



SPECIAL BOARD MEETING
Thursday, February 29, 2024, at 2:00 PM

SPECIAL NOTICE OF TELECONFERENCE 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 by clicking the following link: www.zoom.com Meeting ID 463 173 8547 Passcode: HCSD. (Dial-in instructions will be provided after registering at the link)

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" or "chat" feature. If viewing remotely a speaker's card may be filled out at the following link: <https://www.surveymonkey.com/r/HKGNLL8> or use the features referenced above. The District requests that all speaker cards be submitted at any time prior to the close of public participation.

Closed Session

- 3. Public Employee Performance Evaluation**
(Government Code Section 54957)
Title: General Manager

- 4. Report of Closed Session Item**

Regular Business:

- 5. Discussion and Possible Action Regarding Proposed Organizational Changes**

Other Business

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

- 7. 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 agenzized public meeting should be directed to the District's General Manager's office at (760) 951-0006 at least 24 hours prior to said meeting. The regular session of the Board meeting will be recorded. Recordings of the Board meetings are kept for the Clerk of the Board's convenience. These recordings are not the official minutes of the Board meetings.



Helendale Community Services District

Date: February 29, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion and Possible Action Regarding Proposed Organizational Changes

STAFF RECOMMENDATION:

Staff seeks input from the Board regarding proposed organizational changes.

STAFF REPORT:

A key member of the District's leadership team has announced that she will be leaving the organization. Jean Thomas has been a valued part of the CSD family since October 8, 2007. She currently serves as the Customer Service Supervisor. She is a critical part of the leadership team and her job duties are essential for the smooth operation of the District. An acknowledged expert on our accounting and billing software, Jean was recruited by Tyler Technologies to be part of their implementation team. Jean has accepted that position. She will be greatly missed by the CSD family and we wish her well in this exciting new opportunity.

In an effort to set the organization up for the future, and to fairly distribute the job duties and responsibilities of the Customer Service Supervisor, the General Manager is proposing to add an Administrative Services Manager position and a Customer Service Lead position and not fill the Customer Service Supervisor position. This structure will provide the District with three managers under the General Manager. The new manager would be on par with the Water and Wastewater Managers and form a new leadership triad for the District. The General Manager will present a proposed organizational chart and table of organization at the meeting.

FISCAL IMPACT: Cost savings of approximately \$28,000 for balance of the fiscal year.

POSSIBLE MOTION: Motion to approve proposed organizational changes as outlined by the General Manager

ATTACHMENTS: None