	0-4 YOS: 104 hours 4-15 YOS: 160 hours 15+ YOS: 208 hours
Holiday Leave	88 hours
Administrative Leave	N/A
San Bernardino County Special Districts	
Bargaining Unit - Nonexempt	Benefit
Vacation Leave	1-4 YOS: 80 hours 5-9 YOS: 120 hours 10+ YOS: 160 hours
Holiday Leave	112 hours
Administrative Leave	N/A
Victor Valley Wastewater Authority	
Bargaining Unit - Nonexempt	Benefit
Vacation Leave	1-2 YOS: 80 hours 2-4 YOS: 96 hours 4-9 YOS: 120 hours 9+ YOS: 160 hours
Holiday Leave	104 hours
Administrative Leave	N/A



Helendale Community Services District

Date: October 1, 2015
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Paul E. Harmon, Consultant
SUBJECT: Agenda item # 6
Discussion and Possible Action Regarding Increase in District Medical Insurance Contribution for Fulltime Employees.

STAFF RECOMMENDATION:

Recommend increase to District medical contribution at a per month dollar amount set by the Board action.

STAFF REPORT:

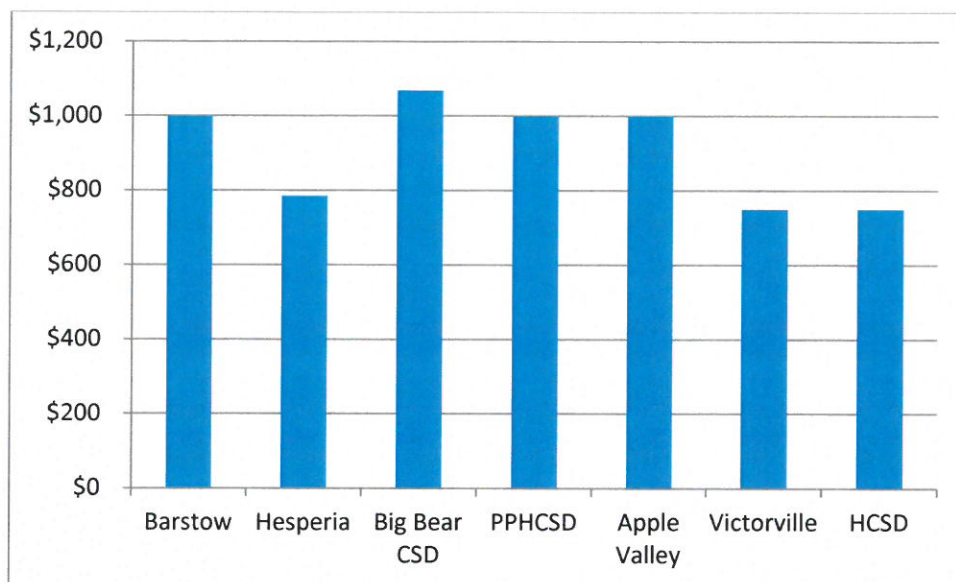
In August the District received the renewal information from its CalChoice group medical insurance carrier showing the plan changes and premiums for the upcoming year. Every employee received some amount of increase in the various medical plans being offered. The District changed insurance providers last year to afford the employees more options and help keep costs lower. CalChoice through ADP was selected because the District would be included in a larger group of California employers, which would help to keep premiums lower than being in a small single employer group. The total premium increase was 22.96% or \$1,772.26 per month. Of that amount, at the \$750 per month current contribution rate, the increase to the District is \$561.03 per month or \$6,732.36 annually.

The District currently contributes \$750 per month toward the medical insurance premium as set by Board action in 2007. The CalChoice medical insurance plan includes medical, dental, vision and chiropractor/acupuncture plans. The insurance premiums for group medical and group dental increased while group vision and chiropractor/acupuncture did not increase for the coverage period which is November 1 to October 31 of each year. There are 16 full-time positions at the District that are eligible for group insurance. Two employees do not receive the group medical benefits, one being the General Manager. Of the remaining 14 employees, 7 have insurance premiums that exceed the amount the District currently contributes toward coverage. The amounts deducted from their bi-weekly paychecks range from \$4.88 to \$215.70.

The attached spreadsheet shows how much the premiums increased by fund from the 2014-15 rate to the new 2015-16 rate. The annual cost increased from \$92,622.48 to \$99,354.84, or \$6,732.36. This is a 7.27% increase to District costs. As explained, this includes all employee premiums up to the \$750 the District pays per employee.

The Consultant conducted a survey of local cities and special districts to see what they contribute each month toward employee group insurance. Below is a graphical representation of the results. Of note: the Town of Apple Valley contributes \$760 plus a dollar for dollar match for increased premiums up to \$340

(essentially 50% of any amount over \$760 up to \$340 which would equal \$1,100). Of the six local governments surveyed, four provide a benefit higher than Helendale CSD.



The attached spreadsheet shows four scenarios of District contribution and the accompanying costs. Raising the contribution to \$850 per month increases the annual District costs by \$7,724.76, given that employees under the cap amount will not change plans to a higher rate once the contribution is increased. The \$900 per month contribution raises the annual cost to the District to \$11,324.76. The \$950/month raises the annual cost to \$14,337.96; and the \$1,000 per month raises the annual cost to \$16,737.96. The impacts to each fund is noted in the spreadsheet with the Park Fund and Solid waste Fund not showing any increase, since the employees in those funds are under the maximum contribution amount in all scenarios. The largest impact is in the Water Fund, followed by the WWTP Fund and then the Administration Fund.

It appears that each of the funds would be able to accommodate any of the medical insurance contribution increases with minimal impact since the enterprise funds are projected to show a net income by the end of the fiscal year. Only the Administration Fund which has no retained earnings or net income is impacted, but that fund is distributed among the enterprise funds at yearend.

Medical costs will continue to go up as an unfortunate fact of business life and as a result of the faulty Affordable Care Act.

In summary, with the ever increasing costs for medical insurance the Board may wish to consider and increase to the employee's medical contribution which is nearly 8 years old. Following are possible options:

- No increase in the contribution rate
- Increase the contribution rate by one of the proposed amounts per month per employee
- An increase similar to the Apple Valley formula where the District picks up 50% of the cost of a certain defined amount
- An increase in the amount other than proposed by staff.

FISCAL IMPACT: Varies depending upon any change