



Helendale Community Services District

26540 Vista Road, Suite C, Helendale, CA 92342

REGULAR BOARD MEETING **Thursday, September 16, 2021 at 6:30 PM**

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom in response to the COVID-19 pandemic and in an effort to prevent the spread of the virus, Helendale CSD will hold its board meeting via teleconference. The Helendale CSD Board of Directors will meet in person at the District Office located at 26540 Vista Rd. Suite C. Helendale, CA 92342. This meeting is open to the public via virtual interface and can be accessed by clicking on the link below.

www.zoom.com Meeting ID 463 173 8547 Passcode: HCSD
(Dial-in instructions will be provided after registering at the link above)

Call to Order - Pledge of Allegiance

1. Approval of Agenda

2. Public Participation

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

3. Consent Items

- a. Approval of Minutes: August 19, 2021, Regular Board Meeting and September 9, 2021, Special Meeting
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. COVID-19 Update

4. Reports

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

Regular Business:

5. Discussion and Possible Action Regarding Adoption of Resolution 2021-18: A Resolution of the Helendale Community Services District Establishing the Statement of Investment Policy for Fiscal Year 2022
6. Discussion and Possible Action Regarding the Write-Off of Certain Uncollectable Accounts
7. Discussion and Possible Action Regarding Circulation of Bid for Paving and Review of Maintenance Building Projects
8. Discussion Only Regarding Wastewater Rate Analysis

Other Business

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

Closed Session

10. Public Employee Performance Evaluation (Government Code Section 54957) Title: General Manager

11. Report of Closed Session Items

12. Adjournment

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



Helendale Community Services District

Date: September 16, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: Regular Board Meeting of August 19, 2021, and Special Board Meeting on September 9, 2021
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. COVID Update



Helendale Community Services District

Date: September 16, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #3a
Approval of Minutes: August 19, 2021, Regular Board Meeting and September 9, 2021 Special Board Meeting



*Minutes of the Helendale Community Services District
REGULAR BOARD OF DIRECTORS MEETING
August 19, 2021 at 6:30 PM
26540 Vista Road, Suite C. Helendale, CA 92342*

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom in response to the COVID-19 pandemic public participation in Helendale CSD's Board Meeting was held both in person and via teleconference.

Board Members Roll Call:

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

Staff Members Present:

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

Consultants:

Steve Kennedy, Legal Counsel (telephone)

Members of the Public:

There were no members of the public present.

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:31 pm by President Tim Smith, after which the Pledge of Allegiance was recited.

1. Approval of Agenda

Action: General Manager Cox reported that there was no need for a closed session and requested to remove that item. A motion was made by Director Schneider to approve the agenda as amended. The motion was seconded by Director Clark.

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

2. Public Participation

None

3. Consent Items

- A. Approval of Minutes: August 5, 2021, Regular Board Meeting
- B. Bills Paid Report
- C. Directors Compensation and Expenses
- D. COVID-19 Update

Action: A motion was made by Vice President Spiller to approve the Consent Calendar as presented. Director Haas seconded the motion.

Vote: Motion carried with a 5-Yes/ 0 - No Vote

4. Reports

A. Directors' Reports

Director Schneider reported he and President Smith attended a water conference where they discussed concerns over a potential water shortage.

Vice President Spiller reported the Farmers Market has been really slow.

B. General Managers Report

Discussion: General Manager Cox reported that the total cash balance for the District is \$6,172,619; the water department has a balance of \$1,992,448; the wastewater department has a balance of \$3,512,306; the park department has a balance of \$357,626; and the solid waste department has a balance of \$277,283. DCB has a balance of \$32,228; CBB has a balance of \$3,128,587 and LAIF has a balance of \$3,011,802. There were 55 account transfers in July. Thirteen credit checks were processed in July, two were declined and eleven were approved. The final concert in the park will be held on September 11th with a special tribute to 9/11. General Manager Cox presented a picture of the well drilling project.

Special Presentation

5. San Bernardino County Fire Budget FY 22 -FP-5 Helendale

Dave Corbin, Assistant Chief for San Bernardino County Fire Department presented the budget report for Station 4 in Helendale.

Regular Business:

6. Discussion and Possible Action Regarding Approval to Circulate Request for Proposal for Ball Field / Football Field Lighting and Selection of Field Option

Discussion: The District received a grant from the California State Parks Per Capita Program for \$177,952. One of the projects under this grant is to install lighting for the sports fields. There are currently two little league fields at the Community Park, these fields are adequate size for Little League and High School softball but are short for adult softball. The District has seen an increase in usage at the fields and has had many requests to increase the outfield for greater usability. Currently, we have adult co-ed softball, little league practices, high school girls' softball, and travel ball. Staff explored options including removing the fence line on the west field to expand the outfield or creating a new field. Staff estimates the project will cost approximately \$61,000 without additional grant funding or \$25,000 with additional grant funding if awarded. Staff presented several pictures of options for lighting. The Board selected option 4 to circulate for bid.

Action: Director Schneider made a motion to proceed with option 4 to allow us to get accurate bids on the lighting portion of this project. Vice President Spiller seconded the motion.

Vote: The motion carried by the following 4 -Yes/ 1 -No vote: President Smith-Yes; Vice President Spiller-Yes; Director Clark -Yes; Director Schneider -Yes; Director Haas -No

7. Discussion and Possible Action Regarding Completion of Maintenance Buildings Interior

Discussion: Framing of the water shop building will be done this week, the week of August 23rd the contractor will trim and prep for the wall panel and begin framing the wastewater shop. The week of August 30th the contractor will install the wall panels for the water shop and continue framing the wastewater shop. On December 28, 2020, the Board awarded a contract for the construction of the maintenance building in the amount of \$1,061,741. In February 2021, the Board awarded the contract for the required fire sprinkler system for \$66,900. On August 5, 2021 the Board awarded a contract for a mini lift station for wastewater in the amount of \$36,044. On August 19th, the Board discussed the completion of the interior of the buildings, approximately \$230,000 each plus the cost of the mezzanines. The Board will still need to discuss the contract for concrete and paving around the building. The Water Operations Manager and the Wastewater Operations Managers have both created the interior designs to accommodate their

needs, both buildings will have showers. A bathroom in each building is part of the current structure as required by County.

Options for completing the interior include negotiating a change order to the existing contract for completing the interior; bid out the interior which requires having engineered drawings completed by a third party and then bidding the project; or wait on completing the buildings until a later date then have engineered drawings completed and bid the project.

President Smith suggested looking at mini splits instead of ducting and air conditioning system.

Action: Director Schneider made a motion to allow the General Manager to negotiate with the current contractor for interior finishes. Director Haas seconded the motion.

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

8. Discussion and Possible Action Regarding Suspension of Remote Meeting as Authorized in Executive Order N-29-20

Discussion: In March 2020, Executive Order N-29-20 was issued that allowed remote meetings. On June 11, 2021, Executive Order N-08-21 suspended that provision. Legal Counsel discussed how the District will proceed after the 9/30 meeting and the proposed legislation that may affect the Brown Act in the future.

Action: There was no action on this item.

9. Discussion and Possible Action Regarding Adoption of Revised Surplus Lands Policy

Discussion: The original policy was adopted in 2008 however new laws have been chaptered since then requiring modification. Counsel provided a revised draft to the Board for their consideration.

Action: Director Clark made a motion to approve the revised Surplus Land Policy. Director Haas seconded the motion.

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

10. Discussion Only Regarding Vehicles for District Operations

Discussion: The purpose of this item is to receive input from the Board on District vehicles. The District has always benefited from the cost savings of used vehicles. Over the past few years market dynamics has changed and it is hard to find decent vehicles. The costs are not very advantageous. The FY 22 CIP includes a commuter for the Wastewater Operations Manager for \$25,000 and two used service trucks for the water department at \$50,000. The FY 23 CIP includes a service truck at \$30,000 and the FY 25 CIP includes a service truck at \$30,000. Current fleet needs include a commuter for the Wastewater Operations Manager, who is currently using an SUV inherited from County; a new commuter for the Water Operations Manager, his vehicle will pass to the water operations staff, the water operations vehicle will be passed to parks as the park's vehicle does not go in reverse. The current estimates from fleet managers: Chevy 4x4 1500 approximately \$45,000 out the door with a utility body; Chevy 4x4 with regular bed approximately \$35,000; an Equinox commuter between \$28,000 and \$32,000 depending on the model. Due to supply shortages the lead time is approximately 5 months. The Board requested Staff get quotes on new and used vehicles and bring the item back to the Board the second meeting in September.

Action: There was no action on this item.

11. Discussion Only Regarding Consideration of Proposing an Ordinance Related to Water Theft, Unauthorized Use and Tampering

Discussion: Water truck traffic and illicit grows have raised concern about potential water shortage. The California drought has exacerbated the issue. Ignoring the Adjudication creates consequences. The Board requested that we address this situation. With the limited tools, the District has pulled back all hydrant meters and hired security to observe. Legal Counsel has drafted an ordinance to address the issue. Recently the Board of Supervisors has imposed fines, however, ultimately, law enforcement is the key. Counsel addressed how an ordinance would work to address some of the local concerns. The Board directed staff to work with Legal Counsel to develop an ordinance.

Action: There was no action on this item.

Other Business

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

Closed Session

13. Conference with Legal Counsel -Anticipated litigation

Initiation of litigation pursuant to Government Code Section 54956.9(d): One potential case

This item was removed from the agenda

14. Report of Closed Session Items

This item was removed from the agenda

15. Adjournment

Action: President Smith adjourned the meeting at 8:47 pm

Submitted by:

Approved by:

Tim Smith, President

Sandy Haas, Secretary

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



*Minutes of the Helendale Community Services District
SPECIAL BOARD OF DIRECTORS MEETING
September 9, 2021, at 6:30 PM
26540 Vista Road, Suite C. Helendale, CA 92342*

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom in response to the COVID-19 pandemic public participation in Helendale CSD's Board Meeting was held both in person and via teleconference.

Board Members Roll Call:

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

Staff Members Present:

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

Consultants:

Steve Kennedy, Legal Counsel (teleconference)
Derrick Sandwick, High Desert Underground

Members of the Public:

There were no members of the public present.

Call to Order and Pledge of Allegiance

The meeting was called to order at 5:02 pm by President Tim Smith, after which the Pledge of Allegiance was recited.

1. Approval of Agenda

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

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

2. Public Participation

None

Regular Business:

3. Discussion and Possible Action Regarding Change Order to Fire Sprinkler Contract

Discussion: In January, the District approved an RFP for Fire Sprinkler Services. The RFP was noticed in the Daily Press, on the District website, and via direct solicitation. Only 1 bid was received in the amount of \$66,900. The Board awarded the contract to the sole bidder - High Desert Underground on February 4th. The project is complex and due to no other bids being submitted there was no comparison for costs. An omission was discovered during conversations with the contractor. General Manager Cox presented a diagram for the fire sprinkler system and the tie in to the distribution system. Mr. Sandwick addressed the Board and apologized for the oversight. After some discussion the Board decided to approve a change order in the amount of \$75,000.

Action: Director Schneider made a motion approve a change order in the amount of \$75,000 for fire sprinkler project. Director Haas seconded the motion.

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

4. Discussion and Possible Action Regarding Claim Against the District

Discussion: A claim has been filed stating an “unknown item from truck” caused damage to claimants’ windshield. The driver flagged our employee down after incident who provided information. Staff had heavy items in the back of the truck that would not blow out. The District’s claim process is for the claimant to fill out a claim form then the claim is scheduled for Board determination. The Board can decide to pay the claim, deny the claim, or refer the claim to the insurance company. Staff asked new auto insurer about this claim, and they recommend denial, no negligence involved and debris on roadway is hazard of driving. They also advised that payment of claim could establish precedent. The Board was presented with two options: to deny the claim or pay the claim. The insurance company only covers negligence. Legal Counsel Kennedy added there is another option in regard to this claim under Government Code Section 910, there are certain legal requirements that are necessary in order for a claim to be sufficient for presentation, and one of those is that the claim must include the date in which the damage occurred because it starts the accrual period for statute of limitations. In the claim for damage form the date is blank. The claim does not identify when the damage occurred. As a matter of law, the claim is deficient for purposes of presentation. Within 20 days of presentation the Board can determine that the claim is not sufficient and send notice to the claimant. Legal Counsel suggested that the District notify the claimant that the claim is insufficient.

Motion: Director Schneider made the motion to determine that the claim was insufficient and instruct Counsel to send notice of insufficiency to the claimant, Director Spiller seconded the motion.

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

Other Business

- 5. Requested items for next or future agendas (Directors and Staff only)**
Director Schneider requested to discuss the building interior.

6. Adjournment

Action: President Smith adjourned the meeting at 5:38 pm

Submitted by:

Approved by:

Tim Smith, President

Sandy Haas, Secretary

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



Helendale Community Services District

Date: September 16, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item #3 b
Consent Items: Updated Bills Paid and Presented for Approval

STAFF RECOMMENDATION:

Updated Report Only. Receive and File

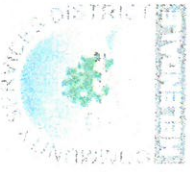
STAFF REPORT:

Staff issued 95 checks and 27 EFT's totaling \$689,172.58

Total Cash Available:	<u>9/13/21</u>	<u>8/16/21</u>
Cash	\$5,842,441.08	\$6,172,619.00
Checks/EFT's Issues	\$ 689,172.58	\$ 358,558.74

Investment Report

The Investment Report shows the status of the invested District funds. The current interest rate is 0.02% for LAIF and 0.10% for the CBB Sweep Account for August 2021. Interest earned Aug 2021 on CBB Sweep Account is \$257.56.



Helendale CSD

Bills Paid and Presented for Approval Transaction Detail

Issued Date Range: 08/16/2021 - 09/13/2021

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
08/16/2021	24441	BLUE BAY VENTURES LLC	-233.81	Check	Utility Billing
08/16/2021	24442	CYNTHIA ESQUIVEL	-162.08	Check	Utility Billing
08/16/2021	24443	SAMANTHA STEPHENSON	-83.77	Check	Utility Billing
08/16/2021	24444	OVAL SMITH	-246.00	Check	Utility Billing
08/18/2021	24445	Amazon Capitol Services	-105.60	Check	Accounts Payable
08/18/2021	24446	Apple Valley Communications, Inc	-200.00	Check	Accounts Payable
08/18/2021	24447	County of San Bernardino, Solid Waste Mgmt. Div.	-1,559.73	Check	Accounts Payable
08/18/2021	24448	Desert Community Bank	-249.53	Check	Accounts Payable
08/18/2021	24449	Forshock	-57.00	Check	Accounts Payable
08/18/2021	24450	Frontier Communications	-65.97	Check	Accounts Payable
08/18/2021	24451	Geo-Monitor, Inc.	-1,186.50	Check	Accounts Payable
08/18/2021	24452	Grainger	-569.83	Check	Accounts Payable
08/18/2021	24453	Home Depot Credit Services	-2,340.28	Check	Accounts Payable
08/18/2021	24454	King of the Hill Floor Care	-200.00	Check	Accounts Payable
08/18/2021	24455	Lowe's Inc.	-1,569.92	Check	Accounts Payable
08/18/2021	24456	Pearl Quinones	-300.00	Check	Accounts Payable
08/18/2021	24457	Rebecca Gonzalez	-600.00	Check	Accounts Payable
08/18/2021	24458	Southern California Edison	-31.62	Check	Accounts Payable
08/18/2021	24459	USA Blue Book	-241.21	Check	Accounts Payable
08/18/2021	24460	Brunick, McElhaney & Kennedy	-4,200.00	Check	Accounts Payable
08/19/2021	24461	King of the Hill Floor Care	-380.00	Check	Accounts Payable
08/19/2021	24462	Verizon Wireless	-651.76	Check	Accounts Payable
08/19/2021	24463	Verizon Wireless	-106.32	Check	Accounts Payable
08/19/2021	24464	South West Pump & Drilling, Inc	-178,745.40	Check	Accounts Payable

Bank Account: 251229590 - CBB Checking

08/20/2021	24465	California State Disbursement Unit	-230.76	Check	Accounts Payable
08/23/2021	24466	MWC Group, Inc	-53,852.75	Check	Accounts Payable
08/23/2021	24467	MWC Group, Inc	-236,233.75	Check	Accounts Payable
08/23/2021	24468	Zenith Insurance Company	-6,645.00	Check	Accounts Payable
08/25/2021	24469	KAY LOPEZ	-66.21	Check	Utility Billing
08/25/2021	24470	JOSIAH ADKINS	-176.90	Check	Utility Billing
08/25/2021	24471	ALEXANDER PELAEZ	-185.41	Check	Utility Billing
08/26/2021	24472	ACI Payments, Inc	-57.90	Check	Accounts Payable
08/26/2021	24473	Alma Esquivel	-540.00	Check	Accounts Payable
08/26/2021	24474	Amazon Capitol Services	-50.63	Check	Accounts Payable
08/26/2021	24475	Apple Valley Communications, Inc	-572.17	Check	Accounts Payable
08/26/2021	24476	Frontier Communications	-91.32	Check	Accounts Payable
08/26/2021	24477	Frontier Communications	-61.92	Check	Accounts Payable
08/26/2021	24478	Grainger	-191.63	Check	Accounts Payable
08/26/2021	24479	I Candy Website & Graphic Design	-65.00	Check	Accounts Payable
08/26/2021	24480	Inland Water Works Supply Co.	-714.47	Check	Accounts Payable
08/26/2021	24481	Sally Johnson Reversal	200.00	Check Reversal	Accounts Payable
08/26/2021	24481	International Asociation of Lions Clubs/ Troop 574	-200.00	Check	Accounts Payable
08/26/2021	24482	Jonathan A. Escobar	-107.74	Check	Accounts Payable
08/26/2021	24483	Mark Roberts	-9,030.00	Check	Accounts Payable
08/26/2021	24484	Mojave Desert AQMD	-3,113.58	Check	Accounts Payable
08/26/2021	24485	Staples Credit Plan	-308.44	Check	Accounts Payable
08/26/2021	24486	Tyler Technologies, Inc.	-828.57	Check	Accounts Payable
08/26/2021	24487	Uline	-106.41	Check	Accounts Payable
08/26/2021	24488	Ultimate Internet Access, Inc	-831.19	Check	Accounts Payable
08/27/2021	24489	Alma Esquivel	-90.00	Check	Accounts Payable
08/27/2021	24490	Sally Johnson	-200.00	Check	Accounts Payable
08/30/2021	24491	Fedak & Brown LLP	-9,181.00	Check	Accounts Payable
08/30/2021	24492	Eide Bailly LLP	-9,428.38	Check	Accounts Payable
09/02/2021	24493	A Step Above Carpet & Tile Cleaning	-900.00	Check	Accounts Payable
09/02/2021	24494	All Pro Pest Control Services, Inc	-125.00	Check	Accounts Payable
09/02/2021	24495	Amazon Capitol Services	-287.61	Check	Accounts Payable
09/02/2021	24496	AVCOM Services Inc.	-116.00	Check	Accounts Payable
09/02/2021	24497	Beck Oil Inc	-4,079.55	Check	Accounts Payable

09/02/2021	24498	Burrtec Waste Industries Inc	-126.50	Check	Accounts Payable
09/02/2021	24499	Consolidated Electrical Distributors, Inc.	-5,719.50	Check	Accounts Payable
09/02/2021	24500	G.A. Osborne Pipe & Supply Inc.	-448.02	Check	Accounts Payable
09/02/2021	24501	Hartford Life	-264.77	Check	Accounts Payable
09/02/2021	24502	Inland Water Works Supply Co.	-29.92	Check	Accounts Payable
09/02/2021	24503	K. C. Fabrication & Restoration	-585.00	Check	Accounts Payable
09/02/2021	24504	Mobile Occupational Services, Inc.	-55.00	Check	Accounts Payable
09/02/2021	24505	Rebecca Gonzalez	-495.00	Check	Accounts Payable
09/02/2021	24506	USA Blue Book	-29.04	Check	Accounts Payable
09/02/2021	24507	California State Disbursement Unit	-230.76	Check	Accounts Payable
09/02/2021	24508	Sonic Systems, Inc	-1,455.90	Check	Accounts Payable
09/02/2021	24509	All American Fence Erectors	-6,492.00	Check	Accounts Payable
09/03/2021	24510	JOHN THOMPSON	-66.54	Check	Utility Billing
09/03/2021	24511	FELICIA HARRIS	-195.64	Check	Utility Billing
09/09/2021	24512	Amazon Capitol Services	-166.48	Check	Accounts Payable
09/09/2021	24513	Aqua Metrics Sales Company	-3,699.76	Check	Accounts Payable
09/09/2021	24514	AVCOM Services Inc.	-88.50	Check	Accounts Payable
09/09/2021	24515	Bank of America	-5,459.35	Check	Accounts Payable
09/09/2021	24516	Burrtec Waste Industries Inc	-474.87	Check	Accounts Payable
09/09/2021	24517	Charles La Pat	-100.00	Check	Accounts Payable
09/09/2021	24518	Consolidated Electrical Distributors, Inc.	-750.38	Check	Accounts Payable
09/09/2021	24519	County of San Bernardino	-340.00	Check	Accounts Payable
09/09/2021	24520	Frontier Communications	-49.86	Check	Accounts Payable
09/09/2021	24521	Frontier Communications	-133.54	Check	Accounts Payable
09/09/2021	24522	Geo-Monitor, Inc.	-2,203.00	Check	Accounts Payable
09/09/2021	24523	Giddy Up Ranch	-350.00	Check	Accounts Payable
09/09/2021	24524	Online Information Services, Inc	-34.20	Check	Accounts Payable
09/09/2021	24525	O'Reilly Auto Parts	-271.79	Check	Accounts Payable
09/09/2021	24526	Parkhouse Tire, Inc.	-464.08	Check	Accounts Payable
09/09/2021	24527	Pyro Spectaculars Inc.	-1,412.00	Check	Accounts Payable
09/09/2021	24528	Quinn Company	-281.32	Check	Accounts Payable
09/09/2021	24529	Scott Tinturin	-1,500.00	Check	Accounts Payable
09/09/2021	24530	TASC	-250.00	Check	Accounts Payable
09/09/2021	24531	Univar Solutions, USA	-2,169.02	Check	Accounts Payable
09/09/2021	24532	USA Blue Book	-86.62	Check	Accounts Payable

09/09/2021	24533	USA of So. California	-52.90	Check	Accounts Payable
09/09/2021	24534	USPS	-308.00	Check	Accounts Payable
09/09/2021	24535	High Desert Underground Inc	-42,187.50	Check	Accounts Payable
08/17/2021	EFT0003823	SCE ACH WWTP & Wells 3,4 & 1 Acct 7005473544472	-18,784.96	EFT	General Ledger
08/23/2021	EFT0003825	SCE Street Lighting Acct # 700013030275	-1,853.94	EFT	General Ledger
08/25/2021	EFT0003826	SCE ACH Park Wellheads Acct 700448234519	-384.23	EFT	General Ledger
08/26/2021	EFT0003827	SCE ACH Sod Farm Acct 700255337588	-1,745.60	EFT	General Ledger
08/30/2021	EFT0003828	SCE ACH Well 6,7,8,9 & 2 Acct 700620711734	-1,509.25	EFT	General Ledger
08/18/2021	EFT0003829	To record Sales Tax Pmt # 1- 3rd Quarter	-1,657.05	EFT	General Ledger
08/20/2021	EFT0003830	CalPERS 457 Pmt PPE 8/15/21	-3,811.41	EFT	General Ledger
08/28/2021	EFT0003833	CalPERS Classic Pmt PPE 8/1/21	-7,193.14	EFT	General Ledger
08/28/2021	EFT0003834	CalPERS PEPPRA Pmt PPE 8/1/21	-1,619.41	EFT	General Ledger
09/01/2021	EFT0003835	SCE ACH Community Center 700218740906	-3,121.55	EFT	General Ledger
09/13/2021	EFT0003836	SCE ACH 4-Plex Acct 700392338368	-534.96	EFT	General Ledger
09/13/2021	EFT0003837	ACH Water Shop SCE Acct 700453074415	-167.61	EFT	General Ledger
08/31/2021	EFT0003838	SW Gas ACH Smithson Condo Unit A Acct # 910002698356	-7.23	EFT	General Ledger
09/07/2021	EFT0003839	To record CalPERS Health Premium	-16,666.88	EFT	General Ledger
08/31/2021	EFT0003840	PERS GASB 68 Reporting Services Fee	-700.00	EFT	General Ledger
09/03/2021	EFT0003842	CalPERS 457 Pmt PPE 8/29/21	-3,811.41	EFT	General Ledger
09/08/2021	EFT0003843	SW Gas ACH 4-Plex Acct # 910000817466	-38.84	EFT	General Ledger
09/08/2021	EFT0003844	SW Gas Community Center 910000010177	-12.40	EFT	General Ledger
09/08/2021	EFT0003845	SW Gas ACH WWTP 910000010195	-27.78	EFT	General Ledger
09/08/2021	EFT0003846	SW Gas Water Shop Acct # 910001037540	-11.00	EFT	General Ledger
09/13/2021	EFT0003849	CalPERS PEPPRA Pmt PPE 8/15/21	-1,637.74	EFT	General Ledger
09/13/2021	EFT0003850	CalPERS Classic Pmt PPE 8/15/21	-7,207.33	EFT	General Ledger
09/13/2021	EFT0003853	To record Sales Tax Pmt # 2- 3rd Quarter	-1,631.27	EFT	General Ledger
09/08/2021	EFT0003854	To record Tasc Flex Claim Pmt - PPE 8/29/21	-533.33	EFT	General Ledger
08/24/2021	EFT0003855	To record Tasc Flex Claim Pmt - PPE 8/15/21	-533.33	EFT	General Ledger
09/02/2021	EFT0003856	To record Global Merchant Fees Acct 4366 -	-674.69	EFT	General Ledger
09/02/2021	EFT0003857	To record Global Merchant Fees Acct 4367 -	-1,713.86	EFT	General Ledger

Bank Account 251229590 Total: (123)

Report Total: (123)

Summary

Bank Account
[25129590 CBB Checking](#)

Count	Amount
123	-689,172.58
Report Total: 123	-689,172.58

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

Count	Amount
123	-689,172.58
Report Total: 123	-689,172.58

Transaction Type	Count	Amount
Check	95	-611,782.38
Check Reversal	1	200.00
EFT	27	-77,590.20
Report Total:	123	-689,172.58



Helendale Community Services District

Date: September 16, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette, Program Coordinator
SUBJECT: Agenda item #3c
Directors' Compensation and Expenses

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: <i>Sandy Krav</i>		Expense Description/Explanation		Miles	Meals	Lodging	Other	Exp Category
Date	Event							
9-7	Public Benefit	<i>Telephone w/ Cheryl</i>						
9-8	Event	<i>update: Hunt, 9/11 event, Plagues, June session</i>						
9-9	Public Benefit	<i>Thin Communities Lunch</i>						
	Event	<i>Meeting with Oso, MWA, County Rep, Police</i>						
	Public Benefit	<i>Ad Hoc meeting</i>						
9-10	Event	<i>Meeting w/ Alex</i>						
	Public Benefit	<i>framing of HD at site installing Jesse Nykolant</i>						
	Event							
	Public Benefit							
	Event							
	Public Benefit							
	Event							
	Public Benefit							
	Event							
	Public Benefit							
Notes/Comments:		Totals		<i>21.94</i>			<i>550.-</i>	
Appropriate Approval				Totals:		Mileage	<i>21.94</i>	
Signature						Meals		
						Lodging		
						Other		
						Grand Total	<i>550.-</i>	
						Submitted By: <i>Sandy Krav</i>		
						Date		

- A: Public Meeting governed by Brown Act
- B: Public Event*
- C: Representation at Public Meeting/Event*
- D: Representation on a 501C3 Board*
- E: Conference/seminar/Training Program related to District*
- F: Ad Hoc committee of the Board

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

Los Domingos
(760) 244-1381

Ticket No: 57
Ticket UID: 20210908C035-124
Small Room->3

Employee: Alejandra
Dine In
Date: 9/8/2021
Time: 12:17:17 PM

\$8.95	L-25 Crispy Chicken Wrap
\$0.00	-- Fruit
\$7.89	L-1 Taco
\$0.00	-- Taco Meat Chicken
\$0.00	-- Soft Shell
\$0.00	-- No Refried Beans
\$1.50	Sour Cream

Subtotal: \$18.34
Tax: \$1.60
Total: \$19.94

Suggested tip 3.00
2/94

10% (Tip: \$1.99, Total: \$21.93)
15% (Tip: \$2.99, Total: \$22.93)
20% (Tip: \$3.99, Total: \$23.93)



Thank you come again!

Please leave us a review on Yelp, Google or Facebook

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER
 Pay Period Ending 9/12/2021

Date	Event	Expense Description/Explanation	Meeting	Miles	Meals	Lodging	Other	Exp. Category	Program related to
09/01/2021	Description of Public Benefit	CSDA conference	137.5	353.0				E: Conference/seminar/Training	Tim Smith
				(return trip)					
09/02/2021	Description of Public Benefit	CSDA conference	137.5					E: Conference/seminar/Training	Program related to
09/09/2021	Description of Public Benefit	Special board meeting	137.5					A: Public Meeting governed by Brown Act	
09/11/2021	Description of Public Benefit	concert	137.5					C: Representation at Public Meeting/Event*	
	Event		0						
	Description of Public Benefit		0						
	Event		0						
	Description of Public Benefit		0						
	Event		0						
	Description of Public Benefit		0						
	Event		0						
	Description of Public Benefit		0						
	Event		0						
	Description of Public Benefit		0						
			Total Meetings	Total Miles	Total Meals	Total Lodging	Total Other	Total	
			\$ 550.00	\$ 197.68	\$ -	\$ -	\$ -	\$ 747.68	

Submitted by: _____

Tim Smith
Signature

09/12/2021
Date

- Expense Categories*
- A: Public Meeting governed by Brown Act
 - B: Public Event*
 - C: Representation at Public Meeting/Event*
 - D: Representation on a SDC/3 Board*
 - E: Conference/seminar/Training Program related to District*
 - F: Ad Hoc committee of the Board
 - G: Meeting w/GM re District Operations
 - H: Meeting w/auditors, attorney or consultant retained by District
 - I: Meeting of local, State or Federal body w/jurisdiction affecting HCSO
 - J: Meeting w/organization with interests in matters involving functions or operations of the District
 - K: Meeting pre-approved by the Board of Directors

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

August, 2002

10

KC

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: HENRY SPILLER

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category
8/3	the Board Meeting					G
8/4	Review of issues discussed at open board meeting					J/C
8/5	Farmer Market					A
8/10	Rep @ public event					A
8/11	Board Meeting					J/C
8/14	Public Meeting governed by the Brown Act					C
8/17	Public Meeting governed by the Brown Act					G
8/18	Farmer Market					J/C
8/19	Rep @ public event					A
8/24	Board Meeting					J/C
	Public Meeting governed by the Brown Act					
	Farmer Market					J/C
	CD Market Rep @ public event					
Totals						

Notes/Comments:

Totals: Milage _____ Meals _____ Lodging _____ Other _____ Grand Total _____

Submitted By: *Henry Spiller*

Appropriate Approval _____ Date _____

Signature _____

Expense Categories

- G: Meeting w/GM re District Operations
- H: Meeting w/auditors, attorney or consultant retained by District
- I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
- J: Meeting w/organization with interests in matters involving functions or operations of the District
- K: Meeting pre-approved by the Board of Directors

A: Public Meeting governed by Brown Act
 B: Public Event*
 C: Representation at Public Meeting/Event*
 D: Representation on a 501C3 Board*
 E: Conference/seminar/Training Program related to District*
 F: Ad Hoc committee of the Board

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

HELENDALE COMMUNITY SERVICES DISTRICT
BOARD MEMBER EXPENSE VOUCHER

AUG. 2021

NAME: Andy Boas Date: 8-21

Date	Event	Expense Description/Explanation	Mileage	Meals	Lodging	Other	Exp. Category
8-17	Public Benefit	Meeting w/GM agenda & other dist business					G
8-19	Public Benefit	Regular Meeting					A
9-24	Public Benefit	Meeting on site w/ alex morgan to see slab poured at the bus					
8-25	Public Benefit	Meeting on site w/ craig seeing all that has been done					
8-26	Event	Meeting w/GM					G
8-27	Public Benefit	Re: Public in sight at, Spec. Meeting					A
	Public Benefit	Re: waste water rate increase					
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
Notes/Comments:		Totals:		Mileage	Meals	Lodging	Grand Total
							825-

NA
NA

Ok to process for payroll

Signature [Signature] Date 8-30-21

Board Member Signature: [Signature]
Expense Categories:

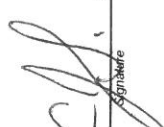
- A: Public Meeting governed by Brown Act
- B: Public Event*
- C: Representation at Public Meeting/Event*
- D: Representation on 501C3 Board *
- E: Conference/Seminar/Training program related to District
- F: Ad Hoc Committee of the Board
- G: Meeting w/GM re: District Operations
- H: Meeting w/auditors, attorney or consultant retained by District
- I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
- J: Meeting w/organization with interests in matter involving functions or operations of the District
- K: Meeting pre-approved by the Board of Directors

*Written or verbal report required to be presented at the next Board meeting
Mileage calculated at \$0.56/mile effective 1/1/21

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER
8/29/2021

Date		Expense Description/Explanation		Meeting	Miles	Meals	Lodging	Other	Exp Category
8/17/2021	Event	Meeting with GM		137.50					G: Meeting w/GM re District Operations
	Description of Public Benefit	Discuss BOD Agenda							
8/19/2021	Event	Regular BOD		137.50					A: Public Meeting governed by Brown Act
	Description of Public Benefit	Helendale CSD Business							
8/27/2021	Event	Special BOD		137.50					A: Public Meeting governed by Brown Act
	Description of Public Benefit	HCSD Business							
	Event			0					G: Meeting w/GM re District Operations
	Description of Public Benefit								
	Event			0					A: Public Meeting governed by Brown Act
	Description of Public Benefit								
	Event								C: Representation at Public Meeting/Event*
	Description of Public Benefit								
	Event								E: Conference/seminar/Training Program related to D.
	Description of Public Benefit								
	Event			0					
	Description of Public Benefit								
	Event			0					
	Description of Public Benefit								
	Event			0					
	Description of Public Benefit								
				Total Meetings	Total Miles	Total Meals	Total Lodging	Total Other	Total
				412.50	\$	\$	\$	\$	\$1,034.42

Submitted by:


Signature

Craig J. Schneider
Date August 27, 2021

KE

HELENDALE COMMUNITY SERVICES DISTRICT
BOARD MEMBER EXPENSE VOUCHER

NAME: Bob Clark Date: 8/27/2021

5

Date	Event	Expense Description/Explanation	Mileage	Meals	Lodging	Other	Exp. Category
8/3	Public Benefit	Meet with Kimberly Cox					
8/5	Event	Review Adsonde					
	Public Benefit	Reg Board mtg					
8/17	Event	Meet with Kimberly Cox					
	Public Benefit	Review Adsonde					
8/19	Event	Reg Board mtg					
	Public Benefit						
8/27	Event	Special Board mtg					
	Public Benefit	Review Sehan Rate					
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
<p>Totals: Mileage _____ Meals _____ Lodging _____ Grand Total _____</p>							

Notes/Comments: Ok to process for payroll

Board Member Signature: [Signature]

Signature _____ Date _____

Expense Categories:
 G: Meeting w/GM re: District Operations
 H: Meeting w/auditors, attorney or consultant retained by District
 I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
 J: Meeting w/organization with interests in matter involving functions or operations of the District
 K: Meeting pre-approved by the Board of Directors

Mileage calculated at \$0.56/mile effective 1/1/21

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: Tim Smith

Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category
08/16/2021	Public Benefit	ASBCSD	126				E: Conference/seminar/Training Program
08/17/2021	Public Benefit	mtg with Kimberly					G: Meeting w/GM re District Operations
08/19/2021	Public Benefit	regular board mtg					A: Public Meeting governed by Brown Act
27-Aug	Public Benefit	special boated mtg					A: Public Meeting governed by Brown Act
	Event	travel to CSDA conference	353.0				B: Public Event*
	Public Benefit	not charging for meeting day, already have 10 for monthly. <u>just mileage</u>					A: Public Meeting governed by Brown Act
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
Notes/Comments:			479.0				
			Totals:		Mileage	277.82	
					Meals		
					Lodging		
					Other		
					Grand Total	277.82	
					Submitted By: Tim Smith		
Appropriate Approval			Date				

479 miles
= 268.24 +

- Expense Categories**
- A: Public Meeting governed by Brown Act
 - B: Public Event*
 - C: Representation at Public Meeting/Event*
 - D: Representation on a 501C3 Board*
 - E: Conference/seminar/Training Program related to District*
 - F: Ad Hoc committee of the Board
 - G: Meeting w/GM re District Operations
 - H: Meeting w/auditors, attorney or consultant retained by District
 - I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
 - J: Meeting w/organization with interests in matters involving functions or operations of the District
 - K: Meeting pre-approved by the Board of Directors

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

KL

A550-



Helendale Community Services District

Date: September 16, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3d
COVID Pandemic Update

STAFF RECOMMENDATION:

Receive and file.

STAFF REPORT:

Staff continues to monitor the financial impacts of COVID as well as any guidance provided by the State or the CDC. On September 9, District staff submitted a request for reimbursement from the state for \$58,361.18, however, it is more realistic that we would only receive \$25,757.58 representing a portion of our past dues water fees.

Current outstanding receivable includes \$40,352.94 representing accounts that are one month behind; \$16,860.43 that are two months behind and \$21,271.74 that is three or more months behind.

FISCAL IMPACT: \$78,485.11 in outstanding receivables

ATTACHMENTS: None



Helendale Community Services District

DATE: September 16, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion and Possible Action Regarding Adoption of Resolution 2021-18: A Resolution of the Helendale Community Services District Establishing the Statement of Investment Policy for Fiscal Year 2021-2022

Staff Recommendation

Staff seeks approval of the Resolution 2021-22 and input regarding investments.

Staff Report

Investment Policy:

Based upon the District's adopted investment strategy the three guiding principles are safety, liquidity and yield. Annually the District Investment policy is reviewed by Staff and any changes necessary to the policy are suggested to the Board. After review, Staff sees no need to modify the Investment Policy. However, the Statement of Investment Policy is required to be adopted by resolution on an annual basis, regardless of any change or not. Attached for your consideration and adoption is Resolution 2021-18 affirming the District's investment policy for the current fiscal year.

Investments:

Last year Staff outlined three options for the Board to consider that would diversify District investments. With the significant capital projects that the District currently has underway: the new well project, paving and two maintenance buildings, a significant amount of money has been retained in the District's primary repository. Currently the District has \$5,842,441.08 million in cash of which \$2,784,302.45 is in CBB; \$3,011,802.76 is with LAIF; and \$46,335.87 is in DCB.

At that time the Board looked at paying off debt, investing in a Pension Trust Fund, and investing money with LAIF. The Board selected debt retirement and LAIF and deferred the Pension Trust Fund or pre-payment of the pension liability.

At the recent CSDA conference there was a session that discussed the benefit of paying off your pension liability or establishing a Pension Trust Fund. Once the District's construction projects are completed, Staff would like to discuss these options with the Board, particularly because of the District's minimal unfunded liability of approximately \$400,000. By paying off this accrued debt it

will save interests payments that currently are exceeding the interest earned on the District's investments.

FISCAL IMPACT: None

POSSIBLE MOTION: Approve Resolution 2021-18

ATTACHMENTS: Resolution 2021-18
District Investment Policy for FY 2022



RESOLUTION NO. 2021-18

**A RESOLUTION OF THE HELENDALE COMMUNITY SERVICES DISTRICT
ESTABLISHING THE STATEMENT OF INVESTMENT POLICY
FOR FISCAL YEAR 2021-22**

**THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT
DOES HEREBY RESOLVE AS FOLLOWS:**

WHEREAS, the Helendale Community Services District, under Government Code Section 53646.2 must provide to its governing Board a Statement of Investment Policy; and

WHEREAS, the Statement of Investment Policy has been modeled after similar agency policies and in conformity with the California Government Code Sections 53600 and 53635, et seq.; and

WHEREAS, the Statement of Investment Policy provides District Staff with a management tool to implement future investment decisions by the District.

NOW, THEREFORE, BE IT RESOLVED, ORDERED AND DETERMINED BY THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT THAT the District, as set forth in the attached Statement of Investment Policy, does hereby adopt as the Investment Policy for public funds held by and entrusted to the Helendale Community Services District through its elected Board of Directors and employees.

APPROVED AND ADOPTED this 16th day of September 2021 by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

Tim Smith, President

ATTEST:

Sandy Haas, Secretary

Helendale Community Services District
Statement of Investment Policy and Procedures
Adopted September 16, 2021

I. PURPOSE

It is the policy of the Helendale Community Services District to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all state and local statutes governing the investment of public funds.

II. OBJECTIVE

The objective of the investment policy is to provide guidelines for insuring the safety of funds invested while maximizing investment interest income to the District.

III. INVESTMENT POLICY

1. **RESPONSIBILITY.** The General Manager, or authorized designee, is responsible for investing the cash balances in all District funds in accordance with the California Government Code, Sections 53600 et seq. and 53635 et seq. This policy does not include Long Term Debt Reserve Funds and Deferred Compensation Funds, which are exceptions covered by other more specific Government Code sections and the legal documents unique to each debt transaction.
2. **PRUDENT INVESTOR STANDARD.** The standard of prudence to be used by the General Manager and other individuals assigned to manage the investment portfolio shall be the "prudent investor" standard which states, in essence, that "in investing... property for the benefit of another, a trustee shall exercise the judgment and care, under the circumstances then prevailing, which men of prudence, discretion and intelligence exercise in the management of their own affairs..." (Civil Code Sect. 2261, et seq.) This standard shall be applied in the context of managing an overall portfolio. These individuals acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.
3. **INVESTMENT INTENT.** It is the District's full intent, at the time of purchase, to hold all investments until maturity in order to ensure the return of all invested principal. However, it is realistically anticipated that market prices of securities purchased as investments will vary depending on economic conditions, interest rate fluctuations, or individual security credit factors. In a well-diversified investment portfolio, such temporary variations in market value will inevitably result in measurable losses at any specific point in time. From time to time, changes in economic or market conditions may dictate that it is in the District's best interest to sell a security prior to maturity.

Helendale Community Services District
Statement of Investment Policy and Procedures

4. **PRINCIPAL INVESTMENT FACTORS.** The three principle investment factors of **Safety, Liquidity and Yield** are to be taken into consideration, in the specific order listed, when making any and all investment decisions.

A. **Safety** of principal is the foremost factor to be considered during each investment transaction. Safety in investing refers to minimizing the potential for loss of principal, interest or a combination of the two, due to the two types of risk, Credit Risk and Market Risk.

- a. Credit Risk, defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by only investing in very safe, or "investment grade" securities and diversifying where feasible.
- b. Market Risk, defined as market value fluctuations due to overall changes in interest rates shall be mitigated by limiting the average maturity of the investment portfolio to less than 3 years, with a maximum maturity of any one security of 5 years without prior Board approval. Also, the portfolio will be structured based on liquidity needs so as to avoid the need to sell securities prior to maturity.

B. **Liquidity** refers to the ability to convert an investment to cash promptly with minimum risk of losing some portion of principal or interest. The investment portfolio will be structured based on historic cash flow analysis in order to provide the necessary liquidity as investments routinely mature. A portion of the portfolio will be maintained in liquid short-term securities which can be converted to cash if necessary to meet unforeseen disbursement requirements.

C. **Yield** is the average annual return on an investment based on the interest rate, price, and length of time to maturity. The District attempts to obtain the highest yield possible, provided that the basic criteria of safety and liquidity have been met.

5. **AUTHORIZED INVESTMENT INSTRUMENTS.** The District is subject to California Government Code, Section 53601 et seq. Within the context of the governing language, the General Manager or designee is authorized to invest in the following types of securities. (The percentage noted in this section is the maximum percentage the investment is allowed in regards to the portfolio.)

A. **United States Treasury Bills, Notes, and Bonds – Maximum of 100%.** Maximum term of investment 5 years. There is no limitation as to the percentage of the portfolio, which can be invested.

Helendale Community Services District
Statement of Investment Policy and Procedures

B. Obligations issued by the Federal Government – Maximum of 100%. Obligations issued by the Government National Mortgage Association (GNMA), the Federal Farm Credit Bank System (FFCB), the Federal Home Loan Bank (FHLB), the Federal Home Loan Mortgage Corporation (FHLMC), the Federal National Mortgage Association (FNMA), and the Student Loan Marketing Association (SLMA). Although there is no percentage limitation on “governmental agency” issues, the prudent person rule shall apply for a single agency name.

C. Banker’s Acceptances – Maximum of 25%

Time drafts drawn on and accepted by a commercial bank, otherwise known as Banker’s Acceptances. Banker’s Acceptances purchased shall not exceed 270 days to maturity, or 25% of the market value of the portfolio. No more than 5% of the market value of the portfolio may be invested in Banker Acceptances issued by any one commercial bank.

D. Commercial Paper – Maximum of 15%

Commercial Paper rated “P1” by Moody’s Investor Services and A1 by Standard and Poor’s and issued by a United States corporation having assets exceeding \$500,000 and having an “A” or better rating on its long-term debentures as rated by Moody’s and Standard and Poor. Commercial Paper purchases cannot exceed 15% of the market value of the portfolio (30% if the dollar weighted average maturity of all commercial paper does not exceed 31 days). Purchase of commercial paper may not exceed 10% of outstanding paper of an issuing corporation.

E. Negotiable Certificates of Deposit - Maximum of 25%

Negotiable Certificates of Deposit (NCD) issued by a nationally or state chartered bank or state or federal savings and loan association. To be eligible for purchase by the District the NCD must be issued by:

1. A California bank rated “BB” or better by Standard and Poor’s; or
2. A major national regional bank outside California rated “BBB” or better by Standard and Poor’s; or
3. A savings and loan association operating in California rated “BBB” or better by Standard and Poor’s.

Purchases of negotiable certificates of deposits may not exceed 25% of the market value of the portfolio. A maturity limitation of five (5) years is applicable on NCDs.

F. Repurchase Agreements – Maximum of 20%

The District may invest in Repurchase Agreements with banks and dealers with which the District has entered into a Master Repurchase Agreement which specifies terms and conditions of Repurchase Agreements. A signed copy of the Master Repurchase Agreement shall be required from the authorized financial dealer prior

Helendale Community Services District
Statement of Investment Policy and Procedures

to the execution of any applicable transaction. The maturity of Repurchase Agreements shall not exceed one year. The market value of securities used as collateral for Repurchase Agreements shall be monitored daily and will not be allowed to fall below 102% of the value of the Repurchase agreement as set forth in California Government Code Section 53601 (i) (2).

G. Local Agency Investment Fund – Maximum of \$40 million per account

The District may invest in the Local Agency Investment Fund (LAIF) established by the State Treasurer for the benefit of local agencies up to the maximum permitted by State law.

H. Medium-Term Notes – Maximum 30%

Medium-Term Notes with a maximum of five years maturity issued by corporations organized and operating within the United States or any state and operating within the United States. Notes eligible for investment shall be rated in a rating category of "A" or its equivalent or better by nationally recognized rating service. No more than 30% of the market value of the portfolio may be invested in Medium-Term Notes.

I. Money Market Mutual Funds – Maximum of 20%

Shares of beneficial interest issued by diversified management companies that are money market mutual funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940, as defined in Section 53601(k)(2) of the California Government Code. To invest in securities and obligations, which comply, with the investment restrictions pursuant o Section 53601(k)(2), companies shall either:

1. Attain the highest ranking or the highest letter and numerical ranking provided by not less than two out of the three rating services: Moody's Investor Service, standard and Poor's, or Fitch Investor's Service, Inc.
2. Retain an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000). The purchase price of shares of beneficial interest purchased pursuant to this section shall not include any commission that these companies may charge and shall not exceed 20% of the District's surplus money that may be invested in money market mutual funds. Further, the District may invest only in money market mutual funds, which have an average maturity of 90 days or less per Securities and Exchange Commission regulations.
3. All positions in government-sponsored investment pools and permitted

Helendale Community Services District
Statement of Investment Policy and Procedures

money market mutual funds (per Sections G and I, above) shall be subject to periodic review by the General Manager or designee, in order to ensure that the monies in question are managed in a manner consistent with the standards and objectives set forth elsewhere in this policy.

J. Collateralized Bank Deposits – Maximum of 10%

The Agency may invest in notes, bonds or other obligations, which are at all times secured by a valid first priority security interest. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a bank which is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or Federal regulations applicable to the types of securities in which the security interest is placed. For the purposes of Time Deposits issued by financial institutions, the District may not invest more than 10% of the market value of the portfolio in this category.

K. Investment Pools – Maximum of \$10 Million

The District may invest in Pools and other investment structures rated AA or higher, incorporating investments permitted in California Government Code Sections 53601, 53635, and 5922(d) to a maximum of \$10 million per account and each account shall not exceed 40% of total available funds to be invested.

Summary of Maximum % Limitations of Investments by Investment Type:

The following summary of maximum percentage limits by investment type established for the District's total pooled investment portfolio:

<u>Investment Type</u>	<u>Limit</u>	<u>Period</u>
US Treasury Bills Notes & Bonds	0 to 100%	No Limit
Obligations Issued by the US Government	0 to 100%	No Limit
Banker's Acceptances	0 to 25%	270 Days
Commercial Paper	0 to 15%	45 Days
Negotiable Certificates of Deposit	0 to 25%	5 Years
Repurchase Agreements	0 to 20%	1 Year
Local Agency Investment Fund	\$40 million/Acct	No Limit
Medium-Term Notes	0 to 30%	5 Years
Money Market Mutual Funds	0 to 20%	90 Days
Collateralized Bank Deposits	0 to 10%	No Limit
Investment Pools	\$10 million/Acct Up to 40%	No Limit

Helendale Community Services District
Statement of Investment Policy and Procedures

- 6. PROHIBITED INVESTMENTS.** In accordance with California Government Code Section 53601.6, the District will not invest any funds in inverse floaters, range notes, or interest only strips that are derived from a pool of mortgages. The District may hold previously permitted but currently prohibited investments until their maturity dates.
- 7. SAFEKEEPING.** All investments of the District shall have the Helendale Community Services District as registered owner and shall be held in safekeeping by a third-party bank trust department, acting as agent for the District under the terms of a custody agreement.
- 8. MAXIMUM MATURITIES.** The District will match its investments with anticipated cash flow requirements. Per California Government Code Sections 53601 et seq., maximum maturities shall not exceed five (5) years. The average maturity of funds should not exceed 1,275 days (3.5 years), and the cash flow requirements shall prevail at all times.
- 9. DIVERSIFICATION.** Investments shall be diversified among institutions, types of securities and maturities to maximize safety and yield with changing market conditions. Local financial institutions will be given preferential consideration for investment of District funds consistent with the District's objective of attaining market rates of return, and consistent with constraints imposed by its safety objectives, cash flow considerations and State laws.
- 10. LEGISLATIVE CHANGES.** Any State of California legislative actions that further restricts allowable maturities, investment type, or percentage allocations will be incorporated into the Helendale Community Services District Investment Policy and supersede any and all previous applicable language.
- 11. DELEGATION AND GRANTS OF AUTHORITY.** Management responsibility for the investment program is delegated to the General Manager, who shall establish written procedures and policies for the operation of the investment program with this Investment Policy. The General Manager may delegate the responsibility for investment to other management employees as necessary and approved by the Board of Directors.
- 12. ETHICS & CONFLICT OF INTEREST.** The General Manager and all personnel authorized to invest District monies shall refrain from personal business activity which would create a conflict with the proper execution of the investment program, or the execution of impartial investment decisions. A State of California Form 721, Statement of Economic Interests Disclosure shall be completed by the General Manager and other management personnel that invest District monies.

Helendale Community Services District
Statement of Investment Policy and Procedures

13. INVESTMENT REPORTS. The General Manager shall submit a quarterly investment report to the District Board in accordance with Government Code Section 16481.2 containing the following information for each individual investment:

- Financial institution
- Type of investment
- Purchase Price of investment
- Rate of interest
- Purchase date
- Maturity date
- Current market value for securities
- Other data as required by the District

In addition, the report shall include a statement of compliance of the portfolio with the Board approved Investment Policy and a statement indicating the ability of the District to meet its expenditure requirements for the next six months.

9. INVESTMENT POLICY REVIEW

This investment policy and guidelines shall be adopted by resolution of the District Board on an annual basis after being reviewed to ensure its consistency with the overall objectives of preservation of principal, liquidity, and yield, and its relevance to current law and financial and economic trends.



Helendale Community Services District

DATE: September 16, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding the Write-Off of Certain Uncollectable Accounts

STAFF RECOMMENDATION:

Staff recommends approval.

STAFF REPORT:

Typically, on an annual basis as part of the year-end procedures, staff reviews the closed and uncollected accounts to determine if they are eligible for write-off. The District has a written policy adopted in 2009 and revised in 2017 and 2019, that outlines this process. The policy states that the write-off of accounts under \$25.00 can be approved by the General Manager and should be brought to the Board at least annually year. Accounts with an outstanding balance over \$25 must come to the Board at least annually to be written off.

Accounts are written off if a customer with an overdue balance has not paid their utility bill and the District has exhausted options for collecting that debt. Some accounts are liened as a means of protecting the District's interests and the liens are satisfied at some point during a property transfer or refinance. However, there are a few accounts for various reasons that the District cannot secure through the lien process. Also, in the case of bankruptcy with the District listed as a creditor, the District must write off the amount included in the discharge of debt.

A list of the recommended accounts from FY 22 with balances over \$25 is attached for the Board's review approval. Eight accounts have been identified as delinquent and uncollectable at this time representing \$1218.49. Also attached is a list of accounts under \$25.00 that have been approved by the General Manager for write off. This list which totals \$23.72 is presented to the Board per Section 5 and Section 6 of the policy for review. Once approved and reviewed, the accounts with outstanding balances will be written off in the Tyler billing system and no longer appear as a receivable for FY21.

Last fiscal year the total of 11 accounts over \$25 and 36 accounts under \$25 for a total write-off of \$980.94.

FISCAL IMPACT: \$1218.49 in accounts owing more than \$25 and \$23.72 in accounts owing less.

POSSIBLE MOTION: Approve accounts to be removed from Accounts Receivable as uncollectable

ATTACHMENTS: Accounts recommended for write-off
Account Write-Off Policy and Procedures (08-2019)

Account Number	Status	Balance	Date Acct Closed
12-2991-01	Inactive	\$ 470.23	4/8/2021
12-3655-04	Inactive	\$ 262.76	1/10/2020
12-2176-03	Inactive	\$ 115.77	10/31/2020
12-1412-05	Inactive	\$ 92.60	2/25/2020
12-3151-01	Inactive	\$ 82.34	1/17/2020
14-1122-00	Inactive	\$ 78.35	3/31/2020
14-1112-01	Inactive	\$ 68.75	3/31/2020
12-1202-06	Inactive	\$ 47.69	5/14/2021
		\$ 1,218.49	

Account Number	Status	Balance	Date Acct Closed
12-2300-01	Inactive	\$ 19.85	3/12/2021
12-1334-00	Inactive	\$ 3.87	1/31/2020
		\$ 23.72	

HELENDALE COMMUNITY SERVICES DISTRICT
Account Write-Off Policy and Procedures
(Revised August 1, 2019)

Section 1. Purpose.

The purposes of this policy are to standardize the account write-off procedures of the Helendale Community Services District (“District”), when water, sewer, and/or trash service accounts and recreation fees cannot be collected through normal means; and to set forth the duties and responsibilities of the General Manager and District staff.

Section 2. Definitions.

A) Uncollectible Account – means a water/sewer and/or trash account with an outstanding balance which cannot be collected through the lien process, has changed ownership without knowledge of the District or the District is otherwise not able to obtain complete payment in full.

B) Board – means the Board of Directors of the District.

C) Water, Sewer, Trash Utility Bill – means a bill for water, sewer, and/or trash services sent to the owner or tenant of record.

D) Accounts Receivable – means a general ledger account in which the balance of all water, sewer, and/or trash accounts is recorded and adjusted for payments made, for changes to customer balances or for accounts which are no longer collectible.

E) Write-Off – means to reduce to zero dollars the outstanding balance in the utility billing system and to adjust the general ledger **Accounts Receivable** account accordingly.

F) Recreation Fees – means program fees for classes or sports programs

Section 3. Applicability.

This policy shall apply to all water, sewer, and trash accounts serviced by the Helendale Community Services District and unpaid recreation fees.

Section 4. Determination of a Write-off.

An account balance shall be written-off when:

- a. The owner no longer owns the property and the District was not notified until after the sale;
- b. The property lien was recorded AFTER the property was sold;
- c. The District has been unable to collect the debt;
- d. The customer has filed bankruptcy;
- e. The balance due is too small. i.e. the amount does not justify the cost of filing a lien on the property;

HELENDALE COMMUNITY SERVICES DISTRICT
Account Write-Off Policy and Procedures

- f. The balance is too old (i.e. aged over twelve months);
- g. The account has a credit balance and the owner or tenant cannot be located. The District must comply with the requirements of Government Code Sections 50050-50056 in order to transfer credit balances to the District's General Fund.

Section 5. Approval of Account Write-off – Accounts \$25.00 and Under.

Accounts which meet the criteria set forth in Section 4 and have a balance less than \$25.00 shall be written-off upon written approval of the General Manager. A listing of all accounts written-off upon approval by the General Manager during the fiscal year shall be presented to the Board of Directors for review quarterly or at least annually. Accounts shall be listed by account number, account closing date and account balance.

Section 6. Approval of Account Write-off – Accounts Greater Than \$25.00.

Accounts which meet the criteria set forth in Section 4 and have a balance greater than \$25.00 may be presented to the Board quarterly or at least annually for approval to Write-Off. Accounts shall be listed by account number, account closing date and account balance.

Section 7. Collection Remedies Unaffected.

A Write-Off of an account by the District shall not in any way be deemed a waiver or relinquishment of, nor an estoppel to assert, any of the legal, equitable, and/or administrative rights and/or remedies otherwise available to the District to pursue collection of the amount written off pursuant to this policy.

Section 8. Supersedes Other Policies.

This Account Write-Off Policy and Procedures supersedes any inconsistent prior policies adopted by the Board.



Helendale Community Services District

DATE: August 19, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Circulation of Bid for Paving and Review of Maintenance Building Projects

STAFF RECOMMENDATION:

Staff requests approval to circulate bid for paving.

STAFF REPORT:

As mentioned at the last Board meeting, the engineer/construction inspector for the asphalt project was developing the attached drawings and bid sheet for the paving for both buildings that that it would be brought back to the Board for approval to circulate the RFP.

The District received a quote from the Contractor (provided by their sub) for completing these areas in concrete at an estimated cost of \$72,485 for each building. This however, left off the exit for the wastewater building which would increase the cost. Staff felt that the amount was high and opted to have the engineer develop the bid sheet and drawing for a Request for Proposal to be circulated for the project.

Once the Board approves the circulation of the bid, Staff will sent it to contractors who bid on the current asphalt project as well as publish it in the Daily Press.

PROJECT REVIEW:

The District has been serving as construction manager for the project. This task would normally cost 30% of the construction project total. In doing so, Staff is, at times discovering things as we go. An example was the connection from the source of supply to the fire system. While this oversight on the part of Staff is unfortunate, it is hopeful that the cost savings at the end of the day will be worth the angst.

Building: In the 2020 Capital Improvement Plan \$300,000 was included for the new buildings with a project of FY 2021, however, upon the District's management staff making numerous inquiries, it became evident that the estimated amount was insufficient. In the 2021 Capital Improvement Plan an amount of \$500,000 each was budgeted for the buildings and \$40,000 each was budgeted for engineering/design. Rather than having the buildings pre-designed, it was determined the best approach was to create an RFP and circulate it with the knowledge that metal building contractors will have the buildings engineered by the manufacturer.

In December, 2020, a contract was awarded to MWC in the amount of \$1,061,742 which breaks down to \$548,054 for the Wastewater building and \$513,688 for the Water building. This amount was just slightly over the CIP total for wastewater by \$8,054 and slightly under the CIP total for water by of \$1,080,000 for construction and engineering by \$26,312.

Fire Sprinkler: The second RFP the District issued was for Fire Sprinklers for the building with a bid of \$66,900 provided by HDU serving as the General Contractor. Tangential to that was the recently approved extension of the source of supply to the building that was referenced in the bid award (staff report attached). The approval was for \$75,000 with the amount of \$39,000 discounted from the project costs.

Mini-Lift Station: The third contract approved by the Board on August 5 was for a total cost of \$36,044 for the mini-lift station to convey wastewater from the building to the headworks.

Interior Offices: In the FY22 CIP, the amount of \$100,000 was included for the completion of the office and mezzanines for each building. The interior of the building was not included in the original RFP. On August 19th the Board authorized the General Manager to negotiate a change order for the completion of the interior offices with consideration of using split systems for heating and cooling rather than a conventional HVAC system.

Bathroom Change Order: TBD – Contractor did not include this in original bid. Required by County

Asphalt/Concrete: TBD – Circulation of bid requested

Heating and Cooling: TBD – Staff will bid the HVAC and mini-split systems

Minor Fencing for Water: TBD – If cost is a concern this can be pushed out a year.

Electrical from existing panel to Water Maintenance Building: TBD – In-house (contractor will land)

Electrical from Blower Building to Wastewater Maintenance Building: TBD – In-house (contractor will land and provide/install 200amp breaker

Electrical from the new building to the Lift Station: TBD – In-house (Other contractor will land and HDU will hardwire pumps and floats)

FISCAL IMPACT: As outlined

REQUESTED ACTION: Approve circulation of RFP for Concrete/Asphalt for Maintenance Buildings

ATTACHMENTS: Bid sheets and drawing for paving
Schedule of Values for each building

Bid Schedule

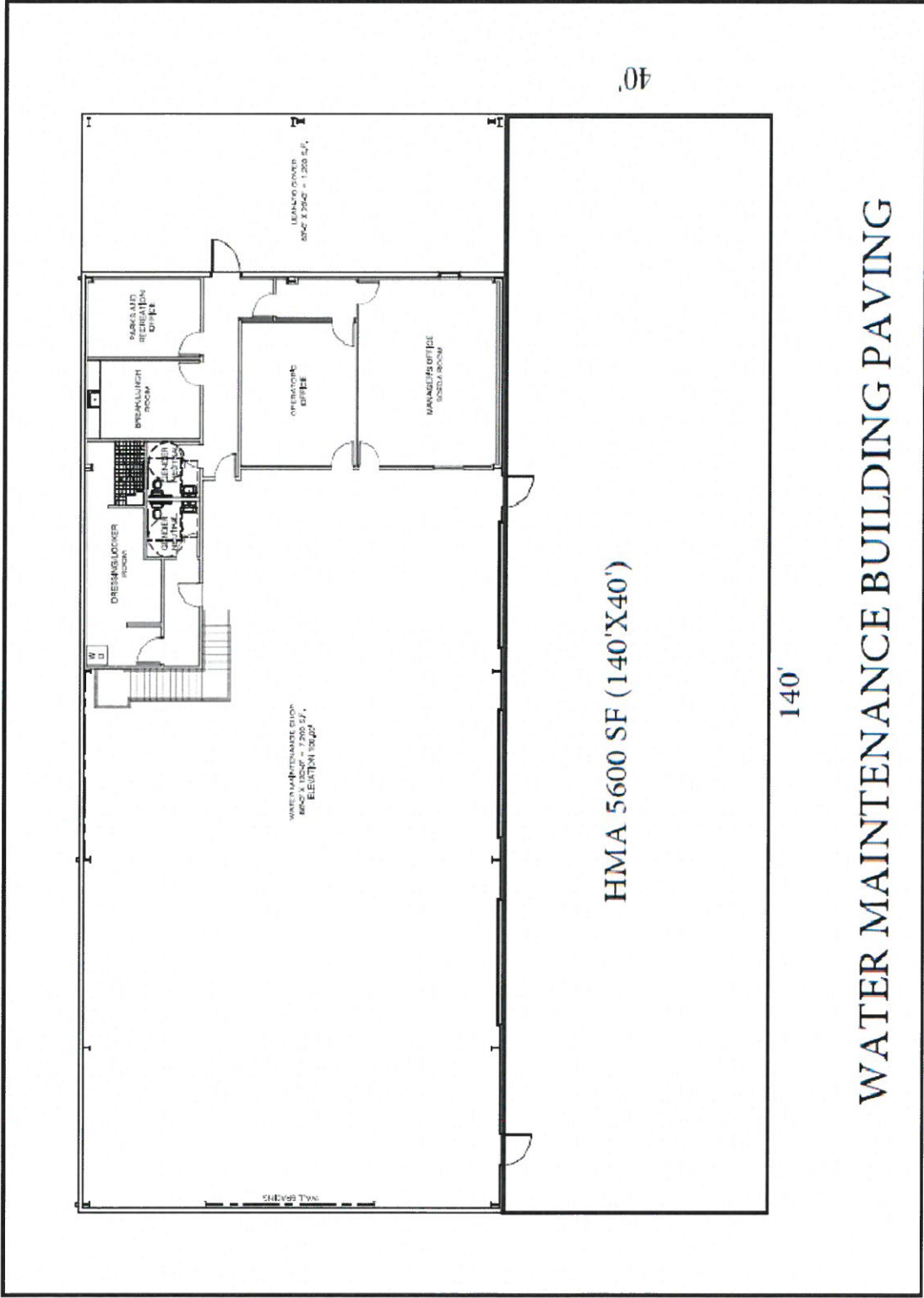
HELENDALE COMMUNITY SERVICES DISTRICT MAINTENANCE BUILDING PAVING PROJECT

Schedule A - Water Maintenance Building				
Bid Item	Bid Item Description	Approx. Quantity	Unit Price	Total Cost
1	Mobilization	1 LS		
2	Grading	1 LS		
3	3" HMA C2-PG 64-10	5600 SF		
4	4" Class II Base	5600 SF		
Schedule A Subtotal \$				

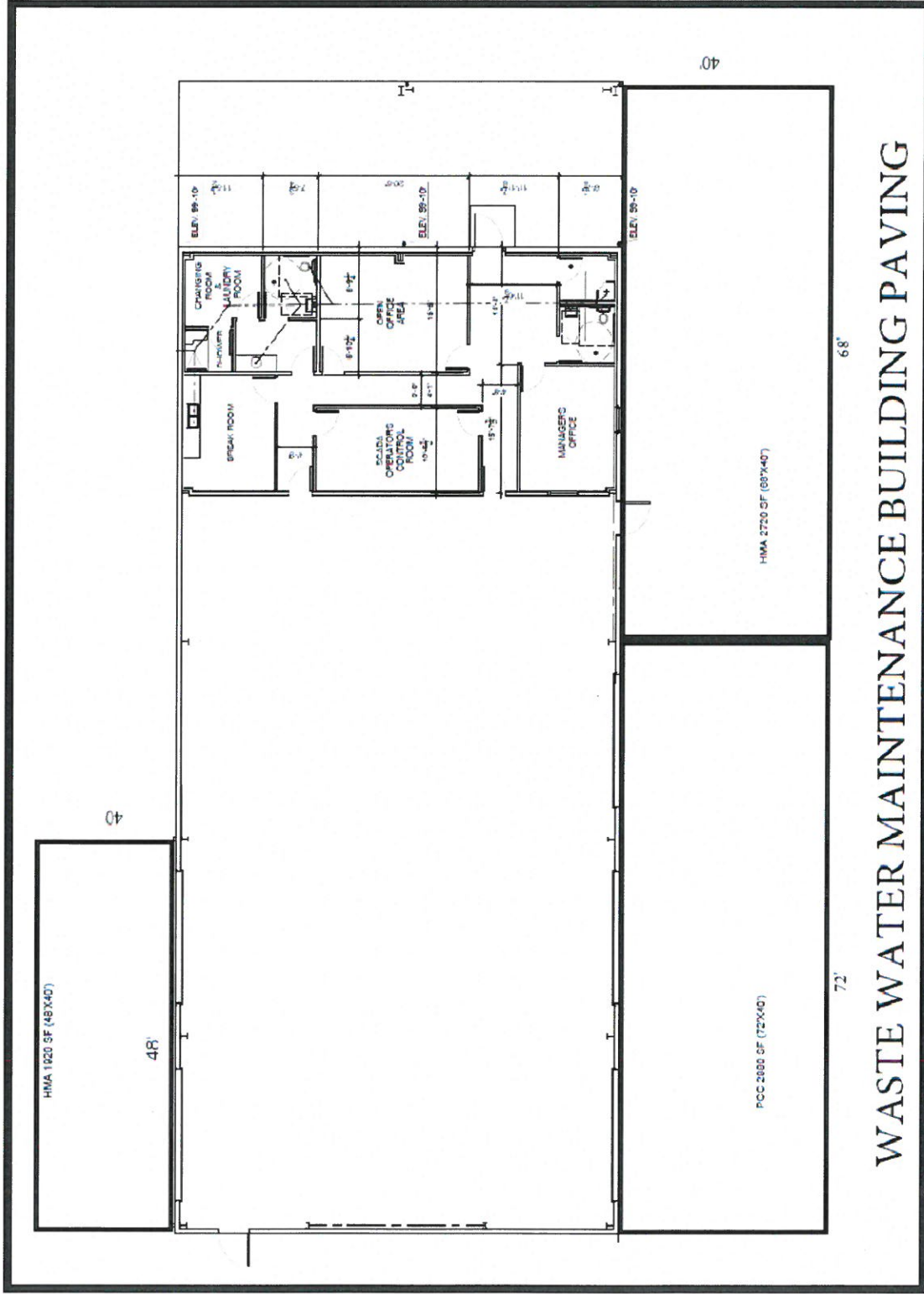
Schedule B - Waste Water Maintenance Building				
Bid Item	Bid Item Description	Approx. Quantity	Unit Price	Total Cost
1	Mobilization	1 LS		
2	Grading	1 LS		
3	3" HMA C2-PG 64-10 (East)	2720 SF		
4	4" Class II Base (East)	2720 SF		
5	6" PCC 3250 PSI (East)	2880 SF		
6	3" HMA C2-PG 64-10 (West)	1920 SF		
7	4" Class II Base (West)	1920 SF		
Schedule A Subtotal \$				

Alternate Schedule B - Waste Water Maintenance Building				
Bid Item	Bid Item Description	Approx. Quantity	Unit Price	Total Cost
1	Mobilization	1 LS		
2	Grading	1 LS		
3	6" PCC 3250 PSI (East)	5600 SF		
4	6" PCC 3250 PSI (West)	5600 SF		
Alternate Schedule B Subtotal \$				

Total Base Bid is Schedule A + Schedule B \$



WATER MAINTENANCE BUILDING PAVING



WASTE WATER MAINTENANCE BUILDING PAVING

HMA 1820 SF (48'X40')

48'

40'

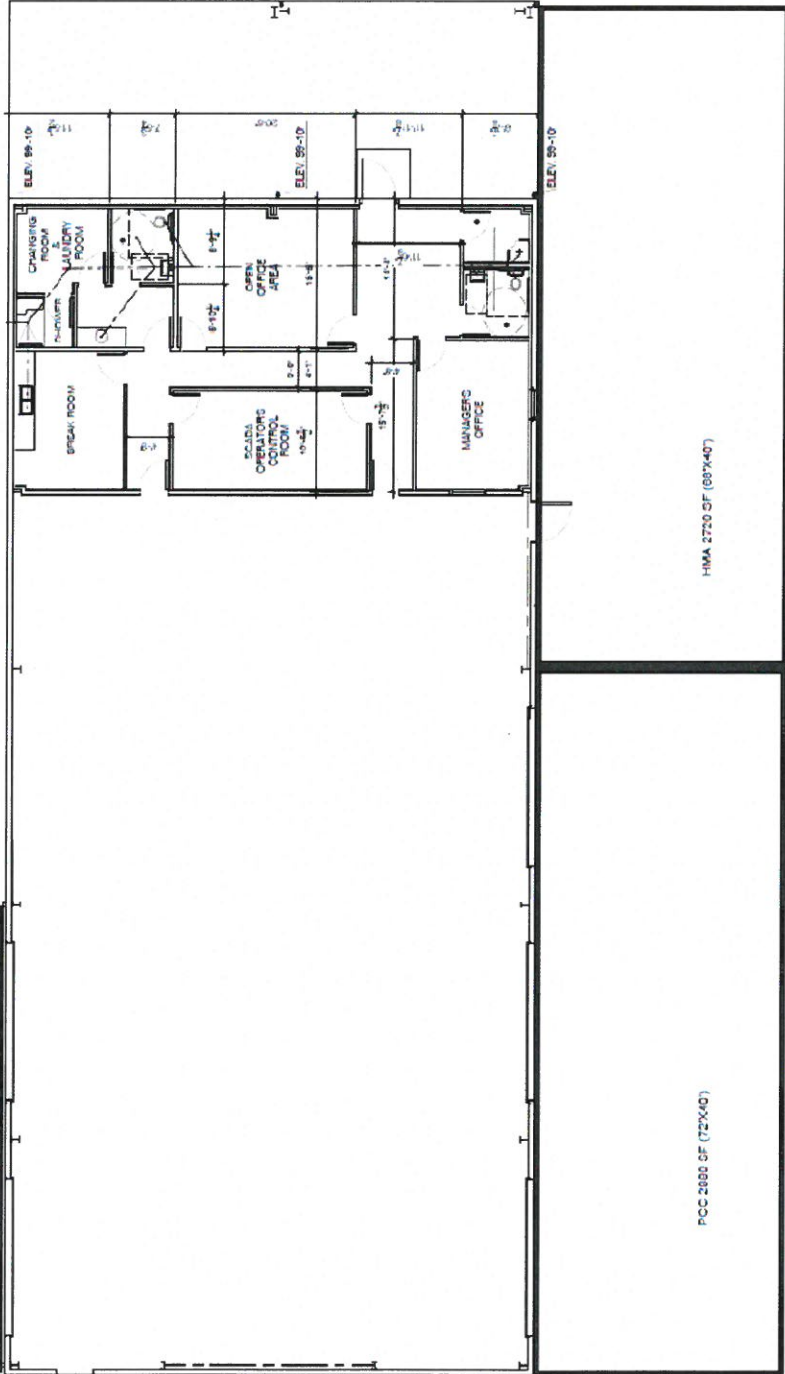
PCC 2680 SF (72'X72')

72'

HMA 2720 SF (68'X40')

68'

40'



Sub Job	Division	Cost Code	Category	Scheduled Value
Helendale CSD	1 - General Conditions	1-100.01 - Project Manager	Labor	\$10,000.00
Helendale CSD	1 - General Conditions	1-100.03 - General Superintendent	Labor	\$18,000.00
Helendale CSD	1 - General Conditions	1-100.14 - Project Design & Engineering	Labor	\$19,042.50
Helendale CSD	1 - General Conditions	1-130.00 - Performance & Payment Bond	Other	\$8,470.50
Helendale CSD	1 - General Conditions	1-900.00 - Mobilization & Demobilization	Labor	\$21,589.00
Helendale CSD	1 - General Conditions	1-900.01 - Final Clean (General, Site, Glass etc.)	Labor	\$5,000.00
Helendale CSD	2 - Sitework	2-420.00 - Grading (Water)	Commitment	\$4,872.00
Helendale CSD	3 - Concrete	3-300.00 - Cast-in-Place Concrete (Water)	Commitment	\$148,240.00
Helendale CSD	7 - Thermal & Moisture	7-210.00 - Insulation (Water)	Materials	\$27,710.00
Helendale CSD	7 - Thermal & Moisture	7-600.00 - Wall Panels & Trim (Water)	Materials	\$30,152.00
Helendale CSD	7 - Thermal & Moisture	7-600.00 - Wall Panels & Trim (Water)	Labor	\$39,298.00
Helendale CSD	7 - Thermal & Moisture	7-600.00 - Roof Panels & Trim (Water)	Materials	\$33,248.00
Helendale CSD	7 - Thermal & Moisture	7-600.00 - Roof Panels & Trim (Water)	Labor	\$41,402.00
Helendale CSD	8 - Doors & Windows	8-100.00 - Hollow Metal Doors & Frames (Water)	Materials	\$1,475.00
Helendale CSD	8 - Doors & Windows	8-100.00 - Hollow Metal Doors & Frames (Water)	Labor	\$1,000.00
Helendale CSD	8 - Doors & Windows	8-330.00 - Overhead Coiling Doors (Water)	Materials	\$9,531.00
Helendale CSD	8 - Doors & Windows	8-330.00 - Overhead Coiling Doors (Water)	Labor	\$6,354.00
Helendale CSD	8 - Doors & Windows	8-500.04 - Windows (Water)	Materials	\$675.00
Helendale CSD	13 - Special Construction	13-120.00 - Metal Building Structural Framework (Water)	Materials	\$49,850.00
Helendale CSD	13 - Special Construction	13-120.00 - Metal Building Structural Framework (Water)	Labor	\$32,279.00
Helendale CSD	15 - Mechanical Systems	15-400.00 - Plumbing Stub-outs (Water)	Materials	\$5,500.00
Water Portion				\$513,688.00
Total Schedule of Values:				\$1,061,742.00

Sub Job	Division	Cost Code	Category	Scheduled Value	Split water/wastewater
Helendale CSD	1 - General Conditions	1-100.01 - Project Manager	Labor	\$10,000.00	50/50
Helendale CSD	1 - General Conditions	1-100.03 - General Superintendent	Labor	\$18,000.00	50/50
Helendale CSD	1 - General Conditions	1-100.14 - Project Design & Engineering	Labor	\$19,042.50	50/50
Helendale CSD	1 - General Conditions	1-130.00 - Performance & Payment Bond	Other	\$8,470.50	50/50
Helendale CSD	1 - General Conditions	1-900.00 - Mobilization & Demobilization	Labor	\$21,589.00	50/50
Helendale CSD	1 - General Conditions	1-900.01 - Final Clean (General, Site, Glass etc.)	Labor	\$5,000.00	50/50
Helendale CSD	2 - Sitework	2-420.00 - Grading (Wastewater)	Commitment	\$18,648.00	
Helendale CSD	3 - Concrete	3-300.00 - Cast-in-Place Concrete (Wastewater)	Commitment	\$148,240.00	
Helendale CSD	7 - Thermal & Moisture	7-210.00 - Insulation (Wastewater)	Materials	\$37,710.00	
Helendale CSD	7 - Thermal & Moisture	7-600.00 - Wall Panels & Trim (Wastewater)	Materials	\$30,152.00	
Helendale CSD	7 - Thermal & Moisture	7-600.00 - Wall Panels & Trim (Wastewater)	Labor	\$39,298.00	
Helendale CSD	7 - Thermal & Moisture	7-600.00 - Roof Panels & Trim (Wastewater)	Materials	\$33,248.00	
Helendale CSD	7 - Thermal & Moisture	7-600.00 - Roof Panels & Trim (Wastewater)	Labor	\$41,402.00	
Helendale CSD	8 - Doors & Windows	8-100.00 - Hollow Metal Doors & Frames (Wastewater)	Materials	\$1,475.00	
Helendale CSD	8 - Doors & Windows	8-100.00 - Hollow Metal Doors & Frames (Wastewater)	Labor	\$1,000.00	
Helendale CSD	8 - Doors & Windows	8-330.00 - Overhead Coiling Doors (Wastewater)	Materials	\$15,885.00	
Helendale CSD	8 - Doors & Windows	8-330.00 - Overhead Coiling Doors (Wastewater)	Labor	\$10,590.00	
Helendale CSD	8 - Doors & Windows	8-500.04 - Windows (Wastewater)	Materials	\$675.00	
Helendale CSD	13 - Special Construction	13-120.00 - Metal Building Structural Framework (Wastewater)	Materials	\$49,850.00	
Helendale CSD	13 - Special Construction	13-120.00 - Metal Building Structural Framework (Wastewater)	Labor	\$32,279.00	
Helendale CSD	15 - Mechanical Systems	15-400.00 - Plumbing Stub-outs (Wastewater)	Materials	\$5,500.00	
Wastewater Portion				\$548,054.00	
Total Schedule of Values:				\$1,061,742.00	



Helendale Community Services District

DATE: September , 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion Only Regarding Review of Wastewater Rate Analysis

STAFF RECOMMENDATION:

Staff seeks input from the Board.

STAFF REPORT:

At the August 27th Special Board Meeting at which multiple scenarios were reviewed related to a possible Wastewater rate increase, Staff was directed to bring back one scenario for consideration.

This item will be discussed in greater detail at the meeting. Attached for the Board's review is the analysis for the requested option. The option includes three increases of \$5 in year 1 and 2 and a 3.5% adjustment in years 3-5.

FISCAL IMPACT: NA

POSSIBLE MOTION: None

ATTACHMENTS: Rate increase analysis

MAINTENANCE AND OPERATIONS

Laboratory Analysis	\$29,184	\$30,059	\$30,961	\$31,890	\$32,846	\$33,832	\$34,847	\$35,892	\$36,969
Contractual Services	43,888	45,205	46,561	47,958	49,396	50,878	52,405	53,977	55,596
Engineering Services	0	0	0	0	0	0	0	0	0
Contract Service - Sod Farm	0	0	0	0	0	0	0	0	0
Software / GIS Support	2,777	2,860	2,946	3,035	3,126	3,219	3,316	3,415	3,518
Permits and Fees	30,099	31,002	31,932	32,890	33,877	34,893	35,940	37,018	38,129
Education and Training	928	956	985	1,014	1,045	1,076	1,108	1,141	1,176
Insurance	0	0	0	0	0	0	0	0	0
Utilities - Electric	71,096	73,229	75,425	77,688	80,019	82,419	84,892	87,439	90,062
Utilities - Gas	742	764	787	811	835	860	886	912	940
Sludge/Compost Disposal	4,049	4,171	4,296	4,425	4,557	4,694	4,835	4,980	5,129
Telephone	3,581	3,689	3,799	3,913	4,031	4,152	4,276	4,404	4,537
Operations & Maintenance	46,804	48,208	49,654	51,144	52,678	54,259	55,887	57,563	59,290
Vehicle Maintenance	18,852	19,418	20,000	20,608	21,218	21,855	22,510	23,186	23,881
Vehicle Fuel	6,047	6,228	6,415	6,608	6,806	7,010	7,220	7,437	7,660
Mileage and Travel Reimbursement	1,346	1,387	1,428	1,471	1,515	1,561	1,608	1,656	1,706
Operating Supplies	10,623	10,942	11,270	11,609	11,957	12,315	12,685	13,065	13,457
Office Supplies	0	0	0	0	0	0	0	0	0
Public Outreach	0	0	0	0	0	0	0	0	0
Uniforms	2,076	2,138	2,202	2,268	2,336	2,406	2,479	2,553	2,630
Small Tools	1,991	2,051	2,112	2,176	2,241	2,308	2,377	2,449	2,522
Dues and Subscriptions	192	198	204	210	216	223	229	236	243
Other Expense	14,424	14,857	15,303	15,762	16,235	16,722	17,223	17,740	18,272
Wastewater Ops Building - Plan Check Fees	1,047	1,078	1,111	1,144	1,178	1,214	1,250	1,288	1,326
SUBTOTAL	\$289,747	\$298,439	\$307,392	\$316,614	\$326,112	\$335,896	\$345,973	\$356,352	\$367,042

Total Operating Expenses	\$1,207,464	\$1,262,042	\$1,319,175	\$1,378,986	\$1,441,603	\$1,507,161	\$1,575,801	\$1,647,672	\$1,722,928
---------------------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------

Net Revenue Before Capital(Loss)

Net Revenue Before Capital(Loss)	\$194,229	\$227,101	\$432,318	\$459,957	\$548,013	\$547,890	\$546,976	\$545,202	\$542,495
---	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------

Debt Service Coverage

Debt Service Coverage	2.81	3.14	5.97	6.35	7.57	7.57	7.56	7.53	14.99
-----------------------	------	------	------	------	------	------	------	------	-------

CAPITAL

Capital Improvement Program
Existing Debt Service

Capital Improvement Program	\$312,584	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Existing Debt Service	69,230	72,378	72,378	72,378	72,378	72,378	72,378	72,378	36,189
SUBTOTAL	\$381,814	\$572,378	\$572,378	\$572,378	\$572,378	\$572,378	\$572,378	\$572,378	\$536,189

Total Exp & CIP

Total Exp & CIP	\$1,589,277	\$1,834,419	\$1,891,553	\$1,951,364	\$2,013,981	\$2,079,539	\$2,148,179	\$2,220,049	\$2,259,117
----------------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------

Net Revenue(Loss)

Net Revenue(Loss)	(\$187,584)	(\$345,276)	(\$140,060)	(\$112,421)	(\$24,365)	(\$24,487)	(\$25,401)	(\$27,176)	\$6,306
--------------------------	--------------------	--------------------	--------------------	--------------------	-------------------	-------------------	-------------------	-------------------	----------------

Ending Balance

Ending Balance	3,530,829	3,185,553	3,045,493	2,933,072	2,908,708	2,884,220	2,858,819	2,831,644	2,837,950
-----------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------