



REGULAR BOARD MEETING
Thursday, August 1, 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 Meeting ID 463 173 8547 Passcode: HCSD. (Dial-in instructions will be provided after registering at the link)

Pursuant to Government Code Section 54953(b), Director Haas will attend the meeting via teleconference; location at 26454 Edgewater Lane, Helendale, CA 92342

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: Regular Board Meeting of June 6, 2024
- b. Bills Paid Report
- c. June Financial Report

5. Reports

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

Regular Business:

6. Discussion and Possible Action Regarding Approval of Director's Expense Report

7. Public Hearing Public to Receive Comments Regarding Possible Adoption of Resolution 2024-12: A Resolution of the Board of Directors of the Helendale Community Services District Confirming, or Modifying and Then Confirming, the Report of Delinquent Water, Sewer and Trash Collection User Charges for the Purpose of Collecting Said Charges on the San Bernardino County Tax Roll.

8. Discussion and Possible Action Regarding Approval of Equipment Location and Right of Entry Agreement with RailState
9. Discussion and Possible Action Regarding Approval of a Contract with AMS Construction for Repair and Replacement of Sports Field Lighting
10. Discussion and Possible Action Regarding Approval of Open Purchase Orders for FY 25
11. Discussion and Possible Action Regarding Adoption of Resolution 2024-13: A Resolution of the Helendale Community Services District Board of Directors in Support of Filing an Application with the Bureau of Reclamation for a Grant Under the Water-Smart Grant: Small Scale Water Efficiency Projects
12. Discussion Only Regarding Future Strategic Planning for the District

Other Business

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

Closed Session

14. Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2)
One Potential Case
15. Report of Closed Session Item
16. Adjournment

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



Helendale Community Services District

Date: August 1, 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))

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

Date: August 1, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #4
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: Regular Board Meeting of July 18
- b. Bills Paid Report
- c. June Financial Report



Helendale Community Services District

Date: August 1, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #4a
Minutes from Regular Board meeting 7/18/2024



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

Date: July 18, 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 type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> In Person	<input checked="" type="checkbox"/> Remote
Director George Cardenas	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote
Director Gail Guinn	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote

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; Alex Aviles, Wastewater Operations Manager; Cheryl Vermette, Administrative Services Manager

Consultants/Guests

Steven Kennedy, Legal Counsel – Zoom
 CJ Porter, Field Representative for Supervisor Cook - Zoom

Members of the public

There were three members 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 Cardenas made a motion to approve the agenda 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 type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain

Director George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

3. PUBLIC PARTICIPATION

Greg Thomson, Resident – discussed the issue of safety in the community. He asked about installing cameras in the community. He also asked about Helendale residents being eligible for Kaiser insurance, and if there was anything that could be done.

CJ Porter – Field Representative for Supervisor Cooks Office gave an update from the Supervisors office on improvements at Fire Station 4, budget, the marijuana task force, and the San Bernardino Transit Authority added the Helendale Darghty road paving to their 10-year plan.

CONSENT ITEMS

4. CONSENT ITEMS

- a. Approval of Minutes: Regular Board Meeting for June 27, 2024
- b. Bills Paid Report
- c. May Financial 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 type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

5. REPORTS

a. Directors' Reports

Director Cardenas reported that he attended the General Manager's Leadership conference, noting that it was a great conference for leadership and growth. He also attended the AWWA ACE conference and the ESRI GIS conference. Director Cardenas added that he will have a written report included in an upcoming agenda packet.

Director Guinn reported that we now have over 20 certified CERT members and growing. We are also looking into participating in a train the trainer program. At the next meeting a new commander and possibly vice commander will be appointed. Director Guinn also attended the ASBCSD meeting and tri-communities luncheon. The Helendale Night Out committee is working on the safety night, and it is going well. The committee is also discussing the 9/11 tribute. President Spiller reported that the Concert in the Park went well, however it was a little slow in the beginning.

General Managers Report

General Manager Cox reported that election season has begun, the registrar of voter dates to pull papers for office are July 15th through August 9th. The District Clerk of the Board can issue papers. Candidates will have to complete the process at the Registrars office in San Bernardino.

Beginning July 1st new trash customers are now part of the District. Letters were sent out. The first billing will go out in August. There are 57 residential cart customers. Wastewater Operations Manager Aviles gave the wastewater report. The District purchased a restroom at auction for \$2005. Staff installed it for the last concert. Wastewater staff poured the concrete pad at the park, set the restroom, and performed the sewer tie in. Water staff connected the water service and hooked up the electrical. Bollards were installed to protect the building, Staff will fill them with concrete and paint them safety yellow after the footing dries. This unit will be open for events only. Staff spent a couple of days trying to locate a sewer lateral on Lakeview via excavation for the builder to tie in the sewer. Arizona Pipeline was able to use a lateral launcher to locate the sewer lateral. Staff also performed preventive maintenance on two of the service trucks.

General Manager Cox gave the administration update, there were 33 account transfers. The District is seeing growth in construction, nine new meters were installed and two sewer inspections were completed from January to June 2024. The average monthly bill is \$149.53. The thrift store FY revenue is \$305,668.72. The District's current cash balance is \$8,144,641. The water fund has \$3,604,013; the wastewater fund has \$3,522,472; the park fund has \$615,206; the solid waste fund has \$227,400. The District's has money in the following accounts: CBB Checking - \$1,903,958; Flagstar - \$325,862.05; CA Class - @2,708,214; CBB Trust - \$2,121,195; and LAIF - \$1,085,410.

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

Public Hearing Open: President Spiller opened the Public Hearing at 6:36 pm.

Discussion: Resolution 2024-10 authorizes the establishment and continuation of collection of water & sewer standby fees. This resolution finalizes the process initiated by Resolution 2024-02 adopted on May 2, 2024. The minimum fee is \$30 per service per parcel. One parcel in the proximity of both water and sewer lines, but not connected, would be charged \$60.00 (\$30.00 for each service availability). The resolution reiterates the District is the successor agency to County Service Area 70, Zones B & C. There are 585 Parcels that will pay the sewer standby fee for \$18,780 in fee revenue and 583 Parcels that will pay the Water Standby Fee for \$22,040 in fee revenue. The total estimated amount of standby fees for the tax rolls is \$40,820. Upon approval of Resolution 2024-10, data files will be sent to County Assessor for placement on the next tax bill by August 10. The purpose of a Standby Fee is to reserve capacity in the system for that property. Exhibits A and B illustrate the calculation used Based upon EBU or Equivalent Buildable Unit. The charge is \$30 per EBU. Parcels between 0 to 1 acre in size equal \$30. Any fractions of size equals 1 EBU. For example, 1.5-acre parcels = 2 EBU's, 11 parcels pay larger fees. The engineer's report was included in the staff report. The public hearing was noticed as required. No protests

have been received. Staff's recommendation includes the requested authorization to make any final adjustments based upon discovery prior to submittal to the County Tax Collector.

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

Motion Director Guinn made the motion to adopt Resolution 2024-10.

Second Director Cardenas

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 type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

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

Public Hearing Open: President Spiller opened the Public Hearing at 6:42 pm.

Discussion: On November 2010, San Bernardino Solid Waste Management transferred the Refuse Disposal Land Use Fee to HCSD. The District collects the \$85.14 refuse disposal fee per Equivalent Single Family Residence (ESRF) for the area. This is a pre-Prop 13 tax and cannot be increased without voter approval. If not collected on the tax rolls this fee would require the monthly trash rate be increased by the amount required to cover the disposal costs. The amount differs based on the type of residence on a parcel. i.e. Two SFRs, Three SFRs, Duplex, Triplex, etc. as outlined in Exhibit A of the Resolution. The amount is collected on the County property tax bill and paid to the District periodically during the fiscal year. A total of \$230,899.68 will be collected for the existing area and \$12,558.15 for the new annexation area for FY 25 (\$243,457.83). What the ESRF Funds are used for: disposal of the community's waste picked up at the curb weekly by Burrtec, two Community Clean-up Days, shred truck for document destruction, green waste disposal program, bulky item pick up & disposal program, thrift store dumpsters, dump passes, outreach and educational materials, and one full-time employee. Resolution 2024-11 authorizes the General Manager to cause the levy of the special assessment for Refuse Land Use Fees to be collected on the 2024-25 San Bernardino County Tax Roll. The parcel information will be forwarded to the County by August 10. No protests have been received. Staff's recommendation includes the authorization to make any final adjustments based upon payments and other discovery prior to submittal to the County Tax Collector

Public Hearing Close: President Spiller closed the public hearing at 6:51 pm.

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 type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

8. Discussion and Possible Action Regarding Approval of Directors' Expense Reports

Discussion

Motion Vice President Clark made the motion to approve the purchase of a fine bar screen with washer/compactor from JWC Environmental not to exceed \$103,000.

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

9. Discussion and Possible Action Regarding California Special Districts Association (CSDA) Election

Discussion This matter is at the discretion of the Board. The District belongs to CSDA which elects representation on their Board for a three year term. The following candidates are on the ballot: Jo MacKenzie – Vista Irrigation; Jason Dafforn – Valley Irrigation; and Ross Leja – Jurupa Rec. The current representatives include: Arlene Schafer, Don Bartz, and Jo MacKenzie.

Motion Director Guinn made the motion to vote for Jo MacKenzie.

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 type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

10. Discussion and Possible Action Regarding Increase in Purchase Orders for Legal and Financial Services

Discussion Each fiscal year Staff requests approval of open purchase orders. Recurring charges are not covered in that manner and are approved by the Board as a contract or professional services agreement. Eide Bailly is approved under a professional service agreement and Brunick, McElhaney & Kennedy is approved under an open purchase order. In order to close out FY24, additional funds need to be appropriated by the Board. Eide Bailly's additional services included: 457 issues in November (\$3382); audit prep (\$1103); W-2 filing issues (\$7,184); quarterly payroll tax (\$2,211); and payroll assistance (\$917). An additional \$14,000 is needed for FY 24. Brunick, McElhaney & Kennedy's additional services included work on the PFAS issue,

numerous contracts which statutory changes required modifications to numerous resolutions and contracts. An additional \$29,865.25 is needed.

Motion Director Cardenas made the motion to approve the increase in purchase orders as outlined in the Staff report

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 type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

11. Discussion and Possible Action Regarding Adoption of Revisions to Fee Package

Discussion The fee package was last revised in 2023. Rates have been updated based upon Burrtec and Wastewater increases. A trash service vacation suspension has been added, which can be done once per year at no charge, subsequent suspensions will be \$50 per occurrence and cans will be picked up upon suspension. A \$1 credit card convenience fee to be added for the recycling center transactions due to increasing transaction costs.

Motion Director Guinn made the motion to adopt the fee package with modifications as outlined in the staff report.

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 type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

12. Discussion and Possible Action Regarding Use of Community Center Property by Ventura Circus October 2-8

Discussion The District was contacted by Ventura Circus. This group held an event at the Community Center property last year. The Park & Rec Committee discussed the event at the meeting held 7/25. The timeframe for the Circus is October 2-8, with the event being held over 4 days and the balance of the time dedicated to setup and tear down. The tent is 100'x100'. The audience capacity is approximately 300/show. The vendor responsible for county permits and has a \$3 million insurance policy. The payment to the District would be \$1000.

Motion Vice President Clark made the motion to approve use of the Community Center lot for a circus event.

Second President Spiller

Vote

President Henry Spiller	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
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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 type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

OTHER BUSINESS

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

CLOSED SESSION

President Spiller called for a brief recess at 7:20 pm after which closed session began.

President Spiller called for a brief break at 7:30 pm.

- 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 Items

Legal Counsel Kennedy reported that the Board met in closed session to discuss the agenda item. There was no reportable action.

- 17.** Adjournment

President Spiller adjourned the meeting at 8:15 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

DATE: August 1, 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

STAFF RECOMMENDATION

Updated Report Only. Receive and File
07/29/2024

STAFF REPORT:

Staff issued 35 checks and 13 EFT's totaling \$321,698.72

Total Cash Available:	<u>7/29/24</u>	<u>07/15/24</u>
Cash	\$ 8,009,152.01	\$ 8,144,640.63
Checks/EFT's Issued	\$ 321,698.72	\$ 553,373.20

INVESTMENT REPORT:

The Investment Report shows the status of the invested District funds. June 2024 interest rates were 5.442% for CA Class, and 4.480% for LAIF. Interest earned on CA Class account for July is 11,931.87.



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 07/15/2024 - 07/29/2024

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 211102187 - CBB Checking					
07/18/2024	27551	Reverse Refund Check MIKE CHANG	28.13	Check Reversal	Utility Billing
07/16/2024	28023	Burrtec Waste Industries Inc	-191.88	Check	Accounts Payable
07/16/2024	28024	Consolidated Electrical Distributors, Inc.	-1,331.77	Check	Accounts Payable
07/16/2024	28025	Frontier Communications	-88.91	Check	Accounts Payable
07/16/2024	28026	Lakeside Heating and Air Conditioning	-238.00	Check	Accounts Payable
07/16/2024	28027	Lowe's Inc.	-692.40	Check	Accounts Payable
07/16/2024	28028	Robert R. Yeghoian Co., Inc.	-1,984.00	Check	Accounts Payable
07/16/2024	28029	Shavon Aviles	-1,000.00	Check	Accounts Payable
07/16/2024	28030	Synagro West, LLC	-1,399.88	Check	Accounts Payable
07/16/2024	28031	Verizon Wireless	-136.39	Check	Accounts Payable
07/16/2024	28032	Verizon Wireless	-765.50	Check	Accounts Payable
07/17/2024	28033	California State Disbursement Unit	-230.76	Check	Accounts Payable
07/17/2024	28034	State of California - Franchise Tax Board	-150.00	Check	Accounts Payable
07/17/2024	28035	ARAM DREE CHOE	-396.00	Check	Utility Billing
07/17/2024	28036	RUDOLPH BLANCO	-317.26	Check	Utility Billing
07/18/2024	28037	A.R.M. Electrical Contractor	-1,781.25	Check	Accounts Payable
07/18/2024	28038	ACI Payments, Inc	-55.70	Check	Accounts Payable
07/18/2024	28039	Burrtec Waste Group, Inc	-11,333.51	Check	Accounts Payable
07/18/2024	28040	Consolidated Electrical Distributors, Inc.	-975.93	Check	Accounts Payable
07/18/2024	28041	County of San Bernardino, Solid Waste Mgmt. Div.	-889.41	Check	Accounts Payable
07/18/2024	28042	Frontier Communications	-103.19	Check	Accounts Payable
07/18/2024	28043	Frontier Communications	-65.83	Check	Accounts Payable
07/18/2024	28044	Home Depot Credit Services	-5,382.84	Check	Accounts Payable
07/18/2024	28045	Konica Minolta	-881.28	Check	Accounts Payable
07/18/2024	28046	Shavon Aviles	-131.03	Check	Accounts Payable
07/22/2024	28047	Citizens Business Bank	-149,447.45	Check	Accounts Payable
07/23/2024	28048	Brunick, McElhaney & Kennedy Professional Law Corp	-34,235.75	Check	Accounts Payable
07/25/2024	28049	DOI - Bureau of land Management	-1,260.00	Check	Accounts Payable
07/25/2024	28050	FNBO	-2,631.31	Check	Accounts Payable
07/25/2024	28051	Lakeside Heating and Air Conditioning	-234.00	Check	Accounts Payable
07/25/2024	28052	Lakeside Heating and Air Conditioning	-5,944.00	Check	Accounts Payable
07/25/2024	28053	Lakeside Heating and Air Conditioning	-95.00	Check	Accounts Payable
07/25/2024	28054	San Bernardino County Fire Protection District	-1,055.00	Check	Accounts Payable
07/25/2024	28055	Sierra Analytical Labs, Inc	-300.00	Check	Accounts Payable
07/25/2024	28056	Ultimate Internet Access, Inc	-3,485.53	Check	Accounts Payable
07/25/2024	28057	WaterMaster	-2,612.23	Check	Accounts Payable
07/15/2024	EFT0005086	CalPERS Classic Pmt PPE 6/16/24	-9,218.93	EFT	General Ledger
07/15/2024	EFT0005087	CalPERS PEPRA Pmt PPE 6/16/24	-2,617.21	EFT	General Ledger
07/22/2024	EFT0005092	To record Classc 1959 Survivor Billing	-608.40	EFT	General Ledger
07/22/2024	EFT0005096	To record PERS PEPRA 1959 Survivor	-457.60	EFT	General Ledger
07/29/2024	EFT0005097	to record Annual Classic Unfunded Accrued Liability	-53,586.00	EFT	General Ledger
07/29/2024	EFT0005098	to record Annual PEPRA Unfunded Accrued Liability	-1,172.00	EFT	General Ledger
07/17/2024	EFT0005100	CalPERS 457 Pmt PPE 7/14/24	-4,637.51	EFT	General Ledger
07/23/2024	EFT0005102	SCE Street Lighting Acct # 700013030275	-1,746.45	EFT	General Ledger
07/23/2024	EFT0005108	SCE ACH Park Wellheads Acct 700448234519	-692.68	EFT	General Ledger
07/29/2024	EFT0005109	SCE ACH Sod Farm Acct 700255337588	-2,423.96	EFT	General Ledger

Bank Transaction Report

Issued Date	Number	Description	Amount	Type	Module
07/22/2024	EFT0005114	To record Tasc Flex Claim Pmt PPE 7/14/24	-889.55	EFT	General Ledger
07/29/2024	EFT0005115	CalPERS Classic Pmt PPE 6/30/24	-9,236.36	EFT	General Ledger
07/29/2024	EFT0005116	CalPERS PEPRP Pmt PPE 6/30/24	-2,617.21	EFT	General Ledger
			Bank Account 211102187 Total: (49)		-321,698.72
			Report Total: (49)		-321,698.72

Summary

Bank Account

[211102187 CBB Checking](#)

Count	Amount
49	-321,698.72
Report Total: 49	-321,698.72

Cash Account

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

Count	Amount
49	-321,698.72
Report Total: 49	-321,698.72

Transaction Type	Count	Amount
Check	35	-231,822.99
Check Reversal	1	28.13
EFT	13	-89,903.86
Report Total:	49	-321,698.72



Helendale Community Services District

DATE: August 1, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #4c
June Financial Report

Attached, please find the Financial Report for June.

The June Financial Report provides an initial summary of the financial performance for the year. This is unaudited data that will be trued up in the Fiscal Year Audit presented to the Board in November or December of this year.



Helendale CSD
Statement of Revenues and Expenses - Water
As of June 30, 2024
(Unaudited)

Preliminary Results - Subject to Change

	June 2024	YTD Actual	Budget	100% of Budget	PYTD
1 Operating Revenues					
2 Meter Charges	\$ 135,211	\$ 1,618,431	\$ 1,591,123	102%	\$ 1,618,015
3 Water Sales	75,461	788,266	912,051	86%	864,559
4 Standby Charges	-	35,303	30,228	117%	24,042
5 Other Operating Revenue	5,081	189,596	83,823	226%	128,435
6 Total Operating Revenues	215,753	2,631,597	2,617,225	101%	2,635,052
7 Non-Operating Revenues					
8 Grant Revenue	15,000	15,000	-	0%	15,000
9 Miscellaneous Income (Expense)	-	2,375	-	0%	(11,459)
10 Total Non-Operating Revenues	15,000	17,375	-	0%	3,541
11 Total Revenues	230,753	2,648,972	2,617,225	101%	2,638,593
12 Expenses					
13 Salaries & Benefits					
14 Salaries	48,359	416,243	421,896	99%	365,617
15 Benefits	15,227	147,518	138,780	106%	131,711
16 Total Salaries & Benefits	63,586	563,761	560,676	101%	497,328
17 Transmission & Distribution					
18 Contractual Services	1,303	42,388	56,607	75%	71,617
19 Power	13,367	194,610	209,725	93%	178,660
20 Operations & Maintenance	11,516	123,635	153,000	81%	121,678
21 Rent/Lease Expense	800	9,600	11,490	84%	10,860
22 Permits & Fees	-	38,506	40,100	96%	34,050
23 Total T&D	26,986	408,738	470,922	87%	416,864
24 General & Administrative					
25 Utilities	502	4,269	3,928	109%	4,328
26 Office & Other Expenses	26	1,355	5,750	24%	1,604
27 Admin Allocation	52,307	627,686	627,686	100%	573,176
28 Total G&A	52,836	633,309	637,364	99%	579,107
29 Debt Service	-	346,309	346,313	100%	528,458
30 Total Expenses	143,408	1,952,117	2,015,275	97%	2,021,757
31 Net Income (Loss) Before Capital	87,346	696,855	601,950	116%	616,835
32 Sale or Lease of Water Rights	-	428,475	-	N/A	401,245
33 Capital Expenses	(3,051)	(399,165)	(1,792,000)	22%	(721,265)
34 Net Income (Loss) After Capital	\$ 84,294	\$ 726,165	\$ (1,190,050)		\$ 296,815

*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 June 30, 2024 – 100% 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 ended in line with budget.

Line 3 Water Sales: Includes water consumption charges. YTD ended under budget at 86% 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 ended 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 ended over budget due to the high volume of connections, meter installations, water supply and delinquent fees.

Line 8 Grant Revenue: YTD activity includes \$15K received from the Strategic Partners Grant.

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 ended in line with budget.

Line 15 Benefits: Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD ended over budget due to employee 457 expenses not anticipated in the budget.

Line 18 Contractual Services: Includes lab testing, engineering, geographic information system (GIS) support & other contract services. YTD ended under budget at 75% due to less services needed than anticipated.

Line 19 Power: Includes electricity usage for transmission & distribution. YTD ended under budget at 93%.

Line 20 Operations & Maintenance: Includes operations & maintenance expenses, uniforms, vehicle maintenance and vehicle fuel. YTD ended under budget at 81% due to less maintenance costs than anticipated.

Line 21 Rent/Lease Expense: Includes rental costs for the water shop and Bureau of Land Management (BLM) tank sites. YTD ended under budget at 84% due to the timing of rent collection for BLM tank sites as of the date the financials were prepared.

Line 22 Permits & Fees: Includes all water permits, miscellaneous fees, and Watermaster fees. YTD ended under budget at 96%.

Line 25 Utilities (G&A): Includes gas and telephone expenses. YTD ended over budget 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 ended under budget at 24% due to conservative budgeting for water conservation.

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
- \$143.8K – AMI Meters
- \$62.6K – Service Truck
- \$33K – Water Rights
- \$71K – Roof replacement cost share



Helendale CSD
Statement of Revenues and Expenses - Sewer
As of June 30, 2024
(Unaudited)

Preliminary Results - Subject to Change

	June 2024	YTD Actual	Budget	100% of Budget	PYTD
1 Operating Revenues					
2 Sewer Charges	\$ 152,294	\$ 1,826,091	\$ 1,825,577	100%	\$ 1,741,595
3 Standby Charges	-	30,109	25,907	116%	19,896
4 Other Fees & Charges	2,253	80,463	28,760	280%	43,225
5 Interfund Transfer In/(Out)	3,508	42,100	42,100	100%	42,100
6 Other Income/(Expense)	-	4,408	-	0%	(6,419)
7 Total Revenues	158,055	1,983,171	1,922,344	103%	1,840,397
8 Expenses					
9 Salaries & Benefits					
10 Salaries	42,165	332,462	385,417	86%	287,084
11 Benefits	9,865	117,130	128,651	91%	109,761
12 Total Salaries & Benefits	52,030	449,592	514,068	87%	396,844
13 Sewer Operations					
14 Contractual Services	18,087	60,854	113,720	54%	75,805
15 Power	10,530	127,784	102,000	125%	114,431
16 Operations & Maintenance	4,409	73,650	59,800	123%	68,007
17 Permits & Fees	-	34,866	40,000	87%	33,156
18 Total Sewer Operations	33,026	297,153	315,520	94%	291,399
19 General & Administrative					
20 Utilities	384	5,748	5,505	104%	4,650
21 Office & Other Expenses	1,960	23,606	17,760	133%	11,348
22 Admin Allocation	51,261	615,132	615,132	100%	561,712
23 Total G&A	53,605	644,486	638,397	101%	577,711
24 Debt Service	-	102,123	102,123	100%	102,078
25 Total Expenses	138,661	1,493,355	1,570,108	95%	1,368,031
26 Net Income (Loss) Before Capital	19,394	489,817	352,236	139%	472,366
27 Capital Expenses	(99,330)	(216,886)	(845,000)	26%	(136,446)
28 Net Income (Loss) After Capital	\$ (79,936)	\$ 272,931	\$ (492,764)		\$ 335,919

*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 ended 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 ended 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 ended under budget at 86% due to a budgeted position that went unfilled.

Line 11 Benefits: Includes employee insurance, PERS retirement, workers compensation, payroll taxes, and education & training. YTD ended under budget at 91%.

Line 14 Contractual Services: Includes lab testing, engineering, GIS support & other contractual services. YTD ended under budget at 54% due to less need for services than anticipated.

Line 15 Power: Includes electricity used for Sewer. YTD ended 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 ended 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 ended under budget at 87%.

Line 20 Utilities (G&A): Includes gas, water, and telephone expenses. YTD ended over budget 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 ended 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
- \$69.3K – New Trickling Filter Pump
- \$30K – New Filtrate Pumps, Electrical Panel & Sonic Meter
- \$1.3K – Interior Completion of Maintenance Building
- \$9.1K – Stainless Steel Lids at Lift Station
- \$20.9K – Manhole Covers
- \$71K – Roof replacement cost share



Helendale CSD
Statement of Revenues and Expenses - Recycling Center
As of June 30, 2024
(Unaudited)

Preliminary Results - Subject to Change

	June 2024	YTD Actual	Budget	100% of Budget	PYTD
1 Operating Revenues					
2 Retail Sales	\$ 21,405	\$ 282,480	\$ 325,000	87%	\$ 330,117
3 Donations	-	-	-	0%	-
4 Board Discretionary Revenue	-	-	-	0%	-
5 Miscellaneous Income (Expense)	-	242	-	0%	-
6 Total Revenues	21,405	282,721	325,000	87%	330,117
7 Expenses					
8 Salaries & Benefits					
9 Salaries	16,092	161,489	209,654	77%	157,167
10 Benefits	2,353	27,056	35,312	77%	20,709
11 Total Salaries & Benefits	18,446	188,545	244,966	77%	177,876
12 Recycling Center Operations					
13 Contractual Services	-	10,513	2,500	421%	2,609
14 Operations & Maintenance	856	9,304	14,250	65%	25,534
15 Total Recycling Center Operations	856	19,817	16,750	118%	28,142
16 General & Administrative					
17 Utilities	696	11,458	10,400	110%	9,268
18 Office & Other Expenses	746	7,848	6,100	129%	3,259
19 Total G&A	1,441	19,306	16,500	117%	12,527
20 Total Expenses	20,743	227,668	278,216	82%	218,545
21 Net Income (Loss) Before Capital	662	55,054	46,784	118%	111,572
22 Capital Expenses	-	-	-	-	-
23 Net Income (Loss) After Capital	\$ 662	\$ 55,054	\$ 46,784	118%	\$ 111,572

*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 03-Recycling Center Revenues and Expenses

Line 2 Retail Sales: Includes sales revenues from the Thrift Store. YTD ended under budget at 87%.

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 ended under budget at 77% due to lower part-time staffing levels than anticipated.

Line 10 Benefits: Includes employee insurance, workers compensation, payroll taxes, and education & training. YTD ended under budget at 77% 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 ended 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 ended under budget at 65% due to less maintenance and supply costs than anticipated.

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

Line 18 Office & Other Expenses: Includes advertising, bank charges and other miscellaneous expenses. YTD ended 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 June 30, 2024
(Unaudited)

Preliminary Results - Subject to Change

	June 2024	YTD Actual	Budget	100% of Budget	PYTD
1 Operating Revenues					
2 Property Rental Revenues	\$ 12,109	\$ 135,421	\$ 132,348	102%	\$ 115,479
3 Other Income	(159)	471	-	0%	3,805
4 Board Discretionary Revenue	-	-	-	0%	-
5 Total Revenues	11,950	135,892	132,348	103%	119,284
6 Expenses					
7 Contractual Services	-	5,600	10,000	56%	227
8 Utilities	552	14,485	15,815	92%	16,536
9 Operations & Maintenance	725	8,874	13,400	66%	12,790
10 Debt Service	-	53,088	53,089	100%	8,306
11 Capital Expenses	-	71,017	-	0%	-
12 Total Expenses	1,276	153,064	92,304	166%	37,860
13 Net Income (Loss)	\$ 10,673	\$ (17,172)	\$ 40,044	-43%	\$ 81,423

*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 04-Property Rental Revenues and Expenses

Line 2 Property Rental Revenues: Includes revenue for 15302 Smithson and 15425 Wild Road properties. YTD ended 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 ended under budget at 56% due to less services needed than expected.

Line 8 Utilities: Includes electric & gas expense for the rental properties. YTD ended under budget at 92%.

Line 9 Operations & Maintenance: Includes maintenance and other costs relating to the rental properties. YTD ended under budget at 66% due to less maintenance costs than anticipated.

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.

Line 11 Capital Expenses: YTD balance in capital expenses includes the following:

- \$71K – Roof replacement cost share



Helendale CSD
Statement of Revenues and Expenses - Parks & Recreation
As of June 30, 2024
(Unaudited)

Preliminary Results - Subject to Change

	June 2024	YTD Actual	Budget	100% of Budget	PYTD
1 Operating Revenues					
2 Program Fees	\$ 2,479	\$ 62,488	\$ 34,600	181%	\$ 58,932
3 Property Taxes	1,749	20,677	21,600	96%	19,543
4 Donations & Sponsorships	3,107	25,131	-	0%	9,385
5 Rental Income	1,465	23,994	24,075	100%	26,056
6 Developer Impact Fees	-	24,080	3,440	700%	12,040
7 Grants	-	-	-	0%	-
8 Interfund Transfer In/(Out)	(3,508)	(42,100)	(42,100)	100%	(42,100)
9 Board Discretionary Revenue	22,149	437,899	445,766	98%	500,694
10 Miscellaneous Income (Expense)	-	36,662	-	N/A	(34,281)
11 Total Revenues	27,440	588,831	487,381	121%	550,269
12 Expenses					
13 Salaries & Benefits					
14 Salaries	4,495	70,864	84,355	84%	83,254
15 Benefits	715	18,073	35,105	51%	40,348
16 Total Salaries & Benefits	5,210	88,937	119,460	74%	123,603
17 Program Expense	10,374	82,484	76,565	108%	74,553
18 Contractual Services	454	9,634	22,732	42%	15,605
19 Utilities	2,635	68,908	58,690	117%	71,393
20 Operations & Maintenance	7,862	56,312	24,089	234%	29,526
21 Permits & Fees	-	1,652	2,333	71%	1,680
22 Grant Expense	-	-	-	0%	-
23 Other Expenses	-	1,554	1,355	115%	995
24 Total Expenses	26,535	309,481	305,224	101%	317,355
25 Net Income (Loss) Before Capital	905	279,350	182,157	153%	232,914
26 Capital Expenses	-	(96,892)	(640,000)	15%	(5,500)
27 Net Income (Loss) After Capital	\$ 905	\$ 182,457	\$ (457,843)	-40%	\$ 227,414

*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 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 ended over budget due to more youth soccer, flag football, basketball, and farmer's market revenues received than anticipated, in addition to \$8.4K 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 ended under budget at 96%.

Line 4 Donations & Sponsorships: Includes concert in the park sponsorships, event sponsorships and other donations/sponsorships. YTD activity includes a \$8.2K 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 ended 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 ended over budget as development has exceeded anticipated levels.

Line 7 Grant Revenue: There was no grant activity in 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 June includes the following:

- Radio Tower Site Rent – \$14,033
- Property Taxes – \$570
- Solid Waste Franchise Fees – \$9,294
- Transfer Property Tax Revenue for Street Light Utilities – \$(1,748)

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 ended under budget at 84% 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 ended under budget at 51%.

Line 17 Program Expense: Includes supplies and expenses for the youth soccer league, park, community center, Farmer's Market, and other programs. YTD ended over budget due to higher operating costs to accommodate increased participation.

Line 18 Contractual Services: Includes software support and other contract services. YTD ended under budget at 42% due to less services needed than anticipated.

Line 19 Utilities: Includes gas and electric for parks and the community center, along with telephone & electricity for street lighting. YTD ended 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 ended 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
- \$7.4K R/O system repair

Line 21 Permits & Fees: Includes permit and inspection fees, along with San Bernardino County fees. YTD ended under budget at 71%.

Line 22 Grant Expense: There was no grant activity in FY 24.

Line 23 Other Expenses: Includes uniforms, printing costs, dues & subscriptions, and bank charges. YTD ended 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
- \$7.6K – Front Office Lobby Enclosure
- \$71K – Roof replacement cost share



Helendale CSD
Statement of Revenues and Expenses - Solid Waste Disposal
As of June 30, 2024
(Unaudited)

Preliminary Results - Subject to Change

	June 2024	YTD Actual	Budget	100% of Budget	PYTD
1 Operating Revenues					
2 Charges for Services	\$ 59,632	\$ 699,423	\$ 777,772	90%	\$ 607,956
3 Assessments & Fees	448	236,767	237,220	100%	235,522
4 Other Charges	1,896	33,617	25,518	132%	26,448
5 Grant Revenue	75,000	75,000	-	0%	-
6 Board Discretionary Revenue	-	-	-	0%	-
7 Miscellaneous Income (Expense)	-	314	-	0%	-
8 Total Revenues	136,975	1,045,120	1,040,510	100%	869,925
9 Expenses					
10 Salaries & Benefits					
11 Salaries	11,247	88,310	85,565	103%	88,595
12 Benefits	2,865	35,802	31,970	112%	43,809
13 Total Salaries & Benefits	14,112	124,112	117,535	106%	132,404
14 Contractual Services	114,893	678,353	734,677	92%	600,603
15 Disposal Fees	27,772	194,069	165,000	118%	167,151
16 Operations & Maintenance	225	3,457	4,750	73%	3,735
17 Other Operating Expenses	84	2,834	4,340	65%	4,647
18 Admin Allocation	1,046	12,554	12,554	100%	11,464
19 Total Expenses	158,133	1,015,378	1,038,856	98%	920,004
20 Net Income (Loss)	\$ (21,158)	\$ 29,742	\$ 1,654		\$ (50,078)

*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 06-Solid Waste Disposal Revenues and Expenses

Line 2 Charges for Services – Solid Waste: Includes regular pick up of solid waste. YTD ended under budget at 90% due to less receipts than anticipated.

Line 3 Assessment & Fees: Includes special assessments for refuse land use fees for current & prior years. YTD ended in line with budget.

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

Line 5 Grant Revenue: YTD activity includes \$75K received from CalRecycle for equipment.

Line 6 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 7 Miscellaneous Income/(Expense): Includes gain or loss on sale of assets and other miscellaneous income. YTD activity includes \$300 in rebates.

Line 11 Salaries: Includes salaries for solid waste employees. YTD ended in line with budget.

Line 12 Benefits: Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, and education & training. YTD ended over budget due to employee 457 expenses not anticipated in the budget.

Line 14 Contractual Services: Includes Burrtec fees and other miscellaneous contract services. YTD ended under budget at 92% of due to timing of bills at the time the financials were prepared.

Line 15 Disposal Fees: Includes San Bernardino County disposal fees and green waste disposal fees. YTD ended over budget due to higher than expected county and green waste disposal.

Line 16 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD ended under budget at 73% due to less maintenance and fuel costs than anticipated.

Line 17 Other Operating Expenses: Includes rent for park storage, telephone, postage, event expenses, public outreach, printing, small tools, and bad debt expenses. YTD ended under budget at 65%.

Line 18 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 June 30, 2024
(Unaudited)

Preliminary Results - Subject to Change

	June 2024	YTD Actual	Budget	100% of Budget	PYTD
1 Operating Revenues					
2 Tower Rent	\$ 14,033	\$ 194,306	\$ 182,220	107%	\$ 183,423
3 Property Taxes	570	152,047	111,400	136%	143,494
4 Solid Waste Billing & Fees	16,197	194,030	187,010	104%	171,095
5 Fees & Charges	3,174	37,521	26,500	142%	31,471
6 Investment income	25,105	283,314	80,000	354%	185,687
7 Other Income	-	8,663	200	4331%	1,767
8 Board Discretionary Revenue	(23,897)	(458,576)	(393,207)	117%	(416,218)
9 Total Revenues	35,181	411,305	194,123	212%	300,719
10 Expenses					
11 Salaries & Benefits					
12 Salaries	73,510	700,321	654,410	107%	618,897
13 Benefits	31,019	286,772	277,317	103%	255,229
14 Directors' Fees	4,350	35,549	70,000	51%	55,386
15 Total Salaries & Benefits	108,879	1,022,642	1,001,727	102%	933,004
16 Contractual Services	16,580	299,363	248,527	120%	268,474
17 Insurance	-	80,419	103,834	77%	101,051
18 Utilities	1,519	20,993	21,240	99%	19,617
19 Operations & Maintenance	202	2,388	3,900	61%	3,421
20 Permits & Fees	1	19,008	14,600	130%	41,151
21 Office & Other Expenses	5,371	75,009	55,668	135%	74,639
22 Administrative Allocation	(104,614)	(1,255,372)	(1,255,372)	100%	(1,146,351)
23 Total Expenses	27,937	264,449	194,123	136%	296,881
24 Net Income (Loss) Before Capital	7,244	146,855	-		3,839
25 Capital Expenses	-	(140,774)	-	0%	-
26 Net Income (Loss) After Capital	\$ 7,244	\$ 6,081	\$ -		\$ 3,839

*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 10-Administrative Revenues and Expenses

Line 2 Tower Rent: Includes radio tower site rental fees. YTD ended over budget.

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 ended over budget.

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

Line 5 Fees & Charges: Includes credit card processing fees and other miscellaneous fees. YTD ended 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 ended 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 \$8.6K 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 – \$14,033
- Property Taxes – \$570
- Solid Waste Franchise Fees – \$9,294

Line 12 Salaries: Includes full time, part time & overtime for administrative employees. YTD ended over budget 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 ended in line with budget.

Line 14 Directors' Fees: Includes directors fees as well as directors training, seminars, and mileage expense. YTD ended under budget at 51%.

Line 16 Contractual Services: Includes software support, legal services, and auditing & accounting services. YTD ended 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 ended under budget at 77% due to budgeting conservatively for premium increases.

Line 18 Utilities: Includes telephone and electricity expenses. YTD ended in line with budget.

Line 19 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, mileage & travel reimbursement, uniforms, and equipment maintenance. YTD ended under budget at 61% due to less maintenance costs than anticipated.

Line 20 Permits & Fees: Includes the annual LAFCO fees, the GFOA application fee for the budget award, and San Bernardino County fees. YTD ended 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 ended 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
- \$71K – Roof replacement cost share



Helendale Community Services District

DATE: August 1, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Approval of Directors' Expense Reports

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	8 2023	9 2023	10 2023	11 2023	12 2023	1 2024	2 2024	3 2024	4 2024	5 2024	6 2024	7 2024	TOTAL
Spiller	President	Compensated	10	10	9	9	5	8	8	5	9	7	7		105
		Non-Comp		3	5	1	0	4	2	3	1	3	2		24
Clark	Vice President	Compensated	3	5	3	4	0	2	3		5		4		37
		Non-Comp					0	0	0		0		0		0
Haas	Secretary	Compensated	9	6	6	5	2			2	5	4	5		55
		Non-Comp					0			1	0	0	0		1
Cardenas	Director	Compensated	2	2	1	0	1	2	5	3	4	2			25
		Non-Comp		7	3	6	1	3	2	4	2	1			29
Guinn	Director	Compensated								5	10	3	7	3	28
		Non-Comp								2	4	2	6	2	14

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: Gail Guan Pay Period Ending: 5/11/24

Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
5/15/24	Description of Public Benefit	mtg w/ GM		\$	\$	\$	Y	W	G
5/16/24	Description of Public Benefit	Review of Agenda		\$	\$	\$	Y	N	A
5/11/24	Description of Public Benefit	concert in Park		\$	\$	\$	N	N	C
5/30/24	Description of Public Benefit	cert Booth		\$	\$	\$	N	N	C
6/13/24	Description of Public Benefit	cert / Safety Day		\$	\$	\$	Y	N	C
	Description of Public Benefit	Voluntary for class / Safety Day AD Hoc - mtg - Robert Gonzalez		\$	\$	\$	Y	N	C
			Total Miles	\$	\$	\$	Total # of Compensable Meetings	\$450	Total
				\$	\$	\$		\$450	\$450

Signature: [Handwritten Signature] Date: 7-15-24

- 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

Pay Period Ending

Name

Gail Gullon

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
<i>6/4</i>	<i>Mtg w/GM</i>		\$	\$	\$	<i>Y</i>	<i>N</i>	<i>G</i>
	<i>Review of Agenda</i>							
<i>6/6</i>	<i>open mtg</i>		\$	\$	\$	<i>Y</i>	<i>N</i>	<i>A</i>
	<i>Board Mtg. open</i>							
	Event		\$	\$	\$			
	Description of Public Benefit							
	Event		\$	\$	\$			
	Description of Public Benefit							
	Event		\$	\$	\$			
	Description of Public Benefit							
	Event		\$	\$	\$			
	Description of Public Benefit							
		Total Miles	\$	\$	\$	Total # of Compensable Meetings	Meeting Total	Total
							<i>\$300</i>	<i>\$300</i>

Gail Gullon

Signature

Date

7-15-24

Expense Categories	Mileage
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	
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K: Meeting pre-approved by the Board of Directors	
* Written or verbal report required to be presented at the next Board meeting	
	<i>Mileage 65.5 ¢</i>

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Pay Period Ending

Name

Gail Gagliano

Date	Event	Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
6/8/24	Event	<i>Concert in Park</i>		\$	\$	\$	<i>N</i>	<i>N</i>	<i>C</i>
	Description of Public Benefit	<i>Cent Booth</i>							
6/11	Event	<i>Cent Training</i>		\$	\$	\$	<i>N</i>	<i>N</i>	<i>C</i>
	Description of Public Benefit								
6/13	Event	<i>Mtg Robert boards</i>		\$	\$	\$	<i>Y</i>	<i>N</i>	<i>F</i>
	Description of Public Benefit	<i>OES - Night out Planning</i>							
6/13	Event	<i>Cent Training</i>		\$	\$	\$	<i>N</i>	<i>N</i>	<i>C</i>
	Description of Public Benefit								
6/15	Event	<i>Ribbon Cutting</i>		\$	\$	\$	<i>N</i>	<i>N</i>	<i>C</i>
	Description of Public Benefit	<i>Rt. 66 monument</i>							
			Total Miles	\$	\$	\$	Total # of Compensable Meetings	Meeting Total	Total
							<i>150</i>	<i>150</i>	<i>150</i>

Gail Gagliano

Signature

7-15-24

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 BOARD MEMBER EXPENSE VOUCHER

Name Gail Guind

Pay Period Ending

Date	Event	Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
6/15	Description of Public Benefit	cert training		\$	\$	\$	Y	N	C
6/18	Description of Public Benefit	AD-HOC		\$	\$	\$	Y	N	F
6/25	Description of Public Benefit	mtg w/ Kimberly		\$	\$	\$	Y	N	G
6/25	Description of Public Benefit	Agenda items		\$	\$	\$	Y	N	C
6/25	Description of Public Benefit	cert		\$	\$	\$	Y	N	C
6/25	Description of Public Benefit	training		\$	\$	\$	Y	N	C
6/27	Description of Public Benefit	CSD mtg		\$	\$	\$	Y	N	A
		open Board mtg.		\$	\$	\$	Y	N	A
			Total Miles	Total Meals	Total Lodging	Total Other Expense	Total # of Compensable Meetings	Meeting Total	Total
				\$	\$	\$		\$ 300	\$ 300
								\$ 450.	\$ 450.00

Date 7-13-24

Signature Gail Guind

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 SERVICE DISTRICT BOARD MEMBER EXPENSE VOUCHER

Pay Period Ending 7/15/24

Name Gail Sullivan

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
7/9/24	Event TTC Community Meeting Cent Talk + Network	✓	\$	\$	\$	Y	N	C
7/13/24	Event Concert in Park		\$	\$	\$	N	N	B
7/15/24	Event ABBCSD General membership meeting		\$	\$	\$	Y	N	C
7/15/24	Event AD Hoc Net's night or 9/11 planning		\$	\$	\$	Y	N	F
7/16/24	Event Mtg w/GM pre meeting agenda review		\$	\$	\$	Y	N	G
		Total Miles	Total Meals	Total Lodging	Total Other Expense	Total # of Compensable Meetings	Meeting Total	Total
			\$	\$	\$		\$ 450	\$ 450.

Signature Gail Sullivan

Date 7-16-24

- 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



Helendale Community Services District

Date: August 1, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2024-12: A Resolution of the Board of Directors of the Helendale Community Services District Confirming, or Modifying and Then Confirming, the Report of Delinquent Water, Sewer and Trash Collection User Charges for the Purpose of Collecting Said Charges on the San Bernardino County Tax Roll

Staff Recommendation

Staff recommends approval of Resolution 2024-12. Additionally, staff requests authorization to make any final adjustments based upon payments or other discovery prior to County submittal.

Staff Report

Government agencies have the ability to place delinquent accounts on to the County tax rolls on an annual basis. Staff must provide a list of parcel numbers with the amount in arrears to the County Assessor Tax Collector no later than August 10 of each year. To date there are 18 parcels with outstanding balances. The estimated total amount that is delinquent is \$26,397.81. A list of the affected parcels is attached to this staff report. A letter was sent to each property owner in July notifying them of this pending action. The District has placed a lien on the various parcels related to the delinquent amount but has not received payment. Typically, payment from liens is collected when the house has sold or refinanced. Placing the overdue amount onto the County tax bill improves the chances of collection. Last fiscal year the District submitted \$16,007.96 in liens for 14 parcels for collection through the property tax mechanism.

The attached Resolution 2024-12 describes the authority of the District to place delinquent accounts for services onto the County tax bill. Copies of the resolution and the accompanying reports and list of parcels are to be forwarded to the County Assessor/Tax Collector and to the Auditor Controller by no later than August 10, 2023.

At the public hearing, the Board will hear and consider any and all objections or protests to the placement of the delinquent charges for service for water, sewer and trash collection on the San Bernardino County tax bill. The accounts have until the close of this public hearing to pay the District in full before the delinquent amounts are placed on the tax roll.

Fiscal Impact: Estimated collection of past due fees of \$26,397.81

Possible Motion: Approve Staff recommendation and adopt Resolution 2024-12.

Attachments: Spreadsheet of delinquent amounts by APN to tax roles
Resolution 2024-12
Sample Letter

APN	Balance
0467-274-01	\$ 2,233.33
0467-701-05	\$ 1,936.18
0467-373-14	\$ 1,919.31
0467-414-16	\$ 1,860.53
0467-374-20	\$ 1,773.24
0467-293-20	\$ 1,749.76
0467-737-03	\$ 1,739.89
0467-481-06	\$ 1,717.03
0465-611-09	\$ 1,693.26
0467-551-05	\$ 1,687.19
0467-353-06	\$ 1,616.13
0465-403-11	\$ 1,552.53
0465-553-09	\$ 1,360.54
0465-572-08	\$ 944.27
0465-521-07	\$ 877.48
0467-374-20	\$ 643.47
0467-613-09	\$ 577.50
0467-273-10	\$ 516.17
	\$ 26,397.81



Helendale Community Services District

26540 Vista Road, Ste.B | PO Box 359 | Helendale, California 92342
(760) 951-0006 Fax (760) 951-0046

NAME
ADDRESS

7/29/2024

Re: **Delinquent Balance**
ADDRESS Helendale CA 92342
Account #12-3769-03

Dear Customer:

This letter is to advise you that our records indicate the above account is seriously past due. As of 7/1/24 the outstanding balance is **\$000.00**.

You are encouraged to make your monthly payments on time to avoid penalties and other fees. We would like to give you the opportunity to bring your account current.

If the outstanding balance is not paid by 8/1/24 all unpaid balances will be added to the annual taxes levied upon the property. This could result in a higher monthly mortgage payment if your property taxes are imported.

See reverse side of this letter for important information regarding collection of outstanding balances.

Customer Service

Our records indicate that you own one or more parcels with an outstanding balance due that is subject to collection through the following means.

NOTICE

NOTICE IS HERBY GIVEN that the General Manager of the Helendale Community Services District ("District") has filed a report with the District's Board of Directors that describes the amount of unpaid charges and delinquencies for each affected parcel within the District, and that the District's Board of Directors will hold a public hearing to consider adoption of a resolution adding such delinquent non-paid charges to the annual taxes levied upon the property for which the charges are delinquent and unpaid.

The hearing will be held at a regular meeting of the District's Board of Directors schedule for August 1, 2024, at 6:00 p.m., at the Helendale Community Services District Community Center building at 26540 Vista Rd., Suite C, Helendale, California. All interested persons are invited to attend the meeting and submit oral and/or written comments to the District's Board of Directors at the time of the hearing. All persons are further invited to review the report and proposed resolution, copies of which will be available for public inspection beginning ten (10) days prior to the above meeting, during regular business hours at the District's headquarters located at 26540 Vista Rd., Suite B, Helendale, California.

For more information, you may contact District staff at the headquarters address listed above, or by telephone at (760) 951-0006, during regular business hours.



RESOLUTION NO. 2024-12

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT CONFIRMING, OR MODIFYING AND THEN CONFIRMING, THE REPORT OF DELINQUENT WATER, SEWER AND TRASH COLLECTION USER CHARGES FOR THE PURPOSE OF COLLECTING SAID CHARGES ON THE SAN BERNARDINO COUNTY TAX ROLL

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

WHEREAS, Section 61115(b) of the Government Code authorizes the District’s Board of Directors (“Board”) to provide that any charges and penalties may be collected on the tax roll in the same manner as property taxes; and,

WHEREAS, Section 61115(b) of the Government Code provides that the District’s General Manager must prepare and file with the Board a report that describes each affected parcel of real property and the amount of charges and delinquencies for each affected parcel for the year; and

WHEREAS, Section 61115(b) of the Government Code further provides that the District’s General Manager must publish notice of the time and place for a public hearing by the Board to hear and consider adoption and/or revision of the charges and penalties contained in the report of the District’s General Manager; and,

WHEREAS, the Board of Directors of the Helendale Community Services District Finds and Determines:

1. That the report of the District’s General Manager on delinquent and unpaid charges for water, sewer and trash collection services within the District that remain unpaid and delinquent for thirty (30) days or more on July 1, 2024, which is attached hereto and incorporated herein by this reference, is hereby adopted and approved by the Board and confirmed for each parcel of property with the District as set forth in said report.
2. That a public hearing on said report was held on this date and that any protests or objections regarding the appropriateness of the charges or their collection on the tax roll were heard and considered by the Board.

NOW THEREFORE, that the Board, acting in its capacity as the governing body of the District, hereby resolves and orders:

1. That the General Manager is hereby directed to forward a certified copy of this resolution and accompanying reports to each of the following public bodies and officers:
 - a. The Auditor/Controller of the County of San Bernardino;
 - b. The Treasurer-Tax Collector of the County of San Bernardino;

2. That the unpaid delinquent charges for each corresponding parcel of property within the District identified in the attached report of the District's General Manager, as confirmed by the Board, are fixed in the amount set forth in said report and shall be collected on the tax roll in the same manner and at the same time as general County ad valorem property taxes are collected for fiscal year 2024-25.

Resolution 2024-12 is hereby approved and adopted by the Board of Directors of the Helendale Community Services District at a regular meeting held on August 1, 2024, by the following vote:

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

Henry Spiller, President

Cheryl Vermette, Clerk of the Board



Helendale Community Services District

Date: August 1, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding Approval of Equipment Location and Right of Entry Agreement with RailState

STAFF RECOMMENDATION

Staff recommends approval of the proposed agreement.

STAFF REPORT

Staff and Legal Counsel have been working on the proposed Agreement for several months. The requested changes have been included in the final draft presented for consideration by the Board. To the extent possible, the District will be provided with data to help answer questions related to rail traffic and road blockage.

On occasion, Staff may be requested to restart a piece of equipment if an interruption occurs. Otherwise, the passive use will continue without the need for any District resources other than a power connection and internet access. In exchange for the use, the District will receive \$1200 per year of monetary compensation during the term of the agreement.

District General Counsel will provide an overview of the agreement at the meeting.

Fiscal Impact: \$1200 per year during the term of the agreement.

Possible Motion: Approve Agreement with Rail State

Attachments: Equipment Location and Right of Entry Agreement

EQUIPMENT LOCATION AND RIGHT OF ENTRY AGREEMENT

THIS EQUIPMENT LOCATION AND RIGHT OF ENTRY AGREEMENT (hereinafter referred to as the “**Agreement**”), is made and entered into effective as of August 1, 2024 (“**Effective Date**”), by and between HELENDALE COMMUNITY SERVICES DISTRICT, a California public agency (hereinafter referred to as “**HCSD**”), and RAILSTATE, LLC, a Delaware limited liability corporation (hereinafter referred to as “**Permittee**”).

RECITALS

A. HCSD is the owner, and in possession, of certain Property (as defined below).

B. Permittee wishes to enter a certain portion of the Property (as defined below) for the purposes specified in Item 2 of this Agreement.

PART I. BASIC PROVISIONS

1. Description of Property:

A portion of real property in the County of San Bernardino, State of California, as more particularly described and/or depicted in the attached **Exhibit “A”** (the “**Property**”).

2. Use of Property:

To enter onto the Property for the purpose of installing, operating, and maintaining a Visual Sensor Device and associated hardware, cables, and related appurtenances (the “**VSD**”) to be located on or around a mutually-acceptable portion of Unit “A” of the community building situated on the Property, to ensure the connectivity of the VSD with all necessary electrical and internet services, all as more particularly described in the attached **Exhibit “B”** (the “**Activity**”).

3. Term: 1 year with automatic annual renewal unless earlier terminated.

4. Permit Fee: \$1,200.00/year due on Effective Date and each anniversary.

5. HCSD’s Address: HCSD
 26540 Vista Road
 P.O. Box 359
 Helendale, California 92322

6. Permittee's Address: RailState, LLC
Presidents Place
1250 Hancock Street, Suite 105N
Quincy, Massachusetts 02169

PART II. GENERAL AGREEMENT PROVISIONS

1. Right of Entry. HCSD hereby grants to Permittee and its agents, employees, and contractors permission to enter onto the Property for the limited purpose of the Activity, at Permittee's sole cost and expense, and for no other purpose. The VSD shall not result in damage to any persons or property nor be used in any manner that would constitute a violation of any personal privacy rights, and the performance of the Activity shall be accomplished safely, lawfully, and in such a fashion so that it will not interfere with nor be a source of danger to any individuals, the Property or any equipment thereon, and/or any other activities occurring on or about the Property. Any performance of the Activity which will impact or relate to the Property, or other equipment or improvements that HCSD may install on the Property in the future, must be approved in advance in writing by HCSD, and HCSD may require that HCSD's representative be present during some or all of the performance of the Activity. Notwithstanding the presence of HCSD's representative, Permittee shall, at all times, retain full liability and responsibility for all aspects of the performance of the Activity. Permittee shall notify HCSD at least five (5) days prior to any performance of the Activity on the Property.

2. Term. The term of this Agreement shall start on the Effective Date and shall remain in effect for an initial period of one (1) year and will automatically renew on each anniversary date thereof for an additional one-year period upon Permittee's timely payment to HCSD of the Permit Fee specified in Item 4 of the Basic Provisions, unless written notice to cancel is provided by either party to the other party hereto at least thirty (30) days prior to the annual renewal date; provided further that HCSD may terminate this Agreement at any time pursuant to Section 16 hereof (the "**Term**").

3. Use. Permittee shall use the Property solely for the purposes specified in Item 2 of the Basic Provisions and for such lawful purposes as may be directly incidental thereto. No change shall be made by Permittee in the use of the Property without HCSD's prior written approval.

4. Utilities. HCSD agrees to provide limited internet and electric power services to Permittee for purposes of this Agreement. Permittee shall not make any alterations to the existing utilities, use the existing utilities, or install additional utilities without HCSD's prior written consent. Any approved alterations or utility installation shall be at Permittee's sole cost and expense. In the event Permittee requests and is approved to install additional utilities, Permittee shall be solely responsible for all costs associated with the installation, use, service, and removal of such additional utilities. Permittee shall be responsible for extending any electrical power to the location of the Activity, including but not limited to the installation of any cabinets and other appurtenances into which the VSD will be installed. Such work shall be performed in a manner so as to not interfere with HCSD's operations.

5. Periodic Requests for Support. Permittee may periodically request assistance from HCSD for simple tasks such as unplugging and plugging in the device after a power outage or to answer questions about the state of the device or HCSD's internet service. Permittee requests a response to an email, phone or text request within 24 hours.

6. Access. HCSD's grant to Permittee of the right to enter the Property hereunder extends only to the Property itself and not to any adjacent or surrounding properties, parcels or roads. Permittee shall be solely responsible to obtain its own access rights to reach the Property. Permittee shall at all times hereunder use reasonable efforts to protect and secure the Property, including but not limited to locking doors, cabinets, gates and other protective items located on or related to the Property. If desired, Permittee may request, at Permittee's cost and expense, installation of a double locking gate or other joint access facilities to be approved in HCSD's discretion.

7. Data Sharing. Permittee will provide HCSD with a quarterly report in spreadsheet format with train data from the VSD located on the Property. The report will include (a) the number of trains each day in each direction on the BNSF and the estimated length of those trains in feet, (b) RailState will make commercially reasonable efforts to provide data on the number of trains stopped at railroad crossings, and (c) the duration of each train stopped at a railroad crossing to the extent possible.

8. Condition of Premises. PERMITTEE ACCEPTS THE PROPERTY IN ITS "AS IS" CONDITION, WITH ALL FAULTS. PERMITTEE ACKNOWLEDGES AND AGREES THAT PERMITTEE IS ENTERING THE PROPERTY UNDER THIS AGREEMENT BASED ON PERMITTEE'S OWN INVESTIGATIONS AND

KNOWLEDGE OF THE PROPERTY AND THAT, EXCEPT AS OTHERWISE SPECIFICALLY STATED IN THIS AGREEMENT, NEITHER HCSD NOR ANY AGENT OF HCSD, HAS MADE ANY REPRESENTATION OR WARRANTY WHATSOEVER, EXPRESS OR IMPLIED, WITH REGARD TO THE PHYSICAL CONDITION OF THE PROPERTY OR THE SUITABILITY OF THE PROPERTY FOR ANY PARTICULAR PURPOSE OR USE, INCLUDING, WITHOUT LIMITATION, ANY REPRESENTATIONS OR WARRANTIES REGARDING THE APPLICABILITY OR NON-APPLICABILITY OF ANY LAWS, THE SOIL OR SUBSOIL, SURFACE OR SUBSURFACE CONDITIONS, TOPOGRAPHY, POSSIBLE HAZARDOUS SUBSTANCES CONTAMINATION, FILL, DRAINAGE, ACCESS TO PUBLIC ROADS, AVAILABILITY OF UTILITIES, EXISTENCE OF UNDERGROUND STORAGE TANKS, APPLICABILITY OF OR COMPLIANCE WITH ANY ENVIRONMENTAL LAWS OR ANY OTHER MATTER OF ANY NATURE WHATSOEVER. HCSD IS NOT RESPONSIBLE FOR DAMAGE TO OR LOSS BY THEFT OF PERMITTEE'S PROPERTY LOCATED IN OR ON THE PROPERTY.

9. Liens. Permittee shall not permit to be placed against the Property, or any part thereof, any design professionals', mechanics', materialmen's contractors' or subcontractors' liens with regard to any actions upon the Property pursuant to this Agreement. Permittee agrees to hold HCSD harmless for any loss or expense, including reasonable attorneys' fees and costs, arising from any such liens which may be filed against the Property.

10. Indemnification and Defense.

10.1. Permittee hereby agrees to indemnify, defend, assume all liability for and hold harmless HCSD and its officers, employees, agents and representatives, to the maximum extent allowed by law, from all actions, claims, suits, penalties, obligations, liabilities, damages to property, costs and expenses (including, without limitation, any fines, penalties, judgments, settlements, actual litigation expenses and experts' and actual attorneys' fees), environmental claims or bodily and/or personal injuries or death to any persons, arising out of or in any way connected to any of the following: (i) the use of the Property pursuant to this Agreement, (ii) the Activity, or (iii) any acts or omissions of Permittee or anyone authorized to enter the Property pursuant to Item 1 of the General Agreement Provisions in connection with or arising from any entry onto the Property or the performance of the Activity. This provision shall apply regardless of whether such damage or claim shall accrue or be discovered before or after the termination of this Agreement.

10.2. Upon written notice from HCSD, Permittee agrees to assume the defense of any lawsuit, administrative action or other proceeding for which Permittee has an obligation to defend pursuant to Section 10.1 above.

10.3. The obligations under this Section 10 shall apply except to the extent of the sole negligence or willful misconduct of HCSD, and are in addition to any other rights or remedies under the law or under this Agreement. This Section 10 shall survive the revocation or termination of this Agreement.

11. Assumption of Risk and Waiver. To the maximum extent allowed by law, Permittee releases HCSD from and assumes any and all risk of loss, damage or injury of any kind to any person or property, including without limitation, the Property, HCSD's property and any other property of, or under the control or custody of Permittee, which is on or near the Property. Permittee's assumption of risk shall include, without limitation, loss or damage caused by defects in any structure or improvement on the Property, accident or fire or other casualty on the Property or electrical discharge and noise or vibration resulting from the transit operations on or near the Property. The term "HCSD" as used in this section shall include: (i) any company operating upon or over the Property or other property, and (ii) any other persons or companies employed, retained or engaged by HCSD. Permittee, on behalf of itself and its Personnel, as a material part of the consideration for this Agreement, hereby waives all claims and demands against HCSD for any such loss, damage or injury of Permittee and/or its Personnel. In that connection, Permittee waives, for itself and its Personnel, the benefit of California Civil Code Section 1542, which provides as follows:

A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

The provisions of this section shall survive the termination of this Agreement. As used in this section, "Personnel" means Permittee, or its officers, directors, affiliates, or anyone directly or indirectly employed by Permittee or for whose acts Permittee is liable.

12. Compliance with Laws/Permits. Permittee shall, in all activities undertaken pursuant to this Agreement, comply and cause its contractors, agents and employees to comply with all federal, state and local laws, statutes, orders, ordinances, rules, regulations, plans, policies and decrees. Without limiting the generality of the foregoing, Permittee, at its sole cost and expense, shall obtain any and all permits which may be required by any law, regulation or ordinance for any activities Permittee desires to conduct or have conducted pursuant to this Agreement.

13. Inspection. HCSD and its representatives, employees, agents or independent contractors may enter and inspect the Property or any portion thereof or any improvements thereon at any time and from time to time at reasonable times to verify Permittee's compliance with the terms and conditions of this Agreement.

14. Not Real Property Interest. It is expressly understood that this Agreement does not in any way whatsoever grant or convey any permanent easement, lease, fee or other interest in the Property to Permittee. This Agreement is not exclusive and HCSD specifically reserves the right to grant other rights of entry within the vicinity of the Property.

15. Notice. Any notice hereunder to be given by HCSD to Permittee shall be deemed to be properly served on the date it is deposited in the United States Mail, postage prepaid, addressed as specified in Part I.

16. Attorneys' Fees. In the event of a dispute between the Parties with respect to the terms or conditions of this Agreement, the prevailing Party shall be entitled to collect from the other its reasonable attorneys' fees as established by the judge or arbitrator presiding over such dispute.

17. Termination. This Agreement may be terminated by HCSD with thirty (30) calendar day's prior written notice to Permittee if HCSD determines that Permittee's equipment or Activity will unreasonably interfere with HCSD's use of the Property for its own purposes. In the event of an emergency which poses an immediate threat to life, safety, property, or HCSD's use of the Property, or in the event of a breach of this Agreement by Permittee, this Agreement may be terminated by HCSD immediately with such notice to Permittee as may be practical under the circumstances.

18. Restoration of the Property. Permittee shall be responsible for cleanup of the Activity. Upon the expiration or termination of this Agreement, Permittee shall, at its own cost and expense, remove the VSD and all of Permittee's personal property and restore the Property and the fixtures located thereon to the same condition existing prior to Permittee's entry. In case Permittee shall fail to restore the Property and/or the fixtures located thereon to such prior condition within ten (10) business days after the expiration or effective date of the termination or revocation, HCSD may proceed with such work at the expense of Permittee. This section shall survive the expiration, termination or revocation of this Agreement.

19. Insurance. Permittee shall comply with the insurance provisions contained in Exhibit "C", attached hereto and incorporated herein by reference.

20. Continuing Liability. No termination of this Agreement shall release Permittee from any liability or obligation hereunder resulting from any acts, omissions or events happening prior to the termination of this Agreement and restoration of the property to its prior condition.

21. Counterparts; Facsimile Signatures. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Facsimile and electronic transmission of pdf or similar format shall be considered original signatures.

22. Severability. Should any term of this Agreement be deemed unlawful or unenforceable by a court of competent jurisdiction, that provision shall be severed and the remaining terms may continue to be fully enforced.

23. Assignment or Transfer. Permittee shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein, in whole or in part, without the prior written consent of HCSD. Any attempt to do so shall be null and void and without effect. This Agreement shall be binding upon and shall inure to the benefit of the successors and permitted assigns of the parties.

24. Authority. The persons signing below represent and warrant that they have the requisite authority to bind the entities on whose behalf they are signing.

25. Entire Agreement. This Agreement and the exhibits attached hereto constitute the entire agreement between HCSD and Permittee with respect to the subject matter hereof and supersede all prior verbal or written agreements and understandings between the parties with respect to the items set forth herein.

26. Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in San Bernardino County.

[Signatures on following page]

DRAFT-3

**SIGNATURE PAGE TO
EQUIPMENT LOCATION AND
RIGHT OF ENTRY AGREEMENT**

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first written above.

Helendale Community Services District

RailState, LLC

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

EXHIBIT "A"

DESCRIPTION OF PROPERTY

That portion of Assessor Parcel Number 0467-081-38-0-0000 depicted below.

EXHIBIT "A"

All that certain real property situated in the County of San Bernardino, State of California,
described as follows:

Parcel 2 of Parcel Map No. 3743, in the County of San Bernardino, State of California, as per plat
recorded in Book 34 of Parcel Maps, Pages 64 and 65, Records of said County.

Assessor's Parcel Number: 0467-081-38-0-000

[Map attached behind this page]

DRAFT

EXHIBIT A

THIS MAP IS FOR THE PURPOSE
OF AS VALUED TAXING DIST.

W. 1/2 Sec. 32, T. 8N., R. 4W., S. B. & M.

Holendale Area
Tax Rate Area
79005, 79007, 79009

0487-08

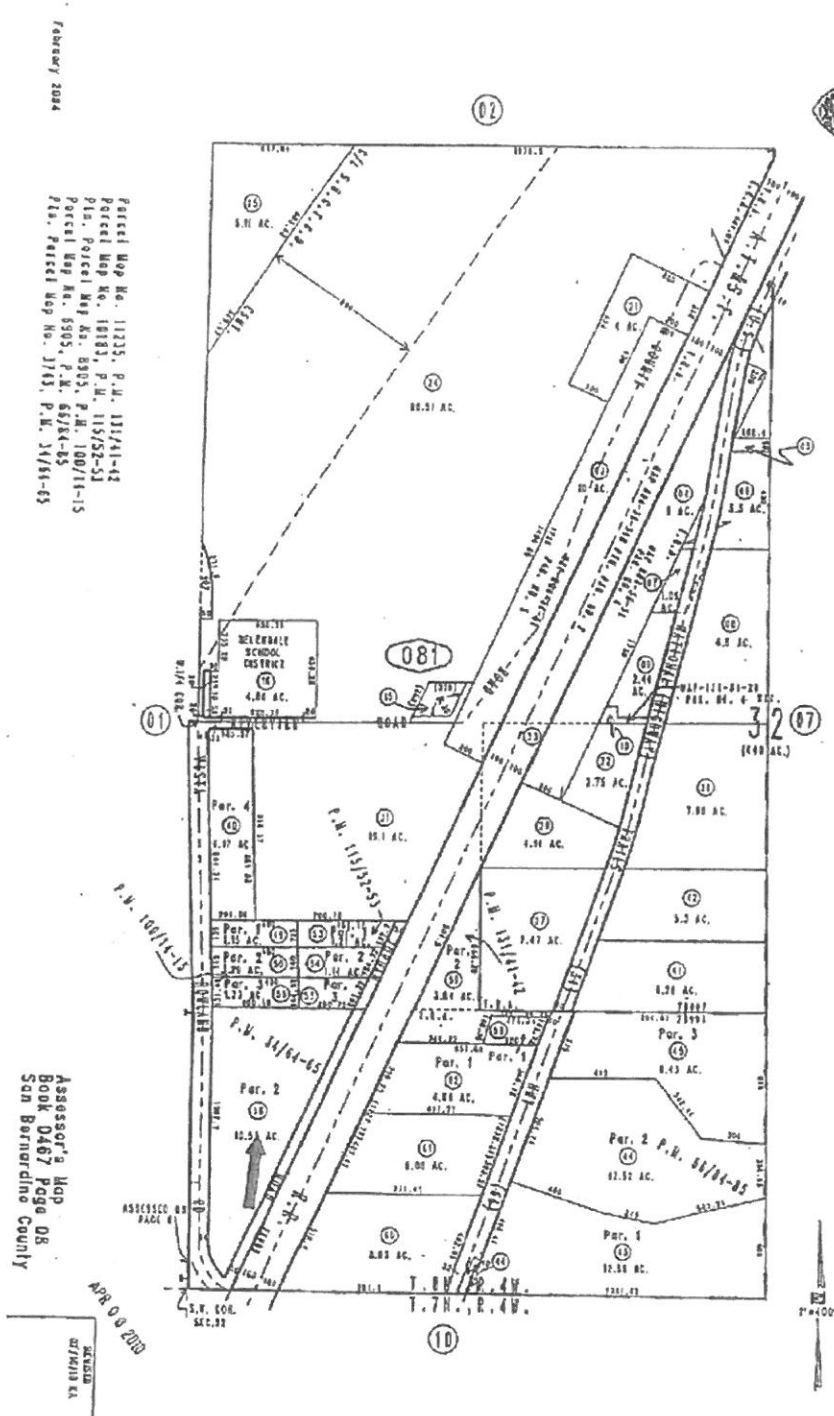


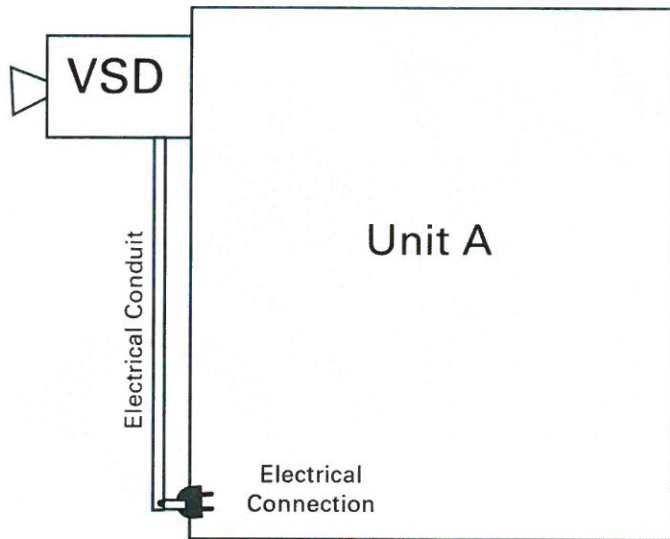
EXHIBIT A

EXHIBIT "B"

DESCRIPTION OF THE ACTIVITY

Permittee intends to install one (1) VSD on a mutually-acceptable portion of Unit "A" of the community building located on the Property and install related electrical facilities and communications equipment as shown in the plans provided to HCSD.

Permittee intends to access the Property on an annual basis, or more frequently in the event of an emergency, to maintain the VSD.



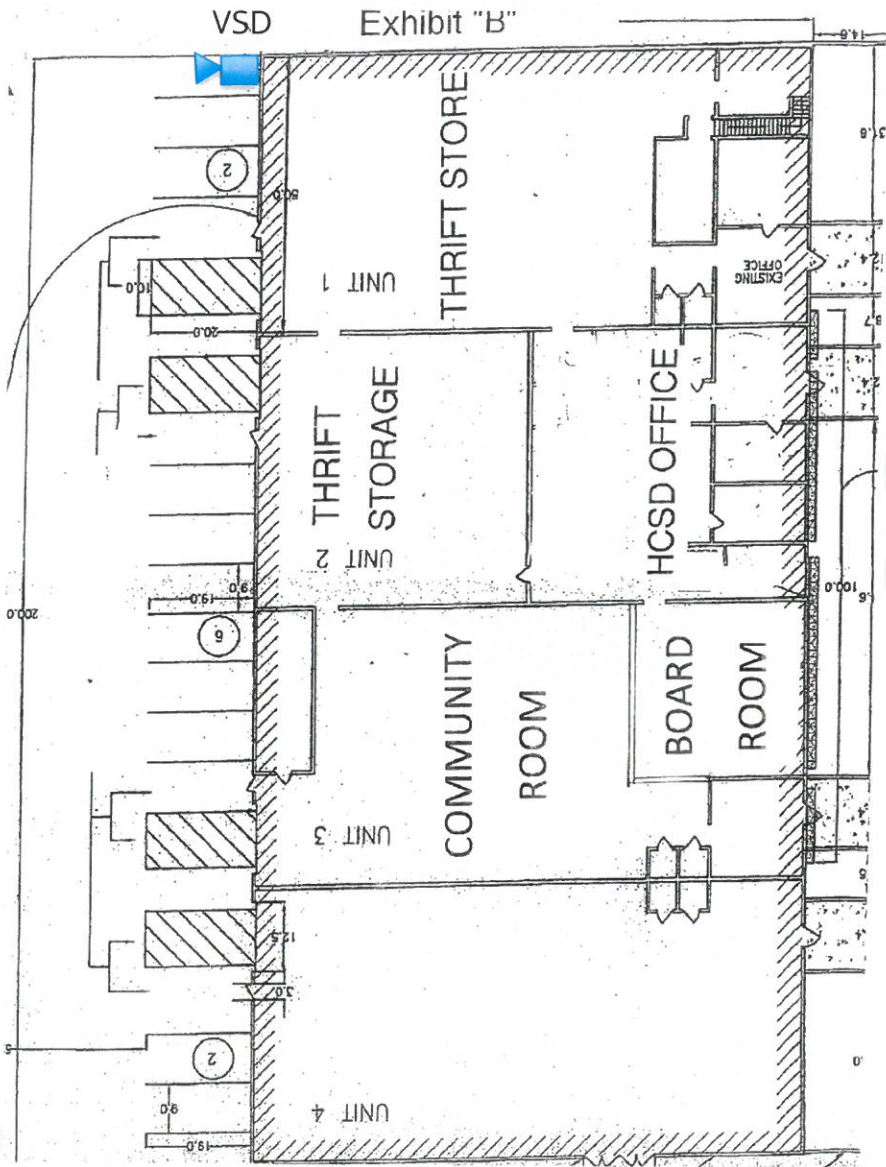


EXHIBIT B

EXHIBIT "C"

INSURANCE REQUIREMENTS

Permittee shall obtain, and shall require any consultant, contractor or agent entering the Property on its behalf to obtain insurance (or acceptable proof of adequate self-insurance, as determined in HCSD's sole discretion) of the types and in the amounts described below and satisfactory to HCSD.

A. Commercial General Liability Insurance. Permittee shall maintain occurrence version commercial general liability insurance or equivalent form with a combined single limit of not less than one million dollars (\$1,000,000) per occurrence, with an umbrella policy of not less than two million dollars (\$2,000,000) per occurrence. If such insurance includes a general aggregate limit, it shall apply separately to this Agreement or be no less than two times the occurrence limit. Such insurance shall.

B. Automobile Liability. Permittee shall acquire and maintain during the period of the Activity, automobile liability with a combined single limit of one million dollars (\$1,000,000).

C. Insurance Endorsements. The general liability and automobile liability policies required in (A) and (B) above shall comply with the following:

1. Include HCSD and its officials, officers, employees, agents, and consultants as additional insureds with respect to the performance of the Activity and the use of the Property and shall contain no special limitations on the scope of coverage or the protection afforded to these insureds;

2. Be primary with respect to any insurance or self-insurance programs covering HCSD, its officials, officers, employees, agents and consultants;

3. Contain standard separation of insured provisions; and

D. Workers' Compensation Insurance. Permittee shall maintain workers' compensation insurance with statutory limits and employers' liability

Exhibit C-1

insurance with limits of not less than one million dollars (\$1,000,000) each accident.

E. Certificates of Insurance. Permittee, and any consultant, contractor or agent entering the Property on its behalf, shall, prior to entering the Property, furnish HCSD with properly executed certificates of insurance or self-insurance (if permitted in the sole discretion of HCSD) and, if requested by HCSD, certified copies of endorsements and policies, which clearly evidence all insurance required under this Agreement and provide that such insurance shall be not canceled, allowed to expire or be materially reduced in coverage, except on prior written notice to HCSD.

F. Coverage Maintenance. Permittee shall replace certificates, policies and endorsements for any insurance expiring prior to the termination of this Agreement. Permittee shall maintain such insurance from the execution of this Agreement until the performance of the Activity is complete and the Property is fully restored.

G. Licensed Insurer. Permittee shall place such insurance with insurers having A.M. Best Company ratings of no less than A:VIII and licensed to do business in California, unless otherwise approved, in writing, by HCSD, or unless the coverage is met with the appropriate self-insurance of Permittee.



Helendale Community Services District

Date: August 1, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #9
Discussion and Possible Action Regarding Approval of a Contract with AMS
Construction for Repair and Replacement of Sports Field Lighting

STAFF RECOMMENDATION

Staff request that the Board approve this item, waive section 6E5 of the purchasing policy and direction Staff and Counsel to complete the necessary contract documents for this project.

BACKGROUND

In April 2021, the District received a Per Capita State Park Grant for \$182,289 plus a 20% match of \$36,457 requirement. The projects outlined in the grant included a new park bathroom by the baseball fields with ADA access, park lighting upgrade, disc golf course, nature play area and the RC track fencing. All projects are completed except for the ADA concrete for the bathroom and the sports lighting upgrade.

In the last couple of years, various configurations of lighting were discussed that included lighting on the two small baseball fields, adding a larger baseball field on the south with lights or improving the lighting for the football field. It was determined that football field lighting was the most critical need.

Staff explored various options of relocating poles and adding used poles that were purchased. It was determined to put the project out to bid without dictating means and methods but rather specifying the required footcandles required for the sports field application.

The project was put out to bid last July with only one bid received for over \$334,000 which was significantly more than the amount left to expend from the grant funds. At that time the Board rejected the bid and requested that staff re-evaluate the project and a new course of action.

In September 2023, the Board prioritized a modified scope of the lighting project, installed the concrete ADA ramp at the bathrooms and if any funds remained complete the electronic entrance gate and a block wall along the westerly edge of the north sports field.

Staff was advised last fall that the deadline to complete projects was extended to June 30, 2028, and that the District's park location now falls under the "severely disadvantaged community"

guidelines and will no longer require a match. With this change, the District now has \$124,717.52 left to spend with the Per Capita Funding.

LIGHTING PROJECT FUNDING:

Over the past year the quality of the lighting at the sports field has diminished as cells in the lighting panels have ceased working. This has increased the need to replace the lights particularly with the upcoming football and soccer seasons.

While complete reconstruction of the ballfield lighting has proven cost prohibitive, maintenance to change out the poles and lights is a cost effective approach with a timely completion to meet our obligation to the Helendale School District for football season.

Staff recently met with AMS Construction and requested a quote for replacing the lights and poles on the current footings with the existing wire and switching. The estimate is \$158,000 with a few exclusions outlined in the quote. Utilizing the remaining grant funds for the lighting project would leave a balance of \$33,282 to be paid out of the Park reserve funds with a current estimated fund balance of \$618,000 as of the July 18 Board meeting.

PURCHASING POLICY:

As part of the approval for this agenda item, Staff is requesting that the Board waive the requirements in Section 6E related to publication for this contract. While much of the District's adopted Purchasing Policy (dated 1/19/23) is statutory, Section 6 entitled "Purchasing Limits for Other Contracts", is discretionary and can be modified or waived by the Board. Section 6E5 discusses "Purchases Exceeding \$100,000". Counsel will provide a review of this section.

In the case of the contemplated contract, particularly given the rejected bid, necessity to complete this in an expeditious manner for the upcoming sports season, and lastly, the fact that the District had previously negotiated a contractual agreement with the contemplated contractor, Staff is requested that the publication requirements in Section 6E5 be waived for this contract.

FISCAL IMPACT: \$124,717 paid from grant proceeds and \$44,282 paid from Park reserve funds for a total project cost of \$158,000. Staff would like to request a 20% contingency to cover exclusions that are unknown at this time.

POSSIBLE MOTION: Approve a contract with AMS Construction for \$158,000 for lighting maintenance including a 20% contingency, waive section 6E5 of the purchasing policy and direct Staff and Counsel to complete the necessary contract documents for this project.

ATTACHMENTS: Maintenance Proposal for Sports Field Lighting
Purchasing Policy and Procedures (1/19/23)

Your Trusted Roofing Partners



Proposal

Commercial & Roofing Division

AMS CONSTRUCTION

PRESENTED BY: JERAMIE JONES

jjones@amsroofingconstruction.com

CSLB# 992388
1285 Columbia Ave Riverside Ca, 92508



AMS CONSTRUCTION

Commercial & Roofing Division

EXHIBIT A - Proposal -

DATE OF PROPOSAL | 07/29/2024

Project: Helendale Community Park

Address: 15425 Wild Rd, Helendale, CA 92342

Scope of Work: Soccer Field Lighting (4 Light Poles with Sports Arena LED Area Lights)

- ✓ Remove and replace (4) 35' LED Light Poles with new Light Poles. 7 – 8 light per pole.
- ✓ Keep base existing.
- ✓ 35 Foot Light Pole - 5-inch square tube light pole - 11 Gauge
Mounting Options: Accessory Kit Add on Round or Square Pole: Square Pole
Paint Color: Bronze / Dark Brown



- ✓ 70,000 Lumen LED Sport and Area Lights
- ✓ Lens Options: 90 degree Installed + 40D in Box



- ✓ Use scissor lift to reach the area.
****Material and Equipment rental included and labor all in.*

Exclusions and Notes:

- ✓ Any unforeseen site conditions.
 - ✓ If additional work is required outside of the above scope the client will be notified to approve additional cost as a change order.
 - ✓ Exclusions package to be determined at signing of the contract.
 - ✓ Inspections, permit fees.
 - ✓ Adequate parking for workers, equipment and port o let to be determined and provided prior to commencement of work.
-

AMS PROPOSES Scope of work

Grand Total \$158,000.00

NOTE: This proposal may be withdrawn if not accepted within **45** days from 07/29/2024

Respectfully submitted by: Jeramie

I/WE ACCEPT the prices, specifications and terms, as stated in this bid proposal, are approved. We authorize the drawing up of all necessary contract documents so work can begin.

Approved and accepted (owner or owner's authorized agent)

Date

Approved and accepted (second owner - if any)

Date

HELENDALE COMMUNITY SERVICES DISTRICT
Purchasing Policy and Procedures
(Revised January 19, 2023)

Section 1. Purpose

The purposes of this policy are to standardize the purchasing procedures of the Helendale Community Services District, thereby securing for the District the advantages of a centralized and uniform purchasing policy saving the taxpayers money and increasing public confidence in the procedures for District purchasing; to promote the fair and equitable treatment of all consumers and suppliers of goods and services; and to set forth the duties and responsibilities of the General Manager and District staff.

Section 2. Definitions

- A) Approved Vendors** – means those vendors approved by the General Manager for bidding purposes after satisfactory compliance with the Pre-Qualification Program contained in Section 7 below. The detailed list of Approved Vendors shall be on file at the District office at all times.
- B) Bid Most Advantageous To The District** – means the Lowest Responsible bidder on a District project that is subject to Competitive Bidding from among those bids that are deemed to be Responsive to the Specifications.
- C) Board** – means the Board of Directors of the District.
- D) Capital Expenditure** – means all major expenditures of a non-recurring nature such as new buildings, major remodeling projects and major equipment Purchases. Excluded from this definition shall be all in-house projects unless the cost of the materials alone exceeds \$5,000.
- E) Competitive Bidding** – means the process of obtaining the “Bid Most Advantageous To The District” for any Purchase conducted through a Formal Bid or Informal Bid.
- F) District** – means the Helendale Community Services District.
- G) Formal Bid** – means a written quotation obtained in a sealed envelope from an Approved Vendor, or through District direct solicitation, public announcement, or published advertisement and opened at a specific day, place, and time. Bidders can be from the Approved Vendor’s list or from bidders responding to advertisements or openly solicited requests for bids. Notice inviting bids for any contract requiring Competitive Bidding shall be published at least one time in a local newspaper of general circulation within the District.
- H) Informal Bid** – means a written or oral quotation obtained from an Approved Vendor, but not required to be opened publicly at a specified day, place, and time.

HELENDALE COMMUNITY SERVICES DISTRICT
Purchasing Policy and Procedures

- I) Lowest** – means the smallest bid in monetary terms received by the District for the cost of a project subject to Competitive Bidding.
- J) Plans** – means drawings or diagrams made to scale showing the structure or arrangement of a construction project, or a method or program showing a level of service or benefit defined within a contract. Plans will become part of the awarded contract. All bidders will be afforded an opportunity to examine the Plans.
- K) Purchase** – means buying, renting, leasing or otherwise acquiring Supplies or Services for a price.
- L) Responsible** – means the Lowest bidder who possesses the trustworthiness, quality, fitness, ability, capacity, and experience to satisfactorily perform a District project subject to Competitive Bidding. When the Lowest bidder is found not to be Responsible, the District must notify the bidder of this finding and the evidence upon which the finding was based, and the District must afford the bidder an opportunity to rebut such adverse evidence, and permit the bidder to present evidence that the bidder is Responsible.
- M) Responsive** – means a bid received by the District for a project subject to Competitive Bidding that substantially conforms to the bid Specifications and all applicable statutory requirements. A bidder is not entitled to a hearing on the question of Responsiveness, but is entitled to notice and the right to submit materials to the Board or the District's General Manager before a decision is made.
- N) Services** – means all labor furnished to the District by persons, firms, individuals or corporations not part of or connected with the District.
- O) Sole Source Contractor** – means a contractor or consultant that has been evaluated to provide unique or specialized Services or Supplies that cannot be obtained from other contractors or consultants. Such designation must be approved by the Board.
- P) Specifications** – means standards, including quality, set by the General Manager, supervisory staff or consultants as a guide and as a measure of that which successful vendors must achieve. Specifications shall be either technical specifications for bids, which shall state formulations as broadly as practicable, yet shall be specific enough to describe the requirements of the District or non-technical specification for bids, which shall state the quality required in general terms. Specifications will become part of the awarded contract. All bidders will be afforded an opportunity to examine the specifications.
- Q) Splitting Purchases** – means the intentional separation of a District project into smaller portions in order to avoid any of the Purchasing limits established by this policy.
- R) Supplies** – means all materials and equipment.

HELENDALE COMMUNITY SERVICES DISTRICT
Purchasing Policy and Procedures

Section 3. Applicability

This policy shall apply to all Purchases made by the District, except as otherwise specified herein. In implementing this policy, District employees are prohibited from Splitting Purchases.

Section 4. Purchase of Construction Supplies

The District must comply with the following Competitive Bidding requirements with respect to the Purchase of Supplies for the construction or completion of any building, structure, or improvement when the cost exceeds \$25,000:

- A) **Formal Bids.** Contracts for Supplies for the construction or completion of any building, structure, or improvement, when the cost exceeds \$25,000, shall be contracted for and let to the Bid Most Advantageous To The District after notice. If two or more bids are the same and the Lowest, the Board may accept the one it chooses.
- B) **Notice.** The District shall publish a notice inviting bids for any contract for which Competitive Bidding is required at least one time in a newspaper of general circulation in the District at least one week before the time specified for receiving bids. The notice inviting bids shall set a date for opening the bids and distinctly state the Supplies to be Purchased.
- C) **Alternate Publication.** If the District's General Manager recommends, and the Board determines, that the publication of advertisements of the notice in trade journals and papers in lieu of publication in a newspaper of general circulation will increase the number of business enterprises receiving that notice, the Board may by resolution declare that those notices shall be published in trade journals and papers at least ten days prior to the time specified for receiving bids.
- D) **Rejection of Bids.** At its discretion, the Board may reject any bids presented and readvertise. The Board may also waive a minor bid irregularity that does not give an unfair advantage to another bidder. However, the Board is under no obligation to waive bid irregularities.
- E) **Emergencies.** In the case of an emergency, the District may proceed in accordance with Section 8 below.

Section 5. Construction Contracts

The District must comply with the following Competitive Bidding requirements with respect to the construction or completion of any building, structure, or improvement when the cost exceeds \$25,000:

- A) **Formal Bids.** All contracts for the construction or completion of any building, structure, or improvement, when the cost exceeds \$25,000, shall be contracted for and let to the Bid

HELENDALE COMMUNITY SERVICES DISTRICT
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Most Advantageous to the District after notice. If two or more bids are the same and the Lowest, the Board may accept the one it chooses.

- B) Notice.** The District shall publish a notice inviting bids for any contract for which Competitive Bidding is required at least one time in a newspaper of general circulation in the District at least ten days before the time specified for receiving bids. The notice inviting bids shall set a date for opening the bids and distinctly state the work to be done.
- C) Alternate Publication.** If the District's General Manager recommends, and the Board determines, that the publication of advertisements of the notice in trade journals and papers in lieu of publication in a newspaper of general circulation will increase the number of business enterprises receiving that notice, the Board may by resolution declare that those notices shall be published in trade journals and papers at least ten days prior to the time specified for receiving bids.
- D) Plans and Specifications.** If Plans and Specifications are prepared describing the work, all bidders shall be afforded an opportunity to examine the Plans and Specifications, and the Plans and Specifications shall be attached to and become a part of the contract, if one is awarded.
- E) Bid Security.** All bids for construction work shall be presented under sealed cover and shall be accompanied by bidder's security in the form of either cash, a cashier's check made payable to the District, a certified check made payable to the District, or a bidder's bond executed by an admitted surety insurer made payable to the District. Upon an award to the bidder, the security of an unsuccessful bidder shall be returned in a reasonable period of time, but in no event shall that security be held by the District beyond 60 days from the time the award is made.
- F) Rejection of Bids.** At its discretion, the Board may reject any bids presented and readvertise. The Board may also waive a minor bid irregularity that does not give an unfair advantage to another bidder. However, the Board is under no obligation to waive bid irregularities.
- G) Emergencies.** In the case of an emergency, the District may proceed in accordance with Section 8 below.
- H) Bonds.** The Board may, subject to Civil Code Section 9550 et seq., require the posting of those bonds it deems desirable as a condition to the filing of a bid or the letting of a contract.
- I) Record.** The District shall keep cost records of the work in the manner provided in Government Code Section 4000 et seq.

HELENDALE COMMUNITY SERVICES DISTRICT
Purchasing Policy and Procedures

Section 6. Purchasing Limits for Other Contracts

The District must comply with the following requirements with respect to Purchases that are not subject to the provisions of Sections 4 and 5 above:

A) Formal Bids. Purchases shall be made by Formal Bid whenever such method is feasible and practical under existing conditions and circumstances.

B) Record of Bids. The District's General Manager shall keep a record of all bids submitted, and such record shall be open to proper inspection by any interested party within a reasonable amount of time.

C) Approval

1) No Purchase of Supplies or Services exceeding \$250 shall be made by any District staff without the approval of the General Manager. Notwithstanding the above, District staff may Purchase Supplies or Services in excess of the limit if the Supplies or Service has been approved on an open purchase order ("P.O.") and the staff person is identified as an authorized purchaser on the P.O. A Verbal Approval List shall be kept by the General Manager containing the date, employee name, vendor name, and amount of approval. All Purchases exceeding the \$250 limit shall be compared to the list. (See attached form)

2) No single Purchase of Supplies or Services exceeding \$25,000 shall be made by the District's General Manager without the approval of the Board.

E) Purchasing Procedures & Policies. The Purchase of Services and Supplies shall be on the basis of Competitive Bidding to the maximum practical extent. However, whenever Supplies or Services are procured by Competitive Bidding, negotiation, price quotations or other evidence of reasonable prices and other vital matters deemed necessary by the District's General Manager shall be solicited by the maximum number of qualified sources of Supplies or Services consistent with the nature of and requirements for the Supplies or Services to be Purchased, in accordance with the basic policies set forth below:

1) **Purchases - Not to Exceed \$5,000.** When the General Manager considers prices to be fair and reasonable and when the total amount of the Purchase does not exceed \$5,000, procedures and documentation will be simplified to the maximum degree possible. The General Manager shall establish such rules of procedures for such Purchases as he/she feels necessary to insure against abuse of the public interest. Procedures shall include verbal authorization, fax authorization, or other form of written authorization as required **from the General Manager or the Finance Manager.**

2) **Purchases - \$5,000 to \$15,000.** Purchases exceeding \$5,000 but not exceeding \$15,000 in total cost will be supported by a record of price quotations from three (3) different sources or an adequate explanation justifying the absence of such alternate quotes. Such quotations may be obtained in writing, verbally or by such other means as may be prescribed by the General Manager as appropriate to the circumstances. General Manager **or Finance**

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Manager approval shall be written and become part of the supporting documentation for the Purchase.

3) Purchases - \$15,000 to \$25,000. Purchases exceeding \$15,000 but not exceeding \$25,000 in total cost will be supported by a record of price quotations and Informal Bids or Formal Bids at the discretion of the General Manager. Criteria to be used for Formal Bid shall be whether or not the Purchase is a Capital Expenditure, a contract for professional services or lease, or an annual purchase order for Supplies, and/or maintenance and repair services. General Manager approval shall be written and become part of the supporting documentation for the Purchase.

4) Purchases Exceeding \$25,000 to \$100,000. Purchases exceeding \$25,000 to \$100,000 in value must be approved by the Board prior to award. Request for such approval will be accompanied by a full statement of facts justifying the recommendation for award. The District may advertise at least once in any appropriate industry publications or periodicals or bids may be solicited directly from known vendors via mail or fax. Specifications, Plans, and bid procedures shall be provided to vendors responding to the advertisement or to the direct solicitation to bid. Bid responses to these bids must be made in a written format. The Specifications and Plans shall become part of the awarded contract.

5) Purchases Exceeding \$100,000. Purchases exceeding \$100,000 in value must be approved by the Board prior to award. Request for such approval will be accompanied by a full statement of facts justifying the recommendation for award. Purchases with potential values that may exceed \$100,000 will be advertised at least once in a newspaper of general circulation within the District and at least ten (10) days before the time specified to receive bids. The District may advertise at least once in any appropriate industry publications or periodicals. Bids may also be solicited directly from known vendors via mail or fax. Specifications, Plans, and bid procedures shall be provided to vendors responding to the advertisement or to the direct solicitation to bid. Bid responses to these bids must be made in a written format. The Specifications and Plans shall become part of the awarded contract.

F) Rejection of Bids. The Board shall have the authority to reject any and all bids received in response to invitations for bids. The Board may also waive a minor bid irregularity that does not give an unfair advantage to another bidder. However, the Board is under no obligation to waive bid irregularities.

G) Requisitions. Purchases involving the immediate encumbrance of District funds shall be made only on a written requisition submitted by supervisory staff in such form as required by and approved by the General Manager in accordance with the procedures in this policy. Approval of the requisition shall result in the issuance of a P.O. or District check made payable to the vendor for the materials and supplies or services requested. For purchases where a P.O. is not necessary or accepted by the vendor, but a check is required, a request for a check shall be completed by District staff and approved by the General Manager. (See attached Requisition and Check Request Forms.) The General Manager shall examine each requisition and check request and shall have the authority to revise it as to quantity, quality, or estimated cost upon discussion with the requesting District staff.

HELENDALE COMMUNITY SERVICES DISTRICT
Purchasing Policy and Procedures

H) Open Purchase Orders.

1) Limit under \$25,000. The General Manager shall have the authority to issue an open P.O. for Services and Supplies to any Approved Vendor in an amount not to exceed \$25,000. All open P.O.'s shall expire at 5:00 p.m. on June 30 of each fiscal year. District staff authorized to purchase on the open P.O. shall be identified on the P.O. and provide District identification to the Approved Vendor for every Purchase.

2) Limit exceeding \$25,000. Open P.O.'s exceeding \$25,000 shall be approved by the Board. Approval by the Board can be made during annual budget adoption process when individual open P.O.'s are identified within the budget and made part of the budget adoption resolution. Additional open P.O.'s exceeding \$25,000 opened during the fiscal year must have Board approval before issuance. All open P.O.'s shall expire at 5:00 p.m. on June 30 of each fiscal year. District staff authorized to purchase on the open P.O. shall be identified on the P.O. and provide District identification to the vendor for every Purchase.

SECTION 7. Exemptions

A) Exemptions to Competitive Bidding. Notwithstanding the basic policy that the procurement of Services and Supplies shall be on a Competitive Bidding basis to the maximum practical extent, Purchases may be negotiated when one of the following circumstances is present:

- 1) When the total dollar value of the Purchase does not exceed \$15,000.
- 2) When an emergency exists, the District may proceed in accordance with Section 8.
- 3) When a Sole Source Contractor has been designated.
- 4) When Competitive Bidding would fail to produce an advantage and/or when the advertisement for Competitive Bidding would be undesirable, impractical, or impossible.
- 5) When the Board of Directors has determined that time is of the essence.
- 6) When the contract is for professional services.

Section 8. Emergencies

A) Vote. In the case of an emergency, the District, pursuant to a four-fifths vote of the Board, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary Services and Supplies for those purposes, without giving notice for bids to let contracts.

HELENDALE COMMUNITY SERVICES DISTRICT
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B) Findings. Before the Board takes any action pursuant to paragraph A) above, it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency.

C) Delegation. The Board, by four-fifths vote, may delegate, by resolution or ordinance, to the District's General Manager the authority to order any action pursuant to paragraph A) above.

D) Report. If the District's General Manager, pursuant to the authority delegated by the Board under paragraph C) above, orders any action specified in paragraph A) above, that person shall report to the Board, at its next meeting, the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency.

E) Review.

1) If the Board orders any action specified in paragraph A) above, the Board shall review the emergency action at its next regularly scheduled meeting and, except as specified below, at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue this action.

2) If the District's General Manager, pursuant to the authority delegated by the Board under paragraph C) above, orders any action specified in paragraph A) above, the Board shall initially review the emergency action not later than seven days after the action, or at its next regularly scheduled meeting if that meeting will occur not later than 14 days after the action, and at least at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action, unless the District's General Manager has terminated that action prior to the Board reviewing the emergency action and making a determination pursuant to this paragraph.

3) When the Board reviews the emergency action pursuant to paragraph E)1) or E)2) above, it shall terminate the action at the earliest possible date completed by giving notice for bids to let contracts.

Section 9. Scope of General Manager's Authority

The District's General Manager shall purchase or contract for all Supplies, Services, and Capital Equipment needed in accordance with procedures prescribed by this adopted policy and such additional lawful rules, not inconsistent herewith, as the District Manger shall employ for the efficient internal management and operation of the District.

A) Exceptions

1) **Exceptions Prohibited.** The authority of the General Manager to make all purchases for the District shall not be abridged unless, by order of the Board, such exception is granted for a specific purpose.

HELENDALE COMMUNITY SERVICES DISTRICT
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2) **Temporary Absences.** During periods of temporary absences of the General Manager, the authority to implement the provisions of these regulations will be held by a District staff member so appointed by the General Manager and approved by the Board for the period of the absence.

B) Tax Exemptions. The General Manager shall act to procure for the District all Federal and State tax exemptions to which the District is entitled.

C) Cooperative Purchasing. The General Manager shall have the authority to join other units of government including Federal, State, County, Municipal and Municipal sub-divisions, such as Water Districts, Sewer Districts, School Districts, Special Districts and Councils of Government in cooperative purchasing plans when the best interests of the District would be served thereby and when such action is in accordance with and pursuant to law.

D) Other Duties. The District's General Manager shall perform such other duties related to the functions, duties, and authorities set forth herein, as may be prescribed by the Board and by any applicable state or local laws or ordinances.

E) Water Rights Purchases. The District General Manager shall have special authority for the purchase of permanent water rights up to an aggregate dollar amount of one million dollars (\$1,000,000.00).

1) **Renewal.** This special right shall be renewed at the beginning of each fiscal year by resolution of the Board of Directors for the remaining balance of the unspent funds so approved by the Board and subsequently earmarked in each fiscal year budget.

2) **Revocation.** The special authority for the purchase of permanent water rights can be revoked at any time by a majority vote of the Board of Directors.

3) **Purchases.** Upon completion of a water rights purchase, all details of the purchase shall be brought to the Board of Directors for ratification and approval at the next regularly scheduled meeting of the Board of Directors.

4) **Debt Service.** At the Board of Directors' discretion, the General Manager shall be authorized to solicit a loan to repay the District for the aggregate amount of expended funds for the purpose of purchasing permanent water rights.

Section 10. Pre-Qualification Program

A) Adoption. All Approved Vendors must be pre-qualified prior to submitting bids for the District's public works projects. It is mandatory that all Approved Vendors who intend to submit bids fully complete the pre-qualification questionnaire, provide all materials requested herein, and be approved by the District to be on the Approved Vendors list.

B) Applications. Pre-qualification applications may be submitted four times each year: (1) from January 1 through January 10; (2) from April 1 through April 10; (3) from July 1 through July 10; and (4) from October 1 through October 10. Contractors who submit a complete pre-qualification package will be notified by first class mail of their qualification status, such notice to be mailed no later than fifteen business days after submission of the information.

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C) Questionnaire. Answers to questions contained in the District’s pre-qualification questionnaire, information about current bonding capacity on an aggregate and per project limit, notarized statement from surety, and the most recent reviewed or audited financial statements, with accompanying notes and supplemental information, are required. The District will use these documents as the basis of rating Approved Vendors in respect to the size and scope of contracts upon which each Approved Vendor is qualified to bid. The District reserves the right to check other sources available. Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the Contractor on whose behalf that person is signing. If any information provided by a Contractor becomes inaccurate, the Contractor must immediately notify the District and provide updated accurate information in writing, under penalty of perjury.

D) Approval. Pre-qualification approval will remain valid for one (1) calendar year from the date of notice of qualification, except that the District reserves the right during that calendar year to adjust, increase, limit, suspend, or rescind the pre-qualification ratings based on subsequently learned information and after giving notice of the proposed action to the Contractor and an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification determination.

E) Selection. While it is the intent of the pre-qualification questionnaire and documents required therewith to assist the District in determining bidder responsibility prior to the submission of bids and to aid the District in selecting the Bid Most Advantageous To The District, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude the District from a post-bid consideration and determination on a specific project of whether a bidder has the quality, fitness, capacity, and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness. Contractors are encouraged to submit pre-qualification packages as soon as possible, so that they may be notified of pre-qualification status well in advance of upcoming projects. The District reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations, and to determine at any time that the pre-qualification procedures will not be applied to a future public works project. A contractor may be found not pre-qualified for bidding on a specific public works contract to be let by the District, or on all contracts to be let by the District, until the contractor meets the District’s requirements. In addition, a contractor may be found not pre-qualified for either omission of requested information or falsification of information.

F) Appeal. A contractor who has submitted a completed application form, and who receives a rating of “not qualified” from the District, may appeal that determination. There is no appeal from a finding that a contractor is not pre-qualified because of a failure to submit required information, but reapplication during one of the designated time periods is permitted. A contractor may appeal the District’s decision with respect to its request for pre-qualification, and request a hearing by giving notice to the District no later than ten (10) business days after receipt of notice of its qualification status. Unless a Contractor files a timely appeal, the Contractor waives any and all rights to challenge the qualification decision of the District, whether by administrative process, judicial process, or any other legal process or proceeding.

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G) Hearing. If the Contractor gives the required notice of appeal and requests a hearing, the hearing shall be conducted so that it is concluded no later than ten (10) business days after the District's receipt of its Notice of Appeal. The hearing so provided shall be an informal process conducted by a panel to whom the Board has delegated responsibility to hear such appeals (the "Appeals Panel"). At or prior to the hearing, the Contractor will be given the opportunity to present information and present reasons in opposition to the pre-qualification determination. At the conclusion of the hearing or no later than one day after completion of the hearing, the Appeals Panel will render its decision. The date for submission and opening of bids for a specific project will not be delayed or postponed to allow for completion of an appeal process.

Section 11. Miscellaneous

A) Local Purchases. The District will make every effort to Purchase from businesses located within the District's service area if the Purchase provides the best overall value for the District.

B) Conflict of Interest. No District employee or Board member authorized to act on behalf of the District shall enter into any agreement, contract, or P.O. with any individual, firm, corporation, or organization in which said employee, Board member, or relative of same has a financial interest. This shall also include the acceptance of any gift or gratuity, directly or indirectly, from any person, firm, corporation, or organization to which any P.O. or contract is, or might be, awarded, any rebate, gift, or anything of value whatsoever, except where given for the express use of benefit of the District. Inexpensive advertising items, bearing the name of a vendor, such as pens, pencils, paper weights, cups, candy, calendars, etc., are not considered articles of value or gifts in relation to this policy.

C) Supersedes Other Policies. This purchasing policy and procedures supersedes any inconsistent prior policies adopted by the Board.



Helendale Community Services District

Date: August 1, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #10
Discussion and Possible Action Regarding Approval of Open Purchase Orders for FY25

STAFF RECOMMENDATION

Staff seeks approval for this item.

STAFF REPORT:

Many expenditures during the course of the year are under the General Manager's signing authority. Other expenses that are not within the GM's signing authority are approved by the Board on a case-by-case basis. Several items approved by the Board include Contracts such as Eide Bailey (accounting support services), CJ Brown and Associates (Auditors), Sonic Systems (IT Support), Burrtec (Solid Waste provider) and Tyler (Accounting Software) which are approved under separate Board actions. Further, the budget outlines anticipated expenditures that includes utility payments (SCE & SWG), regulatory fees, banking costs, etc. and upon adoption of the budget resolution authorization is given for such expenditures. Regulatory costs include the State Water Resources Control Board annual permit fees for water and wastewater, fire permits, air permits, as well as Mojave Water Agency pumping fees.

Following is a list of the vendors and the amount for which the open PO is being requested:

<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
Aqua Metrics	Meters	\$125,000
Brunick, McElhaney & Kennedy	Legal Expense	\$ 80,000
Core & Main	Water Dist Supplies	\$ 30,000
Western Water Works	Water Dist Supplies	\$ 30,000
Beck Oil	Fuel	\$ 50,000
Houston & Harris	WWTP CCTV	<u>\$ 35,000</u>
		\$350,000

If approved by the board, purchase orders will be created and future bills within the fiscal year will be charged against the purchase order. Any exceedance will be brought back to the Board for approval.

FISCAL IMPACT: \$350,000

POSSIBLE MOTION: Motion to approve Open Purchase Orders for the vendors as noted.

ATTACHMENTS: None



Helendale Community Services District

Date: August 1, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette, Administrative Services Manager
SUBJECT: Agenda item #11
Discussion and Possible Action Regarding Adoption of Resolution 2024-13: A Resolution of the Helendale Community Services District Board of Directors in Support of Filing an Application with the Bureau of Reclamation for a Grant Under the Water-Smart Grants: Small Scale Water Efficiency Projects

STAFF RECOMMENDATION

Staff seeks approval of this item.

STAFF REPORT

The District was previously awarded a Bureau of Reclamation Small-Scale Grant in 2017 for \$75,000, again in 2019 for \$75,000, and again in 2021 for \$75,000. As the District is looking to complete the meter rotation program, larger sized meters have been added to this grant request. Below are the various sizes and quantities requested:

<u>QTY</u>	<u>ITEM</u>	<u>COST</u>
400	¾" smart meters and bushings	\$73,952.00
40	2" smart meters and bushings	\$33,120.00
3	3" smart meters and bushings	\$ 6,825.00
1	4" smart meters and bushings	\$ 3,839.35
2	6" smart meters and bushings	\$13,190.00
200	dual port radios	\$31,860.00
46	single port radios	\$ 6,847.10

The total cost of this project is \$169,633.45. The District's portion will be \$84,816.73. The amount requested from the Bureau of Reclamation Funding is \$84,816.72.

If awarded the purchases will be made over two fiscal years. The Board is also considering an open purchase order with Aqua Metrics for \$125,000 for FY 25 in this agenda packet which will facilitate the purchase of the meter for this fiscal year which will be approximately.

FISCAL IMPACT:

	\$169,633.45	Initial Cost
-	\$84,816.72	Reimbursement
	\$84,816.73	Total Cost to District



RESOLUTION NO. 2024 – 13

A RESOLUTION OF THE HELENDALE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS, IN SUPPORT OF FILING AN APPLICATION WITH THE BUREAU OF RECLAMATION FOR A GRANT UNDER THE WATER SMART: SMALL-SCALE EFFICIENCY PROJECTS FOR FISCAL YEAR 2025

WHEREAS, the United States Bureau of Reclamation is currently soliciting proposals for grant funding assistance under their Water-Smart Grants: Small-Scale Water Efficiency Projects for Fiscal Year 2025

WHEREAS, District Staff has prepared a grant application under the United States Bureau of Reclamation's -Smart Grants: Small-Scale Water Efficiency Projects for Fiscal Year 2025.

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

1. The District's Board of Directors has reviewed and supports the submission of a grant application to the Bureau of Reclamation for the project.
2. The District's General Manager, Kimberly Cox, is directed to submit the grant application and is authorized to enter into an agreement with the Bureau of Reclamation on behalf of the District for grant funding under the Bureau of Reclamation's Water -Smart Grants: Small-Scale Water Efficiency Projects for Fiscal Year 2025.
3. The District is capable of providing the amount of funding and in-kind contributions as specified in the application; and
4. The District will work with the Bureau of Reclamation to meet established deadlines for entering into a cooperative agreement.

ADOPTED this 1st day of August 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Henry Spiller, President

Clerk of the Board



Helendale Community Services District

Date: August 1, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #12
Discussion Only Regarding Future Strategic Planning for the District

STAFF RECOMMENDATION

Staff seeks input regarding this item.

STAFF REPORT

Strategic plans can cover a myriad of options defined primarily by the goals to be accomplished. The purpose of this agenda item is to gauge the interest of the Board in developing a strategic plan for the District. While this was previously discussed with past Boards, given the impending retirement of the General Manager, a Plan might be a tool that could provide guidance for the next iteration of District leadership. Staff is seeking input and direction from the Board regarding your desires. If the Board determines that it would like to engage in the development of a Strategic Plan, Staff recommends that it be done through a facilitated format and include both the Board and Staff in different sessions.

There are templates and examples of strategic plans on the internet that can be used. Attached to the staff report is a 5-step guide to strategic planning. The Mojave Water Agency has a Strategic Plan (attached) as an example of a Plan for a public agency. It was developed initially through a facilitated process and is updated annually by staff as necessary.

Some thoughts to consider when considering the development of a Strategic Plan:

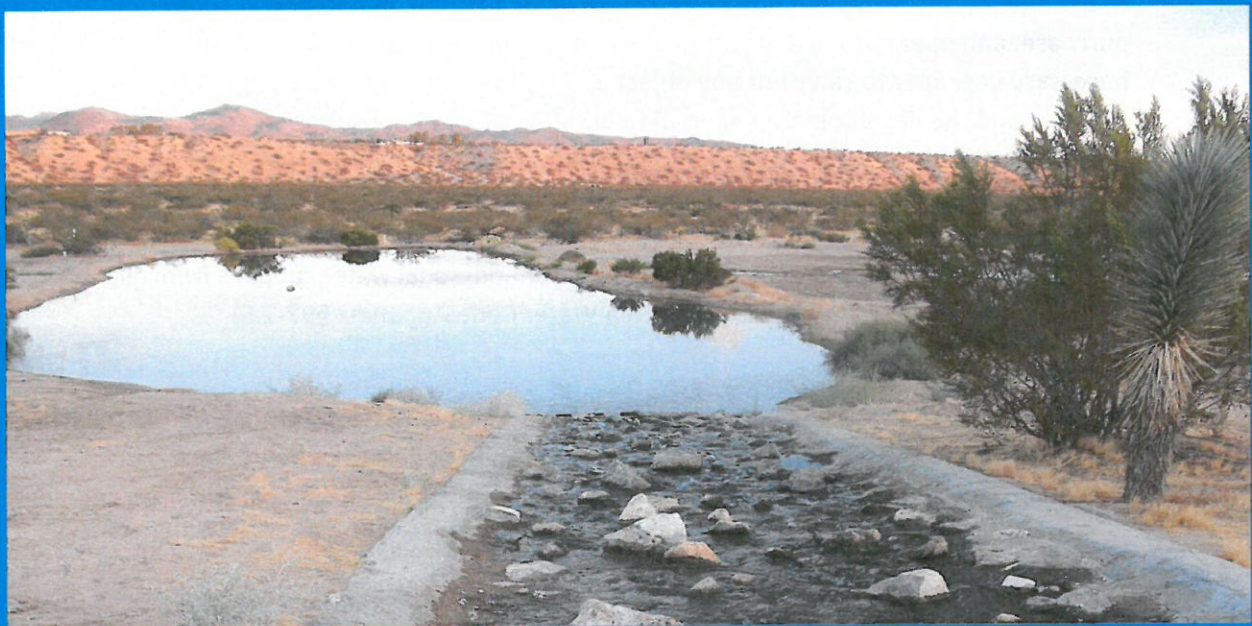
- It must be practical and reasonable
- Contemporary yet visionary
- Implementable
- Not cumbersome
- Have buy-in
- Flexible
- Reviewed at appropriate periodic intervals
- Consistent with the District core functions
- Considerate of the roles of community partners

Fiscal Impact: NA

Possible Motion: As determined by the Board

Attachments: Strategic Plan sample from Mojave Water Agency
5-Step Strategic Planning guide

MOJAVE WATER AGENCY STRATEGIC PLAN

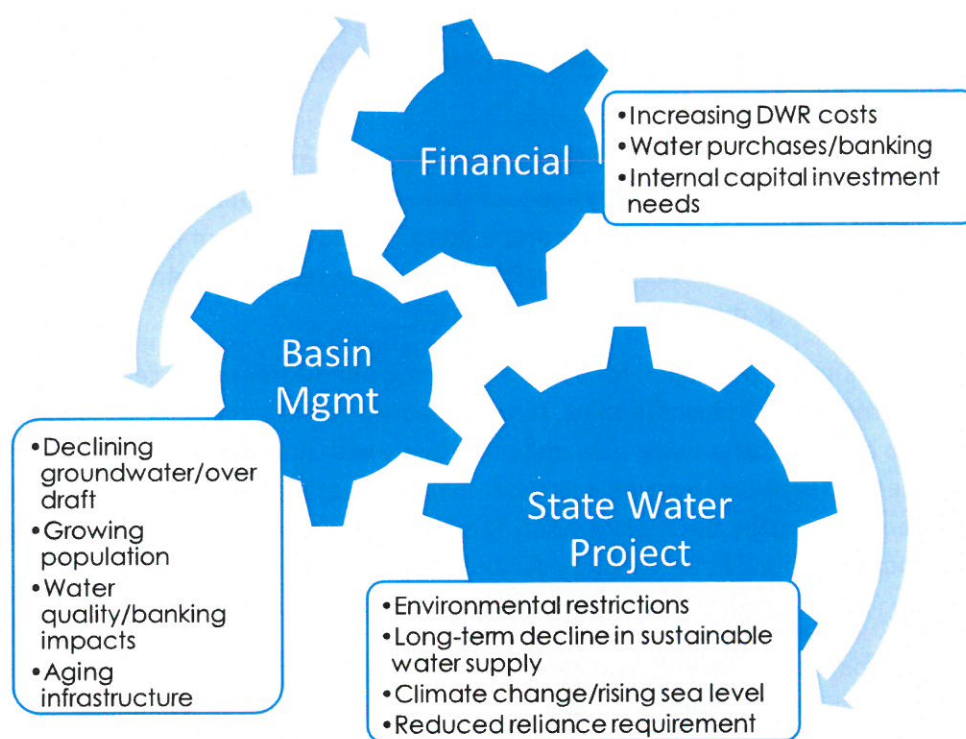


13846 Conference Center Drive

Strategic Plan Update: A New Era

The Agency developed a Strategic Plan in 2002 and then updated that plan in 2006. The Strategic Plan was intended to provide the framework and focus for the Agency that would facilitate the organization fulfilling its legislative mandate. Since the Strategic Plan development and update, California has entered a new era of water resource management, with new and changing risks affecting the Agency's ability to continue fulfilling its legislative mandate, both near and long-term. These new risks affect imported water supply from the SWP, groundwater basin management flexibility, and financial revenues and obligations. Figure 1 describes the range of risks the Agency must address to fulfill its legislative mandate.

Figure 1. A new era of risks and uncertainty



State Water Project

Over the past 15 years, the environment within which the SWP operates has changed drastically due to many factors including:

- New and more restrictive regulations including protections for threatened and endangered species under the State and Federal Endangered Species Acts (e.g., the 2008 and 2009 Biological Opinions for salmonids and smelt, the updated 2019 Biological Opinions, and the 2020 Incidental Take Permit).
- Major infrastructure damage and failure (Oroville Reservoir River Valve Outlet Outage, Oroville Reservoir Flood Control Spillway failure, Clifton Court Forebay Gate damage, Thermalito Pumping/Power plant fire, subsidence)

Intent of Strategic Plan

This Strategic Plan is intended to refine the Agency’s focus in recognition of the changing landscape within which the Agency operates and the increased uncertainty affecting future planning. This Strategic Plan serves as a current, clear, and broadly supported written description of what the Agency is working to accomplish and how they will work together with Agency customers and other stakeholders. The Strategic Plan serves as a guiding beacon to help the Agency focus on what is most important: achieving the Agency Vision and Mission. Directors, executive staff, and staff will work to achieve the goals and objectives by implementing regularly updated priority initiatives.

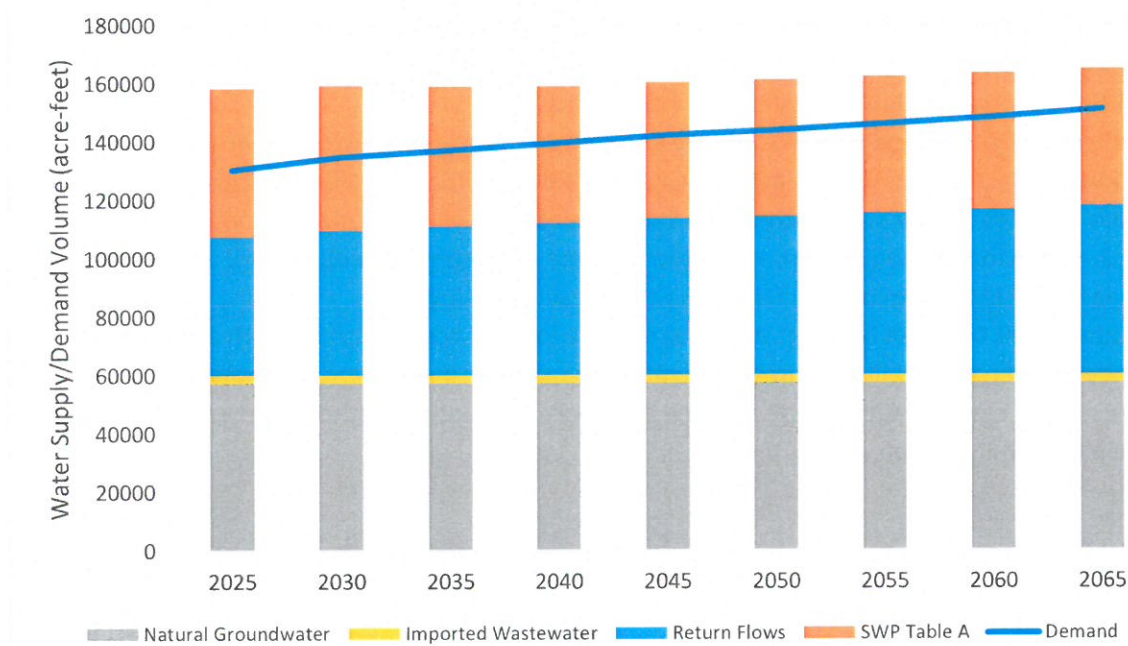
Elements of Strategic Plan

This Strategic Plan outlines our Vision, Mission, Core Values, Goals, and Objectives. Our vision, mission and core values provide the foundation for our organization. These elements describe who we are, what we want to achieve, and what will guide our approach to business on a daily basis. Memorializing our organization’s vision, mission, and values in this Strategic Plan is intended to provide the basis for incorporating these aspirations into actions. The goals set forth in this Strategic Plan are designed to be primary focal areas that assist the Agency in fulfilling its legislative mandate, vision, and mission. We have identified tangible objectives we believe will support the Agency to satisfy our goals each year. We will develop metrics for each objective that we will track and report over time to monitor how well we are fulfilling our objectives. We have developed priority initiatives to define, organize, and implement the work needed to achieve our objectives. Beginning in January of each year, the executive staff will review the previous year’s accomplishments toward fulfilling the objectives and develop and propose updated priority initiatives needed to fulfill the objectives in time to support the Agency budgeting process. Starting in January 2025, and every five years thereafter, the Agency will review the complete Strategic Plan and update appropriately.

Reliability versus Sustainability

An important distinction exists between water supply reliability and water supply sustainability. Figure 2 depicts the historical SWP annual water supply availability. The bars in Figure 2 show the annual SWP Table A allocation. If SWP water supplies were 100% reliable, there would be no variation in the Table A allocation between years. More variation in Table A allocations between years indicates less reliability. It is anticipated that with climate change, the annual reliability of our SWP supplies will become even less reliable on an annualized basis. Flashier storms will require the MWA to manage its supplies differently in order to be able to take advantage of the extreme wet years where capacity constraints on our local recharge basins and pipelines could make it problematic to take full advantage of our investment in the SWP.

Figure 3. Mojave Water Agency Water Supply Reliability through 2065



Vision

Collectively achieve sustainable water management to empower our communities to thrive for generations to come.

Mission

Collaboratively manage groundwater basins sustainably, import water responsibly, and address risks proactively using sound science.

Core Values

1. **Service to the Community:** We are here to make a positive difference in our region and the water industry. As collective and individual ambassadors of the Agency, we will respond to the community's needs in a courteous, respectful, and professional manner.
2. **Integrity:** We will strive to continually earn the trust of those we serve and work with in an open and transparent manner. We will have the courage to make difficult decisions and the compassion to listen to the needs of others in doing what is considered correct for the long-term viability of the area's water resources.
3. **Innovation and Creativity:** We recognize that many of the challenges we face today are complex and, therefore, must be approached with creative and innovative solutions. We must always remember that the system we manage has many interdependencies, and our actions consequently have the potential for unintended consequences. We will combine innovation, initiative and responsible risk-taking to address the challenges we encounter. We will always seek innovative ways to improve.

developing and maintaining the infrastructure to store and convey the water supplies to the areas of need.

4. Achieve urban water use efficiency consistent with current locally established efficiency targets. (Supports achieving Goal 1)

To ensure maximum benefit of the local and imported water supplies, the Agency intends to collaboratively set, periodically update, and achieve a water use efficiency target (expressed in gallons per capita per day) primarily through conservation efforts. The Agency's water use efficiency actions focus on collaboration, education, and outreach with other stakeholders and local communities.

5. Cultivate organizational culture that successfully recruits, retains, trains, and develops effective team members and leaders to fulfill our mission. (Supports achieving Goal 2)

The Agency's leadership and team members are key to the successful implementation of the Agency's strategic plan and fulfillment of the Agency's mission. The Agency recognizes the need to recruit, retain, train, and develop team members expeditiously to ensure successful succession planning including institutional knowledge transfer and retention. Additionally, the Agency recognizes the importance of maintaining a positive and safe organizational work environment and culture.

6. Employ robust technology, science, and data management systems to support effective operations and decision making to address the highest risks. (Supports achieving Goal 2)

As the Agency faces a variety of risks, the Agency is committed to making basin management and operations decisions informed by sound, reputable, and factual data sources. The Agency prioritizes actions that support that decisions are made using the most reliable information technology and sources.

7. Responsibly steward the availability of financial resources required to fulfill our mission. (Supports achieving Goals 1 and 2)

The Agency continuously works to assist in the development of sufficient revenues to fulfill our mission. Striving to provide sufficient resources includes accurately projecting revenues and costs, advocating for sound financial management for costs outside of the Agency's control, leveraging revenues to maximize services, and maintaining excellence in financial stewardship and accountability. This effort involves continuously and creatively planning for the most efficient and productive use of available resources.

Priority Initiatives: May 2021

The priority initiatives believed to be necessary to achieve the Agency Vision, Mission, Goals, and Objectives are listed below. The Priority Initiatives are grouped by the most relevant objective and ordered by due date.

1. Manage groundwater basins sustainably.
 - 1.1. Update scope of work for Cal Rural to support small water systems in the region by June 30, 2021.
 - 1.2. Develop an understanding of the use of minimal producers and parties operating outside of the Judgement by August 31, 2021.
 - 1.3. Develop promising approaches to address water use by parties operating outside of the Judgement (including extensive cannabis grows) and present to Board for consideration and adoption by August 31, 2021.
 - 1.4. Develop an understanding of our communities' land use plans and future requirements for water to enable MWA to support those plans (to inform MWA Master Plan) by June 30, 2023.
 - 1.5. Update the Integrated Regional Water Management Plan by June 30, 2024.
 - 1.6. Support Watermaster in its function to fulfill ongoing court mandates and requirements under the Sustainable Groundwater Management Act (SGMA). (Ongoing)
 - 1.7. Support responsible parties within the MWA Service area to fulfill their obligations under SGMA. (Ongoing)
 - 1.8. Gather, synthesize, and interpret data to monitor aquifer conditions and groundwater trends related to sustainability, highlighting any uses operating outside the judgement. (Ongoing)
 - 1.9. Update the Ames / Rece Groundwater Plan annually and ensure production safe yield is achieved and maintained. (Ongoing)

3. Develop, manage, and maintain water portfolio and infrastructure to provide reliable water supplies.
 - 3.1. Develop an Agency Service Area Groundwater Banking Policy that addresses variability in local and imported supply by December 31, 2021.
 - 3.2. Develop an Agency SWP Table A Water Supply Policy to guide optimal use of available imported supplies by December 31, 2021.
 - 3.3. Develop groundwater recharge facilities in Este Sub-Area by December 31, 2021.
 - 3.4. Develop an Asset Management Program, including identification of desired level of service, by June 30, 2022.
 - 3.5. Develop groundwater recharge facilities demonstration project in Oeste Sub-Area by June 30, 2022.
 - 3.6. Identify opportunities for 3rd party banking partnerships to help fulfill *Objective 7* by August 31, 2022.
 - 3.7. Identify all management agencies and requirements that could affect inflows into Mojave Basin Watershed by June 30, 2023.
 - 3.8. Develop a Capital Improvement Program (Master Plan) to align with water needs from future land use plans by June 30, 2023.
 - 3.9. Develop an initial annual operations plan and level of service requirements by December of each year consistent with the Groundwater Banking Policy, Imported Water Supply Policy, and SWP Allocations and update monthly as allocations change. (Ongoing)
 - 3.10. Establish, monitor, and / or maintain agreements on how the headwaters will be managed to manage the upper watershed for the benefit of all parties. (Ongoing)

5. Cultivate organizational culture that successfully recruits, retains, trains, and develops effective team members and leaders to fulfill our mission.
 - 5.1. Identify potential opportunities for growth within the Agency and define specific developmental pathways for each employee informed by individual interests and Agency resource needs by December 31, 2021.
 - 5.2. Develop a program to partner with local colleges to foster future staff (e.g., intern program, special studies/projects) by December 31, 2021.
 - 5.3. Document current functions the Agency is serving in terms of intended outcomes and key activities and rank based on how they help fulfill strategic objectives by December 31, 2022.
 - 5.4. Estimate staffing resource needs (including consideration of organization processes, roles, responsibilities and use of technology and/or consultants) to fulfill priority initiatives and ongoing high priority functions by December 31, 2022 and update annually.
 - 5.5. Develop a strategic staffing resource plan by December 31, 2022 which identifies needed talent, experience, and skills and a process to recruit and retain (e.g., competitive salary, benefits, and attractive working environment) the appropriate people.
 - 5.6. Implement the strategic staffing resource plan. (Ongoing)

7. Responsibly steward the availability of financial resources required to fulfill our mission.
 - 7.1. Update the Financial Strategic Plan including a reevaluation of Agency water rates by June 30, 2022.
 - 7.2. Annually update expected revenue needs for the future 20 years. (Ongoing)
 - 7.3. Identify and pursue grant opportunities to increase the Agency's ability to fulfill Vision and Mission. (Ongoing)

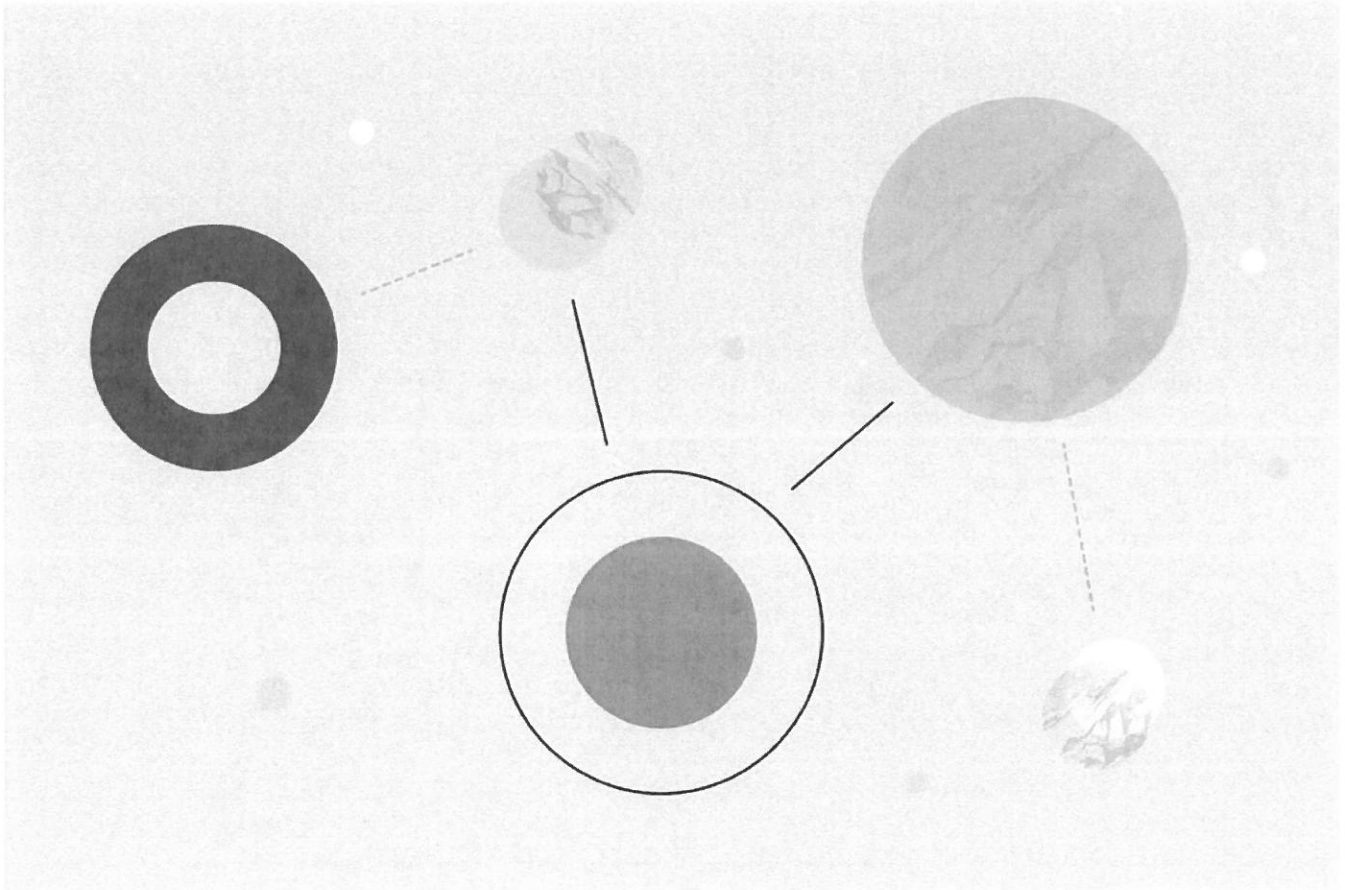
9. Cultivate effective and collaborative working relationships with partner agencies, other responsible parties, and the public.
 - 9.1. Develop plan for engagement with other State Water Project Contractors in our general region (Class 8 Contractors) to provide a unified voice on water supply and costs by June 30, 2021.
 - 9.2. Develop a communications and outreach plan to include ongoing efforts in engagement and public relations by December 31, 2021.
 - 9.3. Continue cultivating partnerships with key government agencies, organizations, and other stakeholders (e.g., SWP Contractors, USBR, Lahontan RWQCB, Colorado RWQCB, USGS, etc.). (Ongoing)

What is strategic planning? A 5-step guide



Julia Martins

January 23rd, 2024 • 11 min read



Summary

Strategic planning is a process through which business leaders map out their vision for their organization's growth and how they're going to get there. In this article, we'll guide you through the strategic planning process, including why it's important, the benefits and best practices, and five steps to get you from beginning to end.

Strategic planning is a process through which business leaders map out their vision for their organization's growth and how they're going to get there. The strategic planning process informs your organization's decisions, growth, and goals.

Strategic planning helps you clearly define your company's long-term objectives—and maps how your short-term goals and work will help you achieve them. This, in turn, gives you a clear sense of where your organization is going and allows you to ensure your teams are working on projects that make the most impact. Think of it this way—if your goals and objectives are your destination on a map, your strategic plan is your navigation system.

In this article, we walk you through the 5-step strategic planning process and show you how to get started developing your own strategic plan.

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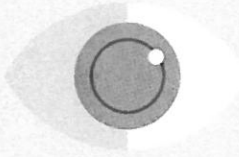
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What is strategic planning?

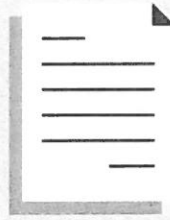
Strategic planning is a business process that helps you define and share the direction your company will take in the next three to five years. During the strategic planning process, stakeholders review and define the organization's mission and goals, conduct competitive assessments, and identify company goals and objectives. The product of the planning cycle is a strategic plan, which is shared throughout the company.

What is a strategic plan?

Strategic plan elements



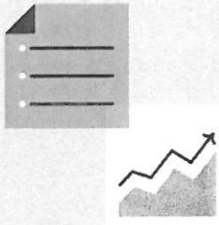
Vision



Mission statement



Objectives



Plan of action



Approach



Tactics



A strategic plan is the end result of the strategic planning process. At its most basic, it's a tool used to define your organization's goals and what actions you'll take to achieve them.

Typically, your strategic plan should include:

- Your company's vision statement

- Your company's mission statement
- Your organizational goals, including your **long-term goals** and short-term, yearly objectives
- Any plan of action, tactics, or approaches you plan to take to meet those goals

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What are the benefits of strategic planning?

Strategic planning can help with goal setting and decision-making by allowing you to map out how your company will move toward your organization's vision and mission statements in the next three to five years. Let's circle back to our map metaphor. If you think of your company trajectory as a line on a map, a strategic plan can help you better quantify how you'll get from point A (where you are now) to point B (where you want to be in a few years).

When you create and share a clear strategic plan with your team, you can:

- Build a strong organizational culture by clearly defining and aligning on your organization's mission, vision, and goals.
- Align everyone around a shared purpose and ensure all departments and teams are working toward a common objective.
- Proactively set objectives to help you get where you want to go and achieve desired outcomes.
- Promote a long-term vision for your company rather than focusing primarily on short-term gains.
- Ensure resources are allocated around the most high-impact priorities.
- Define long-term goals and set shorter-term goals to support them.
- Assess your current situation and identify any opportunities—or threats—allowing your organization to mitigate potential risks.
- Create a proactive business culture that enables your organization to respond more swiftly to emerging market changes and opportunities.

What are the 5 steps in strategic planning?

The strategic planning process involves a structured methodology that guides the organization from vision to implementation. The strategic planning process starts with assembling a small, dedicated team of key strategic planners—typically five to 10 members—who will form the strategic planning, or management, committee. This team is responsible for gathering crucial information, guiding the development of the plan, and overseeing strategy execution.

Once you've established your management committee, you can get to work on the planning process.

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Step 1: Assess your current business strategy and business environment

Before you can define where you're going, you first need to define where you are. Understanding the external environment, including market trends and competitive landscape, is crucial in the initial assessment phase of strategic planning.

To do this, your management committee should collect a variety of information from additional stakeholders, like employees and customers. In particular, plan to gather:

- **Relevant industry and market data** to inform any market opportunities, as well as any potential upcoming threats in the near future.
- **Customer insights** to understand what your customers want from your company—like product improvements or additional services.
- **Employee feedback** that needs to be addressed—whether about the product, business practices, or the day-to-day company culture.

Consider different types of strategic planning tools and analytical techniques to gather this information, such as:

- A **balanced scorecard** to help you evaluate four major elements of a business: learning and growth, business processes, customer satisfaction, and financial performance.
- A **SWOT analysis** to help you assess both current and future potential for the business (you'll return to this analysis periodically during the strategic planning process).

To fill out each letter in the SWOT acronym, your management committee will answer a series of questions:

Strengths:

- What does your organization currently do well?
- What separates you from your competitors?
- What are your most valuable internal resources?
- What tangible assets do you have?
- What is your biggest strength?

Weaknesses:

- What does your organization do poorly?
- What do you currently lack (whether that's a product, resource, or process)?
- What do your competitors do better than you?
- What, if any, limitations are holding your organization back?
- What processes or products need improvement?

Opportunities:

- What opportunities does your organization have?
- How can you leverage your unique company strengths?
- Are there any trends that you can take advantage of?
- How can you capitalize on marketing or press opportunities?
- Is there an emerging need for your product or service?

Threats:

- What emerging competitors should you keep an eye on?
- Are there any weaknesses that expose your organization to risk?
- Have you or could you experience negative press that could reduce market share?

- Is there a chance of changing customer attitudes towards your company?

Step 2: Identify your company's goals and objectives

To begin strategy development, take into account your current position, which is where you are now. Then, draw inspiration from your vision, mission, and current position to identify and define your goals—these are your final destination.

To develop your strategy, you're essentially pulling out your compass and asking, "Where are we going next?" "What's the ideal future state of this company?" This can help you figure out which path you need to take to get there.

During this phase of the planning process, take inspiration from important company documents, such as:

- **Your mission statement**, to understand how you can continue moving towards your organization's core purpose.
- **Your vision statement**, to clarify how your strategic plan fits into your long-term vision.
- **Your company values**, to guide you towards what matters most towards your company.
- **Your competitive advantages**, to understand what unique benefit you offer to the market.
- **Your long-term goals**, to track where you want to be in five or 10 years.
- **Your financial forecast and projection**, to understand where you expect your financials to be in the next three years, what your expected cash flow is, and what new opportunities you will likely be able to invest in.

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Step 3: Develop your strategic plan and determine performance metrics

Now that you understand where you are and where you want to go, it's time to put pen to paper. Take your current business position and strategy into account, as well as your organization's goals and

objectives, and build out a strategic plan for the next three to five years. Keep in mind that even though you're creating a long-term plan, parts of your plan should be created or revisited as the quarters and years go on.

As you build your strategic plan, you should define:

- **Company priorities** for the next three to five years, based on your SWOT analysis and strategy.
- **Yearly objectives** for the first year. You don't need to define your objectives for every year of the strategic plan. As the years go on, create new yearly objectives that connect back to your overall **strategic goals**.
- **Related key results and KPIs**. Some of these should be set by the management committee, and some should be set by specific teams that are closer to the work. Make sure your key results and KPIs are measurable and actionable. These KPIs will help you track progress and ensure you're moving in the right direction.
- **Budget** for the next year or few years. This should be based on your financial forecast as well as your direction. Do you need to spend aggressively to develop your product? Build your team? Make a dent with marketing? Clarify your most important initiatives and how you'll budget for those.
- **A high-level project roadmap**. A project roadmap is a tool in **project management** that helps you visualize the timeline of a complex initiative, but you can also create a very high-level project roadmap for your strategic plan. Outline what you expect to be working on in certain quarters or years to make the plan more actionable and understandable.

Step 4: Implement and share your plan

Now it's time to put your plan into action. Strategy implementation involves clear communication across your entire organization to make sure everyone knows their responsibilities and how to measure the plan's success.

Make sure your team (especially senior leadership) has access to the strategic plan, so they can understand how their work contributes to company priorities and the overall strategy map. We recommend sharing your plan in the same tool you use to manage and track work, so you can more easily connect high-level objectives to daily work. If you don't already, consider using a **work management platform**.

A few tips to make sure your plan will be executed without a hitch:

- Communicate clearly to your entire organization throughout the implementation process, to ensure all team members understand the strategic plan and how to implement it effectively.
- Define what "success" looks like by mapping your strategic plan to key performance indicators.
- Ensure that the actions outlined in the strategic plan are integrated into the daily operations of the organization, so that every team member's daily activities are aligned with the broader strategic objectives.

- Utilize tools and software—like a work management platform—that can aid in implementing and tracking the progress of your plan.
- Regularly monitor and share the progress of the strategic plan with the entire organization, to keep everyone informed and reinforce the importance of the plan.
- Establish regular check-ins to monitor the progress of your strategic plan and make adjustments as needed.

Step 5: Revise and restructure as needed

Once you've created and implemented your new strategic framework, the final step of the planning process is to monitor and manage your plan.

Remember, your strategic plan isn't set in stone. You'll need to revisit and update the plan if your company changes directions or makes new investments. As new market opportunities and threats come up, you'll likely want to tweak your strategic plan. Make sure to review your plan regularly—meaning quarterly and annually—to ensure it's still aligned with your organization's vision and goals.

Keep in mind that your plan won't last forever, even if you do update it frequently. A successful strategic plan evolves with your company's long-term goals. When you've achieved most of your strategic goals, or if your strategy has evolved significantly since you first made your plan, it might be time to create a new one.

Build a smarter strategic plan with a work management platform

To turn your company strategy into a plan—and ultimately, impact—make sure you're proactively connecting company objectives to daily work. When you can clarify this connection, you're giving your

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efforts contribute to the company's success.

By leveraging such a platform, you not only streamline workflow and enhance team productivity but also align every action with your strategic objectives—allowing teams to drive greater impact and helping your company move toward goals more effectively.

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Strategic planning FAQs

Still have questions about strategic planning? We have answers.

Why do I need a strategic plan?

A strategic plan is one of many tools you can use to plan and hit your goals. It helps map out strategic objectives and growth metrics that will help your company be successful.

When should I create a strategic plan?

You should aim to create a strategic plan every three to five years, depending on your organization's growth speed.

Since the point of a strategic plan is to map out your long-term goals and how you'll get there, you should create a strategic plan when you've met most or all of them. You should also create a strategic plan any time you're going to make a large pivot in your organization's mission or enter new markets.

What is a strategic planning template?

A strategic planning template is a tool organizations can use to map out their strategic plan and track progress. Typically, a strategic planning template houses all the components needed to build out a strategic plan, including your company's vision and mission statements, information from any competitive analyses or SWOT assessments, and relevant KPIs.

What's the difference between a strategic plan vs. business plan?

A business plan can help you document your strategy as you're getting started so every team member is on the same page about your core business priorities and goals. This tool can help you document and share your strategy with key investors or stakeholders as you get your business up and running.

You should create a business plan when you're:

- Just starting your business

- Significantly restructuring your business

If your business is already established, you should create a strategic plan instead of a business plan. Even if you're working at a relatively young company, your strategic plan can build on your business plan to help you move in the right direction. During the strategic planning process, you'll draw from a lot of the fundamental business elements you built early on to establish your strategy for the next three to five years.

What's the difference between a strategic plan vs. mission and vision statements?

Your strategic plan, mission statement, and vision statements are all closely connected. In fact, during the strategic planning process, you will take inspiration from your mission and vision statements in order to build out your strategic plan.

Simply put:

- A mission statement summarizes your company's purpose.
- A vision statement broadly explains how you'll reach your company's purpose.
- A strategic plan pulls in inspiration from your mission and vision statements and outlines what actions you're going to take to move in the right direction.

For example, if your company produces pet safety equipment, here's how your mission statement, vision statement, and strategic plan might shake out:

- Mission statement: "To ensure the safety of the world's animals."
- Vision statement: "To create pet safety and tracking products that are effortless to use."
- Your strategic plan would outline the steps you're going to take in the next few years to bring your company closer to your mission and vision. For example, you develop a new pet tracking smart collar or improve the microchipping experience for pet owners.

What's the difference between a strategic plan vs. company objectives?

Company objectives are broad goals. You should set these on a yearly or quarterly basis (if your organization moves quickly). These objectives give your team a clear sense of what you intend to accomplish for a set period of time.

Your strategic plan is more forward-thinking than your company goals, and it should cover more than one year of work. Think of it this way: your company objectives will move the needle towards your overall strategy—but your strategic plan should be bigger than company objectives because it spans multiple years.

What's the difference between a strategic plan vs. a business case?

A **business case** is a document to help you pitch a significant investment or initiative for your company. When you create a business case, you're outlining why this investment is a good idea, and how this large-scale project will positively impact the business.

You might end up building business cases for things on your strategic plan's roadmap—but your strategic plan should be bigger than that. This tool should encompass multiple years of your roadmap, across your entire company—not just one initiative.

What's the difference between a strategic plan vs. a project plan?

A strategic plan is a company-wide, multi-year plan of what you want to accomplish in the next three to five years and how you plan to accomplish that. A project plan, on the other hand, outlines how you're going to accomplish a specific project. This project could be one of many initiatives that contribute to a specific company objective which, in turn, is one of many objectives that contribute to your strategic plan.

What's the difference between strategic management vs. strategic planning?

A strategic plan is a tool to define where your organization wants to go and what actions you need to take to achieve those goals. Strategic planning is the process of creating a plan in order to hit your strategic objectives.

Strategic management includes the strategic planning process, but also goes beyond it. In addition to planning how you will achieve your big-picture goals, strategic management also helps you organize your resources and figure out the best action plans for success.

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