



HELENDALE COMMUNITY SERVICES DISTRICT

26540 VISTA ROAD, SUITE C, HELENDALE, CA 92342

REGULAR BOARD MEETING

Thursday, May 7, 2026, at 6:00 PM

This meeting of the Board of Directors of the Helendale Community Services District is Open to the public in person only at the District Office located at 26540 Vista Road, Suite C, Helendale, California. There will be no remote participation for this meeting.

Call to Order - Pledge of Allegiance

1. Approval of Agenda

2. Public Participation

Anyone wishing to address any matter pertaining to District business listed on the agenda or not, may do so at this time. However, the Board of Directors may not take action on items that are not on the agenda. The public comment period may be limited to three (3) minutes per person. Any member wishing to make comments may do so by filling out the speaker's card in person.

3. Consent Items

- a. Approval of Minutes: Regular Board Meeting – April 16, 2026
- b. Bills Paid Report - April 16, 2026
- c. Financial Reports – March 2026

4. Reports

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

Regular Business

5. Discussion and Possible Action Regarding Approval of Directors Expense Reports
6. Discussion and Possible Action Regarding Lien Policy
7. Discussion and Possible Action Regarding Well #4 Rehab
8. Discussion and Possible Action on Rescinding Contract Approval with Kennedy Jenks and Approving a Request for Proposals for a Bureau Feasibility Study
9. Discussion and Possible Action Regarding Approval of Door Oliver Sludge Pumps

Other Business

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

Closed Session

11. Conference with Real Property Negotiators
(Government Code Section 54956.8)
District Negotiator: Alex Aviles
Negotiating Parties: SBA/TowerCo
Under Negotiation: Price and Terms of Payment

12. Report of Closed Session Items

13. Adjournment

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above 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: May 7, 2026
TO: Board of Directors
FROM: Cheryl Vermette, Administrative Services Manager
SUBJECT: Agenda item #3

CONSENT ITEMS

- a. Approval of Minutes: Regular Meeting April 16, 2026
- b. Bills Paid Report for May 7, 2026
- c. Financial Reports – March 2026



Helendale Community Services District

DATE: May 7, 2026
TO: Board of Directors
FROM: Cheryl Vermette, Administrative Services Manager
SUBJECT: Agenda item #3A
Approval of Minutes: Regular Meeting April 16, 2026



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

Date: April 16, 2026
 Time: 6:00 PM
 Meeting called to order by: President Ron Clark at 6:00 PM

Attendance

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

Staff Members Present

Alex Aviles, General Manager Wastewater/Solid Waste; Craig Carlson, General Manager - Water Operations/Parks; Cheryl Vermette, General Manager - Administrative Services/Recreation

Consultants/Guests

Steve Kennedy, Legal Counsel

Members of the public

There were three members of the public in attendance.

1. APPROVAL OF AGENDA

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

Second Director Guinn

Vote

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

2. PUBLIC PARTICIPATION

Division Chief Stocker reported on calls for service as well as the upcoming Open House.

3. CONSENT ITEMS

- a) Approval of Minutes: Regular Board Meeting – April 2, 2026
- b) Approval of Minutes: Special Board Meeting – April 6, 2026

c) Bills Paid Report - April 16, 2026

4. **REPORTS**

a. Directors' Reports

Director Guinn discussed the upcoming CERT Mixer that will be held on May 4th at 6 pm.

b. General Managers Report

Staff reported that the Burrtec rate increase notices were mailed to customers. A Special Budget Meeting was scheduled for the week of April 27. Andrea, Shavon, and Cheryl attended the Tyler Connect Conference to learn about new Tyler software features and identify opportunities to improve operational efficiency using existing modules. Construction of the Vertical Bridge Tower at the Smithson property is underway, with installation of the permanent gate and drive approach anticipated in approximately three weeks and tower installation expected to be completed within six weeks. The next phase will include installation of the cellular service equipment, with overall project completion estimated at three months. The fire alarm system and fire hydrant at the new shop were inspected and certified in compliance with fire inspection requirements. Staff conducted a confined space entry at the Smithson Lift Station to troubleshoot a bypass issue and identified a broken Pump #3 check valve, which was allowing flow to return into the station. Staff also repaired an air leak on one of the digester diffuser drop-downs.

Finance report: The District currently has \$8,640,596. Water has \$2,788,276, wastewater has \$3,628,080; parks has \$927,411; Property Rentals has \$181,844; and solid waste has \$265,609. Staff presented an overview of District funds by depository. The largest balance is held with CLASS at approximately \$3.25 million, followed by CBB Trust at \$2.31 million and CBB Checking at \$1.62 million. Additional funds include \$1.17 million with LAIF and \$281,234 with Flagstar.

Regular Business

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

Discussion The Board reviewed submitted expense reports.

Motion Director Guinn made a motion to approve Directors' expense reports

Second Director DeVries

Vote

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

6. Discussion and Possible Action Regarding Remote Participation

Discussion: Staff provided an overview of the District's remote meeting access, which was implemented during COVID-19 to improve accessibility and operational flexibility. Recent Zoom security disruptions raised concerns regarding meeting security and potential

reputational risk. Legal counsel reviewed Brown Act requirements, noting that meetings must remain open and accessible to the public, with the public able to attend and provide comment. Remote participation is not required; however, if offered, it must be broadly available and equitable. Currently, the District conducts in-person meetings with optional Zoom access. Benefits of remote access include increased public participation, remote participation for staff, legal counsel, and consultants, additional public access options, and the ability to generate AI-assisted meeting summaries. Potential risks include meeting disruption and the need for active monitoring and security controls. Counsel discussed legal risks, and the Board considered options including discontinuing remote access, limiting remote participation to staff and consultants, continuing remote access with enhanced security measures, or providing alternative direction.

Direction: The Board directed staff to continue providing remote meeting access following the implementation of enhanced security measures.

7. Discussion Only Regarding Website Migration to Streamline

Discussion: Staff provided an overview of the District’s website functions, noting that the website serves as a primary resource for public communication, service sign-ups including ACH, access to Board agendas, minutes, and public documents, service information for water, wastewater, and solid waste, online service requests and customer support tools, community updates, news and event information, and registration for sports and community events. Staff reported that the District is transitioning the website to the Streamline platform to modernize the website, improve accessibility and compliance, and streamline information and service delivery. Features associated with the transition include an ADA accessibility assistant, one-click social sharing and email marketing, payment and commerce tools, electronic signature forms, automated agenda and meeting tools, and enhanced online forms. The website migration is anticipated to be completed between May and June, with services remaining available during the transition, and staff training included as part of the process.

There was no action on this item

8. Discussion and Possible Action Regarding Selection of Mission, Vision, and Values Sign Design

Discussion: Staff reported that signage options had been discussed with the Board at the previous meeting. At that time, the Board requested a version that included the Route 66 sign. Staff presented two versions of each sign option. The cost for the Route 66 sign is \$556.44 plus tax, and the cost for the logo sign is \$409.12 plus tax.

Motion Director DeVries made a motion to approve the purchase of two signs – Mission, Vision and Values Design # 1 and Logo Design #1 for a cost not to exceed \$1,040.42.

Second Director Guinn

Vote

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

9. Discussion and Possible Action Regarding Resolution 2026-07: A Resolution of the Board of Directors of the Helendale Community Services District Recertifying the 2022 Sanitary Sewer Management Plan (SSMP) As Required by the State Water Resources Control Board Order No. 2022-0103-DWQ Statewide General Waste Discharge Requirements for Sanitary Sewer Systems

Discussion: Staff presented information regarding the Sewer System Management Plan (SSMP) and associated regulatory requirements. Sanitary sewer systems are regulated under the State Water Resources Control Board’s (SWRCB) General Discharge Order 2022-0103, which was adopted on December 6, 2022, replacing Order No. 2006-0003-DWQ. The General Discharge Order establishes statewide guidelines for the operation and maintenance of sanitary sewer systems and serves as a waste discharge requirement, with the purpose of eliminating sanitary sewer overflows (SSOs) and preventing sewage discharges to the waters of the State.

The SSMP is a required component of the General Discharge Order. The District’s original SSMP was adopted in 2010. Order 2022-0103 requires an annual SSMP review, an internal audit every three years, and SSMP recertification and Board adoption every six years. The SSMP includes key elements such as program goals, legal authority, operation and maintenance practices, design and performance provisions, spill emergency response, sewer pipe blockage programs, and system evaluation and capacity assurance.

Adoption of the SSMP satisfies the six-year recertification requirement. Staff will conduct the required three-year internal audit and will return the SSMP to the Board for an update in 2029. The next SSMP recertification and Board adoption will be due in 2032.

A possible motion presented was to adopt Resolution 2026-07 recertifying the 2022 Sanitary Sewer Management Plan.

Motion Vice President Cardenas made a motion to adopt Resolution 2026-07 Recertifying the 2022 Sanitary Sewer Management Plan

Second Director Guinn

Vote

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

Director Billy Rosenberg	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
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10. Discussion and Possible Action Regarding Adoption of Cross Connection Control Operating Rules

Discussion: Staff presented an overview of the District’s Cross-Connection Control Plan. The District has historically maintained a cross-connection control plan that followed Title 17 of the California Code of Regulations. As of July 1, 2025, the State Water Resources Control Board (SWRCB) required all public water systems to adopt a revised cross-connection control plan in accordance with SWRCB guidelines. Staff worked with SWRCB on the draft plan, and SWRCB has accepted the draft.

The cross-connection control plan requires a certified cross-connection specialist to perform hazard assessments of all service connections, including 25 percent of residential connections and 100 percent of commercial and irrigation connections annually.

All backflow prevention devices are required to be tested annually and reported to the District by the property owner. The District notifies property owners in April or May and provides 30 days to complete testing. If testing is not completed within 30 days, a second mailed notice is issued allowing an additional 15 days and includes a \$15 fine. If testing is still not completed, water service will be shut off until the backflow device is tested.

The Cross-Connection Control Plan requires Board adoption pursuant to SWRCB requirements. A possible motion presented was to adopt the Cross-Connection Control Plan as District Operating Rules.

Motion Director DeVries made a motion to adopt the Cross-Connection Control Plan as District Operating Rules

Second Vice President Cardenas

Vote

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

Other Business

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

President Clark called for a brief break at 6:51 pm. The Board went into closed session at 7:01 pm.

Closed Session

12. Conference with Real Property Negotiators

(Government Code Section 54956.8)

District Negotiator: Alex Aviles

Negotiating Parties: SBA/TowerCo

Under Negotiation: Price and Terms of Payment

The Board reconvened in open session at 7:31 pm.

13. Report of Closed Session Items

Legal Counsel Kennedy Reported the Board met in closed session and discussed the item on the agenda. Board gave direction to staff. There was no reportable action.

14. Adjournment

President Clark adjourned the meeting at 7:31 pm.

Ron Clark, President

Cheryl Vermette, Clerk of the Board

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



Helendale Community Services District

DATE: May 7, 2026
TO: Board of Directors
FROM: Cheryl Vermette, Administrative Services Manager
BY: Andrea Chavis, Senior Account Technician
SUBJECT: Agenda item #3B
Consent Items: Bills Paid and Presented for Approval

STAFF RECOMMENDATION

Receive and File.

STAFF REPORT:

Staff issued 38 checks and 60 bank drafts totaling \$550,640.55.

Total Cash Available	May 1, 2026	April 8, 2026
Cash	\$8,546,917.04	\$8,640,595.97
Checks, DFTs/EFTs Issued	\$550,640.55	\$38,784.26

INVESTMENT REPORT:

The Investment Report shows the status of the District funds invested as of 5/1/26

	Interest Rate	Interest Income
CA CLASS	3.6918%	\$38,965.27 Year-to-date
CBB Trust	4.02%	\$85,960.42 Fiscal Year-to-date
LAIF	3.98%	\$11,497.27 – 3rd Fiscal Quarter



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 04/08/2026 - 04/30/2026

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 211102187 - CBB Checking					
04/22/2026	28935	Reverse Refund Check BH HOMES	15.42	Check Reversal	Utility Billing
04/08/2026	29474	American Legion Post 855	-1,000.00	Check	Accounts Payable
04/08/2026	29475	Burrtec Waste Industries Inc	-679.15	Check	Accounts Payable
04/08/2026	29476	G.A. Osborne Pipe & Supply Inc.	-1,481.03	Check	Accounts Payable
04/08/2026	29477	JDR Construction	-4,975.00	Check	Accounts Payable
04/08/2026	29478	JDS Entertainment	-800.00	Check	Accounts Payable
04/08/2026	29479	Sierra Analytical Labs, Inc	-883.50	Check	Accounts Payable
04/08/2026	29480	Underground Service Alert of Southern California	-55.15	Check	Accounts Payable
04/08/2026	29481	Brunick, McElhaney & Kennedy Professional Law Corp	-7,500.00	Check	Accounts Payable
04/16/2026	29482	AVCOM Services Inc.	-1,110.00	Check	Accounts Payable
04/16/2026	29483	Greg Heldreth	-1,300.00	Check	Accounts Payable
04/16/2026	29484	Sierra Analytical Labs, Inc	-207.50	Check	Accounts Payable
04/16/2026	29485	Starting Line Advisory	-3,367.50	Check	Accounts Payable
04/16/2026	29486	Tyler Technologies, Inc.	-6,876.20	Check	Accounts Payable
04/16/2026	29487	USA Blue Book	-489.05	Check	Accounts Payable
04/16/2026	29488	Burrtec Waste Group, Inc	-251,148.36	Check	Accounts Payable
04/17/2026	29489	BINH VAN NGUYEN	-390.87	Check	Utility Billing
04/17/2026	29490	ANDREW SUN	-433.38	Check	Utility Billing
04/17/2026	29491	KAREN MONTERO	-6.54	Check	Utility Billing
04/17/2026	29492	DANIEL MESA	-301.12	Check	Utility Billing
04/22/2026	29493	ACI Payments, Inc	-62.80	Check	Accounts Payable
04/22/2026	29494	Cali Coast Electric	-10,800.00	Check	Accounts Payable
04/22/2026	29495	County of San Bernardino, Solid Waste Mgmt. Div.	-905.56	Check	Accounts Payable
04/22/2026	29496	ES OPCO USA LLC	-1,945.40	Check	Accounts Payable
04/22/2026	29497	Geo-Monitor, Inc.	-292.50	Check	Accounts Payable
04/22/2026	29498	High Desert Fire Protection Inc	-1,861.64	Check	Accounts Payable
04/22/2026	29499	Mojave Desert AQMD	-445.70	Check	Accounts Payable
04/22/2026	29500	Ornnell Fire Sprinkler, Inc	-695.00	Check	Accounts Payable
04/22/2026	29501	Sierra Analytical Labs, Inc	-435.50	Check	Accounts Payable
04/22/2026	29502	WaterMaster	-1,952.02	Check	Accounts Payable
04/22/2026	29503	AMS Construction	-9,450.00	Check	Accounts Payable
04/28/2026	29504	ES OPCO USA LLC	-316.47	Check	Accounts Payable
04/28/2026	29505	Silver Lakes Hardware	-95.27	Check	Accounts Payable
04/28/2026	29506	Silver Lakes Landscaping and Maintenance LLC	-7,000.00	Check	Accounts Payable
04/28/2026	29507	Brunick, McElhaney & Kennedy Professional Law Corp	-7,500.00	Check	Accounts Payable
04/28/2026	29508	Jared Yates	-2,300.00	Check	Accounts Payable
04/28/2026	29509	Rebecca Gonzalez	-400.00	Check	Accounts Payable
04/28/2026	29510	Robert Collison	-647.74	Check	Accounts Payable
04/28/2026	29511	SWRCB, DWOCB	-60.00	Check	Accounts Payable
04/28/2026	29512	Tracy Rampersaud Lambertucci	-1,250.00	Check	Accounts Payable
04/09/2026	DFT0003296	Frontier Communications	-231.59	Bank Draft	Accounts Payable
04/12/2026	DFT0003324	Southern California Edison	-244.00	Bank Draft	Accounts Payable
04/14/2026	DFT0003325	Southern California Edison	-130.17	Bank Draft	Accounts Payable
04/08/2026	DFT0003326	Southern California Edison	-21,376.53	Bank Draft	Accounts Payable
04/13/2026	DFT0003328	Southwest Gas Company	-381.26	Bank Draft	Accounts Payable
04/13/2026	DFT0003329	Southwest Gas Company	-85.89	Bank Draft	Accounts Payable

Bank Transaction Report

Issued Date	Number	Description	Amount	Type	Module
04/13/2026	DFT0003330	Southwest Gas Company	-181.43	Bank Draft	Accounts Payable
04/13/2026	DFT0003331	Southwest Gas Company	-11.00	Bank Draft	Accounts Payable
04/10/2026	DFT0003332	CalPERS - SIP 457	-7,273.38	Bank Draft	Accounts Payable
04/10/2026	DFT0003334	California State Disbursement Unit	-230.76	Bank Draft	Accounts Payable
04/10/2026	DFT0003336	CalPERS CLASSIC	-9,520.77	Bank Draft	Accounts Payable
04/10/2026	DFT0003338	CalPERS - PEPPRA	-3,316.26	Bank Draft	Accounts Payable
04/10/2026	DFT0003339	TASC	-1,012.45	Bank Draft	Accounts Payable
04/10/2026	DFT0003340	Internal Revenue Service	-10,426.47	Bank Draft	Accounts Payable
04/10/2026	DFT0003341	Employment Development Center	-3,740.00	Bank Draft	Accounts Payable
04/15/2026	DFT0003342	Sonic Systems, Inc	-2,151.60	Bank Draft	Accounts Payable
04/09/2026	DFT0003343	Corporate Payment Systems	-123.58	Bank Draft	Accounts Payable
04/27/2026	DFT0003344	Frontier Communications	-230.84	Bank Draft	Accounts Payable
04/27/2026	DFT0003345	Frontier Communications	-70.60	Bank Draft	Accounts Payable
04/08/2026	DFT0003346	Justice Testing	-800.00	Bank Draft	Accounts Payable
04/09/2026	DFT0003347	O'Reilly Auto Parts	-665.81	Bank Draft	Accounts Payable
04/08/2026	DFT0003348	San Bernardino County Fire Department	-600.00	Bank Draft	Accounts Payable
04/21/2026	DFT0003349	Southern California Edison	-1,856.71	Bank Draft	Accounts Payable
04/22/2026	DFT0003350	Southern California Edison	-639.31	Bank Draft	Accounts Payable
04/14/2026	DFT0003351	Streamline Software, Inc.	-4,200.00	Bank Draft	Accounts Payable
04/08/2026	DFT0003352	Ultimate Internet Access, Inc	-819.75	Bank Draft	Accounts Payable
04/30/2026	DFT0003362	Helendale Community Services District	-61.32	Bank Draft	Accounts Payable
04/30/2026	DFT0003363	Helendale Community Services District	-56.82	Bank Draft	Accounts Payable
04/30/2026	DFT0003364	Helendale Community Services District	-190.50	Bank Draft	Accounts Payable
04/30/2026	DFT0003365	Helendale Community Services District	-535.50	Bank Draft	Accounts Payable
04/30/2026	DFT0003366	Helendale Community Services District	-156.70	Bank Draft	Accounts Payable
04/30/2026	DFT0003367	Helendale Community Services District	-156.70	Bank Draft	Accounts Payable
04/30/2026	DFT0003368	Helendale Community Services District	-136.50	Bank Draft	Accounts Payable
04/30/2026	DFT0003369	Helendale Community Services District	-554.21	Bank Draft	Accounts Payable
04/30/2026	DFT0003370	Helendale Community Services District	-459.96	Bank Draft	Accounts Payable
04/16/2026	DFT0003372	Beck Oil Inc	-3,900.83	Bank Draft	Accounts Payable
04/16/2026	DFT0003373	Home Depot Credit Services	-650.50	Bank Draft	Accounts Payable
04/16/2026	DFT0003374	Infosend, Inc	-2,105.69	Bank Draft	Accounts Payable
04/16/2026	DFT0003375	Infosend, Inc	-52.00	Bank Draft	Accounts Payable
04/16/2026	DFT0003376	Konica Minolta	-602.97	Bank Draft	Accounts Payable
04/16/2026	DFT0003377	Konica Minolta	-874.28	Bank Draft	Accounts Payable
04/16/2026	DFT0003378	Lowe's Inc.	-214.26	Bank Draft	Accounts Payable
04/17/2026	DFT0003379	On Line Information Services, Inc	-18.72	Bank Draft	Accounts Payable
04/16/2026	DFT0003380	Orange County Winwater Works	-160.55	Bank Draft	Accounts Payable
04/29/2026	DFT0003384	Southern California Edison	-1,202.24	Bank Draft	Accounts Payable
04/27/2026	DFT0003385	Southern California Edison	-66.05	Bank Draft	Accounts Payable
04/14/2026	DFT0003387	CA DEPT OF TAX AND FEE ADMINISTRATION	-2,186.15	Bank Draft	Accounts Payable
04/21/2026	DFT0003390	Stericycle, Inc	-127.38	Bank Draft	Accounts Payable
04/24/2026	DFT0003391	CalPERS - SIP 457	-7,273.38	Bank Draft	Accounts Payable
04/24/2026	DFT0003393	California State Disbursement Unit	-230.76	Bank Draft	Accounts Payable
04/24/2026	DFT0003395	CalPERS CLASSIC	-9,520.77	Bank Draft	Accounts Payable
04/24/2026	DFT0003397	CalPERS - PEPPRA	-3,316.26	Bank Draft	Accounts Payable
04/24/2026	DFT0003398	TASC	-1,012.45	Bank Draft	Accounts Payable
04/24/2026	DFT0003399	Internal Revenue Service	-49,902.52	Bank Draft	Accounts Payable
04/24/2026	DFT0003400	Employment Development Center	-18,552.93	Bank Draft	Accounts Payable
04/28/2026	DFT0003401	Allied Public Risk LLC	-7,233.00	Bank Draft	Accounts Payable
04/28/2026	DFT0003401	Allied Public Risk LLC	-7,463.00	Bank Draft	Accounts Payable
04/28/2026	DFT0003401	Allied Public Risk LLC	-27,974.75	Bank Draft	Accounts Payable

Bank Transaction Report

Issued

Date	Number	Description	Amount	Type	Module
04/28/2026	DFT0003401	Allied Public Risk LLC	-3.00	Bank Draft	Accounts Payable
04/28/2026	DFT0003404	FNBO	-1,963.21	Bank Draft	Accounts Payable
Bank Account 211102187 Total: (100)					-550,640.55
Report Total: (100)					-550,640.55

Bank Transaction Report

Issued Date Range: -

Summary

Bank Account	Count	Amount
211102187 CBB Checking	100	-550,640.55
Report Total:	100	-550,640.55

Cash Account	Count	Amount
99 99-111000 Cash in CBB - Checking	100	-550,640.55
Report Total:	100	-550,640.55

Transaction Type	Count	Amount
Bank Draft	60	-219,236.02
Check	39	-331,419.95
Check Reversal	1	15.42
Report Total:	100	-550,640.55

Flagstar Visa Statement 3/4/26

Acct #	Description	Charges	Charges	Charges	Charges	Charges					Total
01-553000	Op Supplies	\$ 36.81									\$ 36.81
02-524500	Wastewater staff training	\$ 276.00									\$ 276.00
02-553000	Op Supplies	\$ 36.81									\$ 36.81
03-553000	Counterfit Bill Detector & Pens/Op Supplies	\$ 95.34	242.87	42.00	62.66						\$ 442.87
03-556800	Thrift Store Gift Cards	\$ 615.00									\$ 615.00
05-550002	Basketball Supplies	\$ 3.23									\$ 3.23
05-553000	Jumbo Bath Tissue/Op Supplies	\$ 34.07	\$ 25.84								\$ 59.91
06-553555	Velcro Banners for Clean Up Day	\$ 4.31									\$ 4.31
10-522510	Meeting with Kimberly, Artie & Ron/Board Supplies	\$ 62.39	\$ 7.45								\$ 69.84
10-526650	Senator Ochoaugh Meeting	\$ 69.94									\$ 69.94
10-553000	Toilet Seat Covers/Facial Tissue/Op Supplies/Balloon Pump/Duct Tape & Bags/Cleaning Supplies	\$ 48.08	\$ 6.43	\$ 59.23	\$ 13.99	\$ 110.01	\$ 16.11	\$ 9.86			\$ 263.71
10-556800	Lunch for Water Staff-Valve Replacement/Gift Cards-Alex & Ramon Bdays	\$ 34.78	\$ 25.00	\$ 25.00							\$ 84.78
Totals											1,963.21
5/1/2026	Staff Key:	KC	AA	CC	CV	TM					

Total Charges
Total Paid

		KC	AA	CC	CV	TM					
	The Red Hen	62.39	EB CWEA	276.00	Fratellis	34.78	Amazon	48.08	Family Dollar	3.23	
	Costco	272.13			Family Dollar	16.11	Amazon	34.07	Winco	615.00	
	Costco	69.94					Amazon	101.77	Family Dollar	7.45	
							Amazon	242.87	Family Dollar	25.00	
							Amazon	59.23	Family Dollar	25.00	
							Amazon	42.00	Family Dollar	4.31	
							Amazon	13.99	Family Dollar	9.86	
		404.46		276.00		50.89		542.01		689.85	1,963.21 Total Due



Helendale Community Services District

Date: May 7, 2026
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3c
March Financial Reports

Attached for the Board's consideration is the Financial Report prepared by the District's Contract accounting firm, Starting Line Advisory.

March 2026 Financial Reporting



**Preliminary Results – Subject to Change
(Unaudited)**

Prepared by



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



Helendale CSD
Statement of Revenues & Expenses - Water
March 2026

	March 206	YTD Actual	Budget	75% of Budget	PYTD
1 Operating Revenues					
2 Meter Charges	\$ 135,388	\$ 1,219,965	\$ 1,632,679	75%	\$ 1,200,170
3 Water Sales	43,680	669,756	840,792	80%	563,061
4 Standby Charges	1,353	15,416	26,220	59%	18,412
5 Other Operating Revenue	22,236	92,722	117,710	79%	76,384
6 Total Operating Revenues	202,657	1,997,859	2,617,401	76%	1,858,028
7 Non-Operating Revenues					
8 Grant Revenue	-	-	-	0%	-
9 Miscellaneous Income (Expense)	-	669,405	-	0%	-
10 Total Non-Operating Revenues	-	669,405	-	0%	-
11 Total Revenues	202,657	2,667,263	2,617,401	102%	1,858,028
12 Expenses					
13 Salaries & Benefits					
14 Salaries	39,974	365,037	511,480	71%	334,571
15 Benefits	16,059	140,072	202,810	69%	117,916
16 Total Salaries & Benefits	56,034	505,109	714,290	71%	452,488
17 Transmission & Distribution					
18 Contractual Services	314	42,131	57,975	73%	44,225
19 Power	12,813	193,275	224,405	86%	157,231
20 Operations & Maintenance	31,187	145,188	182,500	80%	118,453
21 Rent/Lease Expense	800	8,460	12,200	69%	9,197
22 Permits & Fees	1,952	27,696	40,225	69%	31,512
23 Total Transmission & Distribution	47,065	416,750	517,305	81%	360,618
24 General & Administrative					
25 Utilities	413	4,835	6,150	79%	2,928
26 Office & Other Expenses	129	1,693	4,193	40%	5,021
27 Admin Allocation	69,003	621,027	828,036	75%	512,868
28 Total General & Administrative	69,545	627,555	838,379	75%	520,817
29 Debt Service	-	322,602	346,309	93%	335,393
30 Total Expenses	172,644	1,876,643	2,416,283	78%	1,669,316
31 Net Income (Loss) Before Other Items	30,013	790,621	201,118		188,711
32 Sale or Lease of Water Rights	-	77,976	300,000	26%	224,910
33 Capital Expenses	-	(2,371,155)	(1,621,000)	146%	-
34 Net Income (Loss)	\$ 30,013	\$ (1,502,559)	\$ (1,119,882)		\$ 413,621



Helendale CSD Financial Statement Analysis March 2026 – 75% of Fiscal Year

Fund 01-Water Revenues and Expenses

Line 2 Meter Charges: Includes fixed monthly charge for water service. YTD is trending in line with target budget.

Line 3 Water Sales: Includes water consumption charges. YTD is trending over target budget due to higher consumption in the summer months.

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 can trend over or under budget depending on timing of property tax receipts.

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.

Line 8 Grant Revenue: Includes any grant funding received during the fiscal year.

Line 9 Miscellaneous Income (Expense): Includes gain or loss on sale of assets and other miscellaneous income. YTD activity includes receipt of PFAS settlement received in August for \$172.2K, October for \$368.2K and \$126.3K in February.

Line 14 Salaries: Includes salaries for water employees.

Line 15 Benefits: Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and training.

Line 18 Contractual Services: Includes lab testing, engineering, geographic information system (GIS) support & other contract services.

Line 19 Power: Includes electricity usage for transmission & distribution. YTD is trending over target budget due to higher consumption and rate increases.

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

Line 21 Rent/Lease Expense: Includes rental costs for the water shop and Bureau of Land Management (BLM) tank sites.

Line 22 Permits & Fees: Includes all water permits, miscellaneous fees, and Watermaster fees. YTD can trend over/under budget due to the timing of permits and fee payments. Water System annual fees were paid in December.



Helendale CSD Financial Statement Analysis March 2026 – 75% of Fiscal Year

Line 25 Utilities (G&A): Includes gas and telephone expenses. YTD is trending slightly over target budget due to increased telephone expenses than anticipated in the budget.

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.

Line 27 Admin Allocation: This is the monthly distribution of the budgeted Administration Fund (Fund 10) expenses to the enterprise funds, of which water receives 50%.

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

Line 32 Sale or Lease of Water Rights: Includes water rights leases to the City of Victorville and Silver Lakes Association. YTD activity includes 147 AF Lease to Silver Lakes Association.

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

- \$8.7K – Interior Ops Building
- \$2.3K – AMI Meters
- \$2.26M - Water Rights Purchase
- \$32.1K – Solar Roof Project
- \$62.0K – Water Equipment – Trailer Purchase



Helendale CSD
Statement of Revenues & Expenses - Sewer
March 2026

	March 2026	YTD Actual	Budget	75% of Budget	PYTD
1 Operating Revenues					
2 Sewer Charges	\$ 163,872	\$ 1,471,391	\$ 1,961,647	75%	\$ 1,418,530
3 Standby Charges	1,188	13,015	24,510	53%	13,374
4 Other Fees & Charges	9,742	41,455	46,479	89%	26,929
5 Interfund Transfer In/(Out)	5,964	53,678	71,571	75%	-
6 Other Income/(Expense)	-	6,500	-	0%	-
7 Total Revenues	180,766	1,586,040	2,104,208	75%	1,458,833
8 Expenses					
9 Salaries & Benefits					
10 Salaries	32,133	280,209	446,410	63%	287,872
11 Benefits	13,395	104,534	156,051	67%	95,322
12 Total Salaries & Benefits	45,528	384,742	602,461	64%	383,193
13 Sewer Operations					
14 Contractual Services	15,639	71,750	135,335	53%	88,071
15 Power	11,198	107,263	144,150	74%	99,972
16 Operations & Maintenance	4,182	37,234	66,900	56%	49,330
17 Permits & Fees	600	36,989	44,300	83%	32,462
18 Total Sewer Operations	31,618	253,236	390,685	65%	269,836
19 General & Administrative					
20 Utilities	447	4,305	5,350	80%	4,011
21 Office & Other Expenses	1,091	11,401	15,960	71%	16,089
22 Admin Allocation	67,623	608,606	811,475	75%	502,611
23 Total General & Administrative	69,161	624,312	832,785	75%	522,711
24 Debt Service	-	51,061	102,123	50%	76,561
25 Total Expenses	146,308	1,313,352	1,928,054	68%	1,252,301
26 Net Income (Loss) Before Other I	34,458	272,688	176,153		206,531
27 Capital Expenses	-	(374,009)	(1,100,000)	34%	-
28 Net Income (Loss)	\$ 34,458	\$ (101,321)	\$ (923,847)		\$ 206,531



Helendale CSD Financial Statement Analysis March 2026 – 75% of Fiscal Year

Fund 02-Sewer Revenues and Expenses

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

Line 4 Other Fees & Charges: Includes permit & inspection charges, connection fees, other fees, and charges. YTD is trending in line with target budget.

Line 5 Interfund Transfer In/(Out): This line includes the monthly repayment of the interfund loan from Sewer to Parks. YTD is trending in line with target budget.

Line 6 Other Income/(Expense): Includes gain or loss on sale of assets and other miscellaneous income. YTD activity includes the sale of a Dodge truck in July.

Line 10 Salaries: Includes salaries for all sewer employees.

Line 11 Benefits: Includes employee insurance, PERS retirement, workers compensation, payroll taxes, and education & training.

Line 14 Contractual Services: Includes lab testing, engineering, GIS support & other contractual services.

Line 15 Power: Includes electricity used for Sewer. YTD is trending in line with target budget.

Line 16 Operations & Maintenance: Includes compost disposal, vehicle maintenance, vehicle fuel, uniforms, and small tools.

Line 17 Permits and Fees: Includes all annual permits and fees paid to the state. YTD is trending over target budget due to timing of payments.

Line 20 Utilities (G&A): Includes gas, water, and telephone expenses. YTD is trending over target budget due to increased telephone charges.

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.

Line 22 Admin Allocation: This is the monthly distribution of the budgeted Administration Fund (Fund 10) expenses to the enterprise funds of which wastewater receives 49%.



Helendale CSD

Financial Statement Analysis

March 2026 – 75% of Fiscal Year

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

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

- \$4.1K – BioFilter Rebuild TF#1 & TF#2
- \$3.6K – Fine Bar Screen Replacement
- \$295.9K – Tertiary Engineering
- \$32.1K – Solar Roof Project
- \$12.0K – Wastewater Treatment Plant Lighting
- \$10.6K – Smithson Lift Station Pump #3
- \$13.2K – Blower Room Electrical Upgrade
- \$2.5K – Wastewater Maintenance Building Sprinkler System



Helendale CSD
Statement of Revenues & Expenses - Recycling Center
March 2026

	March 2026	YTD Actual	Budget	75% of Budget	PYTD
1 Operating Revenues					
2 Retail Sales	\$ 24,432	\$ 259,419	\$ 300,000	86%	\$ 224,910
3 Donations	-	1	-	0%	-
4 Board Discretionary Revenue	-	-	(9,000)	0%	-
5 Miscellaneous Income (Expense)	-	-	-	0%	-
6 Total Revenues	24,432	259,420	291,000	89%	224,910
7 Expenses					
8 Salaries & Benefits					
9 Salaries	17,027	163,285	206,964	79%	143,539
10 Benefits	3,714	31,491	45,104	70%	26,490
11 Total Salaries & Benefits	20,741	194,776	252,068	77%	170,028
12 Recycling Center Operations					
13 Contractual Services	-	-	2,500	0%	1,874
14 Operations & Maintenance	300	10,983	10,600	104%	7,313
15 Total Recycling Center Operations	300	10,983	13,100	84%	9,188
16 General & Administrative					
17 Utilities	1,136	12,477	14,500	86%	9,596
18 Office & Other Expenses	1,823	12,956	10,500	123%	6,747
19 Total General & Administrative	2,959	25,434	25,000	102%	16,343
20 Total Expenses	24,001	231,193	290,168	80%	195,560
21 Net Income (Loss) Before Other Items	431	28,226	832		29,350
22 Capital Expenses	-	-	-	-	-
23 Net Income (Loss)	\$ 431	\$ 28,226	\$ 832		\$ 29,350



Helendale CSD Financial Statement Analysis March 2026 – 75% of Fiscal Year

Fund 03-Recycling Center Revenues and Expenses

Line 2 Retail Sales: Includes sales revenues from the Thrift Store. YTD is trending over target budget due to increased sales.

Line 3 Donations: Donations are not budgeted 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.

Line 9 Salaries: Salaries for all part-time recycling center employees and full-time supervisor. YTD is trending slightly over target budget due to increase in part time wages.

Line 10 Benefits: Includes employee insurance, workers compensation, payroll taxes, and education & training. YTD is trending slightly under target budget.

Line 13 Contractual Services: Includes software support and other contract services. Services are on an as-needed basis. YTD can trend over/under budget due to the timing of services needed.

Line 14 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD can trend over/under budget due to the timing of purchases as needed.

Line 17 Utilities (G&A): Includes electricity and telephone expenses. YTD is trending over target budget due to higher electricity and telephone expenses than anticipated in budget.

Line 18 Office & Other Expenses: Includes advertising, bank charges, and other miscellaneous expenses. YTD is over budget due to increased credit card fees.

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.

Line 22 Capital Expenses: There is no activity YTD.



Helendale CSD
Statement of Revenues & Expenses - Property Rental
March 2026

	March 2026	YTD Actual	Budget	75% of Budget	PYTD
1 Operating Revenues					
2 Property Rental Revenues	\$ 11,549	\$ 109,561	\$ 146,388	75%	\$ 109,747
3 Other Income	-	49	-	0%	-
4 Board Discretionary Revenue	-	-	-	0%	-
5 Total Revenues	11,549	109,610	146,388	75%	109,747
6 Expenses					
7 Contractual Services	-	6,460	10,000	65%	7,497
8 Utilities	425	10,070	19,023	53%	12,897
9 Operations & Maintenance	470	5,252	8,400	63%	10,050
10 Debt Service	-	26,544	53,088	50%	38,347
11 Capital Expenses	-	32,091	-	0%	-
12 Total Expenses	896	80,417	90,511	89%	68,791
13 Net Income (Loss)	\$ 10,653	\$ 29,193	\$ 55,877		\$ 40,956



Helendale CSD Financial Statement Analysis March 2026 – 75% of Fiscal Year

Fund 04-Property Rental Revenues and Expenses

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

Line 7 Contractual Services: Includes contractor and handyman expenses for installation of appliances, drywall repair, roofing, or plumbing repairs. Services are on an as-needed basis. YTD can trend over/under budget due to the timing of services needed.

Line 8 Utilities: Includes electric & gas expenses for the rental properties. YTD is trending slightly under target budget.

Line 9 Operations & Maintenance: Includes maintenance and other costs relating to the rental properties.

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 on the CNB loan occur bi-annually in December and June.

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

- \$32.1K – Solar Roof Project



Helendale CSD
Statement of Revenues & Expenses - Parks & Recreation
March 2026

	March 2026	YTD Actual	Budget	75% of Budget	PYTD
1 Operating Revenues					
2 Program Fees	\$ 820	\$ 37,501	\$ 37,900	99%	\$ 24,741
3 Property Taxes	1,857	16,326	23,000	71%	17,243
4 Donations & Sponsorships	2,000	11,615	-	0%	-
5 Rental Income	1,665	25,173	23,575	107%	18,049
6 Developer Impact Fees	3,440	8,600	10,320	83%	5,158
7 Grants	-	-	-	0%	-
8 Interfund Transfer In/(Out)	(5,964)	(53,678)	(71,571)	75%	(53,657)
9 Board Discretionary Revenue	37,099	357,054	443,382	81%	344,725
10 Miscellaneous Income (Expense)	-	-	-	0%	-
11 Total Revenues	40,916	402,591	466,606	86%	356,259
12 Expenses					
13 Salaries & Benefits					
14 Salaries	945	14,876	38,246	39%	24,153
15 Benefits	72	1,128	5,925	19%	2,970
16 Total Salaries & Benefits	1,018	16,003	44,171	36%	27,123
17 Program Expense	6,016	66,499	75,475	88%	56,801
18 Contractual Services	8,342	70,611	107,960	65%	77,800
19 Utilities	3,109	41,445	70,488	59%	52,172
20 Operations & Maintenance	3,718	9,991	27,650	36%	22,332
21 Permits & Fees	-	1,185	1,733	68%	1,299
22 Other Expenses	-	483	900	54%	675
23 Total Expenses	22,203	206,218	328,377	63%	238,202
24 Net Income (Loss) Before Other Items	18,713	196,373	138,229		118,057
25 Capital Expenses	(7,650)	(47,921)	(119,000)	40%	-
26 Net Income (Loss)	\$ 11,063	\$ 148,452	\$ 19,229		\$ 118,057



Helendale CSD Financial Statement Analysis March 2026 – 75% of Fiscal Year

Fund 05-Parks & Recreation Revenues and Expenses

Line 2 Program Fees: Includes recreation program fees, basketball league fees, youth soccer league fees, and concert in the park vendor fees. YTD is trending over target budget due to higher Basketball and Youth Soccer league fees and Park Vendor fees that were not included in the budget.

Line 3 Property Taxes: Includes the transfer of property taxes for streetlight utility expenses.

Line 4 Donations & Sponsorships: Includes concert in the park sponsorships, event sponsorships, and other donations/sponsorships.

Line 5 Rental Income: Includes rental income from the water shop, community center room rental, and church rental. YTD activity is over target budget due to higher cheer camp receipts than budgeted, and the timing of the annual field rental paid in November.

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.

Line 7 Grant Revenue: There is no activity YTD.

Line 8 Interfund Transfer Out/(In): This line shows the year end transfer of cash balance from the Recycling Center (Fund 03) 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 December includes the following:

- Radio Tower Site Rent – \$18,308
- Property Taxes – \$10,088
- Solid Waste Franchise Fees – \$10,560
- Transfer Property Tax Revenue for Street Light Utilities – \$(1,857)

Line 10 Miscellaneous Income/(Expense): Includes gain or loss on sale of assets and other miscellaneous income.

Line 14 Salaries: Includes part-time Parks and Recreation employees. YTD is trending below target budget.

Line 15 Benefits: Includes worker's compensation insurance, payroll taxes, and employee education & training. YTD is trending below target budget in line with decreased salaries.



Helendale CSD Financial Statement Analysis March 2026 – 75% of Fiscal Year

Line 17 Program Expense: Includes supplies and expenses for the youth soccer league, park, community center, Farmer's Market, and other programs. YTD is over target budget due to timing of camps, program supplies, and concert expenses.

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

Line 19 Utilities: Includes gas and electricity for parks and the community center, along with telephone & electricity for street lighting.

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.

Line 21 Permits & Fees: Includes permit and inspection fees, along with San Bernardino County fees.

Line 22 Other Expenses: Includes uniforms, printing costs, dues & subscriptions, and bank charges.

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

- \$39.6K – Solar Roof Project
- \$0.7K – Park Lighting North
- \$7.6K – Park Door Locks



Helendale CSD
Statement of Revenues & Expenses - Solid Waste Disposal
March 2026

	March 2026	YTD Actual	Budget	75% of Budget	PYTD
1 Operating Revenues					
2 Charges for Services	\$ 62,241	\$ 563,799	\$ 754,050	75%	\$ 531,358
3 Assessments & Fees	11,147	153,142	247,000	62%	183,749
4 Other Charges	2,400	27,136	31,549	86%	19,088
5 Grant Revenue	-	7,328	-	0%	-
6 Board Discretionary Revenue	-	-	-	0%	-
7 Miscellaneous Income (Expense)	-	-	-	0%	-
8 Total Revenues	75,788	751,405	1,032,599	73%	734,195
9 Expenses					
10 Salaries & Benefits					
11 Salaries	4,222	39,402	54,850	72%	38,672
12 Benefits	2,149	18,823	26,286	72%	15,228
13 Total Salaries & Benefits	6,371	58,225	81,136	72%	53,900
14 Contractual Services	-	312,539	717,673	44%	520,856
15 Disposal Fees	12,813	123,932	188,000	66%	129,698
16 Operations & Maintenance	-	10,766	3,100	347%	1,987
17 Other Operating Expenses	59	991	5,490	18%	3,816
18 Admin Allocation	1,380	12,421	16,561	75%	10,257
19 Total Expenses	20,623	518,873	1,011,960	51%	720,515
20 Net Income (Loss) Before Other Items	55,165	232,531	20,639		13,680
21 Capital Expenses	-	-	-	0%	-
22 Net Income (Loss)	\$ 55,165	\$ 232,531	\$ 20,639		\$ 13,680



Helendale CSD Financial Statement Analysis March 2026 – 75% of Fiscal Year

Fund 06-Solid Waste Disposal Revenues and Expenses

Line 2 Charges for Services – Solid Waste: Includes regular pick up of solid waste. YTD is trending in line with target budget.

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

Line 4 Other Charges: Includes delinquent fees and penalties on delinquent taxes. YTD over target budget due to payments received in January.

Line 5 Grant Revenue: YTD balance consists of remaining CalRecycle grant proceeds used for dump hopper purchases.

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.

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

Line 12 Benefits: Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, and education & training. YTD is trending in line with target budget.

Line 14 Contractual Services: Includes Burrtec fees and other miscellaneous contract services. YTD can trend over/under budget due to need and the timing of services and fees.

Line 15 Disposal Fees: Includes San Bernardino County disposal fees and green waste disposal fees.

Line 16 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD can trend over/under budget due to need and the timing of services. YTD is over budget due to dump hopper purchases which were funded by remaining CalRecycle grant proceeds.

Line 17 Other Operating Expenses: Includes rent for park storage, telephone, postage, event expenses, public outreach, printing, small tools, and bad debt expenses.

Line 18 Admin Allocation: This is the monthly distribution of the budgeted Administration Fund (Fund 10) expenses to the enterprise funds, of which solid waste receives 1%.



Helendale CSD
Statement of Revenues & Expenses - Administration
March 2026

	March 2026	YTD Actual	Budget	75% of Budget	PYTD
1 Operating Revenues					
2 Tower Rent	\$ 18,308	\$ 169,650	\$ 188,563	90%	\$ 149,122
3 Property Taxes	10,088	107,513	140,647	76%	94,070
4 Solid Waste Billing & Fees	18,225	164,629	215,712	76%	143,028
5 Fees & Charges	3,416	32,210	38,500	84%	21,367
6 Investment income	17,752	206,570	-	0%	59,976
7 Other Income	215	16,463	200	8231%	150
8 Board Discretionary Revenue	(38,955)	(373,380)	(434,382)	86%	(317,736)
9 Total Revenues	29,048	323,654	149,240	217%	149,977
10 Expenses					
11 Salaries & Benefits					
12 Salaries	50,055	523,295	700,027	75%	502,146
13 Benefits	18,425	283,984	372,016	76%	244,190
14 Directors' Fees	1,500	20,774	37,500	55%	35,611
15 Total Salaries & Benefits	69,980	828,053	1,109,543	75%	781,947
16 Contractual Services	23,830	239,362	281,540	85%	217,804
17 Insurance	-	87,718	153,079	57%	120,862
18 Utilities	1,484	16,992	21,360	80%	16,598
19 Operations & Maintenance	-	2,042	4,850	42%	3,861
20 Permits & Fees	681	11,020	11,000	100%	11,133
21 Office & Other Expenses	4,067	54,805	74,700	73%	72,616
22 Election Expense	-	-	-	0%	2,624
23 Administrative Allocation	(138,006)	(1,242,054)	(1,656,072)	75%	(1,025,736)
24 Total Expenses	(37,964)	(2,063)	-	0%	201,709
25 Net Income (Loss) Before Capital	67,012	325,717	149,240		(51,732)
26 Capital Expenses	-	(32,091)	-	0%	-
27 Net Income (Loss) After Capital	\$ 67,012	\$ 293,626	\$ 149,240		\$ (51,732)



Helendale CSD Financial Statement Analysis March 2026 – 75% of Fiscal Year

Fund 10-Administrative Revenues and Expenses

Line 2 Tower Rent: Includes radio tower site rental fees. YTD is trending over target budget due to timing of annual Metro PCS tower lease payment in January.

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.

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

Line 5 Fees & Charges: Includes credit card processing fees and other miscellaneous fees. YTD is trending over target budget due to increased credit card processing fees.

Line 6 Investment Income: Includes investment income and unrealized gain or loss on investments.

Line 7 Other Income: Other Income includes recycling revenues and other miscellaneous income. YTD activity includes Recycling Revenue received in November and December.

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

- Radio Tower Site Rent – \$18,308
- Property Taxes – \$10,088
- Solid Waste Franchise Fees – \$10,560

Line 12 Salaries: Includes full-time, part-time & overtime for administrative employees. YTD is trending in line with target budget.

Line 13 Benefits: Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, employee benefit & morale, and education & training. YTD is trending over target budget due to timing of annual PERS UAL payment made in July and Employee Benefit & Morale expenses in January.

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

Line 16 Contractual Services: Includes software support, legal services, and auditing & accounting services. YTD is trending over target budget due to timing of FSA and Sonic Systems renewal fees and increased payment processing fees.

Line 17 Insurance: Includes both general liability and vehicle insurance expenses. YTD can trend over/under budget due to the timing of insurance renewals.



Helendale CSD Financial Statement Analysis March 2026 – 75% of Fiscal Year

Line 18 Utilities: Includes telephone and electricity expenses. YTD is trending over target budget due to increased electricity rates.

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

Line 20 Permits & Fees: Includes the annual LAFCO fees, the GFOA application fee for the budget award, and San Bernardino County fees. YTD is trending over target budget due to timing of annual LAFCO fees paid in July.

Line 21 Office & Other Expense: Includes board meeting supplies, public relations, community promotion, bank charges, office supplies, postage, and dues & subscription. YTD is trending in line with target budget.

Line 22 Election Expense: Includes the cost of elections.

Line 23 Admin Allocation: This is the monthly distribution of the budgeted Administration Fund (Fund 10) expenses to the enterprise funds.

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

- \$32.1K – Solar Roof Project



Helendale Community Services District

DATE: May 7, 2026
TO: Board of Directors
FROM: Cheryl Vermette, General Manager Administrative Services
SUBJECT: Agenda item #5
Discussion and Possible Action Regarding Approval of Director's 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.

FISCAL IMPACT

As outlined on the attached Expense reports

POSSIBLE MOTION

Approve Expense Reports as presented

STRATEGIC PLAN ALIGNMENT

GOAL 4: Strengthen Long-Term Financial Sustainability and Strategic Partnerships to Responsibly Manage Public Funds, Maintain Rate Stability, and Expand Resources and Representation for the Community

ATTACHMENTS

Spreadsheet of cumulative meetings
Director's Expense Reports

HELENDALE COMMUNITY SERVICES DISTRICT

BOARD MEMBER EXPENSE VOUCHER

Director: **George Cardenas**

Pay Period Ending: **April 2026**

DATE	EXPENSE DESCRIPTION AND EXPLANATION	Miles	\$ Meals	\$ Lodging	\$ Other Expense	Reimburse (Yes / No)	Phone Call (Yes / No)	Expense Category
11/6/2025	Event	Meeting with GM Cox 2:00pm				No	Yes	G
	Description of Public Benefit	Discuss and Review Board Meeting agenda						
11/6/2025	Event	Board Meeting 6:00pm				Yes	No	A
	Description of Public Benefit	Annual Water Usage / Concert Series Schedule / Pallisade (Land Trust) / Closed Session						
11/20/2025	Event	Meeting with GM Cox 2:00pm				No	Yes	G
	Description of Public Benefit	Discuss and Review Board Meeting agenda						
11/20/2025	Event	Board Meeting 6:00pm				Yes	No	A
	Description of Public Benefit	Ingress/Egress Vista Road / ICEMA Supervisor Cook letter						
12/4/2025	Event	Audit Review w/ auditor				No	No	H
	Description of Public Benefit	discuss audit, process, review. Attendance: GM, Director Guinn, Auditor Chris Brown						



Miles	\$ Meals	\$ Lodging	\$ Expense	Reimburse	\$ Meetings	Total:
				2	\$150.00	\$300.00

Signature: _____

April 24, 2026

Date: _____

Expense Categories

- | | |
|---|---|
| (A) Public meeting governed by the 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 with auditors / attorney / consultant retained by the District
(I) Meeting Local / State / Federal body w/ jurisdiction affecting the District
(J) Meeting w/ organization with interests in matters involving functions of the District
(K) Meeting pre-approved by the Board of Directors
* <i>written or verbal report required to be presented at the next Board Meeting</i> |
|---|---|

Mileage: \$0.70 / mile

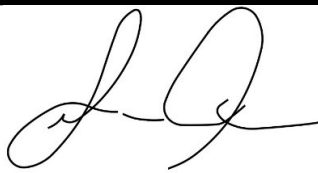
HELENDALE COMMUNITY SERVICES DISTRICT

BOARD MEMBER EXPENSE VOUCHER

Director: **George Cardenas**

Pay Period Ending: **April 2026**

DATE	EXPENSE DESCRIPTION AND EXPLANATION	Miles	\$ Meals	\$ Lodging	\$ Other Expense	Reimburse (Yes / No)	Phone Call (Yes / No)	Expense Category
12/4/2025	Event	Board Meeting 6:00pm				Yes	No	A
	Description of Public Benefit	2025 FY Audit / SLA Request for Water / B.I.G.						
12/18/2025	Event	Meeting with GM Cox 2:00pm				No	Yes	G
	Description of Public Benefit	Discuss and Review Board Meeting agenda						
12/18/2025	Event	Board Meeting 6:00pm - 7:33pm				Yes	No	A
	Description of Public Benefit	Annual Election of Officers / Disconnections SB998 / Club Soccer Park Use / Vaccum Excavator						
12/30/2025	Event	Training AB 1825				No	No	E
	Description of Public Benefit	Anti-Harassment Training for California Managers - online 2-hours						
1/7/2025	Event	Training SB 827				Yes	No	E
	Description of Public Benefit	Navigating Governance and Finance in Special Districts - CSDA/LAFCO @ MWA 1pm to 4pm						



Miles	\$ Meals	\$ Lodging	\$ Expense	Reimburse	\$ Meetings	Total:
				3	\$150.00	\$450.00

Signature: _____

April 24, 2026

Date: _____

Expense Categories

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| (E) Conference / Seminar / Training Program related to District * | (K) Meeting pre-approved by the Board of Directors |
| (F) Ad Hoc committee of the Board | * <i>written or verbal report required to be presented at the next Board Meeting</i> |

Mileage: \$0.70 / mile

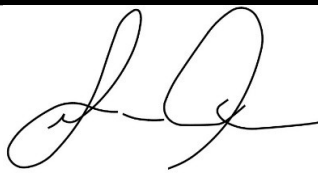
HELENDALE COMMUNITY SERVICES DISTRICT

BOARD MEMBER EXPENSE VOUCHER

Director: **George Cardenas**

Pay Period Ending: **April 2026**

DATE	EXPENSE DESCRIPTION AND EXPLANATION	Miles	\$ Meals	\$ Lodging	\$ Other Expense	Reimburse (Yes / No)	Phone Call (Yes / No)	Expense Category
1/13/2026	Event	Training Cybersecurity Workshop				No	No	E
	Description of Public Benefit	ERNIE - Advance Intergation Controls / CISA / Cybersecurity Advisor / Networking						
1/15/2026	Event	Meeting - MWA Executive TAC				No	No	I
	Description of Public Benefit	MWA - Executive Technical Advisory Committee Meeting						
1/15/2026	Event	Meeting with GM Cox 2:00pm				No	Yes	G
	Description of Public Benefit	Discuss and Review Board Meeting agenda						
1/15/2026	Event	Board Meeting 6:00pm-8:30pm				Yes	No	A
	Description of Public Benefit	Agenda Items tabled - County Town Hall Meeintg / Closed Session						
1/16/2026	Event	Ad Hoc Meeting 8:30am-10:00am				Yes	No	F
	Description of Public Benefit	Review Draft Stragetic Plan						



Miles	\$ Meals	\$ Lodging	\$ Expense	Reimburse	\$ Meetings	Total:
				2	\$150.00	\$300.00

Signature: _____

April 24, 2026

Date: _____

Expense Categories

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| (E) Conference / Seminar / Training Program related to District * | (K) Meeting pre-approved by the Board of Directors |
| (F) Ad Hoc committee of the Board | * <i>written or verbal report required to be presented at the next Board Meeting</i> |

Mileage: \$0.70 / mile


HELENDALE COMMUNITY SERVICES DISTRICT

BOARD MEMBER EXPENSE VOUCHER

Director: **George Cardenas**

Pay Period Ending: **April 2026**

DATE	EXPENSE DESCRIPTION AND EXPLANATION	Miles	\$ Meals	\$ Lodging	\$ Other Expense	Reimburse (Yes / No)	Phone Call (Yes / No)	Expense Category
1/23/2026	Event	Ad Hoc Meeting 3:00pm-4:30pm				Yes	No	F
	Description of Public Benefit	Review Draft Strategic Plan						
2/5/2026	Event	Meeting with GM Cox 2:00pm				No	Yes	G
	Description of Public Benefit	Discuss and Review Board Meeting agenda						
2/5/2026	Event	Board Meeting 6:00pm-7:07pm				Yes	No	A
	Description of Public Benefit	Board Committee, 5-yr Water CIP, Rates / recommendation for Rate Study						
2/5/2026	Event	MWA TAC - 10:00am-11:30am				No	No	I
	Description of Public Benefit	Tales of 2 Dams & Know the Flow (lifts) presentations						
2/17/2026	Event	Meeting with GM Cox 2:00pm				No	Yes	G
	Description of Public Benefit	Discuss and Review Board Meeting agenda						

	Miles	\$ Meals	\$ Lodging	\$ Expense	Reimburse	\$ Meetings	Total:
					2	\$150.00	\$300.00

Signature: _____ Date: **April 24, 2026**

- Expense Categories
- | | |
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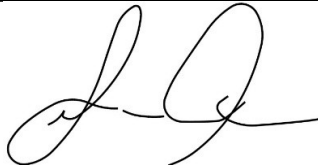
HELENDALE COMMUNITY SERVICES DISTRICT

BOARD MEMBER EXPENSE VOUCHER

Director: **George Cardenas**

Pay Period Ending: **April 2026**

DATE	EXPENSE DESCRIPTION AND EXPLANATION	Miles	\$ Meals	\$ Lodging	\$ Other Expense	Reimburse (Yes / No)	Phone Call (Yes / No)	Expense Category
2/17/2026	Event	Board Meeting 6:00pm-7:34pm				Yes	No	A
	Description of Public Benefit	Auto/Liability Ins / CPI / PSA Financial Support / Wastewater 5-yr CIP						
3/17/2026	Event	Special Board Meeting				Yes	No	A
	Description of Public Benefit	Park Maintenance Contract / IT Support / Surplus / Banking						
3/19/2026	Event	Meeting with GM Cox 2:00pm				No	Yes	G
	Description of Public Benefit	Discuss and Review Board Meeting agenda						
3/19/2026	Event	Board Meeting 6:00pm-7:00pm				Yes	No	A
	Description of Public Benefit	PSA IT Services / Unfunded Accured Liability / Surplus Equipment / Park CIP / Authorized signers						
4/2/2026	Event	Meeting with GM Cox 2:00pm				No	Yes	G
	Description of Public Benefit	Discuss and Review Board Meeting agenda						



Miles	\$ Meals	\$ Lodging	\$ Expense	Reimburse	\$ Meetings	Total:
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Signature:

April 24, 2026

Date:

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Mileage: \$0.70 / mile

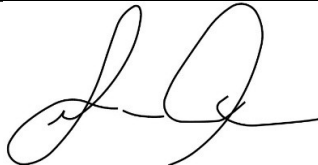
HELENDALE COMMUNITY SERVICES DISTRICT

BOARD MEMBER EXPENSE VOUCHER

Director: **George Cardenas**

Pay Period Ending: **April 2026**

DATE	EXPENSE DESCRIPTION AND EXPLANATION	Miles	\$ Meals	\$ Lodging	\$ Other Expense	Reimburse (Yes / No)	Phone Call (Yes / No)	Expense Category
4/2/2026	Event	Board Meeting 6:00pm-6:39pm				No	No	A
	Description of Public Benefit	Shortened Board meeting due to Zoom mishap						
4/6/2026	Event	Special Board Meeting				Yes	No	A
	Description of Public Benefit	Policies / Engineering Consultant / MISCO / Contract w/ KJ 5:00pm to 6:47pm						
4/16/2026	Event	Meeting with GM Carlson 2:00pm				No	Yes	G
	Description of Public Benefit	Discuss and Review Board agenda						
4/16/2026	Event	Board Meeting 6:00pm-8:00pm				Yes	No	A
	Description of Public Benefit	Remote Participation, Streamline, Mission Statement, SSMP, Cross Connection, Closed Session						
	Event							
	Description of Public Benefit							



Miles	\$ Meals	\$ Lodging	\$ Expense	Reimburse	\$ Meetings	Total:
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Signature: _____

April 24, 2026

Date: _____

Expense Categories

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Mileage: \$0.70 / mile

**BOARD COMPENSATION REPORT
ROLLING 12-MONTHS**

Name	Title	Type	5 2025	6 2025	7 2025	8 2025	9 2025	10 2025	11 2025	12 2025	01 2026	02 2026	03 2026	04 2026	TOTAL
Clark	President	Compensated	4	4	6	5	5	2	4	3	2	4	4		51
		Non-Comp	0	0	0	0	0	0	0	0	0	0	0	0	
Cardenas	Vice President	Compensated	3	2	1	2	2	2	2	2	4	2	2	2	27
		Non-Comp	2	2	1	2	2	1	2	3	3	3	1	3	31
Guinn	Director	Compensated	4	4	3	9	7	4	6	4	5	6	7	4	71
		Non-Comp	3	1	0	2	2	3	0	0	2	2	0	1	24
Rosenberg	Director	Compensated	7	4	4	7	6	2	4	1	2	4	3		61
		Non-Comp	1	0	0	0	0	0	0	0	0	0	0		1
DeVries	Director	Compensated	3	4	2	6	7	1	4	5	2	4	5		50
		Non-Comp	1	0	1	0	1	2	0	0	0	1	0		10



Helendale Community Services District

DATE: May 7, 2026
TO: Board of Directors
FROM: Cheryl Vermette, General Manager- Administrative Services
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Lien Policy

RECOMMENDATION

Adopt the District's Lien Policy to establish clear procedures for placing liens on properties with delinquent service charges and to protect the District's financial interests.

BACKGROUND

The District provides essential services including water, wastewater, and solid waste. These services rely on consistent revenue to support daily operations, maintenance, and long-term infrastructure needs.

When accounts become significantly delinquent, the District must have a reliable way to recover those costs. Placing a lien on the property is one of the most effective and commonly used tools available to public agencies.

While the District has taken collection actions in the past, this policy formalizes when and how liens are used, ensures consistency, and clearly outlines expectations for property owners.

DISCUSSION / ANALYSIS

Clear Responsibility for Charges

The policy confirms that service charges are the responsibility of the property owner, regardless of whether the property is occupied by a tenant. This is important because liens attach to the property, not the individual.

Defined Timeline Before Lien Action

The policy establishes a straightforward timeline:

- Bills are due monthly
- Accounts become delinquent if not paid by the due date
- Notices are provided as accounts age
- A Final Notice is issued once the account reaches 60 days past-due

The Final Notice gives the property owner 10 days to pay the past-due balance before the District proceeds with a lien.

This ensures property owners receive clear notice and an opportunity to resolve the issue before enforcement.

When Liens May Be Filed

The policy allows the District to file a lien when:

- The delinquent balance exceeds \$500
- The account is at least 60 days past-due

Payment Plans and Liens

The policy clarifies that:

- Payment plans may be offered
- Payment plans do not prevent a lien from being placed
- Liens remain in place until the past-due balance is fully paid

This avoids situations where accounts remain unresolved for long periods while still giving customers an option to work toward payment and also protects the District.

Lien Release

A lien will be released once:

- All past-due charges are paid
- Any penalties, interest, and lien-related costs are paid

Customers are not required to pay charges that are not yet due (current balance) in order to have a lien released. This keeps the process fair and reasonable.

Cost Recovery

The policy includes a lien processing fee and allows the District to recover all related administrative and recording costs.

This ensures that the cost of enforcement is not passed on to other ratepayers.

Other Policies Affected

Discontinuation of Water Service (SB 998)

Deposit Policy

Rules and Regulations

FISCAL IMPACT

The policy is expected to improve collection of delinquent accounts and reduce long-term financial risk to the District.

Costs associated with liens are recovered from the property owner.

STRATEGIC PLAN ALIGNMENT

Goal 4

OPTIONS

1. Adopt the Lien Policy
2. Adopt with Direction for Changes

ATTACHMENTS: None



Helendale Community Services District

DATE: May 7, 2026
TO: Board of Directors
FROM: Craig Carlson, General Manager – Water/Parks
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Well #4 Rehab

STAFF RECOMMENDATION

Proceed with Well #4 rehab

STAFF REPORT

Well #4 was completed by Bakersfield Well & Pump in 2012 and has needed to be rehabilitated for over 5 years. Wells #1 and #4 are the District's only primary wells. During the last four years, the well has experienced a reduction of over 300 gallons per minute in production due to wear on the pump. We have recently seen a decline of approximately 20 feet in the pumping level due to clogged perforations in the well casing. Due to clogged perforations, the well has begun pulling air, which has resulted in cloudy water reported by customers. As of April 29, the District has received multiple calls from customers reporting cloudy water. As a result, Well #4 has been taken offline, and the District is currently relying solely on Well #1. Operating the well below its designed capacity increases motor strain due to higher amperage demand, which could lead to motor failure. Taking Well #4 offline to rehabilitate it puts the District at risk of having only Well #1 as the primary well to meet demand. In the summer months, this cannot be done due to the District's demand. Well #1 will only be able to meet those demands for approximately one week and there is a risk of well failure. If failure were to occur, the District would not have a source to pump water for the residents. This would cause potential health and safety concerns for the District.

The District delayed the Well #4 rehabilitation in anticipation of Well #13 coming online; however, the State Water Resources Control Board (SWRCB) will not permit Well #13 to operate until a treatment or blending solution is implemented to reduce manganese levels. The District is currently working with an engineer for pipeline design in order to blend the primary wells. The engineering will not be completed until June 2026. Once engineering is completed, Staff will work with legal counsel to produce a request for proposals (RFP) and circulate the pipeline project for competitive bidding. Staff anticipates this process will not be completed until near the end of the year.

Staff has contacted Bakersfield Well & Pump to inspect via camera and troubleshoot the reduced production and determine the cause of air intrusion in Well #4. Bakersfield Well & Pump will be onsite to troubleshoot on May 5th to determine plan of action to restore Well #4 to its designed production. Shortly after troubleshooting, Bakersfield Well & Pump will be able to provide a proposal outlining the cost and scope of work. Staff has a spare pump that can replace the original 14-year-old pump so there will be no additional time to have a pump designed and built which can take up to a month or more to complete. If the recommendation is to rehab Well #4, it will need to be offline for approximately 3 weeks for the rehab process. At this time the District will be able to meet demand with only Well #1 until mid-June.

Staff has a meeting with SWRCB on May 5th to discuss the options of running Well #13 if there was a catastrophic failure of well #1 during the rehab process. If the District were to rely on having to use Well #13 as a source this would typically require a waiver from SWRCB which would also require public notification and possible boil water notice for consumption during the time Well #13 is being used. The use of Well #13 would be a last resort means of meeting demands of the District.

This is a time-sensitive matter due to the lower demands of the District at this time of year. Beginning mid-June, the District relies on two sources of production to meet demand. Staff is recommending Bakersfield Well & Pump to proceed with their recommendations due to their familiarity with Well #4 and their ability to mobilize as soon as possible. If the District were to circulate an RFP for well rehab, the process would put the District into the summer months and would not be able to meet demand.

FISCAL IMPACT:	Unknown at this time
STRATEGIC PLAN ALIGNMENT:	Goals #1 & 2
POSSIBLE MOTION:	Proceed with Bakersfield Well & Pump to rehab Well #4
ATTACHMENTS:	None



Helendale Community Services District

DATE: May 7, 2026
TO: Board of Directors
FROM: Alex Aviles, General Manager – Wastewater
SUBJECT: Agenda item #8
Discussion and Possible Action on Rescinding Contract Approval with Kennedy Jenks and Approving a Request for Proposals for a Bureau Feasibility Study

STAFF RECOMMENDATION

Staff requests the Board of Directors approve the public circulation of a Request for Proposals for a Bureau Feasibility Study

STAFF REPORT

At the Regular Board Meeting held on April 6, 2026, the Board approved staff to work on a Professional Service Agreement with Kennedy Jenks in the amount of \$60,648 for a Bureau Feasibility Study.

The study was to position the District to apply for future Bureau of Reclamation grant funding for a future tertiary upgrade. The study was to be funded from the Wastewater reserves as part of the District match associated with the \$1 million Community Project Funding set-aside from Congressman Obernolte.

When Staff brought the Kennedy Jenks Proposal to the Board, it was our understanding that we were covered under the District's Purchasing Policy for "Professional Services", but recent communications with our Grant Officer revealed that the District must follow federal procurement requirements. All cost-share/match funds are subject to the same grant requirements that federal funds are. That includes procurement competition requirements as listed in the Code of Federal Regulations. To meet these requirements the District must obtain at least three quotes to compare and choose the most qualified. The only exception is for "Micro-purchases" that have a spending threshold of \$15,000.

Staff is requesting to prepare and circulate a Request for Proposals (RFP) to comply with federal procurement requirements.

FISCAL IMPACT

None

STRATEGIC PLAN ALIGNMENT

Goal #1 and Goal #2

POSSIBLE MOTION

Rescind approval of Professional Services Agreement with Kennedy Jenks in the amount of \$60,648 for a Bureau Feasibility Study and direct Staff to prepare a Request for Proposals for a Bureau Feasibility Study.

ATTACHMENTS

None



Helendale Community Services District

DATE: May 7, 2026
TO: Board of Directors
FROM: Alex Aviles, General Manager – Wastewater
SUBJECT: Agenda item #9
Discussion and Possible Action Regarding Approval of Door Oliver Sludge Pumps

STAFF RECOMMENDATION

Staff requests the Board of Directors to approve the purchase of Door-Oliver Diaphragm pump parts at the lowest quoted cost

STAFF REPORT

Staff has been experiencing various operational issues with our Door-Oliver Diaphragm pumps at the treatment plant. The 6 diaphragm pumps serve the purpose of pumping the settleable solids from each of the primary and secondary clarifiers to the digester and from the digester to the drying beds. The overall wastewater treatment relies heavily on these pumps for permit compliance.

The pumps are made of many serviceable/replaceable parts. Over time as the solids are being pumped, these parts generate wear and tear. Staff has depleted the spare parts inventory and is experiencing pump failures, necessitating the purchase of replacement parts.

We currently have two pumps out of service and the proposals received will get those pumps back in operation and provide parts to replace the aging parts in the four pumps that are currently on-line.

Attached for the Board's consideration and review are two quotes that staff have received. Due to the specialized nature of these pumps and the limited companies that can supply the parts, staff was only able to receive two quotes from two different suppliers.

WASTECORP
\$80,226.00

Charles P. CROWLEY COMPANY
\$57,530.14

Staff is requesting approval to purchase Door-Oliver pump parts from Charles P. CROWLEY COMPANY. If the Board approves the purchase of the parts from Charles P. CROWLEY COMPANY. The parts have a 4–5 week lead time and include a one-year warranty.

The parts are on the CIP for this fiscal year and will be funded out of the wastewater reserves.

FISCAL IMPACT

\$57,530.14

POSSIBLE MOTION

Approve the purchase of the Door-Oliver pump parts from the Charles P. CROWLEY COMPANY for \$57,530.14

ATTACHMENTS

Quotes from WASTECORP and Charles P. CROWLEY COMPANY



PAYMENT REMITTANCE ADDRESS:
 WASTECORP PUMP SYSTEMS INC.
 P.O. BOX 25693
 NEW YORK, NY 10087
 PH: 1-888-829-2783
 EMAIL: receivables@wastecorppumps.com

QUOTATION

Page 1 of 2
QUOTE DATE Apr 9, 2026
QUOTE NUMBER QTE-302185
QUOTED BY MARC

QUOTATION TO:

Helendale Community Services District
 26540 Vista Rd
 Helendale, CA 92342, CA 92342
 US
 PH: 760-9510006
 Email: aaviles@helendalecsd.org

SHIP VIA			TERMS	CUST NO.	FOB	REFERENCE	OPPT NO.	
PPADD			CIA	CRM999999999	BUFFALO, NY		58287	
QTY. ORD.	UOM	PART NO.	SALE DESCRIPTION			EST. LEAD TIME	UNIT PRICE INCL. DISC.	EXT. PRICE INCL. DISC.
12	EA	WA-400	4" 90 DEGREE CHECK VALVE BODY, DUCTILE IRON, NORDEL				2,800.00	33,600.00
12	EA	WA-1X90	4" 90 DEGREE CHECK VALVE COVER, CAST IRON, NORDEL				1,998.00	23,976.00
12	EA	WA-40028	4" 90 DEGREE CHECK VALVE YOKE				850.00	10,200.00
12	EA	WA-40028E	4" BALL SEAT - NORDEL				250.00	3,000.00
18	EA	WA-33956	5-1/4" DIAMETER BALL - NORDEEL FOR 4"				525.00	9,450.00
COMMENTS:						SUBTOTAL INC DISC	80,226.00	
						TOTAL SALES TAX	0.00	
						TOTAL QUOTE USD	\$80,226.00*	
						*Plus applicable freight		

THIS QUOTATION IS NOT TO BE DISSEMINATED WITHOUT PRIOR WRITTEN CONSENT FROM WASTECORP PUMPS. QUOTE IS VALID FOR 30 DAYS. MIN. ORDER OF \$100 SHALL APPLY, OR A SUR-CHARGE WILL BE ADDED. ALL SHIPPING & HANDLING CHARGES ARE EXTRA. LEAD TIMES QUOTED, ARE BASED AT TIME OF QUOTATION AND SUBJECT TO PRIOR SALE. **RETURNS:** WASTECORP WILL NOT ACCEPT ANY PRODUCT(S) FOR RETURN UNLESS PRIOR WRITTEN PERMISSION BY WASTECORP HAS BEEN OBTAINED BY MEANS OF AN EXECUTED RETURN GOODS AUTHORIZATION FORM. THE RGA NUMBER MUST BE LISTED ON THE PACKING SLIP. PRODUCTS SO RETURNED WILL BE SUBJECT TO A 40% CHARGE FOR RESTOCKING AND REHANDLING. ALL PRODUCT(S) RETURNED MUST HAVE TRANSPORTATION CHARGES PREPAID BY THE SHIPPER. PRODUCT(S) WHICH ARE OBSOLETE OR MADE TO SPECIAL ORDER I.E., PUMPS ARE NOT RETURNABLE NOR REFUNDABLE. NO ALLOWANCE WILL BE MADE FOR LABOUR, INSTALLATION, REMOVAL, TRANSPORTATION OR OTHER CHARGES INCURRED BY PURCHASER IN CONNECTION WITH THE RETURN OF GOODS.

