



**REGULAR BOARD MEETING**  
**Thursday, July 18, 2024, at 6:00 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](https://www.zoom.com) Meeting ID 463 173 8547 Passcode: HCSD. (Dial-in instructions will be provided after registering at the link)

- 1. Discussion and Possible Action Regarding Director Remote Participation pursuant to AB2449 (Government Code Section 54953(f))**
  - a. Notification due to Just Cause
  - b. Request due to Emergency Circumstances

**2. Approval of Agenda**

**3. 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*

**Call to Order - Pledge of Allegiance**

*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.*

**4. Consent Items**

- a. Approval of Minutes: Special Board Meeting of June 27, 2024
- b. Bills Paid Report
- c. May Financial Report

**5. Reports**

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

**Regular Business:**

- 6. Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2024-10: A Resolution of the Board of Directors of the Helendale Community Services District Authorizing the Establishment and Continuation of Collection of Water and Sewer Standby Charges for Fiscal Year 2025**
- 7. Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2024-11: A Resolution of the Board of Directors of the Helendale Community Services District Authorizing the Establishment and Continuation of Collection of Refuse Disposal Land Use Fees for Fiscal Year 2025**

8. Discussion and Possible Action Regarding Approval of Directors' Expense Reports
9. Discussion and Possible Action Regarding California Special Districts Association (CSDA) Election
10. Discussion and Possible Action Regarding Increase in Purchase Orders for Legal and Financial Services
11. Discussion and Possible Action Regarding Adoption of Revisions to Fee Package
12. Discussion and Possible Action Regarding Use of Community Center Property by Ventura Circus October 2-8

**Other Business**

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

**Closed Session**

14. Conference with Legal Counsel – Existing Litigation  
[Government Code Section 54956.9(d)(1)]  
Name of Case: In re: Aqueous Film-Forming Foams Product Liability Litigation, United States District Court South Carolina Charleston Division, Master Docket No. 2:18-mn-2873-RMG
15. Conference with Legal Counsel – Anticipated Litigation  
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2)  
One Potential Case
16. Report of Closed Session Item
17. 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

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Date: July 18, 2024  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #1  
Discussion and Possible Action Regarding Director Remote Participation  
Pursuant to AB2449 (Government Code Section 54953(f))

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## **NOTIFICATION OF REMOTE BOARD MEETING ATTENDANCE**

Directors may not attend a meeting remotely on the basis of Just Cause or Emergency Circumstances for more than three consecutive months or more than 20% (up to four) meetings in a calendar year. A general description of the circumstances relating to the need to appear remotely at the meeting **must** be included.

### **JUST CAUSE**

Each Director is responsible for notifying the General Manager at the earliest opportunity possible (including at the start of a regular meeting) of the need to participate remotely for Just Cause. Remote participation for Just Cause reasons shall not be utilized by any Director for more than two meetings per calendar year.

#### **Just Cause means any of the following:**

- A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely.
- A contagious illness that prevents a member from attending in person.
- A need related to a physical or mental disability not otherwise accommodated.
- Travel while on official business of the legislative body or another state or local agency.

A General description of the circumstances relating to the need to appear remotely at the meeting **MUST** be included.

### **EMERGENCY CIRCUMSTANCES**

Each Director is responsible for notifying the General Manager as soon as possible (preferably before posting of the agenda but up to the start of the meeting) of the need to participate remotely due to Emergency Circumstances.

**Emergency Circumstances means the following:** A physical or family medical emergency that prevents a member from attending in person.

A general description of the circumstances relating to the need to appear remotely at the meeting **must** be included. The general description of the circumstances does not require the member to disclose any medical diagnosis or disability, or any personal medical information that is already exempt under existing law, such as the Confidentiality of Medical Information Act.



# Helendale Community Services District

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Date: July 18, 2024  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #4  
Consent Items

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## **CONSENT ITEMS**

- a. Approval of Minutes: Special Meeting of June 27
- b. Bills Paid Report
- c. May Financial Report



# Helendale Community Services District

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Date: July 18, 2024  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette  
SUBJECT: Agenda item #4a  
Minutes from Special Board meeting 6/27/2024

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

Date: June 27, 2024  
 Time: 6:00 PM  
 Meeting called to order by: President Henry Spiller

**ATTENDANCE**

President Henry Spiller	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote
Vice President Ron Clark	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote
Secretary Sandy Haas	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input type="checkbox"/> In Person	<input checked="" type="checkbox"/> Remote
Director George Cardenas	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent	<input 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

Pursuant to Government Code Section 54953(b), Director Haas attended the meeting via teleconference; located at 26454 Edgewater Lane.

**Staff Members Present**

Kimberly Cox, General Manager; Craig Carlson, Water Operations Manager; Alex Aviles, Wastewater Operations Manager; Cheryl Vermette, Administrative Services Manager

**Consultants/Guests**

Steven Kennedy, Legal Counsel – Zoom

**Members of the public**

There was one member of the public attending in person.

**1. DISCUSSION AND POSSIBLE ACTION REGARDING DIRECTOR REMOTE PARTICIPATION PURSUANT TO AB2449 (GOVERNMENT CODE SECTION 54953(F) OF AGENDA**

- a. Notification due to Just Cause
- b. Request due to Emergency Circumstances

**Discussion** None

**2. APPROVAL OF AGENDA**

**Discussion** None.

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

**Second** Vice President Clark

**Vote**

President Henry Spiller	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Secretary Sandy Haas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain

Director Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
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### 3. PUBLIC PARTICIPATION

None

### CONSENT ITEMS

#### 4. CONSENT ITEMS

- a. Approval of Minutes: Regular Board Meeting for June 6, 2024
- b. Bills Paid Report

**Discussion** None

**Motion** Vice President Clark made the motion to approve the consent items as presented.

**Second** Director Guinn

**Vote**

President Henry Spiller	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Secretary Sandy Haas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

### 5. REPORTS

#### a. Directors' Reports

Vice President Clark reported that he attended the ceremony for the monument on Route 66.

Director Guinn reported she attended the ad hoc safety committee meeting. She also reported that she saw some good information on strategic planning in the CSDA magazine.

President Spiller reported that flag football is going well. He said the farmers market was busier, but it was hard to judge because we had a free vaccination event.

#### b. General Managers Report

Legal Counsel Kennedy gave an update on Initiative 1935. The next Board meeting will be July 18<sup>th</sup>. The Concert in the Park is on July 13.

Wastewater Staff presented the wastewater report. Staff called an electrician to trouble shoot and repair failed pump #3 at Smithson Lift station. The course bar screen breaker failed, staff repaired and got screen working again. The plant was inspected by Air Quality Management (MDAQMD) with no violations. North Bay Water Works came out and performed a demo of plastic grade rings. Staff removed broken fencing and poles from headworks to clean it up. We have received all four turbine pumps that were purchased for the trickling filter and filtrate system. We received the two 15 HP motors. Once the two 7.5 HP motors are received, staff will schedule the install. To date we have completed 45 manholes and have an additional 26 manholes to complete the entire project. Staff completed 2-3 manholes per day. Staff is only able to work on the manhole project when all other plant needs are met. Staff replaced 14 manhole frame and covers

prior to purchasing Mr. Manhole. This includes removing the concrete grade rings and replacing with 3- and 6-inch rings. The old process involved jackhammering the concrete and asphalt apron and using a sonotube to form the new concrete apron, this process would take approximately 3.5 hours per manhole. We began using Mr. Manhole in April of 2023. This sped up the process to allow us to remove the entire apron, manhole frame/cover, and grade rings all as one unit in under 20 minutes. Mr. Manhole has helped the process and has put the heavy labor on the equipment instead of the operators by eliminating the need for jackhammering and removing the concrete debris by hand while giving us an aesthetically superior product. Each manhole that is replaced requires two 3" concrete grade rings or one 6" grade ring, an average of 13 bags of concrete, one round reinforced tension wire, and a cast-iron traffic rated frame and cover set. Wastewater purchased the following materials and equipment for the manhole rehabilitation project - Mr. Manhole- \$18,563 and a concrete mixer-\$7,000. The approximate cost in materials per manhole is \$483. We anticipate completing the remaining 26 manholes within the next couple of months. The ability to complete this project in-house has resulted in a huge cost savings. Staff received a quote from High Desert Underground for labor, materials, and equipment in the amount of \$5,413.00 per manhole. The total cost if a contractor completed the entire project would have been \$384,323. Including the purchase cost of equipment and materials, the total completed project cost is \$66,153. At the completion of the project staff will have saved the District \$318,170. General Manager Cox gave the administration update. A total of 30 accounts were transferred in June. The District installed 9 meters to new properties and performed 2 sewer connections from January 2024 – May 2024. The District's total cash balance is \$8,238,665. The water department has a total of \$3,440,775; wastewater has \$3,611,679; parks has \$640,556; and solid waste has \$222,704. CBB checking has a total of \$1,984,796.34; Flagstar has a total of \$318,982.71; CA Class has a total of \$2,696,282.60; CBB Trust has a total of \$2,153,193.04; and LAIF has a total of \$1,085,410.32.

## REGULAR BUSINESS

6. Public Hearing Public Hearing to Receive Comments and Possible Adoption of Resolution 2024-09: A Resolution of the Helendale Community Services Board of Directors Determining that there was No Majority Protest to Proposed Increases to Refuse Collection Service Charges and Adopting a Rate Schedule for Such Charges and Superseding Existing Applicable Rates

**Public Hearing Open:** President Spiller opened the Public Hearing at 6:31 pm.

**Discussion:** A public meeting was held on June 6<sup>th</sup>. At that time the General Manager and Burrtec staff presented information on the proposed increase. This meeting also gave the public an opportunity to comment on the proposed increase. Burrtec has the exclusive franchise to provide waste services in Helendale. Each year Burrtec presents the CPI increase for solid waste pick up services. Other fees are based upon actual program costs. The contract requires notice no later than April 1<sup>st</sup>. The CPI adjustments for the last 4 years have been: 3.07% (effective 7/1/20); 1.87% (effective 7/1/21); 5.76% (effective 7/1/22); 8.7% (effective 7/1/23); 4% effective 7/1/2024 (Actual 4.75%). The contract caps the CPI at 4%. The cap only applies to the service component of rate. Section 10.05 outlines the annual formula-based compensation

adjustment. The Presentation addressed primarily residential rates. Current customers will receive \$0.40 reduction/month. The annexation area customers will realize increase of \$1.38 over current rates. Helendale's proposed rates are less than County's proposed rates released early June (\$0.63 to \$6.33). Bin customers will see increases that vary based upon size and type of service. Commercial rates were included in agenda material. The SB1383 waiver was granted until 2028 resulted in rate reduction for current customers. The food waste bin was removed on 4/30, now residents are to dispose of food waste in trash bin. Costs for SB1383 compliance added last year are removed or significantly reduced - \$0.16 for food waste servicing was removed and credit of \$0.10 was added; \$0.19 for processing food waste was removed and credit of a \$0.12 was added; the \$0.59 for program compliance reduced to \$0.14 to cover software; the \$0.40 for District compliance was eliminated; recycling costs increased from \$1.28 to \$1.42. Curbside pickup and the admin fee increased by the CPI. The greenwaste fee and Prop 218 fee remain the same. We are hoping for legislation in the future that will exclude rural communities. The residential bin rates are made up of: the pick up service; tipping/disposal fee as applicable; franchise fee; and Burrtec's cost to recover of 50% of 2023 CPI. Commercial Rates vary widely but include: pick up service; tipping/disposal fee as applicable; franchise fee and AB341, AB1826 and AB1383 compliance. Annexation customers will be added for the 7/1 transition. There are approximately 60 residential cart customers and 24 residential bin customers. Burrtec will work with District staff to ensure a seamless transition. Trash pick day will change to Mondays beginning 7/15. Staff will mail out notification to affected customers.

There were no protests, objections, or oppositions received.

President Spiller closed the public hearing at 6:41 pm.

**Motion** Director Guinn made the motion to adopt Resolution 2024-09 determining that there was no majority protest.

**Second** Vice President Clark

**Vote**

President Henry Spiller	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Secretary Sandy Haas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" 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

**7. Discussion and Possible Action Regarding Approval of a Professional Services Agreement with Silver Lakes Landscaping to Provide Park and Facility Maintenance Services**

**Discussion** The District has struggled with attracting and retaining qualified park maintenance employees, we used to have 2 full-time employees - currently we have 2 part-time employees. During the last recruitment we were hoping to fill the position at level III. The position was filled with part-time entry level applicant. The District had previously gotten quote for contract services, the scope was not satisfactory and cost was high. The proposed contract is with a CalPERS annuitant. The contract has been reviewed by Counsel and CalPERS to ensure conformity to their requirements. This is the first time the District has tried the contract approach. It may not be perfect initially.

The contract has typical protections for District. The amount has been included in the FY25 budget. The contract will be paid out in a monthly contract amount of \$6665 for 11 months and \$6685 for last month - \$80,000. The scope of work is included in Exhibit A and includes a provision related to equipment maintenance.

**Motion** Vice President Clark made the motion approve a professional services agreement with Silver Lakes Landscape and Maintenance.

**Second** President Spiller

**Vote**

President Henry Spiller	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Secretary Sandy Haas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" 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

**8. Discussion and Possible Action Regarding Purchase of a Fine Bar Screen with Washer/Compactor Combo**

**Discussion** A Fine bar screen removes the smaller debris that is left in the waste stream after passing through the course bar screen. The operational life expectancy of a bar screen is 10 years. The current fine bar screen was purchased and installed in 2011 making it 13 years old. Staff has made several repairs throughout the years including the rotating shaft, bearings, and the motor. The bar screen is no longer repairable due to structural damage from wear and tear on the body of the unit. Staff worked hard to obtain quotes from three different companies; Parkson- Screw type screen without Washer/Compactor \$94,925; JWC – Step Screen \$80,000 + Washer/Compactor \$23,000 Total-\$103,000; and Comarco- Step Screen \$95,218 + Washer/Compactor \$39,412 Total-\$134,630. The quotes took months to receive due to the unique design specifications. The lowest quote is from Parkson for a Screw type screen; however, after consideration, the necessary footprint for the configuration of the headworks would not be feasible and the efficiency of the step screen is greater than the screw type screen. The installation cost is usually 25% of the total purchase cost of the equipment. Staff will be installing in-house to save the District roughly \$26,000. The fine bar screen is on the FY2024 Capital Improvement Plan. The purchase will be funded from the Wastewater reserves. Staff requests the approval for the purchase of the Fine Bar Screen with Washer/Compactor as outlined in the Staff report.

**Motion** Vice President Clark made the motion adopt Resolution 2024-08 establishing the appropriations limit for fiscal year 2025, pursuant to Article XIII B of the California State Constitution.

**Second** Director Guinn

**Vote**

President Henry Spiller	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Secretary Sandy Haas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain

Director Gail Guinn

Yes    No    Absent    Abstain

**9. Discussion and Possible Action Regarding Purchase of a Woodchipper with Grant Proceeds**

**Discussion:** The District received a grant from CalRecycle for \$75,000. The District's waiver was approved, however, the District was still eligible for the grant. We originally applied for enclosure; tractor & spreader then later requested change the request to a chipper. We received funds in early June. This item was not on the CIP. Staff received quotes on new and used chippers - BC1200XL = \$67,671.80 new; BC1500 = \$92,272.35 new; 2022 Bandit 12XP = \$62,500; 2021 Morbark 1821 = 64,000. The best value for District is Vermeer BC1200XL for \$67,671.80 – it was the lowest bid for a new unit and will be available mid-July.

**Motion** President Spiller made the motion adopt Resolution 2024-08 establishing the appropriations limit for fiscal year 2025, pursuant to Article XIII B of the California State Constitution.

**Second** Director Guinn

**Vote**

President Henry Spiller	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Secretary Sandy Haas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" 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

**10. Discussion and Possible Action Regarding Update on Funding from Congressman Olberholte’s Set Aside for Wastewater Engineering and Environmental Work**

**Discussion:** The District received a congressional set aside from Congressman Olberholte in FY 23. Funding came through as an appropriation. The granting agency is the EPA. The EPA guidance document was received in April 2024. Funding should be made available by September 30. The District is required to develop a work plan and budget detail. The components of the Grant Work Plan: outline all activities to be performed under the grant; summarize deliverables; and include a schedule for milestones, project completion, and deliverables. The plan includes a budget narrative that links the budget to work plan activities. It also describes the need for the project, project objectives, project methods, and anticipated environmental results. The plan will also provide a framework for managing the project and performance measures for evaluating performance, including how they will be used to help track, measure, and report progress toward achieving the expected outputs and outcomes. The plan will also describe the approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. No prior Board action has been taken previously. The EPA has informed us of the required cost share of approximately \$250,000 for the \$1 million EPA grant (20% of project). Some in-kind is possible. Staff will review guidance document for details of qualifying in-kind contribution. This varies depending upon agency

**Motion** President Spiller made the motion to direct Staff to proceed with EPA funding application and acknowledge that the District is liable for up to \$250,000 match

**Second** Director Guinn

**Vote**

President Henry Spiller	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Secretary Sandy Haas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" 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

**OTHER BUSINESS**

**11.** Requested items for next or future agendas (Directors and Staff only)  
Update on tower and discussion on surplus vehicles.

**12.** Adjournment  
President Spiller adjourned the meeting at 7:20 pm.

\_\_\_\_\_  
Henry Spiller, 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: July 18, 2024  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Sharon Kreinop, Senior Account Specialist  
SUBJECT: Agenda item #4b  
Consent Items: Bills Paid and Presented for Approval

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## STAFF RECOMMENDATION

Updated Report Only. Receive and File

## STAFF REPORT:

Staff issued 74 checks and 18 EFT's totaling \$553,373.20

Total Cash Available:	<u>7/15/24</u>	<u>06/24/24</u>
Cash	\$ 8,144,640.63	\$ 8,238,665.01
Checks/EFT's Issued	\$ 553,373.20	\$ 313,92.95

## INVESTMENT REPORT:

The Investment Report shows the status of the invested District funds. June 2024 interest rates were 5.4052% for CA Class, and 4.480% for LAIF. Interest earned June 2024 on CA Class account was 11,931.87



Helendale CSD

# Bills Paid and Presented for Approval

## Transaction Detail

Issued Date Range: 06/24/2024 - 07/15/2024

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
<b>Bank Account: 211102187 - CBB Checking</b>					
06/27/2024	<a href="#">27947</a>	JOSEPH C. MELVIN	-540.00	Check	Utility Billing
06/27/2024	<a href="#">27948</a>	KIMBERLY MORROW	-47.42	Check	Utility Billing
06/27/2024	<a href="#">27949</a>	TRINITY INVESTORS GROUP LLC	-274.43	Check	Utility Billing
06/27/2024	<a href="#">27950</a>	BRETT HOLLAND	-204.46	Check	Utility Billing
06/27/2024	<a href="#">27951</a>	KIMBERLY NUA	-186.92	Check	Utility Billing
06/27/2024	<a href="#">27952</a>	MARCELLA KENNISTON	-226.53	Check	Utility Billing
06/27/2024	<a href="#">27953</a>	DXP Enterprises, Inc	-30,000.19	Check	Accounts Payable
06/27/2024	<a href="#">27954</a>	AVCOM Services Inc.	-395.00	Check	Accounts Payable
06/27/2024	<a href="#">27955</a>	Burrtec Waste Group, Inc	-14,829.07	Check	Accounts Payable
06/27/2024	<a href="#">27956</a>	County of San Bernardino, Solid Waste Mgmt. Div.	-720.24	Check	Accounts Payable
06/27/2024	<a href="#">27957</a>	Frontier Communications	-102.79	Check	Accounts Payable
06/27/2024	<a href="#">27958</a>	Home Depot Credit Services	-892.56	Check	Accounts Payable
06/27/2024	<a href="#">27959</a>	James Harvey	-243.75	Check	Accounts Payable
06/27/2024	<a href="#">27960</a>	Sierra Analytical Labs, Inc	-580.00	Check	Accounts Payable
06/27/2024	<a href="#">27961</a>	Stericyclde, Inc	-97.91	Check	Accounts Payable
06/27/2024	<a href="#">27962</a>	Sonic Systems, Inc	-1,782.70	Check	Accounts Payable
07/01/2024	<a href="#">27963</a>	The Auction Company Reversal	2,507.50	Check Reversal	Accounts Payable
07/01/2024	<a href="#">27963</a>	The Auction Company	-2,507.50	Check	Accounts Payable
07/01/2024	<a href="#">27964</a>	Helendale Community Services District	-2,507.50	Check	Accounts Payable
07/01/2024	<a href="#">27965</a>	Reverse Refund Check KIMBERLY NUA	46.02	Check Reversal	Utility Billing
07/01/2024	<a href="#">27965</a>	KIMBERLY NUA	-46.02	Check	Utility Billing
07/01/2024	<a href="#">27965</a>	Void Check	0.00	Check	Utility Billing
06/27/2024	<a href="#">27966</a>	KIMBERLY NUA	-46.02	Check	Utility Billing
06/27/2024	<a href="#">27966</a>	Reverse Refund Check KIMBERLY NUA	46.02	Check Reversal	Utility Billing
07/01/2024	<a href="#">27967</a>	Allied Public Risk LLC	-82,166.00	Check	Accounts Payable
07/01/2024	<a href="#">27968</a>	American Legion Post 855	-500.00	Check	Accounts Payable
07/01/2024	<a href="#">27969</a>	Aqua Metrics Sales Company	-14,325.24	Check	Accounts Payable
07/01/2024	<a href="#">27970</a>	ASBCSD	-70.00	Check	Accounts Payable
07/01/2024	<a href="#">27971</a>	AVCOM Services Inc.	-1,110.00	Check	Accounts Payable
07/01/2024	<a href="#">27972</a>	Hach Company	-3,550.00	Check	Accounts Payable
07/01/2024	<a href="#">27973</a>	Hartford Life	-287.60	Check	Accounts Payable
07/01/2024	<a href="#">27974</a>	Silver Lakes Association	-2,688.00	Check	Accounts Payable
07/01/2024	<a href="#">27975</a>	Tyler Technologies, Inc.	-35,203.83	Check	Accounts Payable
07/01/2024	<a href="#">27976</a>	Ultimate Internet Access, Inc	-803.48	Check	Accounts Payable
07/01/2024	<a href="#">27977</a>	Silver lakes Landscaping and Maintenance LLC	-6,665.00	Check	Accounts Payable
07/03/2024	<a href="#">27978</a>	KIMBERLY NUA	-46.02	Check	Utility Billing
07/03/2024	<a href="#">27979</a>	Sonic Systems, Inc	-1,782.70	Check	Accounts Payable
07/03/2024	<a href="#">27980</a>	California State Disbursement Unit	-230.76	Check	Accounts Payable
07/03/2024	<a href="#">27981</a>	State of California - Franchise Tax Board	-150.00	Check	Accounts Payable
07/03/2024	<a href="#">27982</a>	NOBEL Systems	-15,250.00	Check	Accounts Payable
07/03/2024	<a href="#">27983</a>	Provident Agency, Inc	-250.00	Check	Accounts Payable
07/03/2024	<a href="#">27984</a>	Zenith National Insurance Company	-11,565.00	Check	Accounts Payable
07/03/2024	<a href="#">27985</a>	Core & Main LP	-1,045.90	Check	Accounts Payable
07/03/2024	<a href="#">27986</a>	AVCOM Services Inc.	-70.00	Check	Accounts Payable
07/03/2024	<a href="#">27987</a>	Burrtec Waste Group, Inc	-56,663.72	Check	Accounts Payable
07/03/2024	<a href="#">27988</a>	Burrtec Waste Group, Inc	-58,229.73	Check	Accounts Payable

**Bank Transaction Report**

Issued Date	Number	Description	Amount	Type	Module
07/03/2024	<a href="#">27989</a>	Craig Carlson	-110.00	Check	Accounts Payable
07/03/2024	<a href="#">27990</a>	Culligan Water Conditioning	-5,831.69	Check	Accounts Payable
07/03/2024	<a href="#">27991</a>	G.A. Osborne Pipe & Supply Inc.	-1,203.09	Check	Accounts Payable
07/03/2024	<a href="#">27992</a>	Infosend, Inc	-2,024.27	Check	Accounts Payable
07/03/2024	<a href="#">27993</a>	Jarrold Sinclair	-600.00	Check	Accounts Payable
07/03/2024	<a href="#">27994</a>	Online Information Services, Inc	-31.20	Check	Accounts Payable
07/03/2024	<a href="#">27995</a>	Rebecca Gonzalez	-330.00	Check	Accounts Payable
07/03/2024	<a href="#">27996</a>	Robert Collison	-100.00	Check	Accounts Payable
07/03/2024	<a href="#">27997</a>	San Bernardino County Fire Protection District	-20.00	Check	Accounts Payable
07/03/2024	<a href="#">27998</a>	Sierra Analytical Labs, Inc	-180.00	Check	Accounts Payable
07/03/2024	<a href="#">27999</a>	Silver Lakes Hardware	-18.84	Check	Accounts Payable
07/03/2024	<a href="#">28000</a>	SWRCB, DWOCP	-70.00	Check	Accounts Payable
07/03/2024	<a href="#">28001</a>	Underground Service Alert of Southern California	-108.00	Check	Accounts Payable
07/03/2024	<a href="#">28002</a>	Underground Service Alert of Southern California	-57.25	Check	Accounts Payable
07/03/2024	<a href="#">28003</a>	Univar Solutions, USA	-3,795.94	Check	Accounts Payable
07/03/2024	<a href="#">28004</a>	Western Water Works Supply Company	-12.72	Check	Accounts Payable
07/10/2024	<a href="#">28005</a>	AMS Construction	-26,805.29	Check	Accounts Payable
07/11/2024	<a href="#">28006</a>	Andrea Chavis	-622.29	Check	Accounts Payable
07/11/2024	<a href="#">28007</a>	Beck Oil Inc	-2,469.49	Check	Accounts Payable
07/11/2024	<a href="#">28008</a>	Burrtec Waste Industries Inc	-1,861.54	Check	Accounts Payable
07/11/2024	<a href="#">28009</a>	Burrtec Waste Industries Inc	-474.24	Check	Accounts Payable
07/11/2024	<a href="#">28010</a>	Business Card	-6,297.34	Check	Accounts Payable
07/11/2024	<a href="#">28011</a>	Cheryl Vermette	-2,500.00	Check	Accounts Payable
07/11/2024	<a href="#">28012</a>	Geo-Monitor, Inc.	-414.00	Check	Accounts Payable
07/11/2024	<a href="#">28013</a>	Sierra Analytical Labs, Inc	-1,000.00	Check	Accounts Payable
07/11/2024	<a href="#">28014</a>	Tyler Technologies, Inc.	-6,028.60	Check	Accounts Payable
07/11/2024	<a href="#">28015</a>	Choice Builder	-1,077.25	Check	Accounts Payable
07/11/2024	<a href="#">28016</a>	Costco Membership	-180.00	Check	Accounts Payable
07/11/2024	<a href="#">28017</a>	Frontier Communications	-62.11	Check	Accounts Payable
07/11/2024	<a href="#">28018</a>	Frontier Communications	-161.88	Check	Accounts Payable
07/11/2024	<a href="#">28019</a>	G.A. Osborne Pipe & Supply Inc.	-449.12	Check	Accounts Payable
07/11/2024	<a href="#">28020</a>	Jared Yates	-2,000.00	Check	Accounts Payable
07/11/2024	<a href="#">28021</a>	San Bernrdino County	-10,000.00	Check	Accounts Payable
07/12/2024	<a href="#">28022</a>	RDO Equipment CO.	-67,671.80	Check	Accounts Payable
06/24/2024	<a href="#">EFT0005063</a>	SCE Street Lighting Acct # 700013030275	-1,748.85	EFT	General Ledger
06/26/2024	<a href="#">EFT0005066</a>	SCE ACH Sod Farm Acct 700255337588	-1,923.01	EFT	General Ledger
07/01/2024	<a href="#">EFT0005072</a>	CalPERS Classic Pmt PPE 6/2/24	-9,218.93	EFT	General Ledger
07/01/2024	<a href="#">EFT0005073</a>	CalPERS PEPRA Pmt PPE 6/2/24	-2,617.21	EFT	General Ledger
07/08/2024	<a href="#">EFT0005074</a>	To record CalPERS Health Premium	-23,378.80	EFT	General Ledger
07/10/2024	<a href="#">EFT0005079</a>	SW Gas Community Center 910000010177	-11.00	EFT	General Ledger
07/10/2024	<a href="#">EFT0005080</a>	SW Gas ACH WWTP Acct # 910000010195	-26.21	EFT	General Ledger
07/10/2024	<a href="#">EFT0005081</a>	SW Gas ACH 4-Plex Acct # 910000817466	-97.90	EFT	General Ledger
07/10/2024	<a href="#">EFT0005082</a>	SW Gas Water Shop Acct # 910001037540	-11.00	EFT	General Ledger
07/05/2024	<a href="#">EFT0005084</a>	CalPERS 457 Pmt PPE 6/30/24	-4,637.51	EFT	General Ledger
07/03/2024	<a href="#">EFT0005085</a>	To record Thrift Store Sales Tax 2nd Quarter Return Payme	-1,539.26	EFT	General Ledger
07/15/2024	<a href="#">EFT0005086</a>	CalPERS Classic Pmt PPE 6/16/24	-9,218.93	EFT	General Ledger
07/15/2024	<a href="#">EFT0005087</a>	CalPERS PEPRA Pmt PPE 6/16/24	-2,617.21	EFT	General Ledger
07/01/2024	<a href="#">EFT0005088</a>	To record EVO Thrift Store CC Fees 23099	-742.15	EFT	General Ledger
06/24/2024	<a href="#">EFT0005090</a>	To record Tasc Flex Claim Pmt PPE 6/16/24	-889.55	EFT	General Ledger
07/08/2024	<a href="#">EFT0005091</a>	To record Tasc Flex Claim Pmt PPE 6/30/24	-889.55	EFT	General Ledger
07/03/2024	<a href="#">EFT0005094</a>	To record Paymentech Fees Acct Ending 6621	-2,373.14	EFT	General Ledger
07/03/2024	<a href="#">EFT0005095</a>	To record Paymentech CC Fees Acct Ending 9479	-580.59	EFT	General Ledger

**Bank Transaction Report**

Bank Account 211102187 Total: (98)	-553,373.20
Report Total: (98)	-553,373.20

# Summary

**Bank Account**

[211102187 CBB Checking](#)

Count	Amount
98	-553,373.20
<b>Report Total: 98</b>	<b>-553,373.20</b>

**Cash Account**

**\*\*No Cash Account\*\***

[9999-111000 Cash in CBB - Checking](#)

Count	Amount
1	0.00
97	-553,373.20
<b>Report Total: 98</b>	<b>-553,373.20</b>

**Transaction Type**

Transaction Type	Count	Amount
Check	77	-493,451.94
Check Reversal	3	2,599.54
EFT	18	-62,520.80
<b>Report Total: 98</b>	<b>98</b>	<b>-553,373.20</b>

Master Card May 17- Jun 16, 2023									
Acct #	Description	Charges	Charges	Charges	Charges	Charges	Charges	Charges	Totals
01-524500	HDMWA Class / Tri-State Seminar (CC, BJ & RC)	775.00							775.00
01-553000	Sunscreen & Insect Repellent / JE Keyboar/Mouse / Lights /Gas for Welders	94.59	32.31	237.21	327.24				691.35
01-553600	Works Boots	215.45							215.45
01-554600	Portable Welder	444.46							444.46
02-541000	Staff Lunch	61.70							61.70
02-553000	Sunscreen & Insect Repellent / Torch Set Hoses	94.59	57.63						152.22
03-553000	Sunscreen & Insect Repellent	78.86	37.06						115.92
03-556800	Employee Incentive Gift Cards	410.00							410.00
04-541000-00-5	4-Plex Window Screen	55.00							55.00
05-550001	Flag Football Supplies	22.57							22.57
05-550003	Soccer Supplies / Soccer Medals /End of Season Pizza Party	22.03	151.89	22.57	200.00				396.49
05-553000-00-3	Bottle Water (R/O System Down)	24.57	6.17						30.74
05-553300	Concert in the Park Porta Potties	262.01							262.01
05-550005	Softballs	178.30							178.30
06-553000	Sunscreen & Insect Repellent	37.05	6.39						43.44
10-521000	Cheap Domain Renewal	70.85	49.98						120.83
10-522510	Board Mtg. Cupcakes / Lunch Mtg KS, Susan & Josh /Brkfst Mtg KC, HS & RC	5.49	63.07	47.27					115.83
10-553000	Office Supplies /Stamps/ Copier Paper /Calculator / Printer	(24.21)	688.86	51.50	23.24	106.63	267.21	969.75	2,082.98
10-553600	Uniform Shirts (SA)	48.05							48.05
10-556800	B 'day Gift Cards	25.00	25.00	25.00					75.00
Total Due									6,297.34
Due 7/11/24		Staff Key:	KC	AA	CC	CV			Total Due



# Helendale Community Services District

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DATE: July 18, 2024  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #4c  
May Financial Report

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Attached, please find the Financial Report for May.



**Helendale CSD**  
**Statement of Revenues and Expenses - Water**  
**As of May 31, 2024**  
**(Unaudited)**

**Preliminary Results - Subject to Change**

	May 2024	YTD Actual	Budget	92% of Budget	PYTD
<b>1 Operating Revenues</b>					
2 Meter Charges	\$ 134,990	\$ 1,483,220	\$ 1,591,123	93%	\$ 1,477,148
3 Water Sales	63,094	712,805	912,051	78%	776,455
4 Standby Charges	1,899	35,303	30,228	117%	22,008
5 Other Operating Revenue	6,396	184,515	83,823	220%	106,014
<b>6 Total Operating Revenues</b>	<b>206,378</b>	<b>2,415,844</b>	<b>2,617,225</b>	<b>92%</b>	<b>2,381,625</b>
<b>7 Non-Operating Revenues</b>					
8 Grant Revenue	-	-	-	0%	15,000
9 Miscellaneous Income (Expense)	-	2,375	-	0%	7,276
<b>10 Total Non-Operating Revenues</b>	<b>-</b>	<b>2,375</b>	<b>-</b>	<b>0%</b>	<b>22,276</b>
<b>11 Total Revenues</b>	<b>206,378</b>	<b>2,418,219</b>	<b>2,617,225</b>	<b>92%</b>	<b>2,403,901</b>
<b>12 Expenses</b>					
<b>13 Salaries &amp; Benefits</b>					
14 Salaries	32,608	367,884	421,896	87%	333,883
15 Benefits	12,622	132,291	138,780	95%	129,136
<b>16 Total Salaries &amp; Benefits</b>	<b>45,230</b>	<b>500,175</b>	<b>560,676</b>	<b>89%</b>	<b>463,019</b>
<b>17 Transmission &amp; Distribution</b>					
18 Contractual Services	13,292	41,085	56,607	73%	64,536
19 Power	12,103	181,242	209,725	86%	129,706
20 Operations & Maintenance	16,483	112,119	153,000	73%	104,762
21 Rent/Lease Expense	800	8,800	11,490	77%	10,690
22 Permits & Fees	-	38,496	40,100	96%	31,951
<b>23 Total T&amp;D</b>	<b>42,677</b>	<b>381,742</b>	<b>470,922</b>	<b>81%</b>	<b>341,644</b>
<b>24 General &amp; Administrative</b>					
25 Utilities	453	3,766	3,928	96%	3,633
26 Office & Other Expenses	80	1,328	5,750	23%	1,728
27 Admin Allocation	52,307	575,379	627,686	92%	592,190
<b>28 Total G&amp;A</b>	<b>52,840</b>	<b>580,474</b>	<b>637,364</b>	<b>91%</b>	<b>597,551</b>
29 Debt Service	23,707	346,309	346,313	100%	531,309
<b>30 Total Expenses</b>	<b>164,454</b>	<b>1,808,699</b>	<b>2,015,275</b>	<b>90%</b>	<b>1,933,523</b>
<b>31 Net Income (Loss) Before Capital</b>	<b>41,924</b>	<b>609,519</b>	<b>601,950</b>	<b>101%</b>	<b>470,377</b>
32 Sale or Lease of Water Rights	407,817	428,475	-	N/A	401,245
33 Capital Expenses	(54,731)	(325,097)	(1,792,000)	18%	(695,607)
<b>34 Net Income (Loss) After Capital</b>	<b>\$ 395,010</b>	<b>\$ 712,897</b>	<b>\$ (1,190,050)</b>		<b>\$ 176,015</b>

\*No assurance provided on these financial statements. These financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.

**Helendale CSD**  
*Financial Statement Analysis*  
**Preliminary – No Year End Audit Adjustments**  
For the Month Ended May 31, 2024 – 92% of Fiscal Year

**Fund 01-Water Revenues and Expenses**

**Line 2 Meter Charges:** Includes fixed monthly charge for water service. Year-to-date (YTD) meter charges is trending in line with budget.

**Line 3 Water Sales:** Includes water consumption charges. YTD is trending under budget at 78% due to lower than expected consumption YTD.

**Line 4 Standby Charges:** Includes special assessment standby charges for the current & prior years and delinquent standby penalties. Most of these revenues are received in November, December, and April. YTD is over budget due to increased prior year and penalties collections.

**Line 5 Other Operating Revenue:** Includes permit & inspection charges, connection fees, meter installation fees, other fees/charges, and mechanic service reimbursements. Connection and meter installation fees are budgeted conservatively due to the unexpected nature of these fees. YTD is over budget due to the high volume of connections, meter installations, water supply and delinquent fees.

**Line 8 Grant Revenue:** There is no grant activity planned for FY 24.

**Line 9 Miscellaneous Income (Expense):** Includes gain or loss on sale of assets, the Enel X Demand Response Program and other miscellaneous income. YTD activity includes \$1.7K in miscellaneous income for old credit balance write offs and \$700 in rebates.

**Line 14 Salaries:** Includes salaries for water employees. YTD is trending below budget at 87% due to less overtime pay than expected.

**Line 15 Benefits:** Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD is trending in line with budget.

**Line 18 Contractual Services:** Includes lab testing, engineering, geographic information system (GIS) support & other contract services. YTD can trend under or over budget due to the timing of services needed. YTD is at 73% of budget.

**Line 19 Power:** Includes electricity usage for transmission & distribution. YTD is trending below budget at 86%.

**Line 20 Operations & Maintenance:** Includes operations & maintenance expenses, uniforms, vehicle maintenance and vehicle fuel. YTD can trend over/under budget due to need and the timing of services. YTD is trending under budget at 73%.

**Line 21 Rent/Lease Expense:** Includes rental costs for the water shop and Bureau of Land Management (BLM) tank sites. YTD is trending under budget at 77% due to the timing of rent collection for BLM tank sites normally paid in the second quarter of the FY.

**Line 22 Permits & Fees:** Includes all water permits, miscellaneous fees, and Watermaster fees. YTD can trend over/under budget due to the timing of permits and fee payments. YTD is trending over budget at 96% due to the timing of annual fees paid.

**Line 25 Utilities (G&A):** Includes gas and telephone expenses. YTD is trending over budget at 96% due to higher telephone service costs than expected.

**Line 26 Office & Other Expenses:** Includes mileage/travel reimbursements, office supplies, water conservation program and dues/subscriptions. These expenses are on an as-needed basis and can trend over/under budget. YTD is trending under budget at 23%.

**Line 27 Admin Allocation:** This is the monthly distribution of the budgeted Administration Fund (Fund 10) expenses to the enterprise funds.

**Line 29 Debt Service:** Includes interest & principal payments on outstanding debt. YTD can trend over/under budget due to the timing of payments. Payments are due in August, December, February, and June.

**Line 32 Sale or Lease of Water Rights:** YTD activity includes the sale of replenishment water to the Silver Lakes Association.

**Line 33 Capital Expenses:** YTD balance in capital expenses includes the following:

- \$1.3K – Interior Completion of Maintenance Building
- \$37.5K – New Well Pipeline
- \$48K – Electrical Well 13
- \$2K – Concrete, fencing, camera, and internet at Well 13
- \$140.7K – AMI Meters
- \$62.6K – Service Truck
- \$33K – Water Rights



**Helendale CSD**  
**Statement of Revenues and Expenses - Sewer**  
**As of May 31, 2024**  
**(Unaudited)**

**Preliminary Results - Subject to Change**

	May 2024	YTD Actual	Budget	92% of Budget	PYTD
<b>1 Operating Revenues</b>					
2 Sewer Charges	\$ 151,930	\$ 1,673,797	\$ 1,825,577	92%	\$ 1,552,878
3 Standby Charges	619	30,109	25,907	116%	17,862
4 Other Fees & Charges	2,108	78,210	28,760	272%	37,751
5 Interfund Transfer In/(Out)	3,508	38,592	42,100	92%	38,592
6 Other Income/(Expense)	-	4,408	-	0%	-
<b>7 Total Revenues</b>	<b>158,166</b>	<b>1,825,116</b>	<b>1,922,344</b>	<b>95%</b>	<b>1,647,083</b>
<b>8 Expenses</b>					
<b>9 Salaries &amp; Benefits</b>					
10 Salaries	27,006	290,297	385,417	75%	266,033
11 Benefits	11,774	107,265	128,651	83%	106,728
<b>12 Total Salaries &amp; Benefits</b>	<b>38,780</b>	<b>397,562</b>	<b>514,068</b>	<b>77%</b>	<b>372,761</b>
<b>13 Sewer Operations</b>					
14 Contractual Services	2,462	42,767	113,720	38%	66,143
15 Power	9,689	117,254	102,000	115%	86,988
16 Operations & Maintenance	815	69,240	59,800	116%	64,380
17 Permits & Fees	-	34,866	40,000	87%	32,656
<b>18 Total Sewer Operations</b>	<b>12,966</b>	<b>264,127</b>	<b>315,520</b>	<b>84%</b>	<b>250,167</b>
<b>19 General &amp; Administrative</b>					
20 Utilities	360	5,364	5,505	97%	4,132
21 Office & Other Expenses	4,991	21,646	17,760	122%	8,514
22 Admin Allocation	51,261	563,871	615,132	92%	580,346
<b>23 Total G&amp;A</b>	<b>56,612</b>	<b>590,881</b>	<b>638,397</b>	<b>93%</b>	<b>592,992</b>
24 Debt Service	51,061	102,123	102,123	100%	102,123
<b>25 Total Expenses</b>	<b>159,420</b>	<b>1,354,693</b>	<b>1,570,108</b>	<b>86%</b>	<b>1,318,043</b>
<b>26 Net Income (Loss) Before Capital</b>	<b>(1,254)</b>	<b>470,423</b>	<b>352,236</b>	<b>134%</b>	<b>329,040</b>
27 Capital Expenses	-	(46,539)	(845,000)	6%	(135,987)
<b>28 Net Income (Loss) After Capital</b>	<b>\$ (1,254)</b>	<b>\$ 423,884</b>	<b>\$ (492,764)</b>		<b>\$ 193,053</b>

\*No assurance provided on these financial statements. These financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.

## **Fund 02-Sewer Revenues and Expenses**

**Line 2 Sewer Charges:** Includes the monthly charge for sewer services. YTD is trending in line with budget.

**Line 3 Standby Charges:** Includes special assessment standby charges for the current & prior years and delinquent standby penalties. Most of these revenues are received in November, December, and April. YTD is over budget due to increased prior year and penalties collections.

**Line 4 Other Fees & Charges:** Includes permit & inspection charges, connection fees, other fees, and charges. YTD is over budget due to higher permits and inspection, connection, and delinquent fees than anticipated.

**Line 5 Interfund Transfer In/(Out):** This line includes the monthly repayment of the interfund loan from Sewer to Parks.

**Line 6 Other Income/(Expense):** Includes gain or loss on sale of assets and other miscellaneous income. YTD activity includes a \$3.7K reimbursement from EDD and \$700 in rebates.

**Line 10 Salaries:** Includes salaries for all sewer employees. YTD is trending under budget at 75% due to a budgeted position that has gone unfilled.

**Line 11 Benefits:** Includes employee insurance, PERS retirement, workers compensation, payroll taxes, and education & training. YTD is trending under budget at 83%.

**Line 14 Contractual Services:** Includes lab testing, engineering, GIS support & other contractual services. YTD is trending under budget at 38% due to less need for services than anticipated.

**Line 15 Power:** Includes electricity used for Sewer. YTD is over budget due to higher than expected electric rates.

**Line 16 Operations & Maintenance:** Includes compost disposal, vehicle maintenance, vehicle fuel, uniforms, small tools, and salaries for mechanics. YTD is over budget due to \$23K in generator repairs and \$4.6K for flow meter maintenance.

**Line 17 Permits and Fees:** Includes all annual permits and fees paid to the state. YTD can trend over/under budget due to the timing of permits and fee payments. YTD is trending under budget at 87%.

**Line 20 Utilities (G&A):** Includes gas, water, and telephone expenses. YTD is trending over budget at 97% due to higher than anticipated gas usage.

**Line 21 Office & Other Expenses:** Includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. These expenses are on an as-needed basis and can trend over/under budget. YTD is over budget due to a \$1.5K descaler purchase and a \$3.7K portable water testing kit expense.

**Line 22 Admin Allocation:** This is the monthly distribution of the budgeted Administration Fund (Fund 10) expenses to the enterprise funds.

**Line 24 Debt Service:** Includes interest & principal payments on outstanding debt. YTD can trend over/under budget due to the timing of payments. Payments occur bi-annually in December and June.

**Line 27 Capital Expenses:** YTD balance in capital expenses includes the following:

- \$15.3K – Secondary Irrigation Pump Project
- \$1.3K – Interior Completion of Maintenance Building
- \$9.1K – Stainless Steel Lids at Lift Station
- \$20.9K – Manhole Covers



**Helendale CSD**  
**Statement of Revenues and Expenses - Recycling Center**  
**As of May 31, 2024**  
**(Unaudited)**

**Preliminary Results - Subject to Change**

	May 2024	YTD Actual	Budget	92% of Budget	PYTD
<b>1 Operating Revenues</b>					
2 Retail Sales	\$ 24,863	\$ 261,075	\$ 325,000	80%	\$ 304,379
3 Donations	-	-	-	0%	-
4 Board Discretionary Revenue	-	-	-	0%	-
5 Miscellaneous Income (Expense)	-	242	-	0%	-
<b>6 Total Revenues</b>	<b>24,863</b>	<b>261,316</b>	<b>325,000</b>	<b>80%</b>	<b>304,379</b>
<b>7 Expenses</b>					
<b>8 Salaries &amp; Benefits</b>					
9 Salaries	11,059	145,397	209,654	69%	145,265
10 Benefits	2,339	24,702	35,312	70%	19,003
<b>11 Total Salaries &amp; Benefits</b>	<b>13,398</b>	<b>170,099</b>	<b>244,966</b>	<b>69%</b>	<b>164,268</b>
<b>12 Recycling Center Operations</b>					
13 Contractual Services	-	10,513	2,500	421%	291
14 Operations & Maintenance	1,072	8,448	14,250	59%	23,382
<b>15 Total Recycling Center Operations</b>	<b>1,072</b>	<b>18,961</b>	<b>16,750</b>	<b>113%</b>	<b>23,674</b>
<b>16 General &amp; Administrative</b>					
17 Utilities	617	10,762	10,400	103%	7,859
18 Office & Other Expenses	719	7,102	6,100	116%	5,116
<b>19 Total G&amp;A</b>	<b>1,336</b>	<b>17,865</b>	<b>16,500</b>	<b>108%</b>	<b>12,975</b>
<b>20 Total Expenses</b>	<b>15,806</b>	<b>206,924</b>	<b>278,216</b>	<b>74%</b>	<b>200,917</b>
<b>21 Net Income (Loss) Before Capital</b>	<b>9,057</b>	<b>54,392</b>	<b>46,784</b>	<b>116%</b>	<b>103,462</b>
22 Capital Expenses	-	-	-	-	-
<b>23 Net Income (Loss) After Capital</b>	<b>\$ 9,057</b>	<b>\$ 54,392</b>	<b>\$ 46,784</b>	<b>116%</b>	<b>\$ 103,462</b>

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***Fund 03-Recycling Center Revenues and Expenses***

**Line 2 Retail Sales:** Includes sales revenues from the Thrift Store. YTD is trending under budget at 80%.

**Line 3 Donations:** Donations are not budgeted for due to the unexpected nature of these revenues.

**Line 4 Board Discretionary Revenue:** This line shows the transfer of net cash from the Recycling Center (Fund 03) to the Parks & Recreation Fund (Fund 05). This transfer is done at year-end for the audit.

**Line 5 Miscellaneous Income/(Expense):** Includes gain or loss on sale of assets and other miscellaneous income. YTD activity includes \$200 in rebates.

**Line 9 Salaries:** Salaries for all part-time recycling center employees and full-time supervisor. YTD is trending under budget at 69% due to lower part-time staffing levels than anticipated.

**Line 10 Benefits:** Includes employee insurance, workers compensation, payroll taxes, and education & training. YTD is trending under budget at 70% due to lower staffing levels.

**Line 13 Contractual Services:** Includes software support and other contract services. Services are on an as-needed basis. YTD can trend under or over budget due to the timing of services needed. YTD is over budget due to the purchase and installation of two evaporative coolers.

**Line 14 Operations & Maintenance:** Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD can trend over/under budget due to need and the timing of services. YTD is trending under budget at 59%.

**Line 17 Utilities (G&A):** Includes electric and telephone expenses. YTD is over budget due to higher than anticipated electric costs.

**Line 18 Office & Other Expenses:** Includes advertising, bank charges and other miscellaneous expenses. YTD is over budget due to higher bank charges than anticipated.

**Line 21 Net Income:** Net income in the Recycling Center is moved to Parks & Recreation Fund (Fund 5) at year-end during the audit through Board Discretionary Revenue.



**Helendale CSD**  
**Statement of Revenues and Expenses - Property Rental**  
**As of May 31, 2024**  
**(Unaudited)**

**Preliminary Results - Subject to Change**

	<b>May 2024</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>92% of Budget</b>	<b>PYTD</b>
<b>1 Operating Revenues</b>					
2 Property Rental Revenues	\$ 12,109	\$ 123,312	\$ 132,348	93%	\$ 106,150
3 Other Income	400	630	-	0%	300
4 Board Discretionary Revenue	-	-	-	0%	-
<b>5 Total Revenues</b>	<b>12,509</b>	<b>123,942</b>	<b>132,348</b>	<b>94%</b>	<b>106,450</b>
<b>6 Expenses</b>					
7 Contractual Services	-	5,600	10,000	56%	-
8 Utilities	422	13,934	15,815	88%	13,671
9 Operations & Maintenance	47	8,150	13,400	61%	8,379
10 Debt Service	26,544	53,088	53,089	100%	53,088
<b>11 Total Expenses</b>	<b>27,013</b>	<b>80,771</b>	<b>92,304</b>	<b>88%</b>	<b>75,138</b>
<b>12 Net Income (Loss)</b>	<b>\$ (14,504)</b>	<b>\$ 43,171</b>	<b>\$ 40,044</b>	<b>108%</b>	<b>\$ 31,312</b>

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***Fund 04-Property Rental Revenues and Expenses***

**Line 2 Property Rental Revenues:** Includes revenue for 15302 Smithson and 15425 Wild Road properties. YTD is trending in line with budget.

**Line 3 Other Income:** Includes penalties and other miscellaneous income; due to the unexpected nature of these revenues these accounts are not budgeted.

**Line 4 Board Discretionary Revenue:** This line shows the transfer of net cash from the Property Rental Fund (Fund 04) to Parks & Recreation Fund (Fund 05) at year-end during the audit.

**Line 7 Contractual Services:** Includes contractor and handyman expenses for installation of appliances, drywall repair, roofing, or plumbing repairs. YTD can trend under or over budget due to less services needed. YTD is at 56% of budget.

**Line 8 Utilities:** Includes electric & gas expense for the rental properties. YTD is trending below budget at 88%.

**Line 9 Operations & Maintenance:** Includes maintenance and other costs relating to the rental properties. YTD can trend over/under budget due to need and the timing of services. YTD is at 61% of budget.

**Line 10 Debt Service:** Includes interest and principal payments on outstanding debt. YTD can trend over/under budget due to the timing of payments. Payments occur bi-annually in December and June.

**Line 12 Net Income:** Net income in the Property Rental Fund (Fund 04) is moved to the Parks & Recreation Fund (Fund 05) through Board discretionary revenue at year-end for the audit.



**Helendale CSD**  
**Statement of Revenues and Expenses - Parks & Recreation**  
**As of May 31, 2024**  
**(Unaudited)**

**Preliminary Results - Subject to Change**

	May 2024	YTD Actual	Budget	92% of Budget	PYTD
<b>1 Operating Revenues</b>					
2 Program Fees	\$ 5,871	\$ 60,009	\$ 34,600	173%	\$ 54,867
3 Property Taxes	1,749	18,928	21,600	88%	17,854
4 Donations & Sponsorships	600	22,024	-	0%	9,385
5 Rental Income	1,452	22,529	24,075	94%	24,807
6 Developer Impact Fees	-	24,080	3,440	700%	8,600
7 Grants	-	-	-	0%	-
8 Interfund Transfer In/(Out)	(3,508)	(38,592)	(42,100)	92%	(38,592)
9 Board Discretionary Revenue	28,508	415,750	445,766	93%	384,208
10 Miscellaneous Income (Expense)	-	36,662	-	N/A	895
<b>11 Total Revenues</b>	<b>34,671</b>	<b>561,392</b>	<b>487,381</b>	<b>115%</b>	<b>462,024</b>
<b>12 Expenses</b>					
<b>13 Salaries &amp; Benefits</b>					
14 Salaries	3,912	66,369	84,355	79%	79,821
15 Benefits	763	17,359	35,105	49%	39,013
<b>16 Total Salaries &amp; Benefits</b>	<b>4,675</b>	<b>83,728</b>	<b>119,460</b>	<b>70%</b>	<b>118,834</b>
17 Program Expense	3,642	72,110	76,565	94%	67,192
18 Contractual Services	900	9,180	22,732	40%	15,078
19 Utilities	2,864	66,272	58,690	113%	63,086
20 Operations & Maintenance	5,428	48,450	24,089	201%	27,190
21 Permits & Fees	-	1,652	2,333	71%	1,680
22 Grant Expense	-	-	-	0%	-
23 Other Expenses	-	1,554	1,355	115%	995
<b>24 Total Expenses</b>	<b>17,509</b>	<b>282,946</b>	<b>305,224</b>	<b>93%</b>	<b>294,055</b>
<b>25 Net Income (Loss) Before Capital</b>	<b>17,163</b>	<b>278,445</b>	<b>182,157</b>	<b>153%</b>	<b>167,969</b>
26 Capital Expenses	-	(354,153)	(640,000)	55%	(5,500)
<b>27 Net Income (Loss) After Capital</b>	<b>\$ 17,163</b>	<b>\$ (75,708)</b>	<b>\$ (457,843)</b>	<b>17%</b>	<b>\$ 162,469</b>

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## **Fund 05-Parks & Recreation Revenues and Expenses**

**Line 2 Program Fees:** Includes recreation program fees, basketball league fees, youth soccer league fees and farmer's market revenue. YTD is over budget due to more youth soccer, flag football, basketball, and farmer's market revenues received than anticipated, in addition to \$7.7K in senior nutrition program revenues not anticipated in the budget.

**Line 3 Property Taxes:** Includes the transfer of property taxes for streetlight utility expenses. YTD is trending below budget at 88%.

**Line 4 Donations & Sponsorships:** Includes concert in the park sponsorships, event sponsorships and other donations/sponsorships. YTD activity includes a \$5.1K Parks & Recreation donation and \$16.9K for concert, event, soccer, flag football, and basketball sponsorships.

**Line 5 Rental Income:** Includes rental income from the water shop, storage for the recycling center, community center room rental, church rental, and gymnastics rental. YTD can trend over/under budget depending on needs of rentals. YTD is trending in line with budget.

**Line 6 Developer Impact Fees:** Includes park development impact fees charged to new developments. This account is budgeted based on known development. As such, this account will go over budget if more development takes place. YTD is over budget as development has exceeded anticipated levels.

**Line 7 Grant Revenue:** There is no grant activity planned for FY 24.

**Line 8 Interfund Transfer Out/(In):** This line shows the year end transfer of cash balance from the Recycling Center (Fund 03) and Property Rental (Fund 04) to the Parks & Recreation Fund (Fund 05), as well as the monthly repayment of the interfund loan from Sewer to Parks.

**Line 9 Board Discretionary:** Board Discretionary Revenue in May includes the following:

- Radio Tower Site Rent – \$13,826
- Property Taxes – \$5,013
- Solid Waste Franchise Fees – \$11,418
- Transfer Property Tax Revenue for Street Light Utilities – \$(1,749)

**Line 10 Miscellaneous Income/(Expense):** Includes gain or loss on sale of assets and other miscellaneous income. YTD includes receipts for damage on park premises, room rental deposit reimbursements, and a reimbursement for prior year dog park utilities overpaid due to a faulty meter.

**Line 14 Salaries:** Includes full and part-time Parks and Recreation employees. YTD is trending below budget at 79% due to reclassifying staff across departments.

**Line 15 Benefits:** Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education & trainings. YTD is trending under budget at 49%.

**Line 17 Program Expense:** Includes supplies and expenses for the youth soccer league, park, community center, Farmer's Market, and other programs. YTD is trending in line with budget.

**Line 18 Contractual Services:** Includes software support and other contract services. These expenses are on an as-needed basis and can trend over/under budget. YTD is trending under budget at 40%.

**Line 19 Utilities:** Includes gas and electric for parks and the community center, along with telephone & electricity for street lighting. YTD is over budget due to higher electric, water, and sewer costs than anticipated.

**Line 20 Operations & Maintenance:** Includes vehicle maintenance, small tools, vehicle fuel and building repair for the park and community center. YTD can trend over/under budget due to need and the timing of services. YTD is over budget due to several expenses:

- \$7.6K fire pump repair
- \$6.6K genie lift repairs
- \$4.3K evaporative cooler maintenance
- \$3.2K FRP bathroom installation
- \$2.2K roof bracing

**Line 21 Permits & Fees:** Includes permit and inspection fees, along with San Bernardino County fees. YTD can trend over/under budget due to the timing of permits and fee payments. YTD is trending under budget at 71%.

**Line 22 Grant Expense:** There is no grant activity planned for FY 24.

**Line 23 Other Expenses:** Includes uniforms, printing costs, dues & subscriptions, and bank charges. YTD is over budget due to more uniform purchases than anticipated.

**Line 26 Capital Expenses:** YTD balance in capital expenses includes the following:

- \$18.3K – Community Center Parking Lot Resurfacing
- \$328.3K – Community Center Roof Replacement
- \$7.6K – Front Office Lobby Enclosure



**Helendale CSD**  
**Statement of Revenues and Expenses - Solid Waste Disposal**  
**As of May 31, 2024**  
**(Unaudited)**

**Preliminary Results - Subject to Change**

	<b>May 2024</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>92% of Budget</b>	<b>PYTD</b>
<b>1 Operating Revenues</b>					
2 Charges for Services	\$ 59,130	\$ 639,791	\$ 777,772	82%	\$ 555,092
3 Assessments & Fees	3,869	236,319	237,220	100%	232,110
4 Other Charges	2,512	31,721	25,518	124%	24,563
5 Board Discretionary Revenue	-	-	-	0%	-
6 Miscellaneous Income (Expense)	-	314	-	0%	-
<b>7 Total Revenues</b>	<b>65,511</b>	<b>908,145</b>	<b>1,040,510</b>	<b>87%</b>	<b>811,764</b>
<b>8 Expenses</b>					
<b>9 Salaries &amp; Benefits</b>					
10 Salaries	6,650	77,063	85,565	90%	81,341
11 Benefits	2,901	32,937	31,970	103%	40,954
<b>12 Total Salaries &amp; Benefits</b>	<b>9,552</b>	<b>110,000</b>	<b>117,535</b>	<b>94%</b>	<b>122,295</b>
13 Contractual Services	56,752	563,459	734,677	77%	500,246
14 Disposal Fees	16,988	166,296	165,000	101%	138,722
15 Operations & Maintenance	107	3,232	4,750	68%	3,183
16 Other Operating Expenses	427	2,750	4,340	63%	4,516
17 Admin Allocation	1,046	11,508	12,554	92%	11,844
<b>18 Total Expenses</b>	<b>84,872</b>	<b>857,245</b>	<b>1,038,856</b>	<b>83%</b>	<b>780,805</b>
<b>19 Net Income (Loss)</b>	<b>\$ (19,361)</b>	<b>\$ 50,900</b>	<b>\$ 1,654</b>		<b>\$ 30,959</b>

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## ***Fund 06-Solid Waste Disposal Revenues and Expenses***

**Line 2 Charges for Services – Solid Waste:** Includes regular pick up of solid waste. YTD is trending under budget at 82% due to the timing of receipt of franchise fees.

**Line 3 Assessment & Fees:** Includes special assessments for refuse land use fees for current & prior years. YTD can trend over/under budget due to the timing of receipts which are usually received in April and December. YTD is at 100%.

**Line 4 Other Charges:** Includes delinquent fees and penalties on delinquent taxes. YTD is over budget due to more delinquent fees, penalties, and recycling revenue than anticipated.

**Line 5 Board Discretionary Revenue:** This is the amount that would be transferred in from discretionary funds if this fund operates at a deficit for the FY.

**Line 6 Miscellaneous Income/(Expense):** Includes gain or loss on sale of assets and other miscellaneous income. YTD activity includes \$300 in rebates.

**Line 10 Salaries:** Includes salaries for solid waste employees. YTD is trending in line with budget.

**Line 11 Benefits:** Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, and education & training. YTD is over budget due to employee 457 expenses not anticipated in the budget.

**Line 13 Contractual Services:** Includes Burrtec fees and other miscellaneous contract services. YTD can trend over/under budget due to need and the timing of services and fees. YTD is at 77% of budget due to timing of bills.

**Line 14 Disposal Fees:** Includes San Bernardino County disposal fees and green waste disposal fees. YTD can trend over/under budget due to need and the timing of fees. YTD is over budget due to higher than expected green waste disposal charges.

**Line 15 Operations & Maintenance:** Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD can trend over/under budget due to need and the timing of services. YTD is trending under budget at 68%.

**Line 16 Other Operating Expenses:** Includes rent for park storage, telephone, postage, event expenses, public outreach, printing, small tools, and bad debt expenses. YTD is trending under budget at 63%.

**Line 17 Admin Allocation:** This is the monthly distribution of the budgeted Administration Fund (Fund 10) expenses to the enterprise funds.



**Helendale CSD**  
**Statement of Revenues and Expenses - Administration**  
**As of May 31, 2024**  
**(Unaudited)**

**Preliminary Results - Subject to Change**

	May 2024	YTD Actual	Budget	92% of Budget	PYTD
<b>1 Operating Revenues</b>					
2 Tower Rent	\$ 13,826	\$ 180,273	\$ 182,220	99%	\$ 171,356
3 Property Taxes	5,013	151,477	111,400	136%	140,416
4 Solid Waste Billing & Fees	18,304	177,833	187,010	95%	156,555
5 Fees & Charges	3,052	34,347	26,500	130%	28,408
6 Investment income	33,955	258,209	80,000	323%	88,426
7 Other Income	-	2,175	200	1088%	1,767
8 Board Discretionary Revenue	(30,257)	(434,679)	(393,207)	111%	(402,062)
<b>9 Total Revenues</b>	<b>43,893</b>	<b>369,636</b>	<b>194,123</b>	<b>190%</b>	<b>184,867</b>
<b>10 Expenses</b>					
<b>11 Salaries &amp; Benefits</b>					
12 Salaries	51,174	626,811	654,410	96%	543,905
13 Benefits	17,982	255,753	277,317	92%	236,532
14 Directors' Fees	3,744	31,199	70,000	45%	52,125
<b>15 Total Salaries &amp; Benefits</b>	<b>72,900</b>	<b>913,763</b>	<b>1,001,727</b>	<b>91%</b>	<b>835,971</b>
16 Contractual Services	2,937	251,863	248,527	101%	251,830
17 Insurance	-	80,419	103,834	77%	101,051
18 Utilities	1,851	19,474	21,240	92%	17,162
19 Operations & Maintenance	131	2,186	3,900	56%	3,327
20 Permits & Fees	2,089	19,007	14,600	130%	15,332
21 Office & Other Expenses	7,351	69,637	55,668	125%	71,313
22 Administrative Allocation	(104,614)	(1,150,758)	(1,255,372)	92%	(1,184,380)
<b>23 Total Expenses</b>	<b>(17,355)</b>	<b>205,592</b>	<b>194,123</b>	<b>106%</b>	<b>113,482</b>
<b>24 Net Income (Loss) Before Capital</b>	<b>61,248</b>	<b>164,044</b>	<b>-</b>		<b>71,385</b>
25 Capital Expenses	-	(69,758)	-	0%	(12,293)
<b>26 Net Income (Loss) After Capital</b>	<b>\$ 61,248</b>	<b>\$ 94,287</b>	<b>\$ -</b>		<b>\$ 59,093</b>

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## **Fund 10-Administrative Revenues and Expenses**

**Line 2 Tower Rent:** Includes radio tower site rental fees. YTD is trending over budget at 99% due to the timing of annual Metro PCS rent payments received.

**Line 3 Property Taxes:** Includes current & prior property tax and penalties. YTD can trend over/under budget due to the timing of property tax collections, with a majority being received in December and April. YTD is over budget.

**Line 4 Solid Waste Billing & Fees:** Includes franchise fees and billing for solid waste. YTD is trending in line with budget.

**Line 5 Fees & Charges:** Includes credit card processing fees and other miscellaneous fees. YTD is over budget due to the large volume of credit card processing fees.

**Line 6 Investment Income:** Includes investment income and unrealized gain or loss on investments. YTD is over budget due to the investment in California Cooperative Liquid Assets Security System (CA CLASS) account yielding higher interest returns.

**Line 7 Other Income:** Other Income includes recycling revenues and other miscellaneous income. YTD activity includes \$2.1K in miscellaneous reimbursements and rebates.

**Line 8 Board Discretionary Income:** Includes the transfer of the following for Parks and Recreation Fund (Fund 05):

- Radio Tower Site Rent – \$13,826
- Property Taxes – \$5,013
- Solid Waste Franchise Fees – \$11,418

**Line 12 Salaries:** Includes full time, part time & overtime for administrative employees. YTD is trending over budget at 96% due to reclassifying staff across departments.

**Line 13 Benefits:** Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, employee benefit & morale and education & training. YTD is trending in line with budget.

**Line 14 Directors' Fees:** Includes directors fees as well as directors training, seminars, and mileage expense. YTD is trending under budget at 45%.

**Line 16 Contractual Services:** Includes software support, legal services, and auditing & accounting services. YTD is over budget due to increased Insite transaction fees related to credit card processing transactions, and increased accounting support do the Customer Service Supervisor's retirement.

**Line 17 Insurance:** Includes both general liability and vehicle insurance expenses. YTD is trending under budget due to budgeting conservatively for premium increases.

**Line 18 Utilities:** Includes telephone and electricity expenses. YTD is trending in line with budget.

**Line 19 Operations & Maintenance:** Includes vehicle maintenance, vehicle fuel, mileage & travel reimbursement, uniforms, and equipment maintenance. YTD can trend over/under budget due to need and timing of services. YTD is trending under budget at 56%.

**Line 20 Permits & Fees:** Includes the annual LAFCO fees, the GFOA application fee for the budget award, and San Bernardino County fees. YTD is over budget due to unanticipated LAFCO annexation fees.

**Line 21 Office & Other Expense:** Includes board meeting supplies, public relations, community promotion, bank charges, office supplies, postage, and dues & subscription. YTD is over budget due to higher than planned supply purchases, postage, and bank charges.

**Line 22 Admin Allocation:** This is the monthly distribution of the budgeted Administration Fund (Fund 10) expenses to the enterprise funds.

**Line 25 Capital Expenses:** YTD balance in capital expenses includes the following:

- \$4.8K – New server
- \$65K – New service truck



# Helendale Community Services District

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Date: July 18, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #6  
Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2024-10: A Resolution of the Board of Directors of the Helendale Community Services District Authorizing the Establishment and Continuation of Collection of Water and Sewer Standby Charges for Fiscal Year 2025

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**STAFF RECOMMENDATION:**

Staff recommends approval of Resolution 2024-10. Additionally, staff requests authorization to make any final adjustments based upon payments or other discovery prior to submittal to the County on or before August 10.

**BACKGROUND:**

On, May 2, 2024, the Board of Directors approved the initiation of the collection of the standby fee. This is a procedural item that comes before the Board on an annual basis. The Collection of Standby Fees is a two-part process which includes the initiation of the process and then culminates in a public hearing and possible adoption of a second resolution approving the continuation of collection of the standby fees. Once approved by the Board, Staff prepares and submits the final list to the County Tax Collector by August 10<sup>th</sup>.

**STAFF REPORT:**

This is an annual public hearing item that comes before the Board prior to August 10th to facilitate the County tax roll process. The action requested of the Board is to receive any additional public comments during the hearing and provide authorization to Staff to forward the standby charges to the County to be collected with the property taxes.

As a public agency and consistent with LAFCO 2996, the District is allowed to utilize the County property tax process for collection of various forms of debt and fees as the County had historically done prior to the formation of the District. This would include the annual collection of sewer and water standby fees. A standby fee could best be described as a fee for the availability of service. The fee is appropriate to offset the capacity in the system that is reserved for a specific parcel that pays the standby fee and cannot be allocated to another user. Most of these parcels have water and sewer service in close proximity of the property line and upon property development the service is available for connection to the parcel. The list of parcels who pay the standby fee is modified as new development occurs with in-fill lots within the Silver Lakes housing area.

The Standby Fee is a minimum of \$30.00 for up to a one-acre parcel and increased by \$30.00 for every additional acre. The engineer's report is attached for reference and provides a more detailed analysis of the fee. The estimated amount of standby fees the District will receive for fiscal year 2025 is \$41,210.

**FISCAL IMPACT:** Estimated revenue of \$22,670 for water and \$18,780 for wastewater.

**POSSIBLE MOTION:** Approve Staff recommendation and adopt Resolution 2024-10.

**ATTACHMENTS:** Resolution 2024-10  
Engineer's Report for Water and Sewer Standby Charges (FY2015)



## **RESOLUTION NO. 2024-10**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT AUTHORIZING THE ESTABLISHMENT AND CONTINUATION OF COLLECTION OF WATER AND SEWER STANDBY CHARGES FOR FISCAL YEAR 2025**

**WHEREAS**, the Helendale Community Services District (“the District”) is a Community Services District organized and operating pursuant to Government Code 61000 et seq.

**WHEREAS**, the District is authorized by Government Code Section 61124(a) to impose standby charges for water services pursuant to the Uniform Standby Charge Procedures Act, Government Code Section 54984 et seq. (“the Act”).

**WHEREAS**, under the Act, the District is authorized to fix before August 10 of any given year a water standby charge on land within its jurisdiction to which water service is made available for any purpose by the District, whether the water services are actually used or not.

**WHEREAS**, under the Act, the District’s Board of Directors (“the Board”) may establish schedules varying the charge according to land uses, benefit derived or to be derived from the use, availability of facilities to provide water service, the degree of availability or quantity of the use of the water to the affected lands, and may restrict the assessment to one or more improvement districts or zones of benefit established within the jurisdiction of the District, and may impose the charge on an area, frontage, or parcel basis, or a combination thereof.

**WHEREAS**, pursuant to Resolution No. 2951 of the Local Agency Formation Commission of the County of San Bernardino (“LAFCO”), the District is the successor agency to County Service Area 70, Improvement Zones B and C (“CSA 70 B&C”).

**WHEREAS**, Condition No. 10 of LAFCO Resolution No. 2951 expressly states that “[a]ll previously authorized charges, fees, assessments, and/or taxes of [CSA 70 B&C] currently in effect shall be continued and assumed by the [District] as the successor agency in the same manner as provided in the original authorization pursuant to the provisions of Government Code Section 56886(t);”

**WHEREAS**, Government Code Section 56886(t) provides that LAFCO Resolution No. 2951 contains the exclusive terms and conditions for the change of organization from CSA 70 B&C to the District is it relates to the “extension or continuation of any previously authorized charge, fee, assessment, or tax by [the District as the] successor local agency in the affected territory.”

**WHEREAS**, prior to the adoption of LAFCO Resolution No. 2951, the territory within the CSA 70 B&C was subject to water and sewer standby and availability charges that had been fixed, levied, and

imposed upon such lands.

**WHEREAS**, the Board wishes to continue, extend, and assume all previously authorized water and sewer standby and availability charges that had been fixed, levied, and imposed upon lands within CSA 70 B&C.

**WHEREAS**, on July 18, 2024, at 6:00 p.m., at the District offices located at 26540 Vista Road, Suite C, Helendale, California, the Board held a public protest hearing to hear and consider any and all objections or protests regarding the imposition of the charge, which hearing was duly conducted in the manner set forth in the Act.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Helendale Community Services District as follows:

1. The public interest and necessity requires the Board to adopt this Resolution hereby fixing, levying, imposing, and collecting water standby and availability charges on all properties within the District's jurisdictional boundaries where water is available in accordance with, and in the amounts set forth in, Exhibit "A" attached hereto and incorporated herein by this reference, pursuant to applicable law, including but not limited to the pertinent provisions of the Act, Condition No. 10 of LAFCO Resolution No. 2951, and/or Government Code Section 56886(t).

2. The public interest and necessity requires the Board to adopt this Resolution hereby fixing, levying, imposing, and collecting sewer standby and availability charges on all properties within the District's jurisdictional boundaries where water is available in accordance with, and in the amounts set forth in, Exhibit "B" attached hereto and incorporated herein by this reference, pursuant to applicable law, including but not limited to the pertinent provisions of the Act, Condition No. 10 of LAFCO Resolution No. 2951, and/or Government Code Section 56886(t).

3. The written protests received by the Board which were not withdrawn at the time of its determination represented less than fifteen percent (15%) of the parcels subject to the charges set forth herein.

4. The standby charges hereby levied by the Board are based upon the report of a qualified engineer, which is on file with the District. The content of said report are hereby adopted in full by the Board and are incorporated herein in full by this reference, including, but not limited to, any and all statements and determinations specifically relating to each of the following:

- a. A description of the charge and the method by which it is proposed to be imposed;
- b. A compilation of the amount of the charge proposed for each parcel subject to the charge;
- c. A statement of the methodology and rationale followed in determining the degree of benefit conferred by the service for which the proposed charge is made;
- d. The District's legal ability to fix and adjust a standby charge, the amount of the

proposed charge, and the properties affected thereby;

- e. A description of the lands upon which the charge is proposed to be imposed; and
- f. The amount of the proposed charge for each of the lands so described.

5. The Board hereby authorizes the District's General Manager to take any and all actions necessary to carry out the intent of the Board as set forth herein, and to cause the charges fixed and established herein to be collected at the same time, and in the same manner, as the levying of special assessments on the 2024-25 San Bernardino County Tax Roll, and/or to be otherwise collected in accordance with all legally-permissible methods available under applicable law.

6. If any charge hereby adopted becomes delinquent, the amount of the delinquency, together with any interest and penalties thereon, shall constitute a lien on the affected property to the fullest extent legally allowable under applicable law.

**ADOPTED AND APPROVED** this 18th day of July 2024, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

By: \_\_\_\_\_  
Henry Spiller, President

ATTEST:

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

## Exhibit A Water Standby Fee

5.6 Acres = 5 EBUs for the first five acres + 0.5 times the remaining fractional acreage of 0.6 = (0.5 x 0.6) = 0.3 EBUs Total EBUs = 5.3 EBUs

The total number of EBUs equals the sum of all EBUs assigned to Undeveloped Parcels. The existing Standby Charge, equal to \$30 per EBU, is then applied to each parcel's individual EBUs to determine the parcel's proportionate benefit and total obligation. The following formulas are used to calculate each parcel's annual Levy Amount.

Standby Charge per EBU x Parcel's EBUs = Parcel's Levy

**EXAMPLE:**

5.6 Acres = \$30 x 5.3 EBUs = \$159

.5 Acres - \$30 x 1EBU = \$30

1 Acre = \$30 x 1EBU - \$30

## Exhibit B Sewer Standby Fee

5.6 Acres = 5 EBUs for the first five acres + 0.5 times the remaining fractional acreage of 0.6 =  $(0.5 \times 0.6) = 0.3$  EBUs Total EBUs = 5.3 EBUs

The total number of EBUs equals the sum of all EBUs assigned to Undeveloped Parcels. The existing Standby Charge, equal to \$30 per EBU, is then applied to each parcel's individual EBUs to determine the parcel's proportionate benefit and total obligation. The following formulas are used to calculate each parcel's annual Levy Amount.

Standby Charge per EBU x Parcel's EBUs = Parcel's Levy

**EXAMPLE:**

5.6 Acres =  $\$30 \times 5.3$  EBUs = \$159

.5 Acres -  $\$30 \times 1$ EBU = \$30

1 Acre =  $\$30 \times 1$ EBU - \$30



# HELENDALE COMMUNITY SERVICES DISTRICT

**ENGINEER'S REPORT  
FOR FISCAL YEAR 2014-15  
STANDBY CHARGE**

**FINAL DRAFT: OCTOBER 2014**



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## **AFFIDAVIT FOR THE ENGINEER'S REPORT: HELENDALE COMMUNITY SERVICES DISTRICT WATER STANDBY CHARGE**

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This Report describes the annual Standby Charge of the Helendale Community Services District (the CSD), which was initially formed by the County of San Bernardino as County Service Areas 70 B & C and assumed by the CSD as part of the reorganization pursuant to Condition 10 of LAFCO Resolution No. 2996, adopted June 21, 2006. This Report outlines the assessment methodology, affected parcels, and assessments to be levied for Fiscal Year 2014-2015. Reference is hereby made to the San Bernardino County Assessor's Maps for a detailed description of the lines and dimensions of parcels that are subject to the Standby Charge. The undersigned respectfully submits the enclosed Report as directed by the District's Board of Directors.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

By: \_\_\_\_\_  
Kimberly Cox, General Manager

By: \_\_\_\_\_  
Douglas Dove, PE, CIPFA  
President/Principal

## OVERVIEW

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Pursuant to the provisions the Uniform Standby Charge Procedures Act (Gov. Code, §§ 54984-54984.9; "Act"), public agencies may set a water and/or sewer standby charge each year for making infrastructure available to property whether the services are used or not. (§ 54984.2.) On November 5, 1996, the electorate adopted an initiative measure ("Proposition 218"), amending the California Constitution by adding articles XIII C and XIII D. Under article XIII D, new limitations and procedural requirements for assessments on real property were established and Section 6.b.4 of Article XIII D specifically states:

*"Standby Charges, whether characterized as charges or assessments, shall be classified as assessments and shall not be imposed without compliance with Section 4."*

However, notwithstanding the following, any assessment/standby charge that was in effect prior to the effective date of Proposition 218 that was imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewer, water, flood control, drainage systems or vector control shall be exempt from the procedures and approval process set forth in Section 4. Therefore, the CSD's existing standby charge is not required to re-notice and undergo a Proposition 218 Majority Protest Balloting, unless the CSD wishes to increase the standby charge above its current rate.

Accordingly, the CSD is authorized by law to provide water and sewer service, and may fix, before August 10 of any given year, a water and/or sewer standby charge, on land within the jurisdiction of the CSD to which water and/or sewer services are made available for any purpose by the CSD, whether the water or sewer service is actually used or not.

Upon approval and adoption of the annual standby charge by the CSD Board of Directors, the standby charges for Fiscal Year 2014-2015 shall be submitted to the San Bernardino County Auditor/Controller for inclusion on the property tax roll for each parcel.

For the purposes of this Report, the word "parcel" refers to an individual property assigned its own Assessor Parcel Number by the San Bernardino County Assessor's Office.

## HISTORICAL BACKGROUND AND CURRENT LEGISLATION

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In November 1996, California voters approved Proposition 218 that established specific requirements for the ongoing imposition of taxes, assessments and fees. The provisions of the Proposition are now contained in the California Constitutional Articles XIII C and XIII D. All assessments described in this Report and approved by the District Board of Directors are prepared in accordance with Uniform Standby Charge Procedures Act (the "Act"), LAFCO Resolution No. 2996 and in compliance with the provisions of the Constitution.

Pursuant to the Article XIII D Section 5 of the Constitution, certain existing assessments and, in this case, standby charges, were exempt from the substantive and procedural requirements of the Article XIII D Section 4. Therefore, a property owner balloting is not required until such time that a new or increased standby charge is proposed. At this time, the CSD does not intend to increase the existing standby charge and this Engineer's Report is in connection with the continued collection of the current standby charge for Fiscal Year 2014-2015.

The standby charge of the CSD may be used for any purpose pursuant to the Act, commencing with Government Code Section 54984.2, whether the water and/or sewer service is actually used or not. The standby charge may also vary according to land uses, benefit derived or to be derived from the use or availability of facilities to provide water, or the degree of availability or quantity of the use of the water to the affected lands. The charge may be imposed on an area, frontage, or parcel basis, or a combination thereof.

*The existing standby charge methodology is employed throughout the CSD service area and is only levied against undeveloped parcels to provide equity between existing ratepayers and future customers that are not currently connected to the system by charging a portion of the cost to maintain the water and sewer system to undeveloped parcels that have the potential to develop in the future.*

Based on the FY2014-15 budget the existing standby charge for water is estimated to generate \$30,500 annually in comparison to an annual budget for the Water Enterprise Fund in excess of \$1.8 Million. The existing standby charge for wastewater generates \$24,000 annually in comparison to an annual budget for the Wastewater Enterprise Fund in excess of \$1.3 Million.

# WATER AND SEWER SERVICES

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## DESCRIPTION OF CSD

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The CSD is located in the High Desert area of San Bernardino County between Barstow and Victorville and has an estimated population of 6,000. The CSD's existing water and sewer service area is approximately five square miles while the District's boundary encompasses more than 100 square miles. The CSD provides water and sewer service to over 2,800 service connections. Over 90 percent of water and sewer connections service single-family residences. The CSD has not experienced much growth in recent years; however, the area has a potential for growth as there are approximately 728<sup>1</sup> undeveloped water parcels and 720<sup>1</sup> undeveloped sewer parcels that may be developed in the future in addition there is significant developer interest in the area as evidenced by the draft Specific Plan that was completed by San Bernardino County Land Use Services in January 2011. This potential development at build-out could generate up to 756<sup>2</sup> new water and 737<sup>2</sup> new sewer connections.

In general, the CSD provides for the continued delivery of water and wastewater service to its service area, including the operation, maintenance, servicing, repair and rehabilitation, and expansion of water and sewer facilities. These services are required and provide a special benefit to parcels that are not currently developed and connected to the water and sewer systems as facilities must be available for the orderly development of such properties. Therefore, many public agencies impose a water and sewer standby charge against undeveloped parcels until such time that the property is developed and connected to the existing infrastructure as a ratepayer. Standby charges provide a means to charge undeveloped parcels a proportional share of the cost of the utility that provides a special benefit to undeveloped parcels, including, but not limited to, water and sewer service, repair and replacement of existing facilities, new capital improvements, and operations.

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<sup>1</sup> Undeveloped water and sewer parcel information provided in e-mail from Kimberly Cox, 10/2/2014

<sup>2</sup> New water and sewer connections estimated by the ratio of current connections to current built properties

## METHOD OF APPORTIONMENT

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### BENEFIT ANALYSIS

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Similar to many other public water and sewer entities in the State, standby charges provide a means to charge undeveloped parcels a proportional share of the cost of the water utility as a means to spread water and sewer service costs between existing ratepayers and undeveloped parcels, which will generate future customers as parcels are developed. Water and sewer services not only provide a direct benefit to existing customers, but it also provides a special benefit to undeveloped parcels as the CSD continues to provide service now and into the future through the ongoing operations of sewer collection and treatment, water resource management, water production, water quality, and the repair, replacement and expansion of related capital improvements. Most importantly, a standby charge reserves capacity in the existing system for the perspective development.

As previously referenced under the earlier Section of the Engineer's Report entitled "Overview," a standby charge is considered an assessment under the provisions of Article XIID of the State Constitution. Therefore, all parcels which will have a special benefit conferred upon them and upon which the standby charge will be imposed must be identified (the Assessment Roll). The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the costs of the capital water improvement, the maintenance and operation expenses of such improvement, and the cost of the property-related service being provided. In addition, no standby charge shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel. In addition to the elements identified above, the standby charge of the CSD may also be used for any purpose pursuant to the Act, commencing with Government Code Section 54984.2. Therefore, the CSD may use standby charge revenue to fund any portion of its annual water and sewer budget. However, as the standby charge is only levied against undeveloped property and has not been increased since the original formation, the CSD's annual expenses for water and sewer services far exceeds revenue generated by the Standby Charge.

### ASSESSMENT METHODOLOGY

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The current standby charge was originally established by the County of San Bernardino and transferred to the CSD through the LAFCO proceedings that created the CSD. More specifically, Condition 10 of LAFCO Resolution No. 2996 specifically states: "All previously authorized charges, fees, assessments, and/or taxes ..... in effect shall be continued and assumed by the Helendale Community Services District as the successor agency in the same manner as provided in the original authorization pursuant to the provisions of Government Code Section 56886(t)." The CSD does not intend to change the assessment methodology nor increase the existing standby charge; therefore, the continued collection of the current standby charge is in compliance with the Act and Article XIID of the State

Constitution.

The benefit formula used for apportioning cost over affected parcels reflects the composition of the parcels and the water and sewer services provided. Therefore, as undeveloped parcels are the only parcels subject to the existing standby charge, the most appropriate allocation basis to use to fairly apportion the costs based on the special benefits to each assessable parcel is by assigning Equivalent Benefit Units (EBU's) to each parcel based on the lot size of such parcel. Only undeveloped parcels with water and sewer service readily available to the parcel are assessed. In determining access, the original criterion established for determining development potential is property within 660 feet of a water main. In addition, billable acreage excludes territory of a parcel that cannot access water or sewer services due to unique circumstances, such as, railroad or road impediments, pressure breaks, and drainage easements or other types of easements that restrict the parcel's access to water and sewer services.

### **EQUIVALENT BENEFIT UNITS**

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To assess benefits equitably it is necessary to relate each property's proportional special benefits to the special benefits of all other properties that are subject to the Standby Charge. The method of apportionment most commonly used for assessments/standby charges is based on a weighted method of apportionment known as an Equivalent Benefit Unit (EBU) methodology. This proportional weighting may be based on several factors that may include, but are not limited to: the type and status of development (land use), size of the property, location of the property, parcel frontage, or other property related factors. In the case of the Helendale Community Services District, 1 EBU is equal to one acre and the standby charge is assessed only against unimproved property.

The assessable land area of a parcel reflects the development potential of a parcel and the special benefit that the parcel would receive from the water and sewer services. The total number of EBUs assigned to each parcel equals 1 EBU per lot up to one acre in size plus 0.5 EBUs per acre for each fraction of an acre, with a minimum assignment of 1 EBU to assessable parcel.

The following formulas are used to calculate each parcel's EBUs and the total EBUs that are assessed the standby charge:

Parcel's EBUs = 1 EBU minimum up to one Billable Acre and 0.5 EBUs x fractional Billable Acreage

EXAMPLE:

5.6 Acres = 5 EBUs for the first five acres + 0.5 times the remaining fractional acreage of 0.6 =  $(0.5 \times 0.6) = 0.3$  EBUs Total EBUs = 5.3 EBUs

The total number of EBUs equals the sum of all EBUs assigned to Undeveloped Parcels. The existing Standby Charge, equal to \$30 per EBU, is then applied to each parcel's individual EBUs to determine the parcel's proportionate benefit and total obligation. The following formulas are used to calculate each parcel's annual Levy Amount.

Standby Charge per EBU x Parcel's EBUs = Parcel's Levy

EXAMPLE:

5.6 Acres =  $\$30 \times 5.3\text{EBUs} = \$159$

.5 Acres =  $\$30 \times 1\text{EBU} = \$30$

1 Acre =  $\$30 \times 1\text{EBU} = \$30$

## DISTRICT BUDGET FISCAL YEAR 2014-2015

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The following provides the preliminary proposed budget of the Water and Sewer Enterprise Fund for Fiscal Year 2014-2015. The budget includes the District's estimate of anticipated expenditures associated with the water utility. Pursuant to Section 54984.2 of the Act, the Standby Charge may fund any expenditure type of the proposed budget.

**Table 1**  
**Helendale Community Services District**  
**Preliminary Fiscal Year 2014-2015 Budget**

Operating Expenses	Water	Sewer
Water Purchases	70,000	NA
Salaries & Benefits	414,984	286,612
Board Compensation	0	0
Professional Fees	33,500	72,500
Service and Supplies	221,900	142,250
Utilities	152,500	104,500
<b>Sub-Total</b>	<b>892,884</b>	<b>605,862</b>
<b>Non-Operating Expenses</b>		
Debt	395,252	54,374
Administration, taxes, etc.	265,582	324,601
<b>Sub-Total</b>	<b>660,834</b>	<b>378,975</b>
<b>Depreciation Expenses</b>		
Depreciation/Amortization	247,677	382,924
<b>TOTAL</b>	<b>\$1,801,395</b>	<b>1,367,761</b>

In determining the portion of the budget that may be funded by the standby charge, Bartle Wells Associates reviewed the CSD's Capital Improvement Program and the CSD's 2012 Water and Sewer Fee Study. Based on the total growth potential of the CSD<sup>3</sup>, it is projected that the CSD will add approximately 756 new water connections (1017 New EBUs) and 737 new sewer connections (800 New EBUs) through buildout. This growth potential will represent 20.94% (756 new water connections/3612 total water connections) of the CSD's total water service demand and 20.89% (737 new sewer connections/ 3529 total sewer connections) of the CSD's sewer service demand. Therefore, the portion of the CSD's budget that is authorized to be funded by the Standby Charge and represents the special benefit conferred on undeveloped water property and sewer property is \$377,169 (20.94% x \$1,801,395) and \$285,777 (20.89% x \$1,367,761) the special benefit conferred by undeveloped sewer property. The 20.94% of total water demand and 20.89% of total sewer demand at buildout that is expected to be generated from future customers shall be updated at least every five years or at the same time that the CSD's Connection Fee Study is updated.

<sup>3</sup> Future Connections estimated by Helendale Community Services District. Estimated EBUs are based on annual assessment tax revenues divided by annual assessments (\$30 per water EBU and \$30 per sewer EBU).

Based on the allocated expenses for the water and sewer enterprise funds of \$377,169 and \$285,777 respectively, the maximum standby charge per water and sewer EBU would be equal to \$370.98 and \$357.22 for Fiscal Year 2014-2015 ( $\$377,169 / 1016.67 \text{ EBUs}^3 = \$370.98$  per EBU) and ( $\$285,777 / 800 \text{ EBUs}^3 = \$357.22$  per EBU). However, the current rate of \$30 per EBU may not be increased without a majority protest ballot proceeding pursuant to Article XIII D Section 4(d) of the State Constitution. The CSD does not intend to increase the existing standby charge at this time and will continue to levy and collect the current standby charge for Fiscal Year 2013-2014.

## **DISTRICT BOUNDARY DIAGRAMS**

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The boundaries subject to the standby charge are equivalent to the existing water and sewer service area of the CSD and, by reference are hereby made part of this Engineer's Report. However, only undeveloped parcels within 66 feet of existing water and sewer infrastructure are subject to the Standby Charge. For more detailed specifications on the CSD's service area, diagrams are available for inspection at the administration office during normal business hours.

## **2014-2015 ASSESSMENT ROLL**

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Parcel identification, for each lot or parcel subject to the standby charge, shall be the parcel as shown on the San Bernardino County Assessor Parcel Maps and/or the San Bernardino County Secured Tax Roll for the year in which this Report is prepared. The proposed standby charge for each parcel has been prepared in accordance with the original rate established as part of the original formation and the method of apportionment described in this report and has been presented to the Board of Directors.

The standby charge information for each parcel as outlined in this Engineer's Report and confirmed by the District Board, shall be submitted to the County Auditor/Controller, and included on the property tax roll for Fiscal Year 2014-2015. If the parcels referenced by this Engineer's Report are renumbered, reapportioned or changed by the County Assessor's Office after approval of the Report, the new parcel(s) with the appropriate standby charge amount will be submitted to the County Auditor/Controller.

The Assessment roll includes parcels for the water standby fee and parcels for the sewer standby fee. The Assessment Roll has been provided to the Board under separate cover and is on file at the District Office and is made part of this Engineer's Report by reference.



# Helendale Community Services District

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Date: July 18, 2024  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #7  
Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2024-11: A Resolution of the Board of Directors of the Helendale Community Services District Authorizing the Establishment and Continuation of Collection of Refuse Disposal Land Use Fees for Fiscal Year 2025

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## **STAFF RECOMMENDATION**

Staff recommends approval of Resolution 2024-11. Additionally, staff requests authorization to make any final adjustments prior to County submittal.

## **STAFF REPORT**

LAFCO Resolution 2951 determined that the Helendale Community services District was the successor agency for County Service Area 70, Improvement Zones B and C. In addition, it expressly states that all previously authorized charges, fees and assessments, and/or taxes of CSA 70 B and C currently in effect shall be continued as assumed by the District as the successor agency.

Prior to the adoption of the LAFCO resolution, the territory within CSA 70 B and C was subject to a refuse disposal land use fee that had been fixed, levied, and imposed upon such lands by the County of San Bernardino prior to 1978 and consistent with the California Integrated Waste Management Act of 1989, in order to discourage illegal dumping and to offset the cost of disposal of waste from the Helendale community. LAFCO Resolution 2927 and Resolution 2951 authorize the District to collect, transfer, and dispose of solid waste and provide solid waste handling service, including, but not limited to, source reduction, recycling, and composting activities, pursuant to Division 30 of the California Public Resources Code. Demolition waste, tires, hard to handle and special handling items are excluded from the disposal fee.

In November 2010, the District and San Bernardino County entered into a Solid Waste Fee Transfer Agreement under which the District continued and assumed the same Refuse Disposal Land Use Fee as the successor agency to County Solid Waste Management Division.

The District is authorized to fix the land use fee using San Bernardino County Land Use Codes. Exhibit A of Resolution 2024-11 documents the codes previously used by San Bernardino Solid Waste Management. The Land Use Codes, Tax Rate Areas (Traps) and Assessor Parcel Numbers (APNs) were provided by the Assessor and Solid Waste Management. The estimated total amount to be assessed is \$230,899.68 from 2,702 parcels with the addition of \$ 12,558.15 for 136 parcels in the 2023 Annexation area for a total amount of \$243,457.83.

Resolution 2024-11 authorizes the General Manager to take any and all actions necessary to carry out the intent of the Board and to cause the levy of the special assessment for fiscal year 2024-25. If a charge becomes delinquent, the amount of the delinquency including interest and penalties shall constitute a lien on the property.

At the public hearing, the Board will hear and consider any and all objections or protests to the imposition of the land use fee.

**Fiscal Impact:** Estimated collection of special assessment revenue of \$243,457.83

**Possible Motion:** Approve Staff recommendation and adopt Resolution 2024-11.

**Attachments:** Resolution 2024-11



## **RESOLUTION NO. 2024-11**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT AUTHORIZING THE ESTABLISHMENT AND CONTINUATION OF COLLECTION OF REFUSE DISPOSAL LAND USE FEES FOR FISCAL YEAR 2024-2025**

**WHEREAS**, the Helendale Community Services District (“the District”) is a Community Services District organized and operating pursuant to Government Code 61000 et seq.

**WHEREAS**, on or about December 4, 2006, the Local Agency Formation Commission of the County of San Bernardino (“LAFCO”) adopted Resolution No. 2951 (“Resolution No. 2951”) which determined that the District is the successor agency to County Service Area 70, Improvement Zones B and C (“CSA 70 B&C”).

**WHEREAS**, Condition No. 10 of LAFCO Resolution No. 2951 expressly states that “[a]ll previously authorized charges, fees, assessments, and/or taxes of [CSA 70 B&C] currently in effect shall be continued and assumed by the [District] as the successor agency in the same manner as provided in the original authorization pursuant to the provisions of Government Code Section 56886(t).”

**WHEREAS**, Government Code Section 56886(t) provides that LAFCO Resolution No. 2951 contains the exclusive terms and conditions for the change of organization from CSA 70 B&C to the District as it relates to the “extension or continuation of any previously authorized charge, fee, assessment, or tax by [the District as the] successor local agency in the affected territory.”

**WHEREAS**, prior to the adoption of LAFCO Resolution No. 2951, the territory within CSA 70 B&C was subject to a refuse disposal land use fee that had been fixed, levied, and imposed upon such lands by the County of San Bernardino (“the County”) pursuant to the California Integrated Waste Management Act of 1989 (Division 30 of the California Public Resources Code) (“the Act”) in order to discourage illegal dumping and to offset the cost of disposal of waste from the Helendale community (the “Refuse Disposal Land Use Fee”).

**WHEREAS**, on or about June 21, 2006, LAFCO adopted Resolution No. 2927 (“Resolution No. 2927”) making determinations on and approving the incorporation of the District, which was subsequently approved by the electorate at the November 7, 2006, general election and confirmed by LAFCO pursuant to its adoption of Resolution No. 2951.

**WHEREAS**, Resolution No. 2927 and Resolution No. 2951 authorize the District to collect,

transfer, and dispose of solid waste and provide solid waste handling service, including, but not limited to, source reduction, recycling, composting activities, pursuant to Division 30 (commencing with Section 40000), and consistent with Section 41821.2 of the Public Resources Code.

**WHEREAS**, on or about July 21, 2010, LAFCO adopted Resolution No. 3099 (“Resolution No. 3099”) affirming the District’s authorization to (1) collect, transfer and dispose of solid waste and provide solid waste handling service, and (2) continue and assume the Refuse Disposal Land Use Fee in the same manner as provided in the original County authorization, pursuant to Condition No. 10 of Resolution No 2927 and Resolution No. 2951.

**WHEREAS**, on or about November 16, 2010, the District and the County entered into a Solid Waste Fee Transfer Agreement (“Fee Transfer Agreement”) to provide for the terms and conditions under which the District will continue and assume the Refuse Disposal Land Use Fee.

**WHEREAS**, pursuant to the legal authority set forth above, the District is authorized to fix before August 10 of any given year a Refuse Disposal Land Use Fee on residential parcels within its jurisdiction entitling the owners of such parcels to utilize refuse disposal sites without the payment of any pay-at-the gate fee for ordinary refuse generated on such residential property.

**WHEREAS**, pursuant to the legal authority set forth above, the District’s Board of Directors (“the Board”) may establish the Refuse Disposal Land Use Fee according to San Bernardino County Assessor’s Land Use Codes, and the benefit derived or to be derived from the use of solid waste facilities or services for ordinary refuse (excluding demolition waste, tires, and hard to handle and special handling items) generated on the parcel of property for which the Refuse Disposal Land Use Fee is paid.

**WHEREAS**, the Board wishes to continue, extend, and assume all previously authorized Refuse Disposal Land Use Fees that had been fixed, levied, and imposed upon lands within the jurisdictional boundary of the District.

**WHEREAS**, pursuant to the Fee Transfer Agreement, the County adopted a fee ordinance effective July 1, 2011, which excluded the areas within the jurisdictional boundaries of the District from assessment by the County of the Refuse Disposal Land Use Fee.

**WHEREAS**, beginning on or about July 5, 2024, the District published a Notice of Public Hearing concerning the Board’s intent to adopt the Refuse Disposal Land Use Fees for 2024-2025 in a newspaper of general circulation within the District once a week for two successive weeks pursuant to the Act and Government Code Section 6066.

**WHEREAS**, on July 18, 2024, at 6:00 p.m., at the District offices located at 26540 Vista Road, Suite C, Helendale, California, the Board held a public protest hearing to hear and consider any and all objections or protests regarding the imposition of the Refuse Disposal Land Use Fee, which hearing was duly conducted in the manner set forth by law.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Helendale Community

Services District as follows:

1. The public interest and necessity requires the Board to adopt this Resolution hereby fixing, levying, imposing, and collecting a Refuse Disposal Land Use Fee on all properties within the District's jurisdictional boundaries in accordance with, and in the amounts set forth in, Exhibit "A" attached hereto and incorporated herein by this reference, pursuant to applicable law, including but not limited to the pertinent provisions of the Act, Government Code Section 56886(t), LAFCO Resolution Nos. 2927, 2951, 3099 and 3262, and the Fee Transfer Agreement.

2. The Refuse Disposal Land Use Fees hereby levied by the Board are a continuation of the Refuse Disposal Land Use Fees previously charged by the County that have been transferred to the District in accordance with the Fee Transfer Agreement and LAFCO Resolution Nos. 2927, 2951, 3099, and 3262 granting the District the active power and authority for refuse collection as the successor agency.

3. The Refuse Disposal Land Use Fees hereby adopted meet the definition of the exception of a tax as defined in Proposition 26 passed November 3, 2010, and amending Article XIII C of the California Constitution. The exceptions met by this fee are: (a) a charge imposed for the specific benefit conferred or privilege granted directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege; (b) a charge imposed for a specific government service or product provided directly to the payer that is not provided to those not charged and which does not exceed the reasonable costs to the local government of providing the service or product; and/or (c) a charge imposed for the entrance to our use of local government property, or the purchase, rental, or lease of local government property. The District has examined the impact of Proposition 26 on fees for solid waste disposal services and has concluded the three exceptions discussed above are applicable and do not violate Proposition 26.

4. The Board hereby authorizes the District's General Manager to take any and all actions necessary to carry out the intent of the Board as set forth herein, and to cause the Refuse Disposal Land Use Fees fixed and established herein to be collected at the same time, and in the same manner, as the levying of special assessments on the 2024-25 San Bernardino County Tax Roll, and/or to be otherwise collected in accordance with all legally-permissible methods available under applicable law.

5. If any Refuse Disposal Land Use Fee hereby adopted becomes delinquent, the amount of the delinquency, together with any interest and penalties thereon, shall constitute a lien on the affected property to the fullest extent legally allowable under applicable law.

**ADOPTED AND APPROVED** this 18th day of July 2024, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

By: \_\_\_\_\_  
Henry Spiller, President

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

Exhibit A

<u>USE CODE</u>	<u>DESCRIPTION</u>	<u>FEES</u>
0510	Single Family Residence (suitable for permanent use)	\$ 85.14
0511	Recreation Cabin (unsuitable for permanent use)	\$ 42.57
0520	Mobile home on fee land, not in a subdivision	\$ 85.14
0525	Mobile home on fee land, in a subdivision	\$ 85.14
0526	Mobile home on a permanent foundation	\$ 85.14
0533	Time share	\$ 85.14
0534	Attached single-family residence (common wall)	\$ 85.14
0535	Zero lot line single-family residence	\$ 85.14
0599	Miscellaneous residential structure	\$ 85.14
0600	Two single-family residences	\$ 170.28
0601	Three single-family residences	\$ 255.42
0602	Four single-family residences	\$ 340.56
0603	Duplex	\$ 170.28
0604	Triplex	\$ 255.42
0605	Quad	\$ 340.56
0610	Multi single-family residence (5 to 14 units)	\$ 425.70
9999	No services provided	\$ 0.00



# Helendale Community Services District

DATE: July 18, 2024  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #8  
Discussion and Possible Action Regarding Approval of Directors' Expense Reports

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## **STAFF RECOMMENDATION**

None.

## **STAFF REPORT**

This matter is at the discretion of the Board. Included herein for the Board's consideration are expense reports submitted since the last Board meeting.

**BOARD COMPENSATION REPORT  
ROLLING 12-MONTHS**

Name	Title	Type	7 2023	8 2023	9 2023	10 2023	11 2023	12 2023	1 2024	2 2024	3 2024	4 2024	5 2024	6 2024	TOTAL
Spiller	President	Compensated	10	10	10	9	9	5	8	8	5	9	7	7	105
		Non-Comp			3	5	1	0	4	2	3	1	3	3	2
Clark	Vice President	Compensated	4	3	5	3	4	0	2	3		5		4	37
		Non-Comp						0	0	0		0		0	0
Haas	Secretary	Compensated	7	9	6	6	5	2			2	5	4	5	55
		Non-Comp						0			1	0	0	0	0
Cardenas	Director	Compensated	1	2	2	1	0	1	2	5	3	4	2	2	25
		Non-Comp			7	3	6	1	3	2	4	2	2	1	1
Guinn	Director	Compensated													16
		Non-Comp									5	10	1	1	4

# HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: Don Clark Pay Period Ending: 6/27/29

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
6/4	Event Description of Public Benefit <u>met with Kim Saly</u>		\$	\$	\$	yes		G
6/6	Event Description of Public Benefit <u>Review Agenda</u>		\$	\$	\$	yes		A
6/26	Event Description of Public Benefit <u>Meeting with Kim Saly</u>		\$	\$	\$	yes		G
6/27	Event Description of Public Benefit <u>Pres Bd mtg</u>		\$	\$	\$	yes		A
	Event Description of Public Benefit		\$	\$	\$			
	Event Description of Public Benefit		\$	\$	\$			
		<b>Total Miles</b>	\$	\$	\$	<b>Total # of Compensable Meetings</b>	<b>Meeting Total</b>	<b>Total</b>
			\$	\$	\$		\$	\$

Signature: Don Clark Date: 6/27/29

- Expense Categories**
- A: Public Meeting governed by Brown Act
  - B: Public Event \*
  - C: Representation at Public Meeting/Event \*
  - D: Representation at 501C3 Board \*
  - E: Conference/seminar/Training Program related to District \*
  - F: Ad Hoc committee of the Board
  - G: Meeting w/GM or Designee regarding 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
  - K: Meeting pre-approved by the Board of Directors
- \* Written or verbal report required to be presented at the next Board meeting
- Mileage 65.5 ¢

**HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER**  
 Name: Sandy Haas  
 Pay Period Ending:

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
	Event		\$	\$	\$			
	Description of Public Benefit							
4/17	Meeting w GM		\$	\$	\$	Yes	Please Selk	G
	Description of Public Benefit							
4/18	Board Meeting		\$	\$	\$	Yes	Please Selk	A
	Description of Public Benefit							
5/1	Meeting w GM		\$	\$	\$	Yes	Please Selk	G
	Description of Public Benefit							
5/2	Board Meeting		\$	\$	\$	Yes	Please Selk	A
	Description of Public Benefit							
		<b>Total Miles</b>	\$ 0.00	\$ 0	\$ 0	<b>Total # of Compensable Meetings</b>	<b>Meeting Total</b>	<b>Total</b>
						1600	4	\$600

Signature: *Sandy Haas* Date: 4/18/2024

- Expense Categories**
- A: Public Meeting governed by Brown Act
  - B: Public Event \*
  - C: Representation at Public Meeting/Event \*
  - D: Representation at 501C3 Board \*
  - E: Conference/seminar/Training Program related to District \*
  - F: Ad Hoc committee of the Board
  - G: Meeting w/GM or Designee regarding 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
  - K: Meeting pre-approved by the Board of Directors
- \* Written or verbal report required to be presented at the next Board meeting  
 Mileage 65.5 ¢

**HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER**

Name		Pay Period Ending									
Sandy Haas		Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category	
6/15	Event	Meeting w GM		\$	\$			Yes	No	G	
	Description of Public Benefit										
5/16	Event	Board Meeting		\$	\$			Yes	Please Selct	A	
	Description of Public Benefit										
6/5	Event	Meeting w GM		\$	\$			Yes	Please Selct	G	
	Description of Public Benefit										
6/6	Event	Board Meeting		\$	\$			Yes	Please Selct	A	
	Description of Public Benefit										
6/26	Event	Meeting w GM		\$	\$			Yes	Please Selct	G	
	Description of Public Benefit										
				<b>Total Miles</b>	<b>Total Meals</b>	<b>Total Lodging</b>	<b>Total Other Expense</b>	<b>Total # of Compensable Meetings</b>	<b>Meeting Total</b>	<b>Total</b>	
				\$ 0.00	\$ 0	\$ 0	\$ 0	5	\$ 750	\$ 750	

4/8/2024

Signature Sandra Haas Date 4/8/2024

Expense Categories	
A: Public Meeting governed by Brown Act	G: Meeting w/GM or Designee regarding District Operations
B: Public Event *	H: Meeting w/auditors, attorney or consultant retained by District
C: Representation at Public Meeting/Event *	I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
D: Representation at 501C3 Board *	J: Meeting w/organization with interests in matters involving functions or
E: Conference/seminar/Training Program related to District *	K: Meeting pre-approved by the Board of Directors
F: Ad Hoc committee of the Board	* Written or verbal report required to be presented at the next Board meeting
	Mileage 65.5 ¢

## HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name Sandy Haas		Pay Period Ending									
Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category			
6/27	Event Special Board Meeting		\$	\$	\$	Yes	No	A			
5/14	Description of Public Benefit										
	Event Park & Rec meeting		\$	\$	\$	Yes	Please Selct	A			
	Description of Public Benefit										
	Event		\$	\$	\$	Please Select	Please Selct				
	Description of Public Benefit										
	Event		\$	\$	\$	Please Select	Please Selct				
	Description of Public Benefit										
	Event		\$	\$	\$	Please Select	Please Selct				
	Description of Public Benefit										
		<b>Total Miles</b>	\$ 0.00	\$ 0	\$ 0	<b>Total # of Compensable Meetings</b>	2	<b>Meeting Total</b>	\$ 300	<b>Total</b>	
				\$ 0	\$ 0				\$ 300	\$ 300	

Signature: Sandy Haas      Date: 6/27/2024

Expense Categories	
A: Public Meeting governed by Brown Act	
B: Public Event *	
C: Representation at Public Meeting/Event *	
D: Representation at 501C3 Board *	
E: Conference/seminar/Training Program related to District *	
F: Ad Hoc committee of the Board	
G: Meeting w/GM or Designee regarding 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	
K: Meeting pre-approved by the Board of Directors	
* Written or verbal report required to be presented at the next Board meeting	
Mileage 65.5 ¢	

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: HENRY SPICER  
 Pay Period Ending: 6-18-2024

Date	Event	Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
6/4/24	Description of Public Benefit	Pre-Board Meeting		\$	\$		Y	-	G
6/5/24	Description of Public Benefit	Review of issues discussed at open board meeting		\$	\$		Y	-	C
6/6/24	Description of Public Benefit	Farmers Market		\$	\$		Y	-	C
6/10/24	Description of Public Benefit	Rep at public event		\$	\$		Y	-	A
6/10/24	Description of Public Benefit	Board Meeting		\$	\$		Y	-	G
6/10/24	Description of Public Benefit	Public meeting governed by the Brown Act		\$	\$		N	-	G
6/17	Description of Public Benefit	Meeting with Staff (Short Meeting)		\$	\$		Y	-	G
6/17	Description of Public Benefit	Meeting regarding district ops.		\$	\$		Y	-	G
6/17	Description of Public Benefit	Meeting with Staff members & public.		\$	\$		Y	-	G
6/17	Description of Public Benefit	Meeting regarding district ops w/public rep included		\$	\$		Y	-	G
			Total Miles	Total Meals	Total Lodging	Total Other Expense	Total # of Compensable Meetings	Meeting Total	Total
				\$	\$	\$	4	\$ 100	\$ 600

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Expense Categories:

- A: Public Meeting governed by Brown Act
- B: Public Event \*
- C: Representation at Public Meeting/Event \*
- D: Representation at 501C3 Board \*
- E: Conference/seminar/Training Program related to District \*
- F: Ad Hoc committee of the Board
- G: Meeting w/GM or Designee regarding 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
- K: Meeting pre-approved by the Board of Directors

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

Mileage 65.5 ¢





# Helendale Community Services District

Date: July 18, 2024  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #9  
Discussion and Possible Action Regarding California Special Districts Association (CSDA) Election

## **STAFF RECOMMENDATION**

Staff seeks input from the Board regarding this matter.

## **STAFF REPORT**

The District is a member of the California Special District Association. The board is elected by the member agencies within one of six regions around the state to serve a three-year term. Don Bartz, General Manager from Phelan-Pinon Hills CSD serves on the Board representing our area along with Jo McKenzie (Vista Irrigation District) and Arlene Schafer (Costa Mesa Sanitary District). The southern region covers the counties of San Bernardino, LA, Orange, Riverside, San Diego and Imperial.

Choose **one** of the following candidates:

- Jo MacKenzie, Director, Vista Irrigation District \*
- Jason Dafforn, General Manager, Valley Sanitary District
- Rodd Leja, Director, Jurupa Area Recreation & Park District

\*Incumbent

- Jo MacKenzie\* [\[view details\]](#)
- Jason Dafforn [\[view details\]](#)
- Ross Leja [\[view details\]](#)

**FISCAL IMPACT:** None

**ATTACHMENTS:** Candidate information



**California Special  
Districts Association**

*Districts Stronger Together*

## **2024 CSDA BOARD CANDIDATE INFORMATION SHEET**

**The following information MUST accompany your nomination form and Resolution/minute order:**

**Name:** JO MacKENZIE

**District/Company:** Vista Irrigation District, *CSDA District of Distinction, Platinum Level*

**Title:** Director, Certificate in Special District Governance

**Elected/Appointed/Staff:** Elected

**Length of Service with District:** 32 years

**1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

- ✚ CSDA Board of Directors, President 2011, Vice President 2010, Treasurer 2008-2009
- ✚ CSDA Finance Corporation Board of Directors, 2007-present; President 2012, 2013, 2015- present
- ✚ Special District Leadership Foundation Board of Director, Treasurer, currently Vice President
- ✚ Fiscal and Audit Committees, rewrote 'Treasurer Job Description'; Membership Committee 2011-present; Chair 2020-2021, 2022 and 2024
- ✚ Legislative Committee 2004-present; Chair, 2006-2010 and 2012
- ✚ CSDA San Diego Chapter, Board of Directors, 1993-present; President 1998-2000; presently serve on the Chapter Executive Board
- ✚ Attend all Annual Conferences and Legislative Days

**2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

- ✚ ACWA: Past Board Director; Local Government, Chair 2014-2015 and Membership Committee
- ✚ ACWA Region 10 Board of Directors, Vice Chair, Alternate Chair, Director 1997-2010
- ✚ The California Association of Local Agency Formation Commissions (CALAFCO), Board Member and Legislative Committee member, 2017-2023

**3. List local government involvement (such as LAFCO, Association of Governments, etc.):**

- ✚ San Diego LAFCO, 1994-present: Commission Chair 2018 & 2019; Alternate 5 years; Special District Advisory Committee 14 years, Chair 2005-2009
- ✚ City of San Marcos Planning and Traffic Commissions
- ✚ Personally initiated the City of San Marcos Budget Review Committee in 1980, Chair 1996-2006
- ✚ Resource Conservation District of Greater San Diego County, Association Director, 2016 to present

**4. List civic organization involvement and recognitions**

- ✚ Special District Official of the Year by PublicCEO
- ✚ CSDA Legislative Advocate of the Year, 2011
- ✚ Graduate of CSDA's Special District Leadership Academy
- ✚ San Marcos Chamber of Commerce, Lifetime Ambassador
- ✚ Graduate of Leadership 2000, Cal State San Marcos
- ✚ Vista Community Development Associates, Treasurer
- ✚ Soroptimist International



## **RE-ELECT JO MACKENZIE**

### **PROVEN EXPERIENCE LEADING SPECIAL DISTRICTS**

- **DEDICATED**
- **FISCALLY RESPONSIBLE**
- **COMMITTED TO SPECIAL DISTRICTS**

It has been a privilege and honor to serve on the CSDA Board of Directors (Board) representing the Southern Network. Serving on the Board requires a commitment of time; I am in Sacramento at least twice a month for CSDA meetings. I have served as President, Vice President and Treasurer, and served as a Chair and/or member of the various committees. In 2010 and 2011, respectively, I was recognized as CSDA's Legislative Advocate of the Year and by PublicCEO as Special District Official of the Year.

During my tenure on the CSDA Board, I have formed working relationships throughout the Network and State that have given me an insight regarding the needs of special districts. Based on these insights and input from other CSDA directors, CSDA has worked to provide webinars at no cost to its members, begun offering the leadership academy three times a year and on-line, and the SDLF Board eliminated budget limits for scholarships. I serve on the CSDA and SDLF Boards, and I am proud of the collaboration that allows all special districts to take advantage of CSDA's programs.

During my term, I have been committed to continue building on the present foundation of CSDA's educational programs, state and federal legislative advocacy, and public outreach. CSDA is now the "voice of Special Districts", "the third leg of local government", and the 'go-to' association for legislative issues.

My proven leadership and public service experience, commitment to fiscal responsibility, and comprehensive LAFCO and special district knowledge make me the most qualified candidate to represent the Southern Network.

I have a true passion for and proven experience in leading Special Districts. I would be honored to continue serving on the CSDA Board as your Southern Network Director.

I am asking for your **Vote**.

ELECTRONIC VOTING ENDS JULY 26 AT 5:00 P.M.

**50+ CSDA EDUCATIONAL OPPORTUNITIES ARE LISTED ON  
CSDA'S HOME PAGE**



## 2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

**Name:** Jason Dafforn

**District/Company:** Valley Sanitary District

**Title:** General Manager

**Elected/Appointed/Staff:** Staff

**Length of Service with District:** 1 year

- 1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

Attend CSDA Conference and Leadership Academy

- 2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

ACWA, CASA

- 3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

N/A

- 4. List civic organization involvement:**

Desert Recreation Foundation Board of Directors

**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

My name is Jason Dafforn. I am a Licensed Civil Engineer in the State of California with over 30 years of experience in the water and wastewater industry. I have 17 years of experience as a utility manager working for California local governments, including over eight years working for a special district.

California's special districts play a crucial role in the daily lives of millions, providing essential services ranging from water and sanitation to fire protection, healthcare, and many others. The California Special District Association (CSDA) provides resources, training, state and federal advocacy, and professional development to help special districts across the State flourish.

Today, special districts are confronted with unprecedented challenges. As a special district manager, I have gained a comprehensive understanding of these challenges, which positions me to provide valuable guidance and develop effective resolutions. My fresh ideas and unique perspective will enable the Board of Directors to proactively address current issues and future challenges, keeping CSDA ahead of the curve.

Together, we hold the power to shape the future and provide exceptional resources for special districts in California. By ensuring they remain at the forefront of delivering essential services and improving the quality of life for all residents, we can make a significant impact.

Let us build a stronger, more resilient future for California's special districts and the communities they serve.



## 2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: ROSS A. LEJA

District/Company: JURUPA AREA RECREATION & PARK DISTRICT

Title: DIRECTOR DIVISION 5

Elected/Appointed/Staff: ELECTED

Length of Service with District: 6 YEARS

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

NO

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

NO

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

NONE

4. List civic organization involvement:

JURUPA CHILDRENS CHRISTMAS PARTY

JURUPA DISTRICT LIONS CLUB

**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

I am running for the open board position to bring representation for the Inland Empire to CSDA and grow CSDA in the Inland Empire. San Bernardino and Riverside Counties, together known as the Inland Empire, is one of the fastest growing regions of California and home to over 80 special districts. However, the Inland Empire currently has no representation on the Southern District Board.

I currently serve on the Board of Directors for the Jurupa Area Recreation and Parks District (JARPD). Our district serves the city of Jurupa Valley and a portion of the city of Eastvale. I have been in this position for six years. During this time we have grown our district by fourteen facilities. I have made it a mission to develop relationships with the other special districts in our area to help JARPD better serve its residents. I look forward to expanding this mission to the other special districts in the Inland Empire if I am elected to the Board representing the Southern District

I am an eight year Air Force Veteran, husband, father and grandfather. My wife of 49 years and I have made our home in Jurupa Valley for over three decades. I have served on the City of Jurupa Valley Traffic Safety Committee, acting as its first chair for three years. I also served on the Jurupa Unified School District Citizen Oversight Committee for a \$144 million bond measure as both Vice Chair and Chair. A cause close to my heart is my work with the Jurupa Children's Christmas Party, an organization that has distributed presents to underprivileged in Jurupa Valley for over 40 years.

I have always considered service to my country and community a privilege and would like to continue by serving on the board of the California Special Districts Association.



# Helendale Community Services District

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Date: July 18, 2024  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #10  
Discussion and Possible Action Regarding Increase in Purchase Orders for Legal and Financial Services for Fiscal Years 2024

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## **STAFF RECOMMENDATION**

Staff seeks approval for this item.

## **STAFF REPORT**

At the beginning of the last fiscal year the Board approved open purchase orders for certain vendors whom Staff anticipated would exceed the General Manager's signing authority. Included in this approval was an estimated amount for legal services. Secondly, the professional services agreement (PSA) approved by the Board for financial support services with Eide Bailly was less than anticipated. Both vendors has exceeded the authorizations for the year and require additional approval by the Board. Prior to closing out the prior fiscal year, Staff is seeking approval to pay the final invoices for Eide Bailey for financial support services and Brunick, McElhaney & Kennedy for legal services.

### **Eide Bailey:**

In April Staff requested an increase in the contract amount by \$9,000 anticipating that would be sufficient to complete the year. However, in the transition of staffing with the unanticipated vacancy, additional support and training has been necessary for staff members performing new functions related to payroll and billing. The additional amount needed to close out this purchase order for the year is \$14,000. Total amount for accounting support services for FY24 is \$81,573.

### **Brunick, McElhaney & Kennedy:**

During the year the Board and Staff have been working through numerous contracts and legal matters that have required Counsel's attention. Secondly, after more than 17 years at a very low billable rate, the firm found it necessary to increase the rate by \$25/hour from \$125 per hour to \$150. The amount needed to close out this open purchase order for legal services for the year is \$29,865.25. The total for legal services for the year for FY24 is \$79,865.50

**Fiscal Impact:** As outlined in the staff report

**Possible Motion:** Approve increases in Open Purchase Orders for Fiscal Year 2024

**Attachments:** None.



# Helendale Community Services District

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Date: July 18, 2024  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #11  
Discussion and Possible Action Regarding Adoption of Revisions to the Fee Package

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## **STAFF RECOMMENDATION**

Staff seeks approval for this item.

## **STAFF REPORT**

The Fee Package is reviewed periodically Staff becomes aware of cost increases. It was last updated in February of 2023. The purpose of modifying the fees from time to time is to ensure that we are collecting sufficient fees to cover the cost of option services offered by the District. In addition, the Fee Package is updated to reflect current approved water, sewer and trash rates

Suggested modifications are highlighted in yellow with the new text in red for easy identification. Following are the suggested modifications:

Page 1: Removed previous Wastewater increase effective 1-1-23  
Page 2: Updated solid waste fees and added item 2 to address vacation suspension  
Page 6: Added convenience fee for using credit card in Thrift Store in item 11

**Fiscal Impact:** As outlined in the Fee Package

**Possible Motion:** Approve changes to the Fee Package as outlined in staff report.

**Attachments:** Fee Package with modifications noted



# Helendale Community Services District

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 Helendale, California 92342  
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## HELENDALE COMMUNITY SERVICES DISTRICT FEE PACKAGE

As amended ~~February 16, 2023~~ July 18, 2024

### FIXED MONTHLY RATES:

#### WATER FACILITIES CHARGE\*

Meter Size	Monthly Charge as of 7-1-20
¾" & 1"	\$46.05
2"	\$96.71
3"	\$363.81
4"	\$460.52
6" (SLA-RV)	\$460.52
6"	\$690.79

#### CONSUMPTION CHARGES (per HCF)

RATE
\$1.50

\*HCF = 748 Gallons

#### SEWER SERVICE CHARGE\*

Monthly Charge as of 1-1-23	Monthly Charge as of 7-1-24	Monthly Charge as of 7-1-25
\$51.64	\$53.45	\$55.32

\*per edu (Equivalent Dwelling Unit)

\*Once Water/Sewer is connected to the District's system, a continuous monthly water/sewer begins. The District will bill the customer until date of transfer of title. The customer is liable for the applicable minimum charges (Water Service Charge/Sewer Service Charge) even if no water is used. The monthly rate is subject to change based on HCSD Board approved rate increases.

**SOLID WASTE (TRASH/RECYCLING) SERVICE CHARGE – RESIDENTIAL**

SERVICE TYPE	Monthly charge as of 7/1/23 <del>2</del>	Monthly charge as of 7/1/24 <del>3</del>
Residential with Solid Waste Fee on Property Tax bill	<del>\$23.97</del> <u>27.85</u>	<del>27.85</del> <u>27.45</u>
Residential without Solid Waste Fee on Property Tax bill	<del>\$31.23</del> <u>35.11</u>	<del>35.11</del> <u>34.55</u>
Duplex	<del>55.70</del>	<del>55.70</del> <u>54.90</u>
Extra 95-gallon trash barrel	<del>\$8.79</del> <u>9.56</u>	<del>9.56</del> <u>9.93</u>
Extra 65-gallon recycle barrel	<del>\$1.72</del> <u>1.87</u>	<del>1.87</del> <u>1.94</u>
Extra pick up/extra bags on service day	<del>\$8.79</del> <u>9.56</u>	<del>9.56</del> <u>9.93</u>
Extra pick up/extra bags on non- service day	<del>\$26.12</del> <u>28.40</u>	<del>28.40</del> <u>29.53</u>
Green Waste Fee	.37	.37

**1. Cost to re-establish residential trash/recycling service\***

The cost to establish or re-establish residential trash/recycling service once service is inactivated for non-payment is three times the monthly charge, held as a deposit until the account is closed as defined in the Deposit Policy. \*Does not apply to customers with water and/or sewer services with the District. The monthly rate is subject to change based on HCSD Board approved rate increases.

2. Trash Service Vacation Suspension:

Customer may suspend service on time per calendar year at no cost. Any additional suspension during the calendar year will be at a cost of \$50 per suspension. Empty trash cans will be picked up before service suspension is effective. If cans are full when picked up, trash service will be charged for one additional week to account for full cans.

**DEVELOPMENT FEES:**

**1. Water Availability Letter**

**\$35.00 per letter**

**2. Water Permit Fee**

A permit is required for all new connections to the water system.

**\$60.00 per connection**

**3. Water System Connection Fee (based on residential)**

**\$2,251.65**

Commercial evaluated on a case by case basis.

**4. Water Supply Fee (based on residential – See Resolution 2015-01 & Exhibit A)**

For the purchase of water to serve property the fee is:

**\$5,000.00 – effective 1/15/15**

Commercial evaluated on a case by case basis.

**5. Meter Installation Charges**

Includes cost of new meter, installation of meter and courtesy valve and meter box. Hereafter courtesy valve is responsibility of customer to maintain.

Meter Size	Charge
<b>¾ &amp; 1"</b>	<b>\$600.00</b>
<b>1 ½"</b>	<b>\$600.00</b>
<b>2"</b>	<b>Cost + 15%</b>

3"	Cost + 15%
4"	Cost + 15%
6"	Cost + 15%
8"	Cost + 15%

Cost includes necessary supplies, equipment and staff time related to the new meter installation which may include installation of new service from the main and asphalt repair. Additional labor and materials costs may apply.

**6. Plan Check Fee – Commercial Service**

Plan check to verify that proposed facility is designed to meet HCSD water and sewer standards.  
**\$340.00 plus \$68.00/hour over five (5) hours.**

**-Construction Inspection Fee**

Inspection of proposed facility to ensure that construction is in compliance with HCSD water and sewer standards.

**\$340.00 plus \$68.00/hour over five (5) hours**

**7. Sewer System Connection Fee (based on residential)**

**\$3,360.95**

Commercial evaluated on a case by case basis.

**8. Processing fee to determine EDU count**

**\$55.00** per sewer connection for plan check

- a. Fixture Units over 20 = \$25.00 per fixture unit

**9. Inspection Fees - Sewer**

Service	Fee
Permit & 3 inspections	<b>\$219.00</b>
Additional inspections	<b>\$53.00 per visit over 3</b>
Main cut-in	<b>\$100.00</b>

**10. Park Development Impact Fee**

All new development. Collected upon application for service, including water and wastewater connection fees (see Resolution No. 2018-03 and Ordinance No. 2018-01). Fee effective 3/1/18

**Single Family \$ 1,720.00**

**Multi-Family \$ 1,274.00**

**11. Field Inspection for verification of utilities**

This would include any pre-construction verification including pot-holing for utilities.

\$75 per location plus 15%

**12. Feasibility Study (Primarily for Commercial, Multi-Residential or Tract Construction)**

The fee for work performed to determine feasibility of service delivery.

Fee will be determined by the District Engineer that HCSD contracts with and charged at cost plus 50% Administration fee.

**WATER RELATED FEES:**

**1. Backflow Maintenance Fee**

**\$35.00 per device per year**

Customers with back-flow devices are notified annually to conduct an inspection of the device. The inspection is performed by a licensed inspector who submits the inspection report to HCSD. The HCSD is

required to process such notices and keep records of the inspections. Properties must maintain a backflow in good working order.

If the report is not received within 30 days a second reminder notice will be mailed at a cost of \$15.00. Once the report is 45 days past due, a third reminder notice will be mailed at a cost of \$15.00. Should the report become 60 days past due, the District will perform the inspection and bill the customer \$35.00 plus an administrative fee of \$15.00.

**2. Meter and Backflow Testing**

All meter testing and backflow testing will be at cost plus fifteen percent (15%)

**3. Fire Flow Test**

**\$225.00 plus 5 HCF of water consumption for each test.**

**4. Monthly Fire Protection Service**

Service Line Size	Charge
1" – 2"	\$ 9.00
4"	\$18.00
6"	\$27.00
8"	\$36.00
10"	\$45.00
12"	\$54.00

Water used for any purpose other than fire protection shall be charged double the monthly facilities charge **plus the cost of water consumed at a 20% surcharge.** If property has a separate water meter for fire protection only, a meter installation fee of \$600.00 is assessed.

**5. Replacement of Customer's Courtesy Valve**

Covers the parts and installation of a new "lead free" brass gate valve.  
**\$170.00**

**6. Hydrant Meter Rental**

Meter Size	Monthly charge as of 7/1/20	Usage per HCF as of 6/19/22	Deposit*
3"	\$545.72	\$4.10	\$1500.00

Once the meter is returned, the above fees/charges (hydrant meter rental fee/water consumption) will be deducted from the deposit (\*if a deposit is required) and any remaining balance will be refunded. All meters and ancillary devices shall be inspected by the Water Operations staff for damages before a final bill/refund is issued and the meter is put back into inventory. All meter must have a backflow device or approved air gap supplied by customer. At the District's discretion, staff will direct contractor to District facility for use of water or may rent a meter out. The District reserves the option to not rent out hydrant meters.

**SOLID WASTE FEES:**

1. Bulky Item Pickup

Once a customer has utilized both bulky item pickups for the calendar year, they may call for an additional pickup. The charge is \$35, plus \$11 per item up to five items. These fees will also be billed for those customers who do not pay for trash service (i.e. condo units with dumpsters).

#### **LABOR AND EQUIPMENT FEES:**

**1. Equipment Rates are billed at the hourly rate plus 15%.**

**2. Administration/Supervision**

The total labor/equipment cost to include the costs of administration and other overhead charges including accounting, purchasing, building leases, etc.

**50% of labor/equipment cost**

**3. Labor Rate**

Miscellaneous work performed by operator or maintenance worker.

Will be charged at the appropriate hourly rate. After hours, weekend and holiday rates will be charged as appropriate and are subject to a minimum two (2) hour call out.

#### **MISCELLANEOUS FEES:**

**1. Delinquent Water & Sewer Fees**

The amount to charge for accounts that remain unpaid after the due date:

**10% of the current balance plus 1% of the unpaid previous balance.**

**2. Returned Check**

The fee charged when a check is returned unpaid by the bank for any reason - **\$35.00**

**3. Turn off/Turn on Fee at Customer's Request**

This is a coupled fee that covers both the turn off and subsequent turn on. The charge for a Customer Requested turn on/turn off during normal working hours.

**\$40.00**

If a customer is temporarily vacating premises and wishes to have the meter turned off and/or locked, the customer may do so by submitting a written request and pay the turn-off/turn-on fees. Turning off the meter does not relieve the customer of the monthly basic rates for water/sewer. The customer should also check with other utilities and his/her insurance company to understand any potential liability if the water is turned off. A District release of liability form must be signed by the property owner.

**4. Turn on/Turn Off Fee for Real Estate Inspection**

A form must be signed by the listing agent/bank or bank assignee is required. The turn on/turn off for an inspection only is:

**\$40.00 - 1 day turn on/off**

**5. After-Hours Call Out Fee**

The fee for staff to respond to a call for emergency turn off due to leak after normal working hours is: **\$96.00**

\*Waive fees for the first and second emergency turn off; after the second turn off, a letter will be mailed to the customer. The after hours call out fee will apply to the third and all subsequent emergency turn offs. This benefit resets every five years.

- a) Customers who make excessive after hours calls to the answering service during the same day will be charged a \$5.00 fee for each call in excess of two calls during the same day.

**6. Variance**

Management and Legal Counsel are required to review an application for a variance.  
**\$200.00**

**7. Copying Fees**

Fee for providing reproduction services; per page charge.  
**\$0.25** per page

**8. Door Hanger Charge**

The fee when a door hanger is needed to notify the customer or occupant of important information.  
**\$20.00**

**9. Check Processing Fee**

This fee will be incurred when any of the follow are requested:

--Request to issue refund check to a customer (credit balance on active account),

--Request to issue a deposit refund to multiple recipients

--Request a refund check outside of the normal billing/closing bill process (if earlier than 15 days after close of account.

-- Request for a check to be made out to in individual rather than a trust. (In cases when the account is in the name of a trust)

**\$15.00** per check issued or to re-issue a check

**10. Stop Payment Fee**

When the District needs to place a stop payment on a District issued check (due to lost, damaged, etc.).  
**\$30.00** per check (\$30 fee will be deducted from original check amount issued)

The cost to re-issue a new check at the customer or vendor request is \$15.00. See Item 9.

**11. Credit Card Convenience Charge**

A \$3.00 fee is charged for all utility payments made by credit card when not paying in person.

A \$1.00 convenience fee will be charged for all credit card transactions in the Recycling Center/ Thrift Store.

**12. Credit Check Fee**

A **\$5.00** fee is charged to perform a credit check as a means of waiving a customer deposit.

**13. Disconnect Fee**

The fee to turn off water service for non-payment. When performed during normal working hours the fee is: \$50.00

**14. Reconnect Fee**

The fee to turn water service on after service has been turned off for non-payment.

a) When performed during normal working hours the reconnect fee is: \$20.00

b) When performed after normal working hours the reconnect fee is: \$96.00

**15. Lien Fees**

The fee to ensure payment for unpaid water and sewer related charges against the property.

The fee for preparation and recordation of the Lien and the subsequent Release of Lien are as follows:  
**\$109.00** + lien release cost as a pass-through (**As of 1/1/2020 the County fee is \$20**).

**DAMAGE and ILLEGAL USE FEES:**

**1. Damaging sewer infrastructure during tie-in**

There shall be a charge of Cost plus 15% for any damage caused during the tie in of the sewer lateral to the collection main during new construction or customer-side repairs.

**2. Damages to District Facilities**

Charge shall be Cost plus 15% for any damage to water, wastewater, or park infrastructure including but not limited to: MXU, Meter Register, cut wires, damaged angle-meter stop, sewer manhole, sewer mains, sewer cleanouts, sewer chimney, sewer laterals, graffiti on District property, etc. Charge due to damage may include 50% of replacement of service line.

**Intentional Damage Charge**

Charges for intentional damage to HCSD's equipment, facilities or infrastructure shall be charged: **\$35.00 per incident + costs of parts and labor + 15% administration fee.**

**Misdemeanor Charge**

Administrative time and actual field time plus any related materials charge to handle a misdemeanor violation.

**\$60.00 + costs of parts and labor + 15% administration fee.**

**Damages to Park Facilities**

Administrative time and actual field time plus any related materials charge to handle damages, make police report, coordinate with insurance, etc.

**Costs of parts and labor + 15% administration fee.**

**3. Police Report**

**In the event a police report is filed the charge is:**

**Cost + 15%**

**4. Cessation of Sewer service due to illegal usage**

In the event of illegal/unauthorized usage of the sewer system a property can be blocked from usage.

**Cost plus 15%.**

**5. Flow Restrictor Installation/Removal**

For means of enforcement of the District Rules & Regulations, implementation of conservation mandates, and/or other circumstances under which the District deems necessary, the charge for installation and removal of the flow restrictor is:

**Cost + 15%**

**6. Broken Utility Lock**

In the event the lock is damaged or removed the following fee applies:

**Cost + Labor + 15%**

**7. Broken Angle Meter Stop (A-Stop)**

Any combination of the following charges may apply:

-If the A-Stop is repairable the charge is: \$50.00 + Cost + 15%

-If the A-Stop cannot be repaired and a new service line will need to be pulled the charge is: Cost + 15%

-If existing service line can be compressed in order to make necessary repair the charge is: 50% of the cost of new service installation + 15% (This process compromises the service line and can only be done twice before line needs to be replaced.)

**8. Meter Pull/Meter Reset** In the event the meter is pulled (due to tampering, to check meters performance per customer request, etc.) the fee is:

**\$100.00 + Cost + 15%**

To reset the meter the charge is:

**\$100.00 + Cost + 15%**

**9. Unauthorized Water Usage/Theft of Water**

This includes unauthorized use of water for domestic, commercial or fire flow purposes and can include one or more of the following:

--An illegal connection of water via a hose or other device across property lines and between two residential or commercial units.

--Use of water after a meter lock has been cut or meter tampered with

**\$150.00** per instance

**\$150.00 + cost of repairs and water usage.**

If usage amount cannot be verified then a water cost equivalent to an average of the last twelve months will be charged.

**10. Obstruction Charge**

On occasion, customers intentionally obstruct their meters making it difficult for field staff to read or maintain the meter. After a phone call and door hanger notifying customer of obstruction the following will be charged:

**\$35.00 per technician site visit to property plus monthly average of water usage based upon the previous twelve months until the meter is unobstructed.**

Once meter read is obtained, usage amount will be modified accordingly.

**11. Unauthorized Move of Temporary Construction Meter**

Fee for movement of a temporary construction meter without authorization.

**\$90.00**



# Helendale Community Services District

Date: July 18, 2024  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #12  
Discussion and Possible Action Regarding Use of Community Center Property by Ventura Circus October 2-8

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## **STAFF RECOMMENDATION**

Staff seeks input from the Board regarding this item.

## **STAFF REPORT**

Ventura Circus has approached the District again requesting to use the Community Center property to hold a circus October 2<sup>nd</sup> through October 8<sup>th</sup>. The circus would run for four nights. Set up would occur on October 2<sup>nd</sup> and teardown will be October 7<sup>th</sup>. The total requested time frame for the use would be 7-8 days.

The Park and Rec committee discussed the use of the property to hold the circus and recommended a \$1,000 fee for the use.

The circus would consist of various acts including tight rope, juggling, clowns, a concession stand, etc., and no animals are used in this circus.

The tent is approximately 100 x 100. Estimated attendance is between 200 - 300 people per night. The vendor will secure the appropriate permits through San Bernardino County and provide additional insurance in the amount of \$3 million.

Fiscal Impact: Estimated revenue of \$1,000

Possible Motion: Approve use of the Community Center property to hold a circus at the Community Center property.

**Fiscal Impact:** \$1000

**Possible Motion:** Approve use of Community Center Property by Ventura Circus from October 2 through 8, 2024

## **Attachments:**

None