



HELENDALE COMMUNITY SERVICES DISTRICT

26540 VISTA ROAD, SUITE C, HELENDALE, CA 92342

REGULAR BOARD MEETING Thursday, September 3, 2026, at 6:00 PM

This meeting of the Board of Directors of the Helendale Community Services District is Open to the public at the District Office located at 26540 Vista Road, Suite C, Helendale, California. Join remotely: **Join:**

<https://tinyurl.com/mwykbmaf>

Call in Number: 1-213-436-3171

Phone conference ID: 530 663 274#

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. Remote participants may request to speak by using the raise your hand or chat feature.

3. Consent Items

- a. Approval of Minutes for Special Board Meeting – August 20, 2026
- b. Approval of Minutes for Regular Board Meeting – August 20, 2026
- c. Bills Paid Report

4. Reports

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

Regular Business

5. Discussion and Possible Action Regarding Adoption of Resolution 2026-23: A Resolution of the Board of Directors of the Helendale Community Services District Authorizing Application for Community Resilience Centers Grant Funds
6. Discussion and Possible Action Regarding Adoption of Resolution 2026-24: A Resolution of the Board of Directors of the Helendale Community Services District Establishing a Recycled-Content Paper Procurement Policy
7. Discussion and Possible Action Regarding Approval of the District Calendar for 2027

Other Business

8. Requested items for next or future agendas (Directors and Staff only)
9. 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 agendaized 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 STAFF REPORT

DATE: September 3, 2026
TO: Board of Directors
FROM: Cheryl Vermette, General Manager – Administration / Recreation
SUBJECT: Agenda item #3A
August 20, 2026 Special Meeting Minutes

STAFF RECOMMENDATION:

Approve the minutes as presented.



HELENDALE COMMUNITY SERVICES DISTRICT

26540 VISTA ROAD, SUITE C, HELENDALE, CA 92342

Special Board Meeting Minutes August 20, 2026

Attendance

Board Members Present

Ron Clark, President; George Cardenas, Vice President; Gail Guinn, Director; Artie DeVries, Director; Billy Rosenberg, Director

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

Steve Kennedy, Legal Counsel (via Microsoft Teams)

Members of the Public

Captain Strubing from San Bernardino County Sheriff's Department attended. Three members of the public were in attendance.

Call to Order

The meeting was called to order by President Ron Clark at 5:45 p.m. followed by the Pledge of Allegiance.

1. Approval of Agenda

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

Second: Vice President Cardenas

Vote: President Ron Clark – Yes; Vice President George Cardenas – Yes; Director Guinn – Yes; Director Rosenberg – Yes; Director DeVries – Yes

2. Public Participation

None

Regular Business

3. Discussion and Possible Action Regarding Adoption of Resolution 2026-20, Amending Resolution 2026-12 to Include Additional Language Required by the County of San Bernardino Regarding the Collection of Refuse Disposal Land Use Fees on the County Tax Roll

Discussion: Staff explained that Resolution 2026-20 was being presented to add language required by San Bernardino County for placement of the Refuse Disposal Land Use Fees on the Fiscal Year 2026-27 County tax roll. The additional language authorizes the total amount of the charge, including applicable County administrative or processing fees, to be placed on the County tax roll and collected in the same manner as property taxes.

Staff stated that no changes were being made to the previously approved fees.

Motion: Director Guinn made a motion to adopt Resolution 2026-20.

Second: Director DeVries

Vote: President Ron Clark – Yes; Vice President George Cardenas – Yes; Director Guinn – Yes; Director Rosenberg – Yes; Director DeVries – Yes

4. Discussion and Possible Action Regarding Adoption of Resolution 2026-21, Amending Resolution 2026-14 to Include Additional Language Required by the County of San Bernardino Regarding Water and Sewer Standby Charges for Fiscal Year 2027

Discussion: Staff explained that Resolution 2026-21 added the same County-required language to the previously approved Water and Sewer Standby Charges for Fiscal Year 2027. The amendment authorizes the total amount of the charges, including applicable County administrative or processing fees, to be placed on the Fiscal Year 2026-27 County tax roll and collected in the same manner as property taxes. No changes were made to the previously approved standby charges.

Motion: Director Rosenberg made a motion to adopt Resolution 2026-21.

Second: Director Guinn

Vote: President Ron Clark – Yes; Vice President George Cardenas – Yes; Director Guinn – Yes; Director Rosenberg – Yes; Director DeVries – Yes

5. Discussion and Possible Action Regarding Adoption of Resolution 2026-22, Amending Resolution 2026-15 to Include Additional Language Required by the County of San Bernardino Regarding Delinquent Water, Sewer, and Trash Collection User Charges for Collection on the County Tax Roll

Discussion: Staff explained that Resolution 2026-22 amended the previously adopted Resolution 2026-15 to include additional language required by San Bernardino County for placement of delinquent water, sewer, and trash collection user charges on the Fiscal Year 2026-27 County tax roll. The amendment authorizes the total amount of the charges, including applicable County administrative or processing fees, to be placed on the County tax roll and collected in the same manner as property taxes. Staff stated that no changes were being made to the previously confirmed delinquent charges.

Motion: Vice President Cardenas made a motion to adopt Resolution 2026-22.

Second: Director DeVries

Vote: President Ron Clark – Yes; Vice President George Cardenas – Yes; Director Guinn – Yes; Director Rosenberg – Yes; Director DeVries – Yes

6. Adjournment

President Clark adjourned the meeting at 5:55 p.m.

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.

August 20, 2026 Special Meeting



HELENDALE COMMUNITY SERVICES DISTRICT STAFF REPORT

DATE: September 3, 2026
TO: Board of Directors
FROM: Cheryl Vermette, General Manager – Administration / Recreation
SUBJECT: Agenda item #3B
August 20, 2026 Regular Meeting Minutes

STAFF RECOMMENDATION:

Approve the minutes as presented.



HELENDALE COMMUNITY SERVICES DISTRICT

26540 VISTA ROAD, SUITE C, HELENDALE, CA 92342

Regular Board Meeting Minutes August 20, 2026

Attendance

Board Members Present

Ron Clark, President; George Cardenas, Vice President; Gail Guinn, Director; Artie DeVries, Director; Billy Rosenberg, Director

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

Steve Kennedy, Legal Counsel (via Microsoft Teams)

Members of the Public

Captain Strubing from San Bernardino County Sheriff's Department attended. Four members of the public were in attendance in person and one person attended via Microsoft Teams.

Call to Order

The meeting was called to order by President Ron Clark at 6:00 p.m. followed by the Pledge of Allegiance.

1. Approval of Agenda

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

Second: Director Guinn

Vote: President Ron Clark – Yes; Vice President George Cardenas – Yes; Director Guinn – Yes; Director Rosenberg – Yes; Director DeVries – Yes

2. Public Participation

San Bernardino County Sheriff's Department Captain Sean Strubing of the Victor Valley Station introduced himself to the Board and provided public safety statistics for the Helendale/Silver Lakes area for the month of July. Captain Strubing reported 251 calls for service, including 240 calls initiated through the dispatch center and 11 self-initiated contacts.

Captain Strubing discussed Sheriff's Department staffing and response capabilities, the use of drone technology by law enforcement, requirements associated with establishing a local drone program, and opportunities for interagency assistance during significant incidents. The Board also discussed traffic safety and enforcement concerns along Route 66. Captain Strubing encouraged residents to report unsafe or criminal activity to the appropriate agency and emphasized the importance of being a good witness rather than becoming directly involved.

3. Consent Items

- a. Approval of Minutes and Ratification of Actions for Regular Board Meeting – August 6, 2026
- b. Bills Paid Report
- c. Preliminary June Financial Report

Motion: Director Rosenberg made a motion to approve the consent calendar.

Second: Director Guinn

Vote: President Ron Clark – Yes; Vice President George Cardenas – Yes; Director Guinn – Yes; Director Rosenberg – Yes; Director DeVries – Yes

4. Reports

a. Directors' Reports:

Director Guinn discussed the Association of San Bernardino County Special Districts' (ASBCSD) meeting where the speaker discussed grant opportunities and emphasized the importance of community-based letters of support when applying for grants. She also discussed the possibility of involving local organizations and community groups in future grant efforts.

Director DeVries provided an update regarding the Silver Lakes Association's planned new-resident meeting. She thought it would be beneficial for the CSD to attend.

Vice President Cardenas discussed the recent Concert in the Park and reported that the event was well attended. He also provided updates from the Mojave Water Agency Technical Advisory Committee, including pending Joshua Tree legislation, the Delta Conveyance Project, the regional One Water project and feasibility study, and Watermaster matters involving groundwater basin modeling and related planning. Vice President Cardenas also raised safety concerns regarding traffic near Lakeview Drive and discussed the need for a four-way stop. The Board discussed traffic conditions and the possibility of working with San Bernardino County regarding additional traffic-control measures.

President Clark provided an update regarding the ad hoc committee and discussed the car club and related community activities.

b. General Manager's Report:

General Management reported that the District will be submitting a Community Resilience Centers grant application and will be conducting community outreach in support of the application. Staff stated that a community meeting had been scheduled for September 1 at 6:00 p.m. and that additional outreach would be conducted during the September 12 Concert in the Park. Staff noted that the grant application deadline was September 25.

Staff provided recreation updates, including the Pilates classes and the newly established art club. Staff also discussed preparations for the September 12 Concert in the Park, including the planned flag display. Youth soccer registration was open, and soccer clinics were scheduled. Staff further reported that the Thrift Store would hold its annual Halloween sale.

Staff reported that cybersecurity protections for the District's SCADA system had been implemented and that additional system upgrades were planned. Staff also reported that Well 13 had recently been vandalized and that copper had been stolen from the facility. The estimated damage was between \$15,000 and \$20,000. Staff stated that it was working with Southern California Edison regarding possible modifications to the electrical equipment and would return to the Board to discuss whether an insurance claim should be submitted.

Staff also reported on continuing concerns regarding traffic safety and speeding on local roadways. Staff stated that the District was working with San Bernardino County to evaluate and pursue additional traffic-control measures.

Regular Business

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

Motion: Vice President Cardenas made a motion to approve the Director's Expense Reports.

Second: Director DeVries

Vote: President Ron Clark – Yes; Vice President George Cardenas – Yes; Director Guinn – Yes; Director Rosenberg – Yes; Director DeVries – Yes

6. Discussion and Possible Action Regarding Annual Review and Write-off of Uncollectable Accounts

Discussion: Staff reviewed the District's annual uncollectible accounts. Staff reported that five accounts totaling \$1,122.03 were identified for write-off. One account totaling \$0.61 was within the General Manager's authority to write off. The remaining four accounts, totaling \$1,121.42, exceeded the \$25 threshold and required Board approval.

Staff stated that collection efforts included multiple telephone calls and written notices. Staff also explained that liens are generally used when appropriate and that an updated lien policy would be brought to the Board at a future meeting.

Motion: Director DeVries made a motion to approve the write-off of certain uncollectible utility accounts.

Second: Director Guinn

Vote: President Ron Clark – Yes; Vice President George Cardenas – Yes; Director Guinn – Yes; Director Rosenberg – Yes; Director DeVries – Yes

7. Discussion and Possible Action Regarding Adoption of Resolution No. 2026-18 Establishing the Statement of Investment Policy for Fiscal Year 2027

Discussion: Staff presented the annual Investment Policy and reviewed the District's guiding investment principles of safety, liquidity, and yield. Staff explained that the proposed updates primarily consisted of changes to language, terminology, statutory investment limits, and administrative clarification and did not change the District's conservative investment approach.

Staff also reviewed the District's current cash and investment balances and provided an overview of the District's outstanding debt obligations.

Motion: Director Rosenberg made a motion to adopt Resolution No. 2026-18 establishing the Statement of Investment Policy for Fiscal Year 2027.

Second: Vice President Cardenas

Vote: President Ron Clark – Yes; Vice President George Cardenas – Yes; Director Guinn – Yes; Director Rosenberg – Yes; Director DeVries – Yes

8. Discussion and Possible Action Regarding Adoption of Resolution 2026-19: A Resolution of the Board of Directors of the Helendale Community Services District Establishing Rules and Regulations for the Use of its Public Parks and Recreation Facilities

Discussion: Staff explained that the proposed resolution followed the Board’s previous discussion regarding electric bicycles and scooters within District parks. The proposed language prohibits riding a scooter or electric bicycle by throttle and limits assisted operation to no more than 10 miles per hour.

Legal Counsel Kennedy reviewed research regarding regulations adopted by other agencies and advised that while 20 miles per hour is a commonly used limit, the Board has discretion to establish a lower speed limit for safety purposes. The Board discussed appropriate speeds for vehicles, bicycles, and scooters within District park facilities and supported the proposed 10-mile-per-hour limit for electric bicycles and scooters.

Motion: Director Rosenberg made a motion to adopt Resolution No. 2026-19 establishing updated rules and regulations for the use of District public parks and recreation facilities.

Second: Vice President Cardenas

Vote: President Ron Clark – Yes; Vice President George Cardenas – Yes; Director Guinn – Yes; Director Rosenberg – Yes; Director DeVries – Yes

9. Future Agenda Items

The Board requested Staff to invite the CHP to an upcoming Board meeting.

Staff noted that a presentation was scheduled for the September 17, 2026 Board meeting and that staff was continuing efforts to coordinate a presentation from San Bernardino County Fire.

10. Adjournment

President Clark adjourned the meeting at 7:13 p.m.

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 STAFF REPORT

DATE: September 3, 2026
TO: Board of Directors
FROM: Cheryl Vermette, General Manager – Administration / Recreation
BY: Andrea Chavis, Senior Account Technician
SUBJECT: Agenda item #3C
Bills Paid and Presented for Approval

STAFF RECOMMENDATION:

Updated Report Only. Receive and File.

STAFF REPORT:

Staff issued 15 Bank Drafts and 17 Checks totaling \$194,707.02.

Total Cash Available	8/28/26	8/14/26
Cash	\$8,958,243.20	\$8,878,671.51
Checks & DFT's Issued	\$194,707.02	\$100,352.94

INVESTMENT REPORT:

The Investment Report shows the status of the District funds invested as of 7/31/26

	Interest Rate	Interest Income
CA CLASS	3.7566%	\$63,447.19 Year To Date
CBB Trust	3.69%	\$89,384.10 Year To Date
LAIF	3.816%	\$11,565.11 – 2 ND Fiscal Quarter



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 08/14/2026 - 08/28/2026

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 211102187 - CBB Checking					
08/20/2026	29704	SWRCB, DWOCP	-80.00	Check	Accounts Payable
08/20/2026	29705	ACI Payments, Inc	-62.60	Check	Accounts Payable
08/20/2026	29706	Burrtec Waste Industries Inc	-1,243.63	Check	Accounts Payable
08/20/2026	29707	Burrtec Waste Industries, Inc.	-67,638.31	Check	Accounts Payable
08/20/2026	29708	Burrtec Waste Industries, Inc.	-12,586.84	Check	Accounts Payable
08/20/2026	29709	C Wells Pipeline Materials , Inc	-1,884.55	Check	Accounts Payable
08/20/2026	29710	Cal Fire	-889.02	Check	Accounts Payable
08/20/2026	29711	Culligan Water Conditioning	-893.49	Check	Accounts Payable
08/20/2026	29712	Geo-Monitor, Inc.	-2,455.00	Check	Accounts Payable
08/20/2026	29713	Merrell-Johnson Engineering Inc.	-5,706.00	Check	Accounts Payable
08/20/2026	29714	Pacific Advanced Civil Engineering, Inc	-54,643.35	Check	Accounts Payable
08/20/2026	29715	Parkhouse Tire, Inc.	-27.95	Check	Accounts Payable
08/20/2026	29716	ProActive Work Health Medical Center Inc.	-85.00	Check	Accounts Payable
08/20/2026	29717	Ryan Herco Products Corp	-345.09	Check	Accounts Payable
08/20/2026	29718	Senir Dacillo	-75.80	Check	Accounts Payable
08/20/2026	29719	Synagro West, LLC	-1,049.39	Check	Accounts Payable
08/20/2026	29720	Tyler Technologies, Inc.	-41.00	Check	Accounts Payable
08/25/2026	DFT0003690	Frontier Communications	-96.96	Bank Draft	Accounts Payable
08/24/2026	DFT0003695	Southern California Edison	-486.03	Bank Draft	Accounts Payable
08/24/2026	DFT0003696	Southern California Edison	-1,857.58	Bank Draft	Accounts Payable
08/14/2026	DFT0003710	CalPERS - SIP 457	-7,301.10	Bank Draft	Accounts Payable
08/14/2026	DFT0003712	California State Disbursement Unit	-230.76	Bank Draft	Accounts Payable
08/14/2026	DFT0003714	CalPERS CLASSIC	-8,037.88	Bank Draft	Accounts Payable
08/14/2026	DFT0003716	CalPERS - PEPRA	-3,508.37	Bank Draft	Accounts Payable
08/14/2026	DFT0003717	TASC	-1,012.45	Bank Draft	Accounts Payable
08/14/2026	DFT0003718	Internal Revenue Service	-11,527.42	Bank Draft	Accounts Payable
08/14/2026	DFT0003719	Employment Development Center	-4,159.73	Bank Draft	Accounts Payable
08/20/2026	DFT0003730	Orange County Winwater Works	-356.23	Bank Draft	Accounts Payable
08/27/2026	DFT0003733	Southern California Edison	-2,297.74	Bank Draft	Accounts Payable
08/24/2026	DFT0003734	Southern California Edison	-104.86	Bank Draft	Accounts Payable
08/20/2026	DFT0003735	Verizon Wireless	-1,558.94	Bank Draft	Accounts Payable
08/26/2026	DFT0003749	FNBO	-2,244.62	Bank Draft	Accounts Payable
Bank Account 211102187 Total: (32)					-194,487.69
Report Total: (32)					-194,487.69

Summary

Bank Account	Count	Amount
211102187 CBB Checking	32	-194,487.69
Report Total:	32	-194,487.69

Cash Account	Count	Amount
99 99-111000 Cash in CBB - Checking	32	-194,487.69
Report Total:	32	-194,487.69

Transaction Type	Count	Amount
Bank Draft	15	-44,780.67
Check	17	-149,707.02
Report Total:	32	-194,487.69



Helendale CSD

Payable Register

Payable Detail by Vendor Name

Packet: APPKT6509 - 8-12-26 FLAGSTAR - AUGUST 2026

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Vendor: 1623 - Flagstar										Vendor Total: 2,244.62
Stmt 8-3-26	Invoice	8/3/2026	8/3/2026	8/3/2026	8/3/2026	2,244.62	0.00	0.00	0.00	2,244.62
Misc Charges	AP - CBB Checking				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Cell Tower Document Delivery	Amount		0.00	0.00	15.71	0.00	0.00	0.00	15.71	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
10-553200-00-0	Postage & Delivery				15.71	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Thrift Store Luncheon	Amount		0.00	0.00	9.18	0.00	0.00	0.00	9.18	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
03-541000-00-0	Operations and Maintenance				9.18	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Tools for Shop Compressor	Amount		0.00	0.00	110.84	0.00	0.00	0.00	110.84	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
02-554600-00-0	Small Tools				110.84	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Pizza for all Staff Luncheon	Amount		0.00	0.00	96.15	0.00	0.00	0.00	96.15	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
10-556800-00-0	Employee Morale				96.15	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Uniform Pants for A. Aviles	Amount		0.00	0.00	87.03	0.00	0.00	0.00	87.03	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
02-553600-00-0	Uniforms				87.03	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Jumbo Toilet Paper	Amount		0.00	0.00	119.55	0.00	0.00	0.00	119.55	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
05-541000-00-0	Operations & Maintenance - Park				119.55	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Powdered Coffee Creamer	Amount		0.00	0.00	29.99	0.00	0.00	0.00	29.99	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
10-522510-00-0	Meeting Expense				29.99	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Coffee Cups	Amount		0.00	0.00	30.59	0.00	0.00	0.00	30.59	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
10-553000-00-0	Operating Supplies - Office				30.59	100.00%				

Payable Register

Packet: APPKT6509 - 8-12-26 FLAGSTAR - AUGUST 2026

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Disinfecting Wipes, Kleenex & White Out..	Amount		0.00	0.00	125.47	0.00	0.00	0.00	125.47	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
10-553000-00-0	Operating Supplies - Office		125.47	100.00%						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Pens, Sharpies, Ziploc Bags, Markers & ...	Amount		0.00	0.00	65.42	0.00	0.00	0.00	65.42	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
01-553000-00-0	Operating Supplies		65.42	100.00%						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Thrift Store Gift Cards	Amount		0.00	0.00	335.00	0.00	0.00	0.00	335.00	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
03-556800-00-0	EE Incentive Program		335.00	100.00%						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Cleaning Supplies	Amount		0.00	0.00	16.32	0.00	0.00	0.00	16.32	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
05-553000-00-0	Operating Supplies - Park		16.32	100.00%						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Cleaning Supplies	Amount		0.00	0.00	16.43	0.00	0.00	0.00	16.43	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
10-553000-00-0	Operating Supplies - Office		16.43	100.00%						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Cleaning Supplies	Amount		0.00	0.00	9.81	0.00	0.00	0.00	9.81	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
05-553000-00-0	Operating Supplies - Park		9.81	100.00%						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Bday Gift Card - V. Woolley	Amount		0.00	0.00	25.00	0.00	0.00	0.00	25.00	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
10-556800-00-0	Employee Morale		25.00	100.00%						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Bday Gift Card - A. Chavis	Amount		0.00	0.00	25.00	0.00	0.00	0.00	25.00	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
10-556800-00-0	Employee Morale		25.00	100.00%						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Food for Concert Band & Volunteers	Amount		0.00	0.00	119.93	0.00	0.00	0.00	119.93	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
05-553300-00-0	Concert in the Park Expense		119.93	100.00%						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Sympathy Card - J. Escobar	Amount		0.00	0.00	2.16	0.00	0.00	0.00	2.16	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
10-556800-00-0	Employee Morale		2.16	100.00%						

Payable Register

Packet: APPKT6509 - 8-12-26 FLAGSTAR - AUGUST 2026

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Operating Supplies Distributions	Amount		0.00	0.00	54.35	0.00	0.00	0.00	54.35	
Account Number	Account Name	Project Account Key			Amount	Percent				
03-553000-00-0	Operating Supplies				54.35	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Operating Supplies Distributions	Amount		0.00	0.00	37.27	0.00	0.00	0.00	37.27	
Account Number	Account Name	Project Account Key			Amount	Percent				
02-553000-00-0	Operating Supplies				37.27	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Operating Supplies Distributions	Amount		0.00	0.00	37.27	0.00	0.00	0.00	37.27	
Account Number	Account Name	Project Account Key			Amount	Percent				
01-553000-00-0	Operating Supplies				37.27	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Operating Supplies Distributions	Amount		0.00	0.00	37.27	0.00	0.00	0.00	37.27	
Account Number	Account Name	Project Account Key			Amount	Percent				
10-553000-00-0	Operating Supplies - Office				37.27	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Operating Supplies Distributions	Amount		0.00	0.00	6.47	0.00	0.00	0.00	6.47	
Account Number	Account Name	Project Account Key			Amount	Percent				
10-553000-00-0	Operating Supplies - Office				6.47	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
CSDA Hotel Deposit Distributions	Amount		0.00	0.00	182.41	0.00	0.00	0.00	182.41	
Account Number	Account Name	Project Account Key			Amount	Percent				
10-524500-00-0	Education and Training				182.41	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Garage Door Repair Distributions	Amount		0.00	0.00	650.00	0.00	0.00	0.00	650.00	
Account Number	Account Name	Project Account Key			Amount	Percent				
04-541000-00-4	Operation & Maintenance - Smiths...	5105			650.00	100.00%				

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	1	2,244.62	0.00	0.00	0.00	2,244.62	0.00	2,244.62
Grand Total:		2,244.62	0.00	0.00	0.00	2,244.62	0.00	2,244.62

Project Summary

Project Number	Project Name	Count	Account Key	Account Name	Amount
5105	15302 Smithson Property	1	5105	Repair & Maintenance: 15302 Sm...	650.00
Project 5105 Total:					650.00
Grand Total:					650.00

Account Summary

Account	Name	Amount
01-553000-00-0	Operating Supplies	102.69
Total:		102.69

Account	Name	Amount
02-553000-00-0	Operating Supplies	37.27
02-553600-00-0	Uniforms	87.03
02-554600-00-0	Small Tools	110.84
Total:		235.14

Account	Name	Amount
03-541000-00-0	Operations and Maintenance	9.18
03-553000-00-0	Operating Supplies	54.35
03-556800-00-0	EE Incentive Program	335.00
Total:		398.53

Account	Name	Amount
04-541000-00-4	Operation & Maintenance - Smithson	650.00
Total:		650.00

Account	Name	Amount
05-541000-00-0	Operations & Maintenance - Park	119.55
05-553000-00-0	Operating Supplies - Park	26.13
05-553300-00-0	Concert in the Park Expense	119.93
Total:		265.61

Account	Name	Amount
10-522510-00-0	Meeting Expense	29.99
10-524500-00-0	Education and Training	182.41
10-553000-00-0	Operating Supplies - Office	216.23
10-553200-00-0	Postage & Delivery	15.71
10-556800-00-0	Employee Morale	148.31
Total:		592.65



HELENDALE COMMUNITY SERVICES DISTRICT STAFF REPORT

DATE: September 3, 2026
TO: Board of Directors
FROM: Cheryl Vermette, Administrative General Manager
SUBJECT: Agenda item #5
Discussion and Possible Action Regarding Adoption of Resolution 2026-23: A Resolution of the Board of Directors of the Helendale Community Services District Authorizing Application for Community Resilience Centers Grant Funds

STAFF RECOMMENDATION

Staff recommends that the Board adopt Resolution 2026-23 authorizing the District to apply for Community Resilience Centers Round 2 Implementation Grant funding.

STAFF REPORT

The California Strategic Growth Council's Community Resilience Centers Program provides funding for facilities and programs that strengthen community resilience to climate impacts and emergencies.

The District is preparing an application for funding to develop the Helendale Community Resilience Center, a year-round facility intended to provide emergency preparedness and response resources, cooling and clean-air refuge, resilient energy and communications, community services, recreation, workforce development, and other community resilience programs.

Resolution 2026-23 authorizes submission of the grant application and authorizes the General Manager – Administration & Recreation, or designee, to execute documents necessary to complete the application and, if awarded, accept and administer the grant.

FISCAL IMPACT

There is no fiscal impact associated with adoption of the Resolution. Any future District funding commitments will be presented to the Board.

POSSIBLE MOTION

Adopt Resolution 2026-23 authorizing application for Community Resilience Centers Grant Funds.

STRATEGIC PLAN ALIGNMENT

Goal 2 – The CRC will support emergency readiness

Goal 5 – Enhance quality of life by expanding programs and recreation facilities.

ATTACHMENTS

Resolution 2026-23



RESOLUTION NO. 2026-23

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT AUTHORIZING APPLICATION FOR COMMUNITY RESILIENCE CENTERS GRANT FUNDS

WHEREAS, the California Strategic Growth Council (SGC) has released a Notice of Funding Availability for Round 2 of its Community Resilience Centers (CRC) Program to fund community facilities and programs that strengthen local resilience to climate impacts and emergencies; and

WHEREAS, the Helendale Community Services District is an eligible public agency applicant under the program guidelines; and

WHEREAS, the Helendale Community Services District proposes to develop the Helendale Community Resilience Center, a year-round facility that will provide emergency preparedness and response resources, cooling and clean-air refuge, resilient energy and communications, community services, workforce development, recreation, and other programs that strengthen the health, safety, and resilience of the Helendale community; and

WHEREAS, the District desires to apply for Community Resilience Centers Round 2 Implementation Grant funding for the Project.

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

SECTION 1. The Board authorizes the submission of an application to the California Strategic Growth Council for Community Resilience Centers Round 2 Implementation Grant funds for the Helendale Community Resilience Center Project, in an amount not to exceed \$10,000,000.

SECTION 2. The General Manager – Administration & Recreation, or designee, is authorized to execute and submit the grant application and all documents necessary to complete the application process.

SECTION 3. If grant funds are awarded, the General Manager – Administration & Recreation, or designee, is authorized to accept the award and execute all agreements, amendments, certifications, reports, payment requests, and other documents necessary to administer and implement the grant-funded Project.

SECTION 4. The District agrees to comply with all applicable requirements, terms, and conditions of the Community Resilience Centers Grant Program.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2026, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BY: _____

Ron Clark, President, Board of Directors

ATTEST: _____

Cheryl Vermette, Secretary to the Board



HELENDALE COMMUNITY SERVICES DISTRICT STAFF REPORT

DATE: September 3, 2026
TO: Board of Directors
FROM: Cheryl Vermette, Administrative General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Adoption of Resolution 2026-24: A Resolution of the Board of Directors of the Helendale Community Services District Establishing a Recycled-Content Paper Procurement Policy

STAFF RECOMMENDATION

Staff recommends that the Board of Directors adopt the Recycled Content Paper Procurement Policy.

STAFF REPORT:

Senate Bill 1383 requires jurisdictions that provide solid waste collection services to comply with recycled-content and recyclability requirements when purchasing paper products and printing and writing paper.

The District's existing Ordinance No. 2022-01 includes definitions related to Paper Products and Printing and Writing Paper; however, it does not establish specific purchasing, vendor certification, and recordkeeping procedures for recycled-content paper procurement as required.

The proposed policy establishes those requirements and is based on CalRecycle guidance. The policy provides that recycled-content products will be purchased when fitness and quality are equal and the recycled product is available at the same or a lesser total cost than a non-recycled product. It also establishes recyclability standards, vendor certification requirements, requirements for printing contracts, and SB 1383 recordkeeping requirements.

Vendors must tell the District how much recycled content is in the paper products they sell us and confirm that the products meet the required recyclability standard.

The District must keep basic purchase records, such as invoices or receipts, along with the vendor certifications or other supporting documentation. Those records are kept in the District's SB 1383 Implementation Record for the required retention period.

FISCAL IMPACT:

No significant fiscal impact is anticipated. The policy does not require the District to purchase recycled-content products if recycled-content products are more expensive.

POSSIBLE MOTION: Adopt Resolution 2026-24 Establishing a Recycled-Content Paper Procurement Policy

ATTACHMENTS:

Resolution 2026-24

Proposed Recycled Content Paper Procurement Policy

Procurement Questions and Answers – from CalRecycle website

Sample Recycled-Content and Recyclable Paper Certification



RESOLUTION NO. 2026-24

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT ESTABLISHING A RECYCLED-CONTENT PAPER PROCUREMENT POLICY

WHEREAS, the Helendale Community Services District ("District") is a public agency organized and operating as a Community Services District pursuant to California Government Code Section 61000 et seq.; and

WHEREAS, the District is governed by a Board of Directors ("Board") authorized by Government Code Section 61040(a) to establish policies for the operation of the District's functions and services; and

WHEREAS, a Recycled-Content Paper Procurement Policy has been presented to the Board of Directors of the Helendale Community Services District in the form attached to this Resolution titled "Recycled-Content Paper Procurement Policy."

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

Section 1:

The Recycled-Content Paper Procurement Policy, attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby adopted.

Section 2:

The Recycled-Content Paper Procurement Policy adopted by this Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Helendale Community Services District at a regular meeting held on the 3rd day of September 2026, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BY: _____

Ron Clark, President, Board of Directors

ATTEST: _____

Cheryl Vermette, Secretary to the Board



HELENDALE COMMUNITY SERVICES DISTRICT RECYCLED-CONTENT PAPER PROCUREMENT POLICY

1. PURPOSE

It is the policy of the Helendale Community Services District ("District") to incorporate recycled-content and recyclability requirements into the procurement of Paper Products and Printing and Writing Paper in a manner consistent with applicable State law.

The purpose of this Policy is to establish purchasing and recordkeeping practices that comply with Senate Bill 1383, Title 14 of the California Code of Regulations, and the California Public Contract Code.

2. DEFINITIONS

- A. "District" means the Helendale Community Services District.
- B. "Recyclability" means that the Paper Products and Printing and Writing Paper offered or sold to the District are eligible to be labeled with an unqualified recyclable label as defined in 16 Code of Federal Regulations Section 260.12 (2013).
- C. "SB 1383" means Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced from time to time.
- D. For purposes of this Policy, the definitions of Paper Products and Printing and Writing Paper contained in District Ordinance No. 2022-01 shall apply, except where superseded by subsequently amended State law or regulation.
- E. "State" means the State of California.

3. DISTRICT PURCHASING REQUIREMENTS

- A. The District shall procure Paper Products and Printing and Writing Paper consistent with Public Contract Code Sections 22150 through 22154.
- B. Paper Products and Printing and Writing Paper purchased by the District shall meet the applicable minimum postconsumer recycled-content requirements of Public Contract Code Section 12209.
- C. These minimum postconsumer recycled content fiber requirements are required when:
 - Available at no greater cost than nonrecycled products, and
 - Fitness and quality are equal to nonrecycled products.

Adopted September 3, 2026

- D. Paper Products and Printing and Writing Paper shall be eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).

4. VENDOR REQUIREMENTS

- A. The District shall require all businesses from whom it purchases Paper Products, including janitorial Paper Products, and Printing and Writing Paper to:
- a. Provide Paper Products and Printing and Writing Paper that meet the applicable minimum postconsumer recycled content fiber requirements of Public Contract Code Section 12209 when:
 - Available at no greater cost than non-recycled products, and
 - Fitness and quality are equal to non-recycled products.
 - b. Only provide Paper Products and Printing and Writing Paper that meet the Federal Trade Commission recyclability standard as defined in Title 16, Code of Federal Regulations Section 260.12 (2013).
 - c. Certify in writing, under penalty of perjury, the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the District. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products, Printing and Writing Paper, or both can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.
 - d. Certify in writing that the Paper Products and Printing and Writing Paper offered or sold to the District are eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).
- B. All printing contracts entered into by the District shall provide that the paper used shall meet the recycled-content requirements of Public Contract Code Section 12209.

5. RECORDKEEPING

- A. The District shall maintain records demonstrating compliance with the recycled-content paper procurement requirements, including:
- a. Copies of invoices, receipts, or other proof of purchase describing the procurement of Paper Products and Printing and Writing Paper by volume and type for all paper purchases; and
 - b. Copies of all certifications, verifications, and other documentation required under this Policy.
- B. These records shall be maintained as part of the District's SB 1383 Implementation Record in accordance with Title 14, California Code of Regulations Sections 18993.4 and 18995.2.
- C. Records shall be included in the Implementation Record within sixty (60) calendar days of their creation and retained for five (5) years.

Adopted September 3, 2026

- D. If the District is unable to obtain required recycled-content or recyclability certification or verification, the District should note in its Implementation Record the products that could not meet the recycled-content or recyclability requirements and the reasons why.

6. EFFECTIVE DATE

This Policy shall go into effect immediately upon adoption by the Helendale Community Services District Board of Directors.

Procurement Questions and Answers

Procurement Q&A Sections

- [Procurement Overview](#)
- [Procurement Target](#)
- [General Product Eligibility](#)
- [Compost and Mulch](#)
- [Renewable Gas](#)
- [Electricity from Biomass Conversion](#)
- [Recycled-Content Paper Procurement](#)

For the full regulatory requirements of procurement, please review the [SB 1383 Article 12 regulations](#).

Procurement Overview

- 1. Q: Who is required to comply with the SB 1383 procurement requirements? Do any of the procurement requirements pertain to special districts?**

A: The procurement requirements regarding recovered organic waste products (14 CCR Sections 18993.1 and 18993.2) apply to jurisdictions such as cities, counties, or cities and counties, but not to special districts [see definition of “jurisdiction” in 14 CCR Section 18993.1(a)]. The recycled-content paper procurement requirements (14 CCR Sections 18993.3 and 18993.4), however, apply to all types of jurisdictions [see 14 CCR Section 18982(a)(36)], including special districts that provide solid waste collection services.

- 2. Q: Are jurisdictions required to adopt specific procurement policies to comply with the SB 1383 procurement obligations?**

A: No, jurisdictions are not required to adopt specific procurement policies in order to comply with the procurement requirements. It is up to each jurisdiction to determine its strategy for implementation and whether the SB 1383 requirements can be incorporated into new or existing local policies, ordinances, and programs. However, adoption of a policy (such as CalRecycle’s [Model Procurement Policy](#)) or changes to an existing policy may assist jurisdictions with implementation. Jurisdictions may also choose to adopt an ordinance such as CalRecycle’s [Model Mandatory Organic Waste Disposal Reduction Ordinance](#) to help enforce a procurement policy on their jurisdiction departments, direct service providers, and recycled-content paper vendors.

Please note that an ordinance, or other enforceable mechanism, must be adopted if a jurisdiction plans to procure mulch to comply with its procurement obligations under SB 1383 [see 14 CCR Section 18993.1(f)(4)(A)]. The ordinance must require that the mulch procured by the jurisdiction comply with specific land application standards [14 CCR Section 18993.1(f)(4)(A)]. This is important to prevent the application of contaminated material and to ensure that the mulch procured meets public health and safety standards.

3. Q: What if a jurisdiction already has procurement programs in place? Can that procurement count towards meeting the SB 1383 procurement requirements?

A: If a jurisdiction is already procuring recovered organic waste products that meet the requirements (14 CCR Section 18993.1), these can count towards its procurement target. A jurisdiction is not required to prove additional procurement beyond any other mandatory or voluntary procurement programs if its target is met.

For example, a city may use mulch in a city landscaping project or give away compost to its residents and these end uses may count towards the city's SB 1383 procurement target, regardless of whether these are already required by existing city programs.

4. Q: Do recovered organic waste products that a jurisdiction procures need to be sourced from the jurisdiction's generated organic waste, produced in the jurisdiction, or used within the jurisdiction?

A: No, jurisdictions are not required to procure recovered organic waste products made from "their" organic waste to satisfy the procurement requirements, nor do the products need to be produced or consumed within their jurisdiction. They may purchase or acquire products from any entity, or produce it themselves, and use or giveaway these products to count toward their procurement targets, provided the end products meet the definition of "recovered organic waste products" [14 CCR Section 18982(a)(60)]. The jurisdiction may use the end products in a way that best fits local needs, which may include use or free distribution within its jurisdiction or other jurisdictions.

5. Q: Can regional agencies and special districts coordinate procurement requirements on behalf of their individual member jurisdictions?

A: Nothing in the regulatory text prohibits a regional agency or special district from coordinating resources for procurement. Jurisdictions are encouraged to work with special districts and similar entities to meet the jurisdiction's procurement targets, provided this is accomplished through a direct service provider contract or written agreement.

Special districts or regional agencies may be considered direct service providers to the jurisdiction, provided that a contract or other written agreement, such as a memorandum of understanding (MOU), is in place to prove the direct service provider relationship. Without said contract or agreement, any entities that are not part of the jurisdiction's departments or divisions would not, by default, be considered part of the jurisdiction, nor would their procurement count towards the jurisdiction's procurement target.

6. Q: What should be included in a jurisdiction's written agreement or contract with its direct service provider?

A: The regulations do not have explicit content requirements other than the implicit requirement that they reflect the direct service provider relationship. A jurisdiction may utilize a direct service provider to help meet its procurement target. This is accomplished through a written contract or agreement requiring the direct service provider to [14 CCR Section 18993.1(e)]:

- Procure recovered organic waste product(s) on behalf of the jurisdiction, and
- Provide written documentation of such procurement to the jurisdiction.

Direct service provider agreements and contracts are intended to be in place prospectively in order for procurement to take place while subject to contractual control by the jurisdictions.

To ensure compliance with the regulations, CalRecycle encourages jurisdictions to seek counsel from their legal advisors when developing a direct service provider agreement. It will be important to ensure the direct service provider can meet all regulatory requirements to count its procurement towards meeting the jurisdiction's procurement target. This includes the product requirements and standards (14 CCR Section 18993.1) and all procurement records required (14 CCR Section 18993.2).

7. Q: Are there any allowances to exempt a jurisdiction from meeting its procurement requirements?

A: The regulations do not authorize waivers or exemptions for the recovered organic waste product procurement requirements, unless the jurisdiction is rural. Rural jurisdictions may delay their implementation of these requirements until January 1, 2027, if granted an exemption from the SB 1383 organic waste collection requirements. To apply for a rural exemption, please see CalRecycle's [webpage on Department Issued Waivers and Exemptions](#). All jurisdictions, however, including rural jurisdictions, must comply with the recycled-content paper procurement requirements beginning January 1, 2022.

CalRecycle also recognizes that, in some extraordinary cases, the procurement target may exceed a jurisdiction's need for recovered organic waste products. The regulations [14 CCR Section 18993.1(j)] also provide jurisdictions with a method to potentially lower their procurement targets to ensure they do not procure more recovered organic waste products than they can use.

Procurement Target

8. Q: How is a jurisdiction's procurement target calculated?

A: A jurisdiction's procurement target is calculated by multiplying the per capita procurement target (0.08 tons of organic waste per California resident per year) by the jurisdiction population, as reported by the California Department of Finance (DOF): [Population Estimates for Cities, Counties, and the State](#) [see 14 CCR Section 18993.1(c)]. See the [Recovered Organic Waste Product Procurement web page for more information](#).

For the first year of compliance, 2022, jurisdictions' procurement targets will utilize the January 1, 2021, population estimates reported by the DOF. Jurisdiction procurement targets will be recalculated every five years to reflect population changes. As such, [annual procurement targets](#) for the 2022 compliance year will be in effect from January 1, 2022, through December 31, 2026.

9. Q: If a jurisdiction disagrees with the California Department of Finance (DOF) population estimate with which its procurement target is calculated, can different population data be used?

A: No, each jurisdiction's procurement target must be calculated using the jurisdiction population reported by the California Department of Finance (DOF): [Population Estimates for Cities, Counties, and the State](#) [14 CCR Section 18993.1(c)]. The regulations do not provide CalRecycle with a mechanism to approve or utilize a different data set for calculating a jurisdiction's procurement target.

For questions on how the DOF population projections are developed, please contact the DOF at ficalpop@dof.ca.gov.

10. Q: How can a jurisdiction determine the quantities of recovered organic waste products it needs to procure to meet its annual procurement target?

A: A jurisdiction's procurement target is multiplied by the recovered organic waste product conversion factors included in 14 CCR Section 18993.1(g) to calculate the quantities of recovered organic waste products that would need to be procured. See a hypothetical example of these calculations on the [Recovered Organic Waste Product Procurement web page](#).

The calculated product totals in the example referenced above assume the jurisdiction would fulfill 100 percent of its procurement target through the procurement of one single product (e.g., 168,000 DGE of transportation fuel or 4,640 tons of compost). However, the procurement requirements are designed to provide flexibility and a jurisdiction may instead procure a mix of products to fulfill 100 percent of the procurement target.

CalRecycle has created a [Procurement Calculator Tool](#), which may be helpful to a jurisdiction in planning for its procurement of recovered organic waste products and in calculating the quantities of products it may procure to meet its annual procurement target.

11.Q: How and when will a jurisdiction be notified of its procurement target? Where can procurement target information be found?

A: Each jurisdiction may find its annual procurement target posted on [CalRecycle's website](#). By January 1 each year, CalRecycle will also provide direct written notification to each jurisdiction of where it may find its unique recovered organic waste product procurement target.

Jurisdiction procurement targets will be recalculated every five years to reflect population changes. As such, jurisdictions' annual procurement targets for the 2022 compliance year will be in effect from January 1, 2022, through December 31, 2026.

12.Q: How can a jurisdiction meet its procurement target?

A: Jurisdictions can meet their procurement target through their own direct procurement or through a direct service provider working on the jurisdiction's behalf. Direct procurement involves a jurisdiction's procurement of products for its own use or giveaway. Examples of direct procurement could include:

- A jurisdiction's procurement of compost or mulch for use in parks, community gardens, landscaping, or erosion control along roadways
- A jurisdiction's giveaway of compost or mulch at community events
- A jurisdiction's procurement of transportation fuel for use in its vehicles, such as city buses or fleets
- A jurisdiction's publicly owned treatment works (POTW) producing and using eligible renewable gas or electricity
- A biomass facility providing SB 1383-eligible electricity to a jurisdiction-owned operation

Procurement through a direct service provider requires that the jurisdiction have a written contract or agreement with the direct service provider to procure recovered organic waste product(s) on behalf of that jurisdiction and provide written documentation of such procurement to the jurisdiction [14 CCR Section 18993.1(e)]. Examples of procurement through a direct service provider could include the following, provided a direct service provider agreement is in place with the jurisdiction:

- An in-vessel digestion facility that is producing and using SB 1383-eligible renewable gas or electricity on-site
- A transfer station procuring SB 1383-eligible electricity from a neighboring biomass conversion facility
- A farmer, local parks association, school, or golf course using SB 1383-eligible compost or mulch

For more information, please visit the [Recovered Organic Waste Product Procurement web page](#).

13.Q: Are jurisdictions required to purchase recovered organic waste products to fulfill their procurement targets? Can the sale of recovered organic waste products count towards a jurisdiction's procurement target?

A: The intent of the procurement requirements is to drive demand for the use of recovered organic waste products, as this is where most of the environmental benefits are realized. Recovered organic waste products do not have to be obtained solely through purchasing. A jurisdiction or its direct service provider may acquire products in another way (e.g., production, free delivery or free distribution from a hauler or other entity via an agreement). Note that the production, purchase, or receipt alone of an eligible recovered organic waste product does not contribute to meeting a jurisdiction's procurement target. It is the amount of recovered organic waste products that is procured and either used or donated that counts towards a jurisdiction's procurement target.

The regulations limit procurement to "use or giveaway," and do not include the sale of products [14CCR Section 18993.1(e)(1)]. Procuring recovered organic waste products, such as compost, and then selling it via a third party does not meet the intent of these regulations, which is to build markets for the use of recovered organic waste products.

14.Q: A jurisdiction sends its organic waste, such as food scraps and yard waste, to a facility that will recycle this organic waste and produce eligible recovered organic waste products. For example, a jurisdiction's collected organic waste produces eligible compost or renewable gas. Does this count towards a jurisdiction's procurement target?

A: No, the production alone of an eligible recovered organic waste product or the recycling of diverted organic waste do not contribute to meeting a jurisdiction's procurement target. It is the amount of recovered organic waste products that is either used or donated that counts towards a jurisdiction's procurement target [see 14 CCR Section 18993.1(e)].

15.Q: Will the use of recovered organic waste products by entities external to city or county operations count toward a jurisdiction's procurement target? For example, does it count toward the jurisdiction's procurement target if its regional transit provider or solid waste hauler's refuse fleet runs on fuel from renewable gas, if a local wastewater treatment facility co-digests food waste and uses renewable gas for on-site electricity needs, or if a local parks association uses SB 1383-eligible compost or mulch in park and trail maintenance?

A: In order for the procurement of recovered organic waste products by an external entity to be eligible towards a jurisdiction's procurement target, there must be a direct service provider relationship between the external entity and the jurisdiction, established through a contract or written agreement [14 CCR Section 18993.1(e)]. This agreement must detail the requirement that the direct service provider (i.e., the external entity) will:

- Procure recovered organic waste products on behalf of the jurisdiction, and
- Provide written documentation of such procurement to the jurisdiction.

Without a contract or written agreement, any entities that are not part of the jurisdiction's departments or divisions would not, by default, be considered part of the jurisdiction, nor would their procurement count towards the jurisdiction's procurement target.

16.Q: Does a jurisdiction have to procure specific products, such as compost and mulch, to meet its procurement target?

A: No, the regulations provide flexibility for jurisdictions to choose a combination of the types of recovered organic waste product(s) defined in the regulations that best fit local needs to meet their procurement targets. A jurisdiction has the option to meet its procurement target by procuring enough of one product or a mix of products.

17.Q: What if the jurisdiction's calculated procurement target exceeds the quantity of recovered organic waste products that it is able to use?

A: The procurement requirements are designed to build markets for recovered organic waste products, which is an essential component of achieving the

organic waste diversion targets mandated by SB 1383. The regulations specify a wide variety of eligible recovered organic waste products that may be procured in order to give jurisdictions flexibility to choose products that fit their local needs.

However, CalRecycle also recognizes that, in some extraordinary cases, the procurement target may exceed a jurisdiction's need for recovered organic waste products. The regulations [14 CCR Section 18993.1(j)] provide jurisdictions with a method to potentially lower their procurement targets to ensure they do not procure more recovered organic waste products than they can use.

18.Q: How can a jurisdiction determine if it qualifies for a reduced procurement target?

A: A jurisdiction may qualify to reduce its procurement target if its procurement target, based on population size, exceeds the total amount of transportation fuel, electricity, and gas used for heating applications procured in the previous year (i.e., the calendar year prior to the applicable reporting period), as converted into tons of organic waste [14 CCR Section 18993.1(j)]. Please note that this is based on the total amount of these energy products; it is not exclusive to the sum of SB 1383 recovered organic waste energy products.

For example, each jurisdiction has a procurement target for the first year of compliance in 2022 that is based on population size and measured in tons of organic waste. To determine if a jurisdiction may qualify to use a reduced target for 2022, it will look to its total procurement of energy products in 2021 (transportation fuel, electricity, and gas used for heating applications) and convert these to their organic waste equivalent, using the conversion factors outlined in the regulations [see 14 CCR Section 18993.1(g)]. If this quantity of tons of organic waste is lower than the jurisdiction's calculated procurement target based on its population, the jurisdiction may reduce its procurement target for the upcoming compliance year (i.e., 2022) to equal this lower amount.

19.Q: If a jurisdiction is eligible for a reduced procurement target, how long is the reduced procurement target in effect?

A: The reduced procurement target is only in effect for the applicable compliance year, as it is based on the jurisdiction's procurement of energy products in the year prior to the compliance year.

For example, for the first year of compliance in 2022, a jurisdiction qualifying for a reduced target would base its procurement target on its total procurement of energy products in 2021 (i.e., transportation fuel, electricity, and gas for heating applications). For the following compliance year of 2023, if still qualifying for a reduced procurement target, it would base this off the energy procured in 2022.

20.Q: What recordkeeping and reporting are required to support the use of a reduced procurement target?

A: To support the use of a reduced procurement target, a jurisdiction must maintain records documenting the previous year's total procurement of transportation fuel, electricity, and gas used for heating applications and report these quantities to CalRecycle annually [see 14 CCR Section 18993.2(a)(7) and 18994.2(j)(2), respectively].

For example, for the first year of compliance in 2022, jurisdictions must maintain documentation in their Implementation Record of their total energy procurement in 2021 to support their use of a reduced procurement target for 2022 and must report these quantities to CalRecycle in their annual report.

21.Q: Can a jurisdiction request a reduced procurement target from CalRecycle? Will CalRecycle pre-approve a jurisdiction's reduced procurement target, if it qualifies for and plans to implement this option?

A: No, jurisdictions will not have an option to request a reduced procurement target, as the regulations do not provide CalRecycle with a mechanism to review or pre-approve a jurisdiction's reduced procurement target. However, CalRecycle staff can provide technical assistance to ensure that a jurisdiction is understanding this mechanism correctly.

22.Q: Is the method to reduce a jurisdiction's procurement target based on the previous year's procurement of SB 1383 recovered organic waste products, or the jurisdiction's total procurement of energy products, regardless of product eligibility?

A: The method to calculate a reduced procurement target is based on the jurisdiction's total procurement of energy products and is not exclusive to the SB 1383 recovered organic waste energy products. Therefore, the calculation may include energy sources such as solar, hydroelectric, or wind power; landfill gas; fossil fuels; and SB 1383 eligible energy products.

23.Q: The method to reduce a jurisdiction's procurement target is based on the quantity of energy products procured. Why does this method not include compost and mulch?

A: Compost and mulch are not included in the method to lower a jurisdiction's procurement target due to the potential difficulty of determining conversion factors for comparable products (e.g., liquid chemical fertilizers compared to solid compost), whereas energy products—such as electricity, heat, and transportation fuel—have readily available organic waste conversion factors. Ineligible energy products can be quantified relatively easily and replaced with an eligible

recovered organic waste product (e.g., replacement of fossil-based natural gas with renewable gas derived from organic waste generated within California).

The focus on energy products is intended to simplify the process by which a jurisdiction can lower its procurement target. For more information, please see the [Final Statement of Purpose and Necessity](#) (pages 182-183). Although a jurisdiction may only use its previous year's procurement of energy products to lower its target, the jurisdiction can still meet its lowered target with any recovered organic waste products, including compost and mulch.

General Product Eligibility

24. Q: What products can a jurisdiction procure to meet its procurement target?

A: To meet its procurement target, a jurisdiction may procure one or more of the following eligible recovered organic waste products:

- Compost
- Mulch
- Renewable gas used for transportation fuel, electricity, or heating applications
- Electricity from biomass conversion

These products must meet the requirements and standards of the regulations in order to count towards meeting the jurisdiction's procurement target [see 14 CCR Section 18993.1]. Eligible recovered organic waste products are limited to those that are derived from California, landfill-diverted recovered organic waste processed at a permitted or otherwise authorized operation or facility.

For example, compost may be eligible for procurement if it is produced at an authorized compostable material handling operation or facility or at a permitted in-vessel digestion facility that composts on-site. Similarly, a publicly owned treatment works (POTW) that is authorized to co-digest organic waste may produce renewable gas eligible for procurement if the organic waste is received from a compostable material handling operation or facility, landfill, or transfer/processing facility or operation.

This is necessary to ensure that the procurement and use of the end-product (e.g., compost or renewable gas) helps reduce the disposal of organic waste and supports the goals of SB 1383. Additional requirements for recovered organic waste product eligibility (14 CCR Section 18993.1).

25. Q: Can CalRecycle approve additional types of landfill-diverted organic waste products to count towards a jurisdiction's procurement target (e.g., biochar, biosolids products, other soil amendments or fertilizers, pyrolysis oils, etc.)?

A: No, the regulations do not provide a mechanism for CalRecycle to approve or allow additional product types to count towards a jurisdiction's procurement obligations. Eligible recovered organic waste products that may be procured to count towards a jurisdiction's procurement target are limited to those defined in the regulations and that meet the defined requirements and standards [see 14 CCR Section 18993.1].

26. Q: If a jurisdiction or its hauler produces its own recovered organic waste products (e.g., compost) to use toward its procurement target, do those products have to meet the same standards as products they might purchase elsewhere?

A: Yes, to count towards the jurisdiction's procurement target, the recovered organic waste products procured must meet all regulatory requirements (14 CCR Section 18993.1). The method of obtaining a product—whether it be produced, purchased, or acquired in another way by the jurisdiction—does not change the standards and requirements that the recovered organic waste products must meet.

Compost and Mulch

27. Q: Can biosolids or digestate produced from anaerobic digestion count as compost and as eligible recovered organic waste products for procurement?

A: Biosolids and/or digestate from anaerobic digestion may count as compost, an eligible recovered organic waste product for procurement, if these materials have been composted and meet the definition of compost. Compost is an eligible recovered organic waste product if the final product meets the definition of compost [per 14 CCR Section 17896.2(a)(4)] and is produced either at a compost operation or facility or large volume in-vessel digestion facility that composts on-site [see 14 CCR Section 18993.1(f)(1)(A) and (B)]. Biosolids and/or digestate that do not meet the compost definition or have not undergone composting at these types of facilities or operations will not count towards the procurement target.

28. Q: What if a jurisdiction procures blended compost products, such as those mixed with topsoil, sand, gypsum, etc.? Would the entire amount of the compost product count towards the jurisdiction's procurement target or only the portion of the mix that is compost?

A: Only the portion of the product blend that meets the definition of compost will count towards a jurisdiction's procurement target [see 14 CCR Section 18982(a)(10)]. Jurisdictions procuring compost blends should quantify and document, as part of their Implementation Record, the total amount of eligible compost in the blended products and prorate this amount to count towards their procurement target.

29.Q: Can jurisdictions use existing mandatory or voluntary policies to procure compost and mulch to meet their procurement target?

A: Yes, jurisdictions may choose to include their annual procurement obligations in any mandatory or voluntary programs that identify the use of recycled organic products, such as their Climate Action Plan or Model Water Efficient Landscape Ordinance (MWELo) policies or projects, to assist with their procurement of recovered organic waste products.

For example, jurisdictions are already required to adopt MWELo in their municipal code and SB 1383 requires jurisdictions to create an enforceable plan to implement and report MWELo projects to CalRecycle [14 CCR Section 18989.2]. Provided all procurement requirements are met, a project subject to MWELo and implemented by the jurisdiction could potentially be used to meet their procurement target and comply under both programs. A jurisdiction could also have a contract or written agreement with a direct service provider that is complying with MWELo to procure compost or mulch on their behalf through these projects. CalRecycle's [Model Procurement Policy](#) also includes examples of policy language that may help a jurisdiction meet both its procurement requirements and MWELo policies.

30.Q: Do compost or mulch products have to be made with California recovered organic waste or produced at California facilities or operations to be eligible to fulfill a jurisdiction's SB 1383 procurement requirements?

A: Yes, compost or mulch must be made from California recovered organic waste [per 14 CCR Section 18982(a)(60)] and must be produced at facilities or operations in California, as they must be permitted or authorized through Title 14 of the California Code of Regulations [see 14 CCR Section 18993.1(f)].

31.Q: If a jurisdiction chips green material on-site at its parks, would that mulch product be eligible to use toward its procurement target?

A: No, green waste chipped on-site at a park to produce mulch would not count towards the jurisdiction's procurement target. Mulch may count only if it meets the regulatory requirements [14 CCR Section 18993.1(f)(4)] which require, among other things, that the mulch be produced at specific permitted or otherwise authorized solid waste facilities or operations and comply with land application standards. This is to ensure that material eligible for procurement is

derived from solid waste diverted from landfill disposal consistent with the purpose of SB 1383 and is used in a way that complies with environmental health standards.

32. Q: Why can't mulch derived from chipping and grinding facilities or operations count toward a jurisdiction's procurement target?

A: Chipping and grinding facilities and operations are excluded because the feedstock entering these facilities is not typically landfilled, and therefore does not contribute to organic waste being diverted from landfill disposal consistent with the intent of SB 1383. For more information, please see the [Final Statement of Purpose and Necessity](#) (pages 175-176). Mulch is an eligible recovered organic waste product for procurement, provided it is derived from certain solid waste facilities [see 14 CCR Section 18993.1(f)(4)(B)].

33. Q: Are jurisdictions required to procure compost or mulch directly from an eligible compost or mulch producer to count towards their procurement target, or can jurisdictions procure these products from a broker or reseller?

A: The regulations do not require that jurisdictions or their direct service providers procure compost or mulch directly from an eligible compost or mulch producer to count towards their procurement targets. They may choose to procure products through a broker or reseller; however, all products procured must meet the regulatory requirements and standards (14 CCR Section 18993.1), including that they are produced at specific permitted or otherwise authorized solid waste facilities or operations, in order to count towards their procurement targets. Jurisdictions should also be prepared to maintain all necessary documents in their Implementation Record to demonstrate compliance with the procurement requirements.

34. Q: Can a jurisdiction's compost facility sell its compost through a broker to count towards its procurement target?

A: No, a jurisdiction's sale of compost through a broker, or otherwise, cannot count towards its procurement target. Selling recovered organic waste products, such as compost, does not meet the intent of the regulations, which is to build end markets for the use of recovered organic waste products. Jurisdictions may meet their procurement obligations through the "use or giveaway" of recovered organic waste products; the sale of products is not included [14 CCR Section 18993.1(e)(1)].

Renewable Gas

35. Q: What resources can help jurisdictions find renewable gas that is eligible to count toward a jurisdiction's procurement target?

A: CalRecycle maintains resources, such as a [list of anaerobic digestion facilities in California](#), that may help jurisdictions find renewable gas that may be eligible towards their SB 1383 procurement obligations. Please note it will be important for jurisdictions to verify and ensure all products and facilities considered meet the regulatory requirements and standards for the procurement to count towards their procurement targets.

Renewable gas from anaerobic digestion may be procured and used for electricity, transportation fuel, or heating applications to fulfill a jurisdiction's procurement target [see 14 CCR Section 18993.1(f)]. Renewable gas is defined as gas derived from organic waste that has been diverted from a landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by Title 14 to recover organic waste [see 14 CCR Section 18982(a)(62)]. To see if the in-vessel facility in question is permitted or otherwise authorized to recover organic waste, jurisdictions may find the permitting status through CalRecycle's [Solid Waste Information System \(SWIS\)](#).

36.Q: How can a jurisdiction procure SB 1383-eligible renewable gas to meet its procurement target?

A: Jurisdictions have flexibility in how they procure recovered organic waste products, as the regulations do not specify the contracting mechanisms or methods of conveyance by which products must be procured. Jurisdictions can receive credit for procuring SB 1383-eligible gas by claiming the product's procurement compliance attribute towards their procurement target.

In order to be eligible, the renewable gas must be derived from California landfill-diverted organic waste that has been processed at an in-vessel digestion facility. One way a jurisdiction could procure eligible renewable gas is through a contract with an in-vessel digestion facility producing renewable gas and supplying that gas to the utility pipeline. A written agreement between the in-vessel digestion facility injecting into the gas utility pipeline and the jurisdiction purchasing gas from its natural gas utility could document that the jurisdiction claims some portion of the renewable gas toward its procurement target, not exceeding the amount that the jurisdiction consumes from the utility for its municipal operations. This option may provide an opportunity to procure renewable gas without having a direct physical connection to the in-vessel digestion facility.

The gas must be procured by the jurisdiction for its own municipal operations. Gas that is procured by entities located in the jurisdiction, such as residents or businesses, would not count toward a jurisdiction's procurement target unless there is a direct service provider relationship with the jurisdiction per 14 CCR 18993.1(e)(2).

Jurisdictions should be prepared to have all documentation that demonstrates to CalRecycle that renewable gas has been legitimately procured in compliance

with the terms of the regulations (14 CCR Section 18993.2). In the case of renewable gas procured via the utility pipeline, CalRecycle, in a compliance review, would be looking for:

- Records substantiating that the gas procured is eligible for procurement, specifically renewable gas made by an in-vessel digestion facility.
- Documentation that the renewable gas has legitimately been procured and can be counted towards the jurisdiction's procurement target. This could include, in addition to other relevant records, documentation that:
 - The procurement compliance attribute is being supplied exclusively to the jurisdiction and there are no duplicate sales or double counting of the same renewable gas to other jurisdictions.
 - The total quantity of renewable gas supplied to the gas utility pipeline system and the total quantity procured to demonstrate that the quantity procured is not in excess of the actual pipeline supply.
 - The total quantity procured does not exceed the amount used for municipal operations.

37.Q: If a jurisdiction procures renewable natural gas for its operations from a gas utility, can it count this towards its annual procurement target?

A: Not all sources of renewable natural gas will be eligible to count towards a jurisdiction's procurement obligations. Only the portion of gas procured that meets the requirements outlined in 14 CCR Section 18993.1 can count towards the jurisdiction's annual procurement target. These requirements include that the gas meet the definition of renewable gas, i.e., gas produced from landfill-diverted organic waste at an in-vessel digestion facility [14 CCR Section 18982(a)(62)].

Jurisdictions should be prepared to document in their implementation record all details and records necessary to demonstrate compliance with the procurement requirements (14 CCR Section 18993.2).

38.Q: Are all types and sources of renewable fuels eligible to count towards a jurisdiction's procurement target, such as biofuel made from fats, oils, and grease (FOG); renewable diesel fuels; and gas produced from dairy digesters?

A: No, not all types and sources of renewable fuels are eligible to meet a jurisdiction's procurement target. Renewable fuels, such as biofuel and gas from dairy digesters, may be eligible products for procurement if they are produced from renewable gas, i.e., gas derived from organic waste that has been diverted

from a landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by Title 14 to recover organic waste [see 14 CCR Section 18982(a)(62)], and meet all other regulatory requirements. To see if the facility in question is an in-vessel digestion facility permitted or otherwise authorized to recover organic waste, you may see the permitting status of this facility or operation at CalRecycle's [Solid Waste Information System \(SWIS\)](#).

39. Q: Why can't all the gas produced at publicly owned treatment works (POTWs) count toward the recovered organic waste product procurement target? Why is it limited to only the gas produced from the digestion of organic waste diverted from landfills?

A: Renewable gas derived solely from sewage is ineligible for meeting the procurement target because a POTW is not a solid waste facility and therefore not in the scope of the legislative intent of SB 1383. Sewage is also not typically destined for a landfill, so its use does not help achieve the landfill diversion goals.

However, [Title 14](#) explicitly authorizes POTWs to accept food waste without a solid waste facility permit, making it functionally similar to incentivizing biomethane from a solid waste facility. Therefore, it is justifiable to allow the portion of renewable gas resulting from the digestion of food waste at POTWs to count toward the procurement targets, provided the POTW accepts food waste from specified facilities or operations [see 14 CCR Section 18993.1(h)(1)] and meets all other applicable regulatory requirements. For more information, please see the [Final Statement of Purpose and Necessity](#) (pages 178-180).

40. Q: Does a POTW have to meet certain conditions to produce renewable gas that may count toward a jurisdiction's procurement target?

A: Yes. These conditions are outlined in 14 CCR Section 18993.1 (h). However, [AB 1985](#) (Rivas, Chapter 344, Statutes of 2022) modified the regulatory requirement for biosolids handling for procurement-eligible renewable gas produced at a POTW.

Under AB 1985, for a three-year period between January 1, 2022, through December 31, 2024, renewable gas produced at a POTW may count towards a jurisdiction's procurement target provided:

- The POTW does not transport more than 50 percent as an annual average of the biosolids produced during the prior calendar year to activities constituting landfill disposal.
- All other regulatory requirements are fully met.

Effective January 1, 2025, however, a POTW must transport less than 25 percent of the biosolids it produces during the applicable procurement compliance year to activities that constitute landfill disposal in order for the renewable gas to be

eligible to count toward a jurisdiction's procurement target [see 14 CCR Section 18993.1 (h)(5)].

41. Q: Are fats, oils, and grease (FOG) considered organic waste? If so, would renewable gas procured from a POTW that co-digests FOG and meets the requirements of 14 CCR Section 18993.1(h) be eligible to count toward a jurisdiction's procurement target?

A: Yes, fats, oils, and grease (FOG) are a form of organic waste. The definition of "organic waste" in the SB 1383 regulations [14 CCR Section 18982(a)(46)] includes food waste (e.g., FOG, vegetable scraps). Consequently, the portion of renewable gas produced from the digestion of these landfill-diverted organic wastes at POTWs may be eligible to count toward a jurisdiction's procurement target, provided the POTW accepts the organic waste from specified solid waste facilities or operations [see 14 CCR Section 18993.1(h)(1)] and meets all other applicable regulatory requirements.

42. Q: Can organic waste, such as FOG, that is direct-hauled or self-hauled to a POTW produce renewable gas, an eligible recovered organic waste product?

A: No, the POTW must directly receive organic waste, such as FOG, from specific solid waste facilities or operations in order to count as renewable gas that may be procured to meet a jurisdiction's SB 1383 procurement obligations [per 14 CCR Section 18993.1(h)]. These permitted or authorized facility and operation types include: a compostable material handling operation or facility, other than chipping and grinding; transfer/processing facility or operation; and/or solid waste landfill.

43. Q: Is gas collected by a landfill gas collection system eligible to be procured to count towards a jurisdiction's procurement target?

A: No, gas collected from landfill gas collection systems would not meet the SB 1383 regulatory definition of renewable gas, i.e., gas produced from landfill-diverted organic waste at an in-vessel digestion facility [see 14 CCR Section 18982(a)(62)]. Therefore, landfill gas is not eligible to count towards a jurisdiction's procurement target. Allowing landfill gas to count towards a jurisdiction's procurement target would not support the organic waste landfill diversion goals of SB 1383.

44. Q: If a POTW serves more than one jurisdiction and produces SB 1383 eligible renewable gas, which jurisdiction can claim credit for the renewable gas produced and used towards its procurement target? Is the city or county in which the POTW is physically located able to claim the full procurement of products produced? Can the procurement be credited to all the jurisdictions served by the POTW?

A: Each individual jurisdiction that procures an amount of eligible renewable gas from the POTW would get credit for that amount procured. One or multiple jurisdictions, whether or not they are serviced by the POTW, may procure products from the POTW or may have a direct service provider agreement with the POTW.

Electricity from Biomass Conversion

45. Q: What resources can help jurisdictions find electricity from biomass conversion that is eligible to count toward a jurisdiction's procurement target?

A: The University of California maintains a [list](#) of biomass conversion facilities that produce electricity that may be eligible towards a jurisdiction's SB 1383 procurement obligations. However, it will be important to ensure the biomass electricity meet the regulatory requirements and standards [14 CCR Section 18993.1] for the procurement to count towards meeting a procurement target, which includes that the electricity is produced from biomass from specified solid waste facilities or operations [see 14 CCR Section 18993.1(i)].

Jurisdictions may find the permitting status of these facilities or operations through CalRecycle's [Solid Waste Information System \(SWIS\)](#). Jurisdictions must also obtain and keep record of a written certification from the biomass conversion facility(ies) certifying that biomass feedstock was received from these specified eligible feedstock sources [see 14 CCR Section 18993.2(a)(6)].

46. Q: How can a jurisdiction procure SB 1383-eligible biomass electricity from the electric grid to meet its procurement target?

A: Jurisdictions have flexibility in how they procure recovered organic waste products, as the regulations do not specify the contracting mechanisms or methods of conveyance by which products must be procured. Jurisdictions can receive credit for procuring SB 1383-eligible biomass electricity through the grid by claiming the product's procurement compliance attribute towards their procurement target.

One way a jurisdiction could procure eligible electricity is through a contract with a biomass power plant generating and exporting electricity to the electric grid. A written agreement between the biomass facility exporting electricity and the jurisdiction purchasing electricity from its electric utility could document that the jurisdiction claims some portion of the facility's biomass electricity toward its procurement target, not exceeding the amount that the jurisdiction consumes from the utility for its municipal operations.

The electricity must be procured by the jurisdiction for its own municipal operations. Electricity that is procured by entities located in the jurisdiction, such

as residents or businesses, would not count toward a jurisdiction's procurement target unless there is a direct service provider relationship per 14 CCR 18993.1(e)(2).

Jurisdictions should be prepared to have all documentation that demonstrates to CalRecycle that electricity from biomass conversion has been legitimately procured in compliance with the terms of the regulations (14 CCR Section 18993.2). In the case of electricity from biomass conversion procured via the utility electric grid, CalRecycle, in a compliance review, would be looking for:

- Written certification from the biomass conversion facility certifying that biomass feedstocks were received directly from permitted solid waste facilities and operations, i.e., composting facilities or operations, transfer/processing facilities or operations, and/or landfills [see 14 CCR Section 18993.1(i)].
- Documentation that the electricity from biomass conversion has legitimately been procured and can be counted towards the jurisdiction's procurement target. This could include, in addition to other relevant records, documentation that:
 - The procurement compliance attribute is being supplied exclusively to the jurisdiction and there are no duplicate sales or double counting to other jurisdictions of the generated biomass electricity.
 - The total quantity of biomass electricity exported and the total quantity of electricity procured to demonstrate procurement that the quantity procured is not in excess of actual generated supply.
 - The total quantity procured does not exceed the amount used for municipal operations.

47.Q: Are all sources of biomass electricity eligible to count towards a jurisdiction's procurement target?

A: No, not all sources of biomass produce electricity that is eligible to count towards a jurisdiction's procurement target. Electricity from biomass conversion may be eligible if it is produced from biomass received directly from specified solid waste facilities or operations, i.e., composting facilities or operations, transfer/processing facilities or operations, and/or landfills [see 14 CCR Section 18993.1(i)]. This is necessary to ensure that the procurement and use of the biomass electricity helps reduce the disposal of organic waste and supports the goals of SB 1383.

Recycled-Content Paper Procurement

48.Q: Which types of jurisdictions are required to comply with the SB 1383 recycled-content paper procurement requirements?

A: The recycled-content paper procurement requirements (14 CCR Sections 18993.3 and 18993.4) pertain to each city, county, city and county, and special district that provides solid waste collection services [14 CCR Section 18982(a)(36)].

49.Q: Is there a procurement target for recycled-content paper purchases, as there is for recovered organic waste product procurement?

A: No, there is no quantified procurement target for recycled-content paper purchases. Instead, there is a blanket requirement (see 14 CCR Section 18993.3) that purchases of paper products and printing and writing paper be consistent with existing Public Contract Code (PCC) requirements ([PCC Sections 22150-22154](#)) and be eligible to be labeled with an unqualified recyclable label [[16 Code of Federal Regulations \(CFR\) Section 260.12 \(2013\)](#)]. Jurisdictions must also maintain written certification and other verification from product vendors, as applicable, certifying that the products meet the recycled-content and recyclability requirements.

50.Q: How can a jurisdiction ensure recycled-content paper products and printing and writing paper meet the recyclability requirements of SB 1383? Do products have to be labeled as “recyclable”?

A: Jurisdictions must obtain written certification from their paper vendors which states that the paper products and printing and writing papers purchased are eligible to be labeled with an unqualified recyclable label [per 14 CCR Section 18993.3(c)(2)]. Jurisdictions must also keep copies of these certifications in their Implementation Record to support their compliance with this requirement (see 14 CCR Section 18993.4).

Paper products and printing and writing paper do not necessarily need to be labeled with an unqualified recyclable label, but they must be eligible to be labeled as such [per 14 CCR 18993.3(b)].

This guidance tool was developed by CalRecycle as a courtesy for informational and example purposes only. Use of this tool is optional and is not a regulatory requirement. In the event of any conflict with this guidance tool or information herein, applicable statutory and regulatory provisions shall control. This tool and information herein are based on known facts and legal authority as understood by CalRecycle at the time of release. Any analysis, guidance, or other information herein may be subject to change

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Recycled-Content and Recyclable Paper Certification

CalRecycle is providing this form as a convenience to assist jurisdictions. Beginning January 1, 2022, jurisdictions are required to purchase and obtain documentation certifying that paper products and printing and writing papers:

1. Contain postconsumer recycled content (PCRC)¹
2. Are eligible to be labeled with an unqualified recyclable label²

All businesses shall certify in writing under penalty of perjury to the jurisdiction's contracting officer or representative:

1. The minimum percentage, if not the exact percentage, of PCRC material in the paper products and printing and writing papers offered or sold to the jurisdiction, regardless of whether the product meets the minimum content requirements specified in law.
 - a. A jurisdiction may waive the PCRC certification requirement if the percentage of postconsumer material in the paper products or printing and writing papers can be verified by a product label, catalog, invoice, or a manufacturer or vendor Internet website.
2. That the paper products and printing and writing papers offered or sold to the jurisdiction are eligible to be labeled with an unqualified recyclable label as defined in 16 CFR Section 260.12.

Please clearly print or type your responses. Attach additional pages as necessary.

Business Name:

Address:

Phone:

Email:

Purchase Order #	Item #	Product Description	PCRC % ¹	Recyclable ²
				☐
				☐
				☐
				☐
				☐

I certify under penalty of perjury under the laws of the State of California that the above information is true and correct to the best of my knowledge.

Signature

Printed Name

Title

Date

¹ "Postconsumer recycled-content material" is defined as products that were bought, used, and recycled by consumers. Recycled content paper products and printing and writing paper minimum percentages are defined in Public Contract Code 12209.

² Products must be eligible to be labeled with an unqualified recyclable label as defined by Federal Trade Commission "Green Guides" ([16 CFR 260.12](#)), meaning that at least 60 percent of consumers or communities where the items are sold have access to recycling facilities for the products.



HELENDALE COMMUNITY SERVICES DISTRICT STAFF REPORT

DATE: September 3, 2026
TO: Board of Directors
FROM: Cheryl Vermette, General Manager, Administration / Recreation
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Approval of District Calendar for 2027

STAFF RECOMMENDATION

Staff seeks input from the Board regarding the annual calendar.

STAFF REPORT

The calendar serves as guidance each year for Board meetings, office closures, and other District events. Attached, for the Board's consideration, is the proposed calendar for 2027. Consistent with past practice, there is only one board meeting in January and July. Depending upon how the Board meetings fall relevant to the Christmas holiday from time to time the second meeting in December is also cancelled. For 2027, the second meeting of December would fall on the 16th which is one week before Christmas, however, the Board can decide to eliminate that meeting as December is typically, a light month for agenda items.

The Board has approved a schedule of five concerts for next year, rather than six. Staff proposes the following dates:

- May 8
- June 12
- July – Skip
- August – 28 (move to the end of the month for cooler temperatures)
- September 11 – 9/11 Tribute and fireworks
- October 9 from 4:00 – 7:00 pm – Helendale Night Out Safety Event

Clean up days:

- April 24th
- October 23rd

Other items noted in the calendar are Thrift Store closures, holidays, and when timecards/expense reports are due. Tentative youth sports schedules are also included but are subject to change as we coordinate the seasons.

The Operational Anniversary, when the District took over field operations from County, is on Thursday, April 1st. On this noteworthy date at midnight, County Special District staff walked off a leak in progress and turned over operations to the District and High Desert Underground, our contract operator at the time.

FISCAL IMPACT: None

POSSIBLE MOTION: Approve the proposed 2027 District Calendar

ATTACHMENTS: Draft 2027 Calendar

2027 HELENDALE CSD CALENDAR

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	HOLIDAY
	COMMUNITY CLEAN UP DAYS
	HCSD BOARD MEETING
	Yard Sale/Christmas Boutique
	Concert in the Park
	Thrift Store Sale

HOLIDAYS (Full time employees)

Jan 1	New Year's Day	Nov 11	Veterans Day
Jan 18	Martin Luther King Day	Nov 25	Thanksgiving
Feb 15	Presidents Day	Nov 26	Day after Thanksgiving
May 31	Memorial Day	Dec 24	Christmas Eve
Jul 5	Independence Day (Observed)	Dec 27	Christmas (Observed)
Sep 6	Labor Day	Dec 31	New Year's Eve

* TIME CARDS DUE

YOUTH SPORTS/THRIFT STORE IMPORTANT DATES

- * YOUTH BASKETBALL - PROPOSED DATES: 1/9 - 2/27
- * FLAG FOOTBALL - PROPOSED DATES: 4/3 - 5/22
- * YOUTH SOCCER - PROPOSED DATES: 9/25 - 11/13
- * THRIFT STORE CLOSED: 1/1, 5/31, 9/6, 11/11, 11/18, 11/25, 12/24
- * THRIFT STORE FALL SALE : 9/17
- * THRIFT STORE CHRISTMAS SALE : 11/12