



Helendale Community Services District

BOARD OF DIRECTORS MEETING

September 21, 2017 at 6:30 PM

26540 Vista Road, Suite C, Helendale, CA 92342

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 may speak on any agenda item at the time the agenda item is discussed by the Board of Directors.*

3. Consent Items

- Approval of Minutes: September 7, 2017 Regular Board Meeting
- Bills Paid and Presented for Approval

4. Reports

- Directors' Reports
- San Bernardino County Sheriff's Update – Deputy Haas
- Congressional Update – Congressman Cook's Field Rep. Wally Linn
- General Manager's Report

Discussion Items

- Discussion and Possible Action Regarding Increase in Contract to Triple C Electric to Add Sidewalks to Scope of Work
- Discussion and Possible Action Regarding Implementation of an Employee Longevity Program
- Discussion Only Regarding a Proposed Eagle Scout Project

Other Business

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

Closed Session

- Conference with Real Property Negotiators (Government Code Section 54956.8)
Property: 26538 Lakeview Drive
District Negotiator: Kimberly Cox
Negotiating Parties: Various
Under Negotiation: Price and terms of payment

Open Session

- Reportable Action from Closed Session

11. Adjournment

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is so 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 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.

Providing:

- Water
- Wastewater
- Park & Recreation
- Solid Waste Management
- Street lighting
- Graffiti Abatement for the Helendale Community

OFFICE HOURS:

Monday-Friday
8:00 – 5:30 p.m.

PHONE:

760-951-0006

FAX:

760-951-0046

ADDRESS:

26540 Vista Road
Suite B
Helendale, CA
92342

MAILING

ADDRESS:
PO BOX 359
Helendale, CA
92342

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www.helendalecsd.org



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HELENDALE COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES
September 7, 2017
26540 Vista Road, Suite C. Helendale, CA 92342

CALL TO ORDER AND PLEDGE OF ALLEGIANCE - The Regular Meeting of the Helendale CSD Board of Directors was called to order at 6:30 pm by President Clark after which the Pledge of Allegiance was recited.

- Present:** Ron Clark, President; Tim Smith, Vice President; Sandy Haas, Secretary; Craig Schneider, Director; Henry Spiller; Director
- Absent:** None
- Staff:** Kimberly Cox, General Manager; Cheryl Vermette, Program Coordinator; Craig Carlson, Water Operations Manager
- Consultants:** Steve Kennedy, Legal Counsel
- Audience:** There were four (4) audience members present.

1. **Approval of Agenda**

Discussion: General Manager Cox requested to remove Item #8.

Action: Director Schneider made the motion to approve the Agenda as amended. Director Haas seconded the motion. The motion was unanimously approved by the Board members present.

2. **Public Participation**

None

3. **Consent Items**

- a. Approval of Minutes: August 17, 2017 Regular Board Meeting
- b. Bills Paid and Presented for Approval
- c. Cash in the Bank Report
- d. Budget vs. Actual Report for Period Ending 8/31/2017

Discussion: The Board requested to see the Budget to Actual report quarterly.

Action: Director Haas made the motion to approve the Consent Items as presented. Director Smith seconded the motion. The motion was unanimously approved by the Board members present.

4. **Reports**

- a. Director's Reports – Director Schneider reported that he attended two conferences – one at Metropolitan Water District, which discussed the Delta; and the other was the High Desert Mountain and Water Association meeting with a presentation on pipes. Director Smith reported that he attended the Route 66 Veterans Memorial Corridor Project meeting. The project is to plant trees along Route 66 in the next two years.
- b. General Manager's Report – Program Coordinator Vermette gave the Program Report – The first Concert in the Park was held on September 8, there was an estimated 160 people in attendance, the next Concert in the Park will be held on October 6th. The playground installation was completed and the rock wall will be completed Friday the 18th. Vermette gave the report on bulky item pickups, recycling barrels, residential refuse and recycling, green waste recycling, metal recycling, and tv recycling. Water Operations Manager Carlson gave the Water Report – staff completed all monthly reports, repaired service line leaks at Fairway Courts, three water staff are taking a Backflow course at San Bernardino Valley College. We also received the handheld device that reads the new AMI meters on the same route as old meters, and there have been some problems with the chlorine pumps maintaining prime at Well Sites. Staff thinks they have a solution to the issue

Discussion Items

- 5. Discussion and Possible Action Regarding Request for Relief for Performance of Contract with Mike Keith and Associates for ADA Compliant Sidewalks Between Handicap Parking Area and Picnic Shelters

Action: Director Smith made the motion to relieve Mike Keith and Associates from the additional scope of work for sidewalks at Helendale Community Park in the amount of \$29,118. Director Schneider seconded the motion. The motion was approved by the following: Yes – 5; No-0, roll call vote: Director Schneider – Yes; Secretary Haas – Yes; President Clark - Yes; Vice President Smith - Yes, Director Spiller- Yes.

6. Discussion Only Regarding Land and Water Conservation Fund Grant
Action: The Board requested more information and asked that the Park and Rec committee discuss the item and set a priority list for projects.
7. Discussion and Possible Action Regarding Modification to Various District Positions
Discussion: The Board recommended that a full-time park position be created.
Action: Director Schneider made the motion to approve the addition of one full time equivalent position. Director Haas seconded the motion. The motion was approved by the following: Yes – 5; No-0, roll call vote: Director Schneider – Yes; Secretary Haas – Yes; President Clark - Yes; Vice President Smith - Yes, Director Spiller- Yes.
8. ~~Discussion and Possible Action Regarding Adoption of Resolution 2017-17: A Resolution of the Helendale Community Services District to Tax Defer Member Paid Contributions – ICR 414(h)(2) Employer Pick Up~~
Discussion: This item was removed from the agenda.
9. Discussion and Possible Action Regarding Cancelling October 5 Board Meeting
Discussion: The Board directed staff to tentatively cancel the October 5th meeting unless something comes up that needs to be discussed by the Board. The Board will decide at the next meeting.

Other Business

10. Requested items for next or future agenda items (Directors and Staff Only)
Director Haas asked that Staff look into the train stopping on the tracks on Vista Rd.

Recess: The meeting went into a short recess at 7:35 pm and resumed with Closed Session at 7:40 pm

Closed Session

11. Conference with Real Property Negotiators
(Government Code Section 54956.8)
Property: 26538 Lakeview Drive
Negotiating Parties: SBA Communications
Under Negotiation: Price and Terms of Payment

Open Session resumed at 7:55 pm

Open Session

12. Reportable Action from Closed Session
Action: There was no reportable action from closed session.

13. Adjournment

Action: President Ron Clark adjourned the meeting at 7:55 pm.

Submitted by:

Approved by:

Ron Clark, President

Sandy Haas, Secretary

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



Helendale Community Services District

Date: September 21, 2017
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item # 3 b.
Consent Item: Bills Paid and Presented for Approval

STAFF RECOMMENDATION:

Report Only. Receive and File

STAFF REPORT:

Staff issued 67 checks for the period August 31, 2017 through September 18, 2017 totaling \$122,299.02

Total cash available:	<u>9/18/17</u>	<u>8/31/17</u>
Cash	\$ 4,182,235.96	\$ 4,182,443.97
Checks Issued	\$ 144,787.40	\$ 162,623.85

Investment Report

The Investment Report shows the status of invested District funds. The current interest rate is 1.23% for CalTRUST Short-Term and is 1.45% for Medium-Term Investments, 1.084% for LAIF, and 0.25% for the CBB Sweep Account for August 2017. Interest earned in August 2017 on the CalTRUST investments and the CBB Sweep Account is \$3,893.36.



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 08/31/2017 - 09/18/2017

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
08/31/2017	19664	Inland Water Works Supply Co.	-3,315.74	Check	Accounts Payable
08/31/2017	19666	Triple C Electric	-15,500.00	Check	Accounts Payable
09/07/2017	19667	Apple Valley Communications	-130.00	Check	Accounts Payable
09/07/2017	19668	AVCOM Services Inc.	-112.00	Check	Accounts Payable
09/07/2017	19669	Beck Oil	-1,743.56	Check	Accounts Payable
09/07/2017	19670	Bob Zellin	-100.00	Check	Accounts Payable
09/07/2017	19671	Cazcom, Inc.	-175.00	Check	Accounts Payable
09/07/2017	19672	City National Bank	-40,679.37	Check	Accounts Payable
09/07/2017	19673	Clemmer Services, Inc.	-433.00	Check	Accounts Payable
09/07/2017	19674	Craig Schneider	-852.90	Check	Accounts Payable
09/07/2017	19675	Electronic Environments Corp.	-2,840.52	Check	Accounts Payable
09/07/2017	19676	FAST SIGNS	-749.07	Check	Accounts Payable
09/07/2017	19677	Gary Whitesides	-100.00	Check	Accounts Payable
09/07/2017	19678	Harbor Freight Tools	-60.27	Check	Accounts Payable
09/07/2017	19679	Hartford Life	-543.23	Check	Accounts Payable
09/07/2017	19680	HDMWA	-70.00	Check	Accounts Payable
09/07/2017	19681	Henry Spiller	-500.00	Check	Accounts Payable
09/07/2017	19682	Hlgh Desert Party Rentals	-323.72	Check	Accounts Payable
09/07/2017	19683	Inland Water Works Supply Co.	-955.74	Check	Accounts Payable
09/07/2017	19684	Jon Uzoni	-100.00	Check	Accounts Payable
09/07/2017	19685	Mike Keith	-100.00	Check	Accounts Payable
09/07/2017	19686	Mobile Occupational Services, Inc.	-165.00	Check	Accounts Payable
09/07/2017	19687	Parkhouse Tire, Inc.	-27.66	Check	Accounts Payable
09/07/2017	19688	Paul Harvey	-850.00	Check	Accounts Payable
09/07/2017	19689	Shred-it USA LLC	-114.84	Check	Accounts Payable
09/07/2017	19690	Sierra Analytical	-2,561.50	Check	Accounts Payable
09/07/2017	19691	Silver Lakes Hardware	-104.43	Check	Accounts Payable
09/07/2017	19692	Top Notch Networking, LLC	-1,243.98	Check	Accounts Payable
09/07/2017	19693	Tyler Technologies, Inc.	-137.00	Check	Accounts Payable
09/07/2017	19694	Uline	-710.05	Check	Accounts Payable
09/07/2017	19695	United Site Services	-150.15	Check	Accounts Payable
09/07/2017	19696	William T. Kuhlmann	-1,419.84	Check	Accounts Payable
09/07/2017	19697	Best Wood Chips	-3,007.90	Check	Accounts Payable
09/11/2017	19698	CHENG I. CHOU	-182.78	Check	Utility Billing
09/12/2017	19699	Bank of America	-1,886.48	Check	Accounts Payable
09/12/2017	19702	George Griffith	-8,500.00	Check	Accounts Payable
09/14/2017	19703	JASON MILLER	-209.91	Check	Utility Billing
09/14/2017	19704	KEVIN L. RYAN II	-53.51	Check	Utility Billing
09/14/2017	19705	PATRICK CASEY OSBORN	-171.66	Check	Utility Billing
09/15/2017	19706	Burrtec Waste Industries	-112.91	Check	Accounts Payable
09/15/2017	19707	Capital One Commercial	-36.24	Check	Accounts Payable
09/15/2017	19708	Cheryl Vermette	-589.92	Check	Accounts Payable
09/15/2017	19709	Choice Builder	-803.70	Check	Accounts Payable
09/15/2017	19710	Clemmer Services, Inc.	-3,521.35	Check	Accounts Payable
09/15/2017	19711	County of San Bernardino	-50.00	Check	Accounts Payable
09/15/2017	19712	Employee Relations	-208.70	Check	Accounts Payable
09/15/2017	19713	Fedak & Brown LLP	-6,912.00	Check	Accounts Payable
09/15/2017	19714	Frontier Communications	-138.67	Check	Accounts Payable
09/15/2017	19715	Home Depot Credit Services	-1,017.96	Check	Accounts Payable
09/15/2017	19716	Lowe's	-1,012.52	Check	Accounts Payable
09/15/2017	19717	Mojave Desert AQMD	-2,336.33	Check	Accounts Payable
09/15/2017	19718	O'Reilly Auto Parts	-329.08	Check	Accounts Payable

Bank Transaction Report

Issued Date Range: -

Issued Date	Number	Description	Amount	Type	Module
09/15/2017	19719	Quinn Company	-341.76	Check	Accounts Payable
09/15/2017	19720	San Bernardino County Fire Protection District	-314.00	Check	Accounts Payable
09/15/2017	19721	Southern California Edison	-1,365.99	Check	Accounts Payable
09/15/2017	19722	Southern California Edison	-17,958.06	Check	Accounts Payable
09/15/2017	19723	Southern California Edison	-975.55	Check	Accounts Payable
09/15/2017	19724	Southern California Edison	-419.73	Check	Accounts Payable
09/15/2017	19725	Southern California Edison	-151.75	Check	Accounts Payable
09/15/2017	19726	Southern California Edison	-1,256.12	Check	Accounts Payable
09/15/2017	19727	Southern California Edison	-335.15	Check	Accounts Payable
09/15/2017	19728	Special District Risk Management Authority	-12,181.30	Check	Accounts Payable
09/15/2017	19729	Tyler Technologies, Inc.	-275.00	Check	Accounts Payable
09/15/2017	19730	UIA Ultimate Internet Access, Inc	-677.81	Check	Accounts Payable
09/15/2017	19731	USA of So. California	-159.99	Check	Accounts Payable
09/15/2017	19732	USPS	-196.00	Check	Accounts Payable
09/15/2017	19733	USPS	-226.00	Check	Accounts Payable
Bank Account 251229590 Total: (67)			-144,784.40		
Report Total: (67)			-144,784.40		

Bank Transaction Report

Bank Account	Count	Amount
251229590 CBB Checking	67	-144,784.40
Report Total:	67	-144,784.40

Cash Account	Count	Amount
99 99-111000 Cash in CBB - Checking	67	-144,784.40
Report Total:	67	-144,784.40

Transaction Type	Count	Amount
Check	67	-144,784.40
Report Total:	67	-144,784.40



Helendale Community Services District

Date: September 21, 2017
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion and Possible Action Regarding Increase in Contract to Triple C Electric for ADA Compliant Parking and Sidewalks

STAFF RECOMMENDATION:

Staff seeks direction from the Board regarding completion of the sidewalks and parking area.

STAFF REPORT:

In June, the Board increased the contract of the firm erecting the shelters by \$29,118 to include the addition of ADA compliant sidewalks. At the last board meeting the Board granted relief to the contractor for that scope of work due to several factors.

Staff has expeditiously evaluated alternatives to complete this long-overdue component of the project to comply with the required ADA access mandated by County. The existing lighting contractor acknowledged that he would be able to complete that required scope of work. In addition to the sidewalks alongside each structure, an additional component was added to the proposal that was initially excluded and included the necessary ADA compliant parking area and walkway from the parking to the shelter structures. It was initially contemplated that this section of the walkway and parking could be completed in-house. However, due to current workloads that is not feasible at this time.

Attached is a quote from Triple C Electric for completing the ADA parking area and sidewalk on both sides of the shelters for \$57,885 or completed the ADA parking area and sidewalk on only one side of the shelters for \$46,250. This equates to an average of \$12.93 per square foot for the concrete sidewalks and parking area. In comparing the proposed costs to a recent job in a neighboring jurisdiction who had concrete cost estimates of \$7.50; \$13.65 and \$16.10 per square foot for concrete work the proposed price is within a reasonable range. By awarding a sole source contract to Triple C Electric for completing the required ADA work, the District would avoid further issues from the County that may arise due to lack of compliance. Secondly, time is of the essence in completing the required ADA accessibility parking and sidewalks to accommodate those less ambulatory. Lastly, Triple C has been working on the site and is familiar with the conditions and infrastructure at the construction location.

If the Board feels that these elements are not in place to justify the sole source award then the District will move forward with competitively bidding the project pursuant to the purchasing policy and return in the next two-three months with the bids for further consideration.

Recently the District received the approval to proceed with the Land and Wildlife Conservation Fund (LWCF) grant that was awarded over a year ago. The grant allows for the construction of pathways and lighting which will be partially reimbursable along with in-kind work to make up the total required by the grant provisions.

FISCAL IMPACT:

Up to \$57,885 funded in part from grant proceeds

Balance funded from Park Capital.

POSSIBLE MOTION:

Motion to approve a sole source increase to the existing contract to Triple C Electric based upon the need for ADA compliance, County mandate and the contractor's familiarity of the project.

Quote

Triple C Electric
CA License #907081
22925 Wren St. Apple Valley, CA 92308
760.646.1458 Triplec3@outlook.com

DATE: SEPTEMBER 8, 2017
INVOICE # 26540-1-1

EXTERATION: OCTOBER 8, 2017

TO Kimberly Cox
kcox@helendalecsd.org
26540 Vista Rd., Suite B
Helendale, CA 92342

SALESPERSON	JOB	PAYMENT TERMS
	Helendale Community Services District Park	Due on receipt

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Option 1		
	2,638 sq. ft. of 4' ADA sidewalk and 1,840 sq. ft. of ADA parking stall		
	Soil where sidewalks are going to be placed needs to be with in 1" plus or 1" minus from actual grade		
	*There is an additional cost if excavation or more dirt is needed	Labor/material	\$57,885.00
	Option 2		
	Half of the sided walks and parking stalls		
	1,779 sq. ft. of ADA 4' sidewalk and 1,840 sq. ft. of ADA parking stalls	Labor/material	\$46,250.00
	Note: Price includes labor, material and concret pumps		

Thank you for your business!



Helendale Community Services District

Date: September 21, 2017
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Jean Thomas, Customer Service Supervisor
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Implementation of an Employee Longevity Program

STAFF RECOMMENDATION:

Staff requests approval.

STAFF REPORT:

Upon direction from General Manager, an Employee Service Award Committee was formed in May 2017, consisting of one employee from Water Department, one from Wastewater, and the Customer Service Supervisor.

The committee first met in June to discuss an employee longevity reward program and have met several times since. The following items were discussed:

1. Who is eligible
2. What are the milestones of employment
3. What type of award(s) would be given for each level
4. What is the value for each level
5. When to begin the program

Overview:

The program would be included in the Employee Personnel Manual upon Board approval. Attached for the Board's consideration and review is the proposed policy. This policy spells out the levels of awards and the corresponding amount once the employee reaches a specific milestone with the District.

Award Values:

Full-Time employees:

- \$50 gift card after five years of employment with the District
- \$100 gift card plus 4.5 hours leave (paid time off) after ten years,
- \$200 gift card plus 1 (one) Floating Holiday after fifteen years
- \$500 gift card plus 2 (two) Floating Holidays after twenty years of employment with the District.

Part-Time employees:

- \$25 gift card after five years of employment with the District
- \$50 gift card after ten years
- \$100 gift card after fifteen years
- \$250 gift card after twenty years of employment with the District.

Fiscal Impact:

The cost for this program would be funded from the existing Employee Morale Fund which is budgeted on an annual basis by the Board. This fund is also use for the annual Christmas Party, Quarterly Safety Luncheons

POSSIBLE MOTION:

A motion to approve the proposed Employee Longevity Program

HELENDALE COMMUNITY SERVICES DISTRICT
Policy and Procedure for Employee Longevity Program

Section 1. Purpose

The purpose of this policy and related procedures is to formalize the Employee Longevity Policy for employees of the Helendale Community Services District who reach specific milestones related to their length of employment to the District.

Section 2. Definitions

- A) **Employee** – An active employee of the District with a Part-Time or Full-Time Status.
- B) **Board** – means the Board of Directors of the District.
- C) **Award** – means the monetary amount the employee receives.
- D) **District** – means the Helendale Community Services District.
- E) **Eligibility** – means that which qualifies an employee to participate in the program
- F) **Active** – means the employees employment status is currently active

Section 3. Applicability

This policy shall apply to employees of the District.

Section 4. Eligibility

To be eligible for the tuition reimbursement program under this policy an employee must:

- Be a part-time or full-time employee
- Be on the payroll when the award is provided

Section 5. Award Schedule

The District will award eligible employees at each interval once the employee reaches a specific milestone with the District.

Section 6. Milestones and Award Amounts

FULL-TIME EMPLOYEES

5 years of employment	\$50 gift card
10 years of employment	\$100 gift card + 4.5 hours paid time off
15 years of employment	\$200 gift card + 1 Floating Holiday
20 years of employment	\$500 gift card + 2 Floating Holidays

PART-TIME EMPLOYEES

5 years of employment	\$25 gift card
10 years of employment	\$50 gift card
15 years of employment	\$100 gift card
20 years of employment	\$250 gift card

A framed certificate of appreciation, signed by the Board will be presented to Part-Time and Full-Time employees at each award interval.

Section 7. Miscellaneous

This policy is subject to change or cancellation at the discretion of the General Manager.



Helendale Community Services District

Date: September 21, 2017
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion Only Regarding a Proposed Eagle Scout Project

STAFF REPORT:

Staff was approached recently by an Eagle Scout candidate who was interested in working on a new dog park for the community. The District has been approached by several residents who love the current dog park but who state it gets really crowded. There is some interest in developing a second, smaller dog park on the corner of Galleon and Silver Lakes Parkway. The graphic below shows a possible size of 140' x 90'. The Scout would be responsible for raising some of the money for materials and has an idea of selling brick with pets names on them to help raise the necessary funds. The fencing would be approximately \$14,000 and would need to be funded by the District. IGM will be approached about maintaining the new dog park. Staff will design the irrigation layout and location of trees. If the Board is amenable, Staff will work with the Eagle Scout to develop a formal proposal for consideration by the Board.

