



# Helendale Community Services District

26540 Vista Road, Suite C, Helendale, CA 92342

## REGULAR BOARD MEETING

**Thursday, December 18, 2025, at 6:00 PM**

### REMOTE ACCESSIBILITY

This meeting of the Board of Directors of the Helendale Community Services District is Open to the public both in person at the District Office located at 26540 Vista Road, Suite C, Helendale, California, and via teleconference. To join remotely: [www.zoom.com](https://www.zoom.com) or Zoom Ap; click on "Join". Enter **Meeting ID 463 173 8547** and Passcode: **HCSD**. Use your computer audio or join by phone with the directions below. Phone-In Instructions: Call **1-669-900-6833**, enter **Meeting ID 463 173 8547**, Participant ID or press #, and enter Audio Password/Passcode: **872103**.

### 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 in person or using the "raise the hand" feature on Zoom.*

#### 3. Consent Items

- a. Approval of Minutes: Regular Board Meeting of December 4, 2025
- b. Bills Paid Report

#### 4. Reports

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

### Regular Business:

5. Discussion and Possible Action Regarding Adoption of Resolution 2025-09: A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies for its Relations Among Directors and with Staff
6. Discussion and Possible Action Regarding Annual Election of Officers
7. Discussion Only Regarding Annual Report of Disconnections as Required by Senate Bill SB998
8. Discussion and Possible Action Regarding Consideration of Park Use for Club Soccer
9. Discussion and Possible Action Regarding the Purchase of a Vacuum Excavator Unit

### Other Business

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

### Closed Session

11. Conference with Real Property Negotiators  
(Government Code Section 54956.8)  
Property: 15302 Smithson Road APN: 0466-181-25  
District Negotiator: Kimberly Cox  
Negotiating Parties: Vertical Bridge  
Under Negotiation: Option and Lease Agreement
12. Report of Closed Session Items

### **13. Adjournment**

*Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above agenized 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

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Date: December 18, 2025  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3  
Consent Items

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## CONSENT ITEMS

- a. Approval of Minutes: Regular Meeting December 4, 2025
- b. Bills Paid Report



# Helendale Community Services District

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Date: December 18, 2025  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette, Clerk of the Board  
SUBJECT: Agenda item #3a  
Minutes from Regular Board meeting 12/04/2025

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**Minutes of the  
Helendale Community Services District  
REGULAR BOARD OF DIRECTORS MEETING**

Date: December 4, 2025  
Time: 6:00 PM  
Meeting called to order by: Vice President George Cardenas

**Attendance**

President Ron Clark	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input type="checkbox"/> In Person	<input checked="" type="checkbox"/> Remote
Vice President George Cardenas	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote
Director Gail Guinn	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote
Director Artie DeVries	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote
Director Billy Rosenberg	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote

**Staff Members Present**

Kimberly Cox, General Manager; Alex Aviles, Wastewater Operations Manager; Craig Carlson, Water Operations Manager

**Consultants/Guests**

Steve Kennedy, Legal Counsel  
Chris Brown, C.J. Brown & Company CPA's

**Members of the public**

There were three members of the public in attendance.

**1. APPROVAL OF AGENDA**

**Discussion** President Clark attended remotely under the Brown Act, which did not require him to appear on camera.

**Motion** Director Rosenberg made a motion to approve the agenda as presented.

**Second** Director Guinn

**Vote**

Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Artie DeVries	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Billy Rosenberg	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

**2. PUBLIC PARTICIPATION**

**3. Consent Items**

- a. Approval of Minutes: Regular Board Meeting of November 20, 2025
- b. Bills Paid Report
- c. Recycling Report
- d. October Financial Report

**Discussion** None

**Motion** Director Guinn made the motion to approve the consent items.

**Second** Director DeVries

**Vote**

Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Artie DeVries	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Billy Rosenberg	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

#### 4. REPORTS

##### a. Directors' Reports

**Director Guinn** reported that she and Vice President Cardenas met with the auditors. She also drafted a letter on the BNSF project, the letter was provided to the Board.

**Director DeVries** reported that she took pictures of the incident when the train blocked the road and documented it. The road was blocked for about 45 minutes and no one could get in or out.

**Director Rosenberg** agreed with Director DeVries regarding the seriousness of the train blocking the track. He also said he will be going in for knee surgery on December 11<sup>th</sup> and will miss the meeting on December 18<sup>th</sup>. Wished everyone a healthy happy holiday season.

**Director Cardenas** will provide a report at the next meeting

##### General Managers Report

General Manager Cox reported that the Thrift Store had their biggest day ever with sales of \$6,462.

Operations Manager Carlson reporting all monthly reports and inspections for November were completed. Staff repaired the irrigation control valve at the park, cleaned out the maintenance/park shop, flushed hydrants, and turned system valves. A meeting was held with the HVAC contractor regarding the mini split system at the water shop offices, and the meter replacement program continued. Replacement parts were organized and inventoried, swamp coolers at the office and 4-plex were winterized, and chlorine injectors at wells 1 and 4 were replaced. Staff also met with a contractor about engineering for the pipeline manifold, replaced the water pulley on the vactor, and rewired the trailer lights on the vactor.

##### Regular Business:

#### 5. Discussion and Possible Action Regarding Approval of Directors Expense Reports

**Discussion:** None

**Motion:** Director Rosenberg made the motion to accept the Directors' expense reports.

**Second:** Director Guinn

**Vote:**

Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Artie DeVries	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Billy Rosenberg	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

6. Discussion and Possible Action Regarding Acceptance of the 2025 Fiscal Year Audit

**Discussion:** Chris Brown reviewed the 2025 Fiscal Year Audit. The Board received an audit report for the fiscal year ending June 30, 2025, presented by CJ Brown and Company. The audit found the financial statements to be in compliance with GAAP and provided an unmodified opinion, indicating no material weaknesses in internal controls. The district implemented GASB 101, which resulted in a one-time prior period adjustment to reflect more consistent reporting of compensated absences. The audit showed an increase in net position of \$1.405 million, with program revenues increasing by \$186,000 and general revenues by \$27,000.

General Manager Cox noted that we are in the first year of a 2—year option contract with the auditing firm and noted that the Board may want to discuss the process they want to go through moving forward. The Board requested this item be brought back for discussion.

**Motion:** Director Rosenberg made the motion to accept 2025 Fiscal Year Audit.

**Second:** Director Guinn

**Vote:**

Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Artie DeVries	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Billy Rosenberg	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

7. Discussion and Possible Action Silver Lakes Association Request for Water

**Discussion:** The District received a request from SLA for a deficit of approximately 500 AF. The district could "holdback" 15% of carryover, approximately 90 AF. Rate consideration could be the same as per the contract or could be market rate if more than the contract amount. The quantity of Leased Carryover shall be eighty-five percent (85%) of the total Carryover verified by Watermaster for HCSD from the previous Water Year, as stated in the Annual Watermaster report. If HCSD's verified production exceeds its annual FPA allocation in any Water Year during the term of this Lease, HCSD may retain all or a portion of its Carryover ("Retained Carryover").

Jeff McKellar, President of the Silver Lakes Association Board commented. Silver Lakes Association stated they will continue operating at a deficit and are taking steps to redesign golf course irrigation to reduce water use but will still overproduce due to drought conditions. They requested consideration for purchasing any available 15% holdback water and expressed interest in a long-term contract with Helendale CSD before the current contract with Victorville ends, to avoid buying water from the aqueduct. He noted that irrigation redesign is costly and dependent on member approval, and mentioned potential future use of tertiary water. He asked to be contacted if holdback water becomes available so they can present it to their board.

**Motion:** Director Rosenberg made the motion to sell Silver Lakes Association the District's holdback carryover water (15% of the carryover allotment) at the same contractual rate as given to Victorville.

**Second:** Director DeVries

**Vote:**

Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Artie DeVries	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

Director Billy Rosenberg	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
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**8. Discussion and Possible Action Regarding comment on Barstow International Gateway Project Environmental Impact Report**

**Discussion:** Staff was directed to draft a letter for review by the Board on the Draft Environmental Impact Report for the BNSF BIG project . Changes were made to the letter based on feedback given by Director's Guinn, DeVries, and Cardenas - copies with those changes were provided. Proposed changes are requested, and Board comments will be incorporated into the letter. Director Guinn also drafted a letter which was provided to the Board as well. President Clark will sign the letter from the Board. Staff will draft a public comment form letter and make it available to the community.

The board discussed creating both printed and electronic versions of the letter and widely distributing them through Facebook, community groups, clubs, neighbors, local businesses, the RV park, senior lunches, and holiday gatherings. Members emphasized personal responsibility in helping distribute and encourage participation, noting limited time before the DEIR comment deadline.

Legal counsel confirmed that including neutral information in the district newsletter about responding to the DEIR would not be a conflict, as long as no individual directors are highlighted and public funds are not used for political advocacy. It was noted the next newsletter would go out in January, likely too late for the DEIR deadline.

Public comments emphasized the historical and ongoing impacts of train blockages on emergency response and community safety, and the importance of resident participation through simple, accessible means.

The Board agreed to avoid inserting specific incidents into the letter itself and instead allow residents to share their own experiences.

Staff summarized Board Direction: proceed with revisions, prepare web and printed versions, print multiple copies for broad distribution, and move forward with the letter for President Clark's signature, with counsel's approval. The Board confirmed staff had discretion to use available community promotion funds for copying the letter and concluded the item with consensus direction.

**Motion:** There was no motion on this item.

**Other Business**

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

Strategic Plan

**10. Adjournment**

President Clark adjourned the meeting at 7:13 pm.

\_\_\_\_\_  
Ron Clark, President

\_\_\_\_\_  
Cheryl Vermette, Clerk of the Board

*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

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DATE: December 18, 2025  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Andrea Chavis, Customer Service Lead  
SUBJECT: Agenda item #3b  
Consent Items: Bills Paid and Presented for Approval

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## STAFF RECOMMENDATION

Updated Report Only. Receive and File.

## STAFF REPORT:

Staff issued 36 checks and 23 Bank Drafts totaling \$305,474.52.

Total Cash Available	12/12/25	12/4/25
Cash	\$8,280,077.02	\$8,314,340.78
Checks, DFT's/EFT's Issued	\$305,474.52	\$66,893.90

## INVESTMENT REPORT:

The Investment Report shows the status of the District funds invested as of 11/30/25

	Interest Rate	Interest Income
CA CLASS*	4.1889%	\$168,976.21 Fiscal Year to date
CBB Trust	4.02%	\$64,928.42 Year to date
LAIF	4.096%	\$37,745.06 Fiscal Year to date





Helendale CSD

# Bills Paid and Presented for Approval

## Transaction Detail

Issued Date Range: 12/02/2025 - 12/12/2025

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 211102187 - CBB Checking					
12/04/2025	<a href="#">29293</a>	AVCOM Services Inc.	-70.00	Check	Accounts Payable
12/04/2025	<a href="#">29294</a>	Burrtec Waste Group, Inc	-10,811.33	Check	Accounts Payable
12/04/2025	<a href="#">29295</a>	Burrtec Waste Industries Inc	-486.64	Check	Accounts Payable
12/04/2025	<a href="#">29296</a>	Burrtec Waste Industries Inc	-197.48	Check	Accounts Payable
12/04/2025	<a href="#">29297</a>	Cal Fire	-447.43	Check	Accounts Payable
12/04/2025	<a href="#">29298</a>	County of San Bernardino, Solid Waste Mgmt. Div.	-598.60	Check	Accounts Payable
12/04/2025	<a href="#">29299</a>	CWEA/DAMS	-110.00	Check	Accounts Payable
12/04/2025	<a href="#">29300</a>	G.A. Osborne Pipe & Supply Inc.	-75.50	Check	Accounts Payable
12/04/2025	<a href="#">29301</a>	Heritage Victor Valley Medical Group	-350.00	Check	Accounts Payable
12/04/2025	<a href="#">29302</a>	Rebecca Gonzalez	-400.00	Check	Accounts Payable
12/04/2025	<a href="#">29303</a>	San Bernardino County Fire Department	-408.00	Check	Accounts Payable
12/04/2025	<a href="#">29304</a>	Sierra Analytical Labs, Inc	-907.00	Check	Accounts Payable
12/04/2025	<a href="#">29305</a>	Silver Lakes Hardware	-30.14	Check	Accounts Payable
12/04/2025	<a href="#">29306</a>	Stericycle, Inc	-107.95	Check	Accounts Payable
12/04/2025	<a href="#">29307</a>	Steve A. Filarsky, Attorney at Law	-117.00	Check	Accounts Payable
12/04/2025	<a href="#">29308</a>	SWRCB FEES	-55,882.50	Check	Accounts Payable
12/04/2025	<a href="#">29309</a>	The Woodall Group, Inc	-35.00	Check	Accounts Payable
12/04/2025	<a href="#">29310</a>	Ultimate Internet Access, Inc	-826.30	Check	Accounts Payable
12/04/2025	<a href="#">29311</a>	Underground Service Alert of Southern California	-36.00	Check	Accounts Payable
12/04/2025	<a href="#">29312</a>	Silver Lakes Landscaping and Maintenance LLC	-7,000.00	Check	Accounts Payable
12/05/2025	<a href="#">29313</a>	Aqua Metrics Sales Company	-2,302.83	Check	Accounts Payable
12/05/2025	<a href="#">29314</a>	Houston & Harris	-11,657.50	Check	Accounts Payable
12/05/2025	<a href="#">29315</a>	Starting Line Advisory	-3,495.00	Check	Accounts Payable
12/05/2025	<a href="#">29316</a>	Silver Lakes Helendale Lions Club	-300.00	Check	Accounts Payable
12/09/2025	<a href="#">29317</a>	LINDA DIANNE LYONS LIVING TRUST 6/2/17	-176.61	Check	Utility Billing
12/09/2025	<a href="#">29318</a>	CARLOS LOPEZ	-284.49	Check	Utility Billing
12/09/2025	<a href="#">29319</a>	DESIREE SIMS	-263.91	Check	Utility Billing
12/09/2025	<a href="#">29320</a>	VIDUR BHATNAGAR	-416.63	Check	Utility Billing
12/12/2025	<a href="#">29321</a>	Brunick, McElhaney & Kennedy Professional Law Corp	-7,500.00	Check	Accounts Payable
12/12/2025	<a href="#">29322</a>	C. J. Brown & Company, CPAs	-2,552.00	Check	Accounts Payable
12/12/2025	<a href="#">29323</a>	Citizens Business Bank	-101,312.38	Check	Accounts Payable
12/12/2025	<a href="#">29324</a>	Geo-Monitor, Inc.	-1,080.00	Check	Accounts Payable
12/12/2025	<a href="#">29325</a>	Kimberly Cox	-2,096.46	Check	Accounts Payable
12/12/2025	<a href="#">29326</a>	Sierra Analytical Labs, Inc	-207.50	Check	Accounts Payable
12/12/2025	<a href="#">29327</a>	Pacific Advanced Civil Engineering, Inc	-21,093.00	Check	Accounts Payable
12/12/2025	<a href="#">29328</a>	Standard Electric Works	-10,570.12	Check	Accounts Payable
12/08/2025	<a href="#">DFT0002943</a>	Southern California Edison	-24,404.34	Bank Draft	Accounts Payable
12/02/2025	<a href="#">DFT0002944</a>	Southern California Edison	-2,015.12	Bank Draft	Accounts Payable
12/09/2025	<a href="#">DFT0002963</a>	Southern California Edison	-3,838.00	Bank Draft	Accounts Payable
12/04/2025	<a href="#">DFT0002977</a>	Frontier Communications	-70.31	Bank Draft	Accounts Payable
12/04/2025	<a href="#">DFT0002978</a>	Frontier Communications	-230.86	Bank Draft	Accounts Payable
12/11/2025	<a href="#">DFT0002979</a>	Southern California Edison	-334.18	Bank Draft	Accounts Payable
12/11/2025	<a href="#">DFT0002980</a>	Southern California Edison	-163.66	Bank Draft	Accounts Payable
12/09/2025	<a href="#">DFT0002981</a>	Southern California Edison	-220.01	Bank Draft	Accounts Payable
12/03/2025	<a href="#">DFT0002982</a>	Business Card	-8,703.81	Bank Draft	Accounts Payable
12/02/2025	<a href="#">DFT0002983</a>	EVO Merchant Services	-2,149.57	Bank Draft	Accounts Payable

## Bank Transaction Report

### Issued

Date	Number	Description	Amount	Type	Module
12/03/2025	<a href="#">DFT0002985</a>	Paymentech, LLC	-3,073.39	Bank Draft	Accounts Payable
12/05/2025	<a href="#">DFT0002986</a>	On Line Information Services, Inc	-15.60	Bank Draft	Accounts Payable
12/05/2025	<a href="#">DFT0002987</a>	Heritage Landscape Supply	-103.16	Bank Draft	Accounts Payable
12/05/2025	<a href="#">DFT0002988</a>	Infosend, Inc	-52.00	Bank Draft	Accounts Payable
12/05/2025	<a href="#">DFT0002989</a>	Infosend, Inc	-2,105.47	Bank Draft	Accounts Payable
12/09/2025	<a href="#">DFT0002990</a>	Sonic Systems, Inc	-52.17	Bank Draft	Accounts Payable
12/09/2025	<a href="#">DFT0002991</a>	State Board of Equalization	-2,485.02	Bank Draft	Accounts Payable
12/09/2025	<a href="#">DFT0002992</a>	Home Depot Credit Services	-1,045.45	Bank Draft	Accounts Payable
12/10/2025	<a href="#">DFT0002993</a>	Lowe's Inc.	-350.64	Bank Draft	Accounts Payable
12/10/2025	<a href="#">DFT0002996</a>	Sonic Systems, Inc	-2,151.60	Bank Draft	Accounts Payable
12/11/2025	<a href="#">DFT0002997</a>	O'Reilly Auto Parts	-1,153.15	Bank Draft	Accounts Payable
12/12/2025	<a href="#">DFT0002999</a>	FNBO	-3,856.28	Bank Draft	Accounts Payable
12/12/2025	<a href="#">DFT0003000</a>	FNBO	-2,695.43	Bank Draft	Accounts Payable
			<b>Bank Account 211102187 Total: (59)</b>		<b>-305,474.52</b>
			<b>Report Total: (59)</b>		<b>-305,474.52</b>

Summary

Bank Account

[211102187 CBB Checking](#)

Count	Amount
59	-305,474.52
Report Total:	-305,474.52

Cash Account

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

Count	Amount
59	-305,474.52
Report Total:	-305,474.52

Transaction Type

Count	Amount
23	-61,269.22
36	-244,205.30
Report Total:	-305,474.52





Flagstar Visa Statement 11/3/25

Acct #	Description	Charges	Charges	Charges	Charges	Charges	Total
01-524500	HDMWA Class	\$ 220.00					220.00
01-545000	Water Truck Air Bag Repair	\$ 564.50					564.50
01-553000	Nozzle for Jetter	\$ 54.36					54.36
02-545001	Fuel for A. Aviles Chevvy- Plant Tour	\$ 30.00					30.00
03-553000	Thrift Store Op Supplies	\$ 13.20					13.20
03-556800	Gift Cards	\$ 660.00					660.00
05-553000	AED for Park	\$ 1,957.00					1,957.00
05-553300	Concert in the Park-Pizza for the Band	\$ 57.43					57.43
06-553555	Clean Up Day - Veleiro for Signs/Lunch	\$ 8.62	\$ 57.43				66.05
10-522510	Water for Board Meeting/Boardroom Supplies	\$ 14.25	\$ 19.18				33.43
10-524500	Staff Training	\$ 22.06	\$ 53.09				75.15
10-553000	Admin Op Supplies	\$ 13.19	\$ 12.92	\$ 95.63	\$ 14.78		136.52
10-553600	Admin Uniforms	\$ 210.66					210.66
10-556800	R. Latour Bday Gift Card & Thanksgiving Luncheon Supplies	\$ 34.98					34.98
Totals							4,113.28
Due 12-1-25	Staff Key:	KC	AA	CC	CV	TM	3,856.28
							Total Due Credit
							Total Paid

Acct #	Description	KC	AA	CC	CV	TM	Charges
01-524500	Costco	95.63	54.36	220.00	210.66	660.00	
01-545000	Tractor Supply						
01-553000	Costco	14.78	30.00	564.50	12.92	57.43	
02-545001	Costco	22.06					
03-553000	Smart & Final	53.09					
03-556800							
05-553000							
05-553300							
06-553555							
10-522510							
10-524500							
10-553000							
10-553600							
10-556800							
Totals		185.56	84.36	784.50	2,015.99	785.87	3,856.28
Due 12-1-25							Charges

Purple Sheet



Flagstar Visa Statement 12/3/25

Acct #	Description	Charges	Charges	Charges	Charges	Charges	Charges	Total
01-556800	Lunch for Staff	\$ 15.69						\$ 15.69
03-556800	Thrift Store Gift Cards	\$ 540.00						\$ 540.00
05-550003	Soccer End of Season Awards	\$ 38.63						\$ 38.63
05-553600	Boots for B. Harkness	\$ 217.45						\$ 217.45
10-522510	Snacks for Board Meeting	\$ 5.29						\$ 5.29
10-524500	Public Sector Excellence Training	\$ 95.00						\$ 95.00
10-526650	Veteran's Chili Food Festival Raffle Prizes	\$ 201.74						\$ 201.74
10-556800	Christmas Gift Cards/Thanksgiving Luncheon/Christmas Party Gifts/Ham for Thanksgiving Luncheon/Food for Luncheon	\$ 300.00	\$ 450.00	\$ 450.00	\$ 300.00	\$ 35.48	\$ 220.07	\$ 39.61
Totals								2,956.43
Due 1-1-26	Staff Key:	KC	AA	CC	CV	TM		

Total Charges

Acct #	Description	KC	AA	CC	CV	TM	Total
01-556800	Lunch for Staff						\$ 15.69
03-556800	Thrift Store Gift Cards						\$ 540.00
05-550003	Soccer End of Season Awards						\$ 38.63
05-553600	Boots for B. Harkness						\$ 217.45
10-522510	Snacks for Board Meeting						\$ 5.29
10-524500	Public Sector Excellence Training						\$ 95.00
10-526650	Veteran's Chili Food Festival Raffle Prizes						\$ 201.74
10-556800	Christmas Gift Cards/Thanksgiving Luncheon/Christmas Party Gifts/Ham for Thanksgiving Luncheon/Food for Luncheon						\$ 39.61
Totals							2,956.43
Due 1-1-26	Staff Key:	KC	AA	CC	CV	TM	

39 Penalty

2,695.43 Total Paid

2,656.43 Total Due



# Helendale Community Services District

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Date: December 18, 2025  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #5  
Discussion and Possible Action Regarding Adoption of Resolution 2025-09: A  
Resolution of the Board of Directors of the Helendale Community Services District  
Establishing Policies for Its Relations Among Directors and with Staff

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## **STAFF RECOMMENDATION:**

Staff seeks adoption of the Resolution by the Board.

## **STAFF REPORT:**

The original resolution was adopted in 2007 as one of the underpinning guidance documents for the Board of Directors. The resolution is scheduled for annual review per Section 3. This resolution has been reviewed regularly over the years with minor modifications made as deemed appropriate.

The attached resolution was discussed several times in 2024. In March 2024 for the annual review, again in October at the request of the Board and lastly, December 19, 2024, with some requested modifications that included the addition of section 1.4.1. and removal of the position of secretary from Section 1.2.2. The Board is invited to make any additional modifications as viewed necessary to enhance the interactions of the Board with each other and with staff.

District General Counsel will take this opportunity to review the Resolution with the Board.

**FISCAL IMPACT:** None

**POSSIBLE MOTION:** Adopt Resolution 2025-09

**ATTACHMENTS:** Resolution 2025-09





## **RESOLUTION NO. 2025-09**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT ESTABLISHING POLICIES FOR ITS RELATIONS AMONG DIRECTORS AND WITH STAFF**

**WHEREAS**, the Board of Directors of the Helendale Community Services District finds as follows:

A. The Helendale Community Services District ("the District") is a community services district organized and operating pursuant to California Government Code Section 61000 et seq.

B. The District is governed by an elected Board of Directors ("Board") whose meetings are subject to the requirements of the Ralph M. Brown Act, California Government Code Section 54950 et seq. ("the Brown Act"), pursuant to California Government Code Section 61044.

C. The Board adopted Ordinance No. 2024-01 on March 21, 2024, establishing revised guidelines for the conduct of its public meetings and activities and imposing requirements upon itself which allow greater access to its meetings than prescribed by the Brown Act.

D. The purpose of this Resolution is to supplement Ordinance No. 2024-01 and to ensure that the Board's deliberations are conducted honorably and that its activities are performed in a manner that reflects a dedication to the highest standards of integrity so as to continue to earn the trust and confidence of the public served by the District.

**THEREFORE, THE BOARD OF DIRECTORS** of the Helendale Community Services District does hereby adopt and ordain as follows:

#### **Section 1. RELATIONS BETWEEN DIRECTORS.**

1.1. **Duties.** The Board shall govern the District. The Board shall establish policies for the operation of the District. The Board shall provide for the implementation of those policies which is the responsibility of the District's General Manager. All members of the Board shall exercise their independent judgment on behalf of the entire District, including the residents, property owners, and the public as a whole to further the purposes and intent of the District.

#### **1.2. Officers.**

1.2.1. Within 45 days after each general district or unopposed election, the Board shall meet and elect the officers of the Board. In a year in which there is no general

election the Board shall hold an election at the first meeting in December.

1.2.2 The officers of the Board are the President and Vice-President. The President shall preside over meetings of the Board and the Vice-President shall serve in the President's absence or inability to serve.

1.2.3 No other special duties, actions, tasks, or privileges are bestowed to the above positions. The President and Vice President (or any member of the Board) will not take unilateral actions binding the rest of the Board, without prior approval or authorization of the Board - including the issuance of letters, reports, documents or contracts, implied or otherwise, to outside parties. No Board Officer (or Member) shall appear as the Board Representative at any private or public functions.

1.2.4 The Board may create additional offices and elect members to those offices, provided no members of the Board shall hold more than one office.

1.3. **Parliamentary Procedure.**

1.3.1. A majority of the total membership of the Board shall constitute a quorum for the transaction of District business. Except as otherwise specifically provided by law, a majority of the total membership of the Board is required for the Board to take action. The Board shall act only by ordinance, resolution, or motion. The minutes of the Board shall record the yes and no votes taken by the members of the Board for the passage of all ordinances, resolutions, or motions. The Board shall keep a record of all its actions, including financial transactions.

1.3.2. Meetings of the Board shall be subject to the Brown Act and Ordinance No. 2024-01 (as may be amended from time to time). Robert's Rules of Order shall provide general guidance for the conduct of the Board's business, except where otherwise provided by law, ordinance, resolution, or motion of the District, or otherwise inconsistent with the intent of the Board. The Board President (or committee chair) will rule on all matters of procedure, with the advice of Legal Counsel.

1.4. **Personal Conduct.** The business of the District is a team effort. All Board members commit to working together in a collaborative manner, assisting each other in conducting the affairs of the District. Directors commit to conducting themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings. Directors shall defer to the President concerning the conduct of Board meetings, but shall be free to question and discuss items on the agenda. In turn, the Board President shall not exercise the privileges of the office in such a manner as to unfairly advance his or her own agenda / personal opinions or unduly prejudice the positions of other Board members. When responding to requests and concerns from the public and other District customers, Board members commit to be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel. Board members commit to develop a working relationship with the District's General Manager wherein current issues, concerns, and District projects can be discussed comfortably and openly. Board members should function as a part of the whole. All issues must be brought to the attention of the entire Board, rather than to individual members selectively; unilateral actions by a Board Officer or any Director, binding the entire Board, must be avoided and shall be subject to possible Board discipline. Board members are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

1.4.1 Board Member Comportment. At all times Board members are to be an example in their conduct at Board meetings or at any function in which they are representing the District. This includes being present and engaged, not under the influence of drugs or alcohol and embracing the District's commitment to fostering a collegial environment free of harassment and discrimination of all types. Board members will conduct themselves at all times in a way that does not bring discredit to the District and the collective commitment to public service.

1.5. **Communication of Views and Positions.** The Board is committed to providing excellence in legislative leadership necessary to furnish the highest quality of government services to the public and to the District's customers. In order to achieve this goal, cooperative interaction between and among Board members is encouraged. As such, the following rules shall be observed:

1.5.1. The dignity, style, values, and opinions of each Board member shall be respected. Responsiveness and attentive listening in communication is encouraged.

1.5.2. The needs of the public and the District's customers should be the priority of the Board.

1.5.3. Board members commit themselves to emphasizing the positive, avoiding double talk, hidden agendas and negative forms of interaction.

1.5.4. Board members commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues will be avoided.

1.5.5 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions in a constructive and forthright manner. However, once the Board has taken action, individual Board members commit to support said action and not create barriers to the implementation thereof or pursue defeated issues independently.

1.5.6 The Presiding Director will not undermine the Board Agenda; further, he/she will not make opening statements on an agenda item in an attempt to shape or frame the debate. The Director initiating the Agenda item will be allowed to speak first and make a motion, to be seconded and opened for discussion. All Board discussion will proceed with no time frame attached. All Board comments will start to the immediate right of the Director forming the motion and will proceed orderly, Director to Director, until comment ceases, at which time a call will be made to cast votes.

1.6. **Board Discipline.** In the exercise of its discretion, the Board, by affirmative vote of four (4) of its members, may censure any of its members for a period of time deemed appropriate by said supermajority of the Board. Unless otherwise prohibited by law, the maximum penalty that may be imposed upon the censured member by said supermajority of the Board during the period of such censure shall be the following:

1.6.1. The suspension of all spending of District funds by the censured Board member and of all reimbursement from District funds of any costs incurred by the censured Board member, unless otherwise allowed by the Board.

1.6.2. The removal of the censured Board member from service as an officer of the Board, and/or on all committees and other assignments on behalf of the District and/or the

Board, unless subsequently authorized by the Board.

1.6.3 The withholding of all compensation by the District to the censured Board member except as otherwise allowed for attending meetings of the Board and other meetings subsequently authorized by the Board.

Section 2. **RELATIONS WITH STAFF.**

2.1 **General Manager.**

2.1.1. The Board shall appoint a General Manager for the District. The General Manager shall serve at the pleasure of the Board. The Board shall set the compensation for the General Manager. The Board may require that the General Manager be bonded. The District shall pay the cost of the bonds.

2.1.2. The General Manager shall be responsible for all of the following:

- a. The implementation of the policies established by the Board for the operation of the District;
- b. The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board;
- c. The supervision of the District's facilities and services; and
- d. The supervision of the District's finances.

2.1.3 The General Manager is the Board's primary link to operational achievement and conduct of the District, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the General Manager.

2.1.4 No individual Board Member, including any Officer, shall dictate policies to the General Manager, interfere with or disrupt his/her work (or the work of any District staff or contract employee). Board Member visit/discussion hours or appointment schedules designated by the General Manager shall be strictly adhered to.

2.2. **Treasurer.** The Board shall appoint a District Treasurer for the District. The Board may appoint the same person to be the General Manager and the District Treasurer. The District Treasurer, shall serve at the pleasure of the Board. The Board shall set the compensation of the District Treasurer. The Board shall require the District Treasurer, to be bonded. The District shall pay the cost of the bonds.

Section 3. **ANNUAL REVIEW.**

Each year the Board shall review this Resolution to determine its effectiveness and the necessity for its continued operation. The District's General Manager shall report to the Board on the operation of this Resolution, and make any recommendations deemed appropriate, including proposals to amend the Resolution. Upon conclusion of its review, the Board may take any action it deems appropriate concerning this Resolution. Nothing herein shall preclude the Board from taking action on the Resolution at times other than upon conclusion of the annual review.

Section 4. **SEVERABILITY.**

If any provision of this Resolution, or the application thereof to any person or circumstances, is held invalid, such invalidity shall not affect other provisions or applications of



this Resolution, which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are declared to be severable.

Section 5. **EFFECTIVE DATE.**

The provisions of this Resolution shall supersede and rescind Resolution No. 2024-18 adopted by the District's Board of Directors on December 19, 2024, and shall take effect immediately upon adoption.

Approved and Adopted this 18th day of December, 2025.

AYES:

NOES:

ABSTAIN:

ABSENT:

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Ron Clark, President, Board of Directors

ATTEST:

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Cheryl Vermette, Clerk of the Board



# Helendale Community Services District

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DATE: December 18, 2025  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #6  
Discussion and Possible Action Regarding Annual Election of Officers

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## **STAFF RECOMMENDATION:**

This matter is at the discretion of the Board.

## **STAFF REPORT:**

The annual Election of Officers occurs in December each year. The Board process for the annual selection of officers is outlined in Resolution 2025-09 as discussed in the previous agenda item.

Election of officers is at the sole discretion of the Board of Directors. The Board is to select the President and Vice President. The position of President has no special function except to preside over the meetings. The role of the Vice President is to chair the meetings in the absence of the President.

Regarding a motion to fill the position of President and Vice-President, a board member can offer a slate or submit a nomination for one position at a time.

**FISCAL IMPACT:** None

**POSSIBLE MOTION:** This matter is at the Board's discretion

**ATTACHMENTS:** None



# Helendale Community Services District

Date: December 18, 2025  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #7  
Discussion Only Regarding Annual Report of Disconnections as Required by  
Senate Bill SB998

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## **STAFF RECOMMENDATION:**

Receive and File.

## **STAFF REPORT:**

The requirements of SB998 state that on an annual basis, the number of disconnections must be presented in an open meeting and discussed with the governing body.

The original policy and procedures were adopted on 2/20/2020 and in March 2020, prior to implementation, COVID-19 and the related emergency regulations including the disconnection prohibition outlined in Executive Order N-42-20 (March 2020) superseded the SB998 implementation. In January 2022, the disconnection prohibition was lifted, and the District fully implemented the SB998 60-day disconnection provisions.

The table reflects monthly disconnections for non-payment (accounts greater than 60 days past due) for calendar years 2022-2025 (excluding December 2025). SB 998 requires this information to be presented annually and discussed in an open meeting.

## **Annual Totals**

- **2022:** 318 disconnections
- **2023:** 282 disconnections
- **2024:** 320 disconnections
- **2025 (Jan–Nov):** 223 disconnections (*December not yet reported*)

Late accounts increased each year from 2022 through 2024 and remained consistently high in 2025. While some monthly fluctuation occurred, there was no sustained reduction in customer delinquency.

There was a noticeable reduction in disconnections in 2025. Staff believes this is due to changing the due date from the 10<sup>th</sup> of the month to the 15<sup>th</sup> of the month, giving customers additional time to receive their bill.

2022		2023		2024		2025	
Late	Disconnections	Late	Disconnections	Late	Disconnections	Late	Disconnections
349	35	412	38	485	37	492	24
404	40	415	19	458	28	447	26
394	30	408	18	410	16	423	24
330	23	337	23	428	19	420	16
363	21	419	26	420	8	462	10
416	18	389	35	413	25	410	10
382	29	392	18	476	37	426	11
427	20	476	27	476	28	427	22
363	25	413	27	438	24	414	21
380	27	433	3	536	29	474	30
417	22	525	25	481	28	445	29
456	28	428	23	525	41	483	
<b>4681</b>	<b>318</b>	<b>5047</b>	<b>282</b>	<b>5546</b>	<b>320</b>	<b>5323</b>	<b>223</b>

**Background:** In January 2020, Staff and Counsel presented a draft policy responsive to the requirements of SB998. After extensive effort the draft policy was completed and presented at a public meeting and the public hearing was held on 2/20/20. It was the District's goal to make the policy compliant with the law yet understandable.

In addition, SB998 required modification to other policies and procedures to ensure consistency with the new legislation. These policies were brought to the Board during several subsequent meetings. In addition, Management worked with Staff on internal administrative procedures to ensure practice aligned with the requirements of SB998 and that there are no conflicts between procedures and the new law.

SB998, known as the Water Shutoff Protection Act, allows customers additional time to pay their water bill prior to disconnection by mandating a 60-day timeframe prior to disconnection. SB998 is codified into the Health and Safety Code sections 116900-116926.

The Policy was translated into five languages along with certain verbiage on the bill form. The disconnection notification period was expanded from a 48-hour notification to a seven business-day notification. There are also expanded requirements for posting notification at a residence. Further, SB998 requires for low-income households that the reconnection fee cannot exceed \$50, after-hours reconnection fee cannot exceed \$150 and interest is to be waived once per year. There are additional considerations related to tenants that were also incorporated into the policy. The District is now required to contact a tenant in writing in the event of a pending water disconnection and allow the opportunity for a tenant in certain circumstances to become a customer of the District with or without the owner's approval. Prior to this legislation, the property could elect not to have the water put in the tenant's name.

In addition to the required considerations under SB998, the Board elected to provide additional considerations for all customers:

- Up to a two-week extension to any customer for any reason once per year
- One-time disconnection fee waiver
- One-time late fee waiver
- Payment plans available to any customer (added 11/2024)

**FISCAL IMPACT:** NA

**POSSIBLE MOTION:** NA

**ATTACHMENTS:** None





# Helendale Community Services District

Date: December 18, 2025  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #8  
Discussion and Possible Action Regarding Consideration of Park use for Club Soccer

---

## **STAFF RECOMMENDATION:**

At the Discretion of the Board

## **STAFF REPORT:**

The District has received a request from SOL FC soccer club requesting year-round access to the fields at the Helendale Community Park for practices, scrimmages, training camps and tournaments. The District has allowed softball club teams to practice and host tournaments at the park on a limited basis in the past. This club is a newly formed club run by long-time resident Randall Lobato. The club is open to players from all over the High Desert, and the majority of players live outside of Helendale.

Soccer is moderately hard on the turf especially in the goal areas, penalty boxes, and midfield often causing thinning after repeated play. Continuous play without rest periods can lead to soil compaction and reduced turf health. Additional use will increase the maintenance required on the field. It is recommended that additional aeration, overseeding, and fertilization be added to the maintenance schedule in response to heavier activity on the field. This will be at an added cost to the District.

Use of the fields would need to be coordinated around other priority uses including:

- Helendale CSD Youth Flag Football
- Helendale CSD Youth Soccer
- Helendale School District Football
- Helendale School District Soccer
- Concerts in the Park
- Maintenance

It is recommended that no practices be held in April for maintenance of the fields. Field use would also need to be coordinated with regular maintenance activities which could require the District to shift field locations and times to accommodate.

The Helendale School District pays a rate of \$5,000 per year to use the fields for their football season and their soccer season. Typically, they use the fields for 3 to 5 football games and a few practices per year. Their soccer season begins in October and goes through February.

SOL FC is requesting to use the field 3 evenings per week for 1.5 – 2 hours and for occasional scrimmages, clinics, camps, and tournaments. They are also requesting to use the lights during darker months.

If the Board elects to approve the request, the following should be considered:

- Formal agreement with a pilot term (recommendation 6 months)
- Priority of use to ensure Helendale CSD youth sports and Helendale School District uses are prioritized
- Seasonal restrictions to allow for field maintenance and turf recovery
- Cost

**FISCAL IMPACT:** Staff recommends a cost of \$1200 per month for use of the fields.

**POSSIBLE MOTION:** At the Discretion of the Board

**ATTACHMENTS:** SOL FC Field Use Proposal

# SOL FC — FIELD USE PROPOSAL

**Submitted to:** Helendale Community Services District (CSD)

**Submitted by:** Randall Lobato, President, SOL FC

**Date:** 11/13/25

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## 1. INTRODUCTION

Dear Helendale CSD Board,

My name is **Randall Lobato**, President and Founder of **SOL FC**, a newly formed **California 501(c)(3) nonprofit youth soccer club** serving the High Desert communities. SOL FC was created to provide **affordable, high-quality, community-based soccer development** for local families who need competitive opportunities without the high costs and travel burdens of larger clubs.

Helendale CSD Fields are an excellent home for our long-term development and community service efforts.

## 2. ABOUT SOL FC

- **California 501(c)(3)** nonprofit public-benefit corporation
- **EIN - 39-4961312**
- Board of Directors established
- Season planning for **2026–2027** is underway
- Currently active club participating in Southern Californias top tournaments and leagues

### .Our Vision

To build a sustainable youth soccer program that becomes a long-term asset to the High Desert community—providing local kids with the same development opportunities available in larger cities and clubs.



### 3. COMMUNITY BENEFITS TO HELENDALE CSD

SOL FC is not just asking for field space — we are committed to **giving more than we receive**.

If granted year-round field access, SOL FC will provide the following to Helendale families at **no cost**:

#### 1. Free Youth Skills Clinics

- Regular free sessions open to **all Helendale residents**.
- Boost awareness and participation of Helendale Rec League.

#### 2. Community Service & Volunteer Support

- Field cleanup days
- Youth mentoring opportunities
- Help with CSD Youth Leagues

#### 3. Affordable Player Pathway

Compared to larger clubs (\$1,000–\$3,000/year), SOL FC keeps fees low and transparent.

#### 4. Increased Positive Use of Fields

- Larger-scale camps for local youth.
- Small-sided tournaments bring revenue (parking, snack bar, local businesses, etc.)

## 4. FIELD USE REQUEST

SOL FC is requesting **year-round access** to a Helendale CSD field (or designated grass/sports area) for structured youth soccer training.

### Requested Frequency

- At least 3 training days per week
- 1.5–2 hours per day
- Occasional scrimmages
- Events ( clinics, campus, tournaments )

### Requested Time Block

- 6:00 PM – 8:00 PM (most consistent for families)

### Lighting Needs

We request lighting during seasons when sunset occurs before or during practice hours.

### Flexibility

We are fully flexible with:

- Exact field assignment
- Days of the week
- Seasonal adjustments
- Shared-use schedules

We will operate with full respect toward existing sports programs and community activities.

## 5. PROGRAM OVERVIEW & SAFETY

### Coaches

All SOL FC coaches:

- Are background-checked
- Are trained in youth safety
- Carry required certifications
- Follow strict conduct standards

### Insurance

SOL FC will provide:

- **General liability insurance**
- Additional insured certificates naming Helendale CSD
- Proof of coverage before any use of the fields

### Player Supervision

- Players are supervised from the moment they arrive
- No athletes left without parent pickup

## 6. REQUEST FOR MINIMAL FIELD USE FEES (CORE TO OUR NONPROFIT MISSION)

One of the core values of SOL FC is to keep competitive soccer **affordable and accessible** for every family in our community. As a nonprofit, our commitment is to ensure that as much of our funding as possible goes directly into:

- Player development
- Coaching quality
- Equipment
- Community programs
- Financial assistance for families who need it

Running a youth soccer club has two major expenses:

1. **Field access**
2. **The people who operate the club**

Our volunteer **Board of Directors** has committed to taking minimal or zero stipends, so that we can keep player fees low and use our resources responsibly for the kids and the community.

To remain true to this mission, we respectfully request that **Helendale CSD partner with us by allowing reduced-cost or minimal-cost field usage.**

### Why Reduced Fees Matter

- Lower field expenses directly lower player fees
- More families can afford to participate
- We can offer more **free clinics and community programs**
- Budget stability helps us plan year-round programming
- We can grow responsibly and sustainably as a nonprofit

### Our Goal

To build a long-term partnership with Helendale CSD where **affordable, high-quality youth soccer** becomes a shared community investment.

## 7. SUMMARY OF REQUEST

SOL FC respectfully requests:

- Year-round field access
- 3 evenings per week
- 6:00–8:00 PM
- Lighting when required by season
- Host Events (Clinics, Camps, Tournaments)

In exchange, SOL FC will provide:

- Regular Free clinics,
- Community involvement
- Help with CSD Youth Leagues
- Safe, supervised programming
- Recognition of Helendale CSD as a field partner
- Open to any other way we can help reach a beneficial agreement for everyone.

---

**Randall Lobato**

President, SOL FC

Email: [info@hdsolfc.com](mailto:info@hdsolfc.com)

Phone: 909-362-1471

Website: [www.HDSOLFC.com](http://www.HDSOLFC.com)



# Helendale Community Services District

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DATE: December 18, 2025  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Craig Carlson, Water Operations Manager  
SUBJECT: Agenda item #9  
Discussion and Possible Action Regarding Purchase of a Vacuum Excavator Unit

---

## **STAFF RECOMMENDATION**

Staff requests approval to purchase the lowest priced unit.

## **Staff Report**

Attached for the Board's consideration are quotes for a water sucking device for Water. The current DitchWitch unit was purchased used from UIA in 2022. Since then Staff has used the unit almost daily and it has become an invaluable tool. This equipment assists with potholing, cleaning out meter boxes and leak repairs. It also has a pressure washer that is used for cleaning equipment, well sites and tank sights.

Recently, the unit has been experiencing mechanical failures and has required regular repairs. Staff has replaced the water pump and pulley, fixed an oil leak and fixed a crack in the fuel tank, put a new seal on the door and replaced the suction valve, filter housing, electrical for trailer lights, and relay for the pressure pump. While much of this is maintenance and not major mechanical issues, the unit is showing wear and has become unreliable for the daily usage.

The Wastewater department would like to have this unit if the Board approves purchase of a new unit. Wastewater will not have as heavy a demand as the Water department has had, therefore the unit should last them for a few more years. The unit would be transferred from Water to Wastewater at no cost.

Due to the unique nature of this type of equipment Staff was only able to get quotes from two different suppliers.

### **DitchWitch West**

HX30GA - \$62,393

HX30GA - \$65,085.17

### **PresTech Equipment**

PV500-OHO-W-T \$88,929.88

PV500-GHO-W-T \$93,347.63

Staff is requesting approval to purchase the lowest priced unit from DitchWitch West. If the Board approves the purchase of the lowest priced unit, the lead time is approximately two weeks. The

unit comes with a one-year factory warranty. The least costly unit is identical to the unit currently used by water. The HX30GA is the upgraded unit and comes with hydraulic brakes instead of electric brakes. Staff does not feel this upgrade is necessary. The PV500-OHO is also identical to the current unit but at a significantly higher cost.

The purchase can be paid for from Water reserves which is currently at \$2,805,771 or the unit can be purchased from Interest Earnings of \$271,649 year to date. If the Board was agreeable, Staff would recommend purchasing the unit from Interest Earnings and allow the Water Reserve to build back up after the water rights purchase.

**FISCAL IMPACT:** \$62,393

**POSSIBLE MOTION:** Motion to approve the purchase of the lowest priced vacuum excavator from DitchWitch West for \$62,393.

**ATTACHMENTS:** Quotes from DitchWitch West and PresTech Equipment



**Ditch Witch®**  
West

A Papé Company

DITCH WITCH WEST (CORONA, CA)  
1201 E 6TH ST  
CORONA, CA 92879-1657  
+1 951-735-7510  
<https://www.ditchwitchwest.com/>  
United States

**Helendale Community Services District**  
26540 Vista Road  
Helendale, CA 92342  
United States

Jonathan Escobar  
+1 760-951-0005  
[jescobar@helendalecsd.org](mailto:jescobar@helendalecsd.org)

**Date** 12/04/2025  
**Quote** 184482  
**Valid Until** 01/03/2026  
**Account** 100512879

Prepared by:  
Jim King  
[jking@ditchwitchwest.com](mailto:jking@ditchwitchwest.com)

## EQUIPMENT QUOTE

Product	Description	Qty
HX30GA	HX30GA <ul style="list-style-type: none"><li>• Filter: Standard T Filter</li><li>• Debris Tank: 500 Gallon</li><li>• Water Tank: 80 Gallons</li><li>• Reverse Flow: No</li><li>• Hose and Tooling: 3 Inch</li><li>• Controls: Right Hand Traffic</li><li>• HX Boom: None</li><li>• Water Heater: No</li><li>• Prospector Digging Lance: Yes</li><li>• Color: Standard</li><li>• Hydraulic Oil: Standard</li><li>• Trailers: VT9</li><li>• Trailer Jack: Hydraulic</li></ul>	1
025-1037	VT9 500 GAL TRAILER	1

### Notes

Quoted price does not include sales tax ,DMV fees or tire tax.

Equipment Subtotal	\$65,594.39
city discount	\$-3,200.77
<b>Quote Net Total</b>	<b>\$62,393.62</b>
<b>Quote Total</b>	<b>\$62,393.62</b>

Taxes are an estimate at time of quotation. Actual tax will be calculated at time of invoicing. If this is a tax exempt transaction, please provide tax exempt certificate or leasing details.





**Ditch Witch®**  
West

A Papé Company

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**Helendale Community Services District**  
26540 Vista Road  
Helendale, CA 92342  
United States

Jonathan Escobar  
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**Date** 12/04/2025  
**Quote** 184484  
**Valid Until** 01/03/2026  
**Account** 100512879

Prepared by:  
Jim King  
[jking@ditchwitchwest.com](mailto:jking@ditchwitchwest.com)

## EQUIPMENT QUOTE

Product	Description	Qty
HX30GA	HX30GA <ul style="list-style-type: none"><li>• Filter: Standard T Filter</li><li>• Debris Tank: 500 Gallon</li><li>• Water Tank: 80 Gallons</li><li>• Reverse Flow: No</li><li>• Hose and Tooling: 3 Inch</li><li>• Controls: Right Hand Traffic</li><li>• HX Boom: None</li><li>• Water Heater: No</li><li>• Prospector Digging Lance: Yes</li><li>• Color: Standard</li><li>• Hydraulic Oil: Standard</li><li>• Trailers: VT9H</li><li>• Trailer Jack: Hydraulic</li></ul>	1
025-1036	VT9H 500 GAL HYD TRAILER	1

### Notes

Quoted price does not include sales tax, DMV fees and tire tax.

Equipment Subtotal	\$68,424.01
City Discount	\$-3,338.84
<b>Quote Net Total</b>	<b>\$65,085.17</b>
<b>Quote Total</b>	<b>\$65,085.17</b>

Taxes are an estimate at time of quotation. Actual tax will be calculated at time of invoicing. If this is a tax exempt transaction, please provide tax exempt certificate or leasing details.

Accept

Decline



EST-002883 [Open](#)

Total:  
**\$93,347.63**

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ESTIMATE DETAILS

Estimate Date:  
11-10-2025

Expiry Date:  
12-25-2025

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ITEM DETAILS

Item
<div>PV500-GHO-W-T</div> <div>1</div> <div>PV500-GHO-W-T<ul style="list-style-type: none"><li>• 500 Gallon Vac</li><li>• 38 HP Engine 1000 CFM</li><li>• 14 HP Engine Hydro System 3500 PSI 100 gallon Fresh Tank</li><li>• Trailer GVWR Rated 9990 LB with (2) 6000 LB Axles</li><li>• All Equipment Coated Safety Yellow with Black trailer</li></ul></div>
<div>Tank Mounted Telescoping Hose Support Boom</div> <div>1</div> <div><ul style="list-style-type: none"><li>- Mounted to top of tank</li><li>- tank reinforced to support fulcrum weight</li><li>- Hose support reach 6' to 10' from mounting</li><li>- Manual operation</li></ul></div>
<div>Delivery</div> <div>1</div> <div>Delivery and Training</div>

Sub Total	\$86,763.00
Orange County - Huntington Beach 92647 (7.75%)	\$6,584.63
Total	\$93,347.63

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Total:

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### Delivery and Training

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