



REGULAR BOARD MEETING
Thursday, February 20, 2025, at 6:00 PM

REMOTE ACCESSIBILITY: This meeting of the Board of Directors of the Helendale Community Services District is Open to the public both in-person at the District Office located at 26540 Vista Road, Suite C, Helendale, California. Join remotely: www.zoom.com or Zoom Ap; click on "Join". Enter **Meeting ID 463 173 8547** and Passcode: **HCS D**. Use your computer audio or join by phone with the directions below. Phone-In Instructions: Call **1-669-900-6833**, enter **Meeting ID 463 173 8547**, Participant ID or press #, and enter Audio Password/ Passcode: **872103**.

Pursuant to Government Code Section 54953(b), President Ron Clark will attend the meeting via teleconference; location at 3280 Black Jack Ridge, Prescott AZ, 86305

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 or using the "raise the hand" feature on Zoom.

3. Consent Items

- a. Approval of Minutes: Board Meeting of February 6, 2025
- b. Bills Paid Report

4. Reports

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

Regular Business:

- 5.** Discussion and Possible Action Regarding Approval of Directors' Expense Reports
- 6.** Discussion Only Regarding Wastewater Capital Improvement Plan (CIP) Review
- 7.** Discussion and Possible Action Regarding Dissolving the Park & Rec Committee
- 8.** Discussion and Possible Action Regarding a Consumer Price Index Inflationary Increase Related to Staffing Budget Development

Other Business

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

10. 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 ajenized public meeting should be directed to the District's General Manager's office at (760) 951-0006 at least 24 hours prior to said meeting. The regular session of the Board meeting will be recorded. Recordings of the Board meetings are kept for the Clerk of the Board's convenience. These recordings are not the official minutes of the Board meetings.



Helendale Community Services District

Date: February 20, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: Regular Board Meeting of February 6, 2025
- b. Bills Paid Report



Helendale Community Services District

Date: February 20, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette, Clerk of the Board
SUBJECT: Agenda item #3a
Minutes from Regular Board meeting 2/6/2025



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

Date: February 6, 2025
 Time: 6:00 PM
 Meeting called to order by: President Ron Clark

Attendance

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

Staff Members Present

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

Consultants/Guests

Steven Kennedy, Legal Counsel (Zoom)

Members of the public

There were two members of the public attending in person.

1. APPROVAL OF AGENDA

Discussion None

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

Second Vice President Cardenas

Vote

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

2. PUBLIC PARTICIPATION

None

3. CONSENT ITEMS

- a. Approval of Minutes: Board Meeting for January 16, 2025
- b. Bills Paid Report
- c. Quarterly Recycling Report

Discussion None

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

Second Director Rosenberg

Vote

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

4. REPORTS

a. Directors' Reports

Director Guinn reported on the Silver Lakes Association Board meeting – a new barn is being built and SLA’s annual Huck Finn derby is on March 1st. There was no quorum for the Silver Lakes Association Board election last Saturday, however, there will be a quorum for this upcoming Saturday. The new Board will be announced soon. She also brought up the recent dog attacks in the neighborhood. She called Victorville Animal Control but found out Helendale is covered by San Bernardino County. She was also told that there is a difference between a vicious animal and a potentially aggressive animal. She felt that there was little recourse, and the most power seems to be with the Silver Lakes Association fines. She recommended making a report if anyone is attacked. Director Guinn also reported that she attended the monthly CERT meeting, and commended Angela Rosenberg, the new commander. The CERT team did a mock activation at the last meeting. Director Guinn asked how CERT can access the CSD building in the event of an emergency since supplies will be held here. She also announced the next meeting will be the CERT mixer, which will bring together community leaders and interested residents to discuss community emergency preparedness.

Director DeVries reported that she took tours of the water and wastewater systems. She also suggested a shaded area at the dog park.

Director Rosenberg reported that he toured the water and wastewater systems and commended the Water Operations and Wastewater Operations managers. He thanked Staff for putting up lights at the Dog Park and requested a couple of additional lights. He also requested additional trash cans and benches for the Dog Park. The Dog Park patrons would also like a walking path. He added he is impressed at the cost savings measures that Staff is able to implement.

President Clark brought up the discussion of the second dog park on Galleon.

Vice President Cardenas attended the Watermaster workshop, at which there was a discussion on the transition zone. The Helendale fault was also discussed. He also attended the TAC meeting and shared that federal funding is on pause. He talked about cyber security and the attack that infiltrated the treasury department and documents were leaked.

b. General Managers Report

Water Staff completed the lights at the dog park and added lights at the Community Center. A hydrant was hit on Strawberry and Chapparral. The responsible party has contacted the District. Repairs are estimated to be completed on Monday. The light poles for the park football field have been delivered.

General Manager Cox presented data from Rail State. The average duration of trains (crossing Vista) is 1.55 minutes, the average length of the trains is 8,954 feet, and the average number of trains per day is 68. The data presented is from 11/15/24 through 12/31/25.

Water Report: Staff completed the first quarter Watermaster report and all January monthly inspections including the inspection of the Community Center water system with County EHS. Staff completed minor deficiencies found from the inspection (mostly updated documentation).

The District has received all parts necessary to complete the Well #13 pump control. Staff repaired a leak on Blue Water was repaired, and chlorine injectors at Wells #1 and #4 were replaced. Staff is continuing the meter replacement program and has begun valve turning and hydrant flushing for 2025. Carlson met with a PFAS treatment contractor to discuss remediation, with more details expected soon. Staff also inspected and repaired a sink hole on Cumberland.

The District has purchased an equipment trailer. This item was on the FY 25 CIP for \$12,000. The trailer was purchased for \$6,500.

REGULAR BUSINESS

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

Discussion: None

Motion: Director Rosenberg made the motion to accept the Directors’ expense reports.

Second: Director DeVries

Vote

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

6. Discussion and Possible Action Regarding a Quarterly Community Yard Sale

Discussion: Due to low participation, the Farmers Market was dissolved in December. In response, the Board has proposed an alternative event for local vendors, suggesting a Community Yard Sale Pilot Program. The program will be held on March 1, June 7, and September 6. One staff member will oversee the event, which will be advertised in the Newsletter, Ledger, and on the District's electronic sign.

Key details of the pilot program include:

- No fee for vendors to participate during the pilot.
- Reassessment of the program after the pilot period.
- The District has established rules for allowable products, required permits for food trucks, conduct guidelines, and clean-up guidelines.

Additionally, a former Farmers Market food truck vendor expressed interest in organizing a food truck night twice a month on Wednesdays. This proposal, which arose after the agenda was presented, will be run by a third party with no staff involvement, exclusively featuring food trucks, all of which will be properly permitted. The Board was supportive of the food truck night but requested additional information on restroom requirements, permits and handwash stations. It was also recommended that the food truck night incorporate a sale at the Thrift Store. The Board requested that this item be brought back for decision once the additional information requested has been researched.

Motion Director Guinn made the motion to approve the pilot program for the community yard sale.

Second Director Rosenberg

Vote

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

7. Discussion and Possible Action Mid-Year Budget Review

Discussion: The December financials offer a comprehensive overview of the tracking of expenditures and revenues, with a target metric of 50%. There are always uncertainties when the budget is adopted, resulting in the best guess estimates. Some expenditures are made at the beginning of the fiscal year, such as for software, permits, and insurance policies.

The revenue for the water fund is slightly above projection at 60%. Water sales have reached 73%, indicating higher water usage by customers compared to last year. Other operating revenue stands at 100%, which includes six new water connections.

Total expenses are slightly below target at 49%, with salaries and benefits at 47%, electricity at 62%, operations and maintenance at 32%, and permits and fees at 70%.

The net income before capital expenses is \$351,193. Capital expenses have been corrected to a total of \$42,998, which includes \$12,300 for the Well 13 well house, \$1,400 for Well 13 electrical work, and \$29,100 for AMI meters.

After accounting for capital expenditures, the water net revenue is at \$308,195.

Wastewater revenue is at 51%, with fees and charges at 124% due to construction activity between July and December. Expenses are at 49%, with salaries at 47%, operations and maintenance at 65% (including \$12,000 for Smithson pump repair), and permits at 84% (\$32,000 to SWRCB). Net revenue before capital expenses is \$226,741. Capital expenses total \$10,000 for pumps, electrical, panel, and meter.

Recycling Center revenue is at 51%, with sales ahead of last year by \$13,200. Total expenses are at 46%, with salaries at 44%, contractual services at 139% due to forklift repairs, operations and maintenance at 53%, and utilities at 58%. The net income stands at \$32,991, and any excess revenue is transferred to park operations.

Park revenue stands at 48%, with increased sports participation rates at 95%. Property taxes are under target at 46%, and donations and sponsorships are at 0% due to the lack of concerts so far. Development fees have reached 175%, while Board discretionary spending is at 40%.

Park operations and maintenance (O&M) expenses are at 68%, which includes \$4,500 for an evaporative cooler for Unit D, \$2,900 for electrical repairs, and \$2,700 for irrigation parts and maintenance supplies.

Capital expenditures total \$77,022, with \$63,200 allocated for sports field lighting and \$13,000 for north field lighting.

The income/deficit after capital expenses is \$1,064. A grant reimbursement of \$182,289 is expected. Expenses before capital are at 48%, with salaries at 33% and contractual services at 53%.

The Solid Waste fund revenue stands at 59%, with the ESFR Assessment at 54% and other charges, including delinquent fees and recycling revenue, at 79%. Expenses are at 50%, with contractual services at 51% due to the timing of payments, disposal fees at 47%, and operating expenses at 59% or \$2,987. The net income after capital is \$28,402. There have been positive changes to the fund over the past couple of years.

The Admin Fund serves as a pass-through fund for administration operations, with many district-wide expenses being processed through it. The fund is split amongst the enterprise funds for Water, Wastewater (WW), and Solid Waste.

Revenue for the Admin Fund includes:

- Property taxes at 66%
- Fees and charges at 69%
- Investment income at 221%, totaling \$176,419

These revenues support the various administrative functions and ensure efficient operations across the district.

Motion: No Action

8. Discussion and Possible Action Regarding Vehicle Purchases

Discussion: Staff is requesting the purchase of two light-duty trucks to replace the Water Operations and Wastewater Operation Manager’s current commuter vehicles: a 2010 Dodge 1500 with 127,000 miles and a 2016 Chevy Colorado with 180,000 miles.

The wastewater truck is included in the adopted FY25 Capital Improvement Plan (CIP) and will be surplus and sold. The water truck is scheduled for purchase in the FY26 CIP and will be re-purposed as a chlorine truck.

These purchases are necessary to maintain reliable and efficient operations.

Quotes for 2025 Models:

Provider	Model	Cost
VV Chevy	Colorado	\$38,800.33
Sunland Ford	Ranger	\$45,833.76
Vally Hi Toyota	Tacoma	\$44,995.97

Motion: Vice President Cardenas made the motion to approve the purchase of two light duty vehicles in the amount of \$77,600.66 and surplus the 2010 Dodge 1500 and 2008 Ford Ranger.

Second Director DeVries

Vote

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

9. Discussion Only Regarding Water Capital Improvement Plan Review (CIP)

Discussion: The Capital Improvement Plan (CIP) is reviewed by the Board and becomes part of the budget document. It serves as a planning tool for infrastructure improvements, ensuring that costly items are identified and appropriately planned for. General Manager Cox and Operations Manager Carlson presented each item in the CIP, the estimated dollar amount for each project and the fiscal year the project is scheduled for.

Motion: None

OTHER BUSINESS

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

- Neighborhood Watch
- Strategic Plan Committee

11. Adjournment

President Clark adjourned the meeting at 7:53 pm.

Ron Clark, President

Cheryl Vermette, Clerk of the Board

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



Helendale Community Services District

DATE: February 20, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item #3b
Consent Items: Bills Paid and Presented for Approval

STAFF RECOMMENDATION

Updated Report Only. Receive and File

STAFF REPORT: 28 checks and 12 EFT's totaling \$115,620.79

Staff issued

Total Cash Available:	<u>02/13/25</u>	<u>2/03/25</u>
Cash	\$ 8,762,973.89	\$ 8,723,536.85
Checks/EFT's Issued	\$ 115,620.79	\$ 333,193.97

INVESTMENT REPORT:

The Investment Report shows the status of the District funds invested. January 2025 interest was 4.4263% for CA Class and 4.366% for January 2025 LAIF. Interest earned January 2025 on CA Class account was \$18,041.07.



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 02/04/2025 - 02/13/2025

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 211102187 - CBB Checking					
02/05/2025	28530	Brunick, McElhane & Kennedy Professional Law Corp	-3,907.50	Check	Accounts Payable
02/06/2025	28531	AVCOM Services Inc.	-102.00	Check	Accounts Payable
02/06/2025	28532	Beck Oil Inc	-3,744.64	Check	Accounts Payable
02/06/2025	28533	Bid Fast and Last	-8,189.31	Check	Accounts Payable
02/06/2025	28534	Burrtec Waste Industries Inc	-191.88	Check	Accounts Payable
02/06/2025	28535	Business Card	-12,103.05	Check	Accounts Payable
02/06/2025	28536	C Wells Pipeline Materials , Inc	-19,071.75	Check	Accounts Payable
02/06/2025	28537	County of San Bernardino	-120.00	Check	Accounts Payable
02/06/2025	28538	Frontier Communications	-70.39	Check	Accounts Payable
02/06/2025	28539	Frontier Communications	-195.84	Check	Accounts Payable
02/06/2025	28540	Geo-Monitor, Inc.	-695.00	Check	Accounts Payable
02/06/2025	28541	Hartford Life	-303.60	Check	Accounts Payable
02/06/2025	28542	Infosend, Inc	-2,098.58	Check	Accounts Payable
02/06/2025	28543	Mobile Occupational Services, Inc.	-145.00	Check	Accounts Payable
02/06/2025	28544	Online Information Services, Inc	-18.72	Check	Accounts Payable
02/06/2025	28545	Parkhouse Tire, Inc.	-811.89	Check	Accounts Payable
02/06/2025	28546	Rebecca Gonzalez	-150.00	Check	Accounts Payable
02/06/2025	28547	Sierra Analytical Labs, Inc	-1,295.00	Check	Accounts Payable
02/06/2025	28548	Silver Lakes Hardware	-160.15	Check	Accounts Payable
02/06/2025	28549	Steve A. Filarsky, Attorney at Law	-350.00	Check	Accounts Payable
02/06/2025	28550	Ultimate Internet Access, Inc	-821.32	Check	Accounts Payable
02/06/2025	28551	Underground Service Alert of Southern California	-100.65	Check	Accounts Payable
02/06/2025	28552	JERRY RAMIREZ JR.	-379.50	Check	Utility Billing
02/06/2025	28553	BRIAN & JULIA HALL	-44.89	Check	Utility Billing
02/06/2025	28554	BRENT ASTON	-49.20	Check	Utility Billing
02/06/2025	28555	MICHAEL HMIEL	-449.16	Check	Utility Billing
02/06/2025	28556	ROBERT BARSAMIAN	-23.02	Check	Utility Billing
02/11/2025	28557	C. J. Brown & Company, CPAs	-750.00	Check	Accounts Payable
02/11/2025	EFT0005325	SW Gas ACH 4-Plex Acct # 910000817466	-289.95	EFT	General Ledger
02/11/2025	EFT0005326	SW Gas Community Center 910000010177	-1,736.21	EFT	General Ledger
02/11/2025	EFT0005327	SW Gas Water Shop Acct # 910001037540	-11.00	EFT	General Ledger
02/11/2025	EFT0005329	SW Gas ACH WWTP Acct # 910000010195	-238.04	EFT	General Ledger
02/07/2025	EFT0005331	To record CalPERS Health Premium	-21,913.88	EFT	General Ledger
02/04/2025	EFT0005332	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-19,387.88	EFT	General Ledger
02/11/2025	EFT0005333	SCE ACH 4-Plex Acct 700392338368	-333.13	EFT	General Ledger
02/11/2025	EFT0005334	ACH Water Shop SCE Acct 700453074415	-128.61	EFT	General Ledger
02/04/2025	EFT0005337	To record Paymentech Fees Acct Ending 6621	-2,379.16	EFT	General Ledger
02/04/2025	EFT0005338	To record Paymentech CC Fees Acct Ending 9479	-472.27	EFT	General Ledger
02/10/2025	EFT0005342	CalPERS Classic Pmt PPE 1/12/25	-9,563.72	EFT	General Ledger
02/10/2025	EFT0005343	CalPERS PEPR A Pmt PPE 1/12/25	-2,824.90	EFT	General Ledger
Bank Account 211102187 Total: (40)					-115,620.79
Report Total: (40)					-115,620.79

Summary

Bank Account
[211102187 CBB Checking](#)

Count	Amount
40	-115,620.79
Report Total: 40	-115,620.79

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

Count	Amount
40	-115,620.79
Report Total: 40	-115,620.79

Transaction Type	Count	Amount
Check	28	-56,342.04
EFT	12	-59,278.75
Report Total:	40	-115,620.79



Helendale Community Services District

DATE: February 20, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion and Possible Action Regarding Approval of Directors' Expense Reports

STAFF RECOMMENDATION

None.

STAFF REPORT

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

Fiscal Impact: As outlined on the attached Expense reports

Possible Motion: Approve Expense Reports as presented

Attachments: Spreadsheet of cumulative meetings
Director's Expense Reports

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: Billy Rosenbergs Pay Period Ending: _____

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
1/11	Safety meeting		\$ N	\$ N	\$ N	Y	N	
1/11	Public Safety ^{CHARGE}							
1/14	meeting with gym		\$ N	\$ N	\$ N	Y	N	
1/16	pre Board meeting							
1/16	Board meetings		\$ N	\$ N	\$ N	Y	N	
1/23	Board meeting							
1/23	water treatment plant		\$ N	\$ N	\$ N	Y	N	
1/23	learned so much about all the inner workings of the waste water plant							
1/24	meeting with gym		\$	\$	\$	Y		
1/24	pre Board meeting prep for Board Meeting							
Total Miles			Total Meals	Total Lodging	Total Other Expense	Total # of Compensable Meetings	Meeting Total	Total
			\$	\$	\$	5	\$	\$

Signature: Billy Rosenbergs Date: _____

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

Mileage 65.5 ¢



Helendale Community Services District

Date: February 20, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion Only Regarding Wastewater Capital Improvement Plan (CIP) Review

STAFF RECOMMENDATION:

Staff seeks input from the Board.

STAFF REPORT:

Each year as part of the budget development process the capital improvement plans (CIP) for each of the Departments are reviewed with the Board. These plans outline proposed capital expenditures which includes both equipment and infrastructure improvements. It is important to note that approval of the CIP does not constitute approval for the capital expenditures as each capital project over the General Manager's signing authority is brought to the Board for a separate discussion and approval. The CIP is a guide for anticipated expenses, not the approval for these expenditures.

Attached, for the Board's review, is the draft FY2026 Capital Improvement Plan for Wastewater with the current fiscal year projects included for reference. This will be the starting point for a more comprehensive discussion on the possible capital needs of the Wastewater operation over the next five years.

Staff will review each line item for the proposed Capital Improvement Plan (CIP) with the Board and provide detailed explanation at the Board meeting.

The CIP outlines the possible year in which a capital need is scheduled, however, these projections are often aggressive and the timelines are modified each year as unfinished projects are pushed ahead and new capital needs are identified. Further, operational necessity can also increase the priority of a project causing it to be moved forward as needed. The project costs reflected in the CIP are Staff's best guesstimate at this time.

FISCAL IMPACT: As estimated in the CIP spreadsheet

POSSIBLE MOTION: None

ATTACHMENTS: DRAFT Wastewater CIP

Wastewater Capital Budget FY 2026 - 2030

	FY 2025	FY 2026	FY 2027	FY2028	FY2029	FY2030
1 Rehab Digester			\$ 250,000		\$ 250,000	
2 Generator replacement wiring & conduit					\$ 200,000	
3 Plant & Lift Station #1 SCADA		\$ 50,000				
4 Plant Sludge Lines (Replacement)			\$ 600,000	\$ 800,000		
5 Secondary Clarifier Rehabilitation			\$ 320,000			
6 Rehabilitate Schooner Pump Station (Coating, Electrical Panels and New Pump)		\$ 150,000	\$ 150,000			
7 Rehabilitate Parkway Pump Station (Coating, Electrical Panels and New Pump)		\$ 160,000	\$ 150,000			
8 Coating Parshall Flume, grit chamberand Concrete Repair & Replacement. New grating				\$ 360,000		
9 BioFilter Rebuild TF#1 & TF#2			\$ 95,000			
10 Collection System Lining - Various areas	\$ 30,000	\$ 30,000	\$ 30,000			
11 Fine Bar Screen - Completed this FY	\$ 130,000					
13 Pump Room Valve Replacements (18)	\$ 20,000	\$ 45,000	\$ 45,000			
14 Sump Pumps (5)		\$ 20,000				
15 Backhoe		\$ 140,000				
16 Diaphragm Sludge Pumps	\$ 80,000	\$ 40,000	\$ 40,000			
18 Headworks Electrical Repair/Replacement	\$ 115,000		\$ 115,000			
19 Coarse Barscreen Replacement				\$ 250,000		
20 Primary Clarifier Coating	\$ 300,000	\$ 350,000				
21 Filtrate Pumps, Electrical Panel & Sonic Meter-Done						
22 Solar Field					\$ 250,000	
23 Collection System Lining - Vista to Sunshine		\$ 350,000				
24 Plant and Process Camera System -Done						
25 Electrical Replacement Primary, Secondary, Digester			\$ 150,000	\$ 75,000		\$ 150,000
26 Sewer Camera						
27 Trickling Filter Drives, Panels & enclosure				\$ 400,000		
28 Asphalt Road in Plant			\$ 350,000	\$ 350,000		
29 Pick up truck (Sm Chevy) - Completed this FY	\$ 40,000					
31 Blower Heads	\$ 80,000	\$ 60,000				
32 Effluent & Influent Mag Meters with installation-Done	\$ 9,000	\$ 70,000				
33 Lift Systems in Blower Room - Done						
34 Influent Slide Gate Replacement					\$ 55,000	\$ 55,000
35 Blower Line & Diffuser Replacement						
36 Galleon Line Replacement/Repair				\$ 250,000		\$ 1,500,000
37 Trickling Filter Gate Vales and Check Valve		\$ 25,000				
38 Smithson Electrical Upgrade		\$ 35,000				
		\$ 1,100,000	\$ 675,000	\$ 1,735,000	\$ 600,000	\$ 1,955,000

Increased from \$175k

Increased from \$150k

Increased from \$600k

Increased from \$75k

Reduced from \$160k

Increased from \$120k

Reduced

Moved to current FY and reduced



Helendale Community Services District

Date: February 20, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette, Admin Services Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Dissolving the Park & Rec Committee

STAFF RECOMMENDATION:

Staff seeks direction from the Board regarding this matter

STAFF REPORT:

The Park and Rec Committee was formed in 2014. Initially it was a helpful committee as the park and related programs were in the embryonic stages of development. Currently, the Park's department has a suite of seasonal offerings including sports activities, concerts and events that are now part of the annual programming with minimal guidance needed from a committee. Last year the meetings were reduced to quarterly.

Staff has observed the reduced contribution of the committee over the last few years. Staff feels that the occasional Ad Hoc committee is a more effective approach at this stage in the District's growth. Minimal, if any input is needed for Parks, however, there are occasional events, or focused projects that would benefit from the Board's involvement and expertise, such as the public safety event held in conjunction with the October concert, or the recent Ad Hoc Committee appointed to work on the District's Strategic Plan.

By eliminating a committee that currently serves no functional purpose, nor has had any notable public participation in years, Staff could focus on other work rather than publishing an agenda, completing minutes, etc. for a committee that seems to have run its course.

FISCAL IMPACT: NA

POSSIBLE MOTION: At the discretion of the Board

ATTACHMENTS: None



Helendale Community Services District

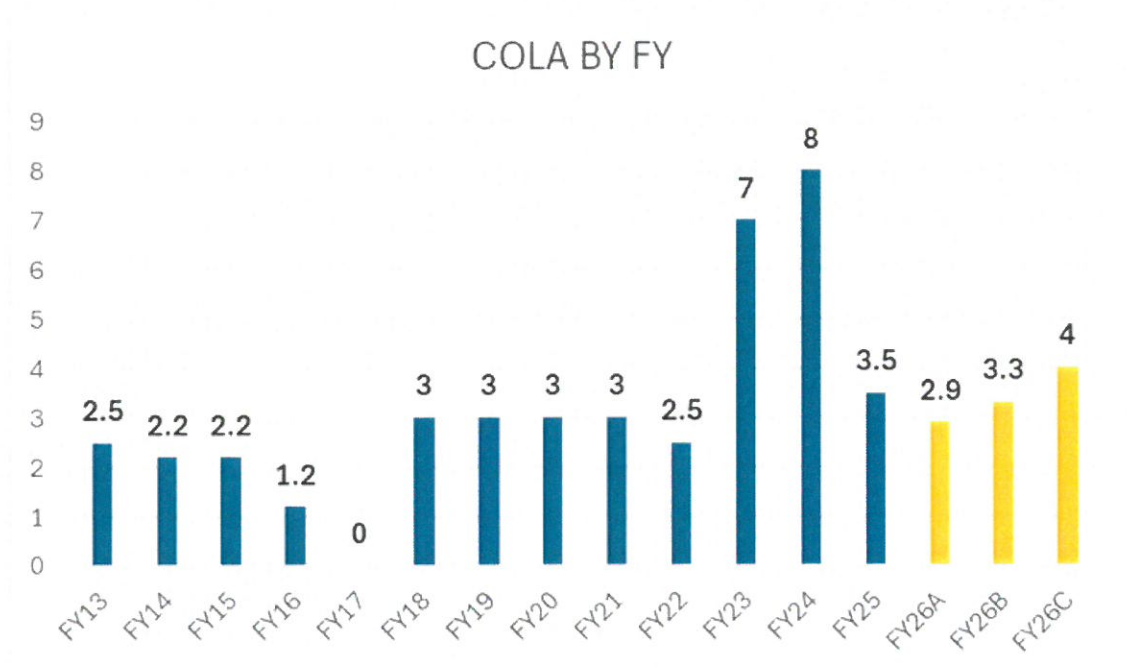
Date: February 20, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding a Consumer Price Index Inflationary Increase Related to Staffing Budget Development

STAFF RECOMMENDATION:

Consideration of a Cost-Of-Living Adjustment (COLA) is at the sole discretion of the Board.

STAFF REPORT:

The CPI increase for all goods for January 2024 compared to January 2025 shows an increase of 2.9%. The food index rose 4%. All items, less food and energy increased by 3.3%. The Board has used any of these numbers in the past to provide guidance for determining a Cost of Living Adjustment (COLA) percentage that is then factored into the budget. Last year with similar increases the Board selected 3.5% as the COLA. The chart below shows the Board approved COLA over time.



BACKGROUND: This item comes to the Board each year to determine, in its sole discretion, what percentage adjustment is to be applied to the salary schedule. The attached information is from the Bureau of Labor Statistics (BLS) January 2025 data (released on February 12, 2025), that shows the various expenditure categories and related inflationary increases that drive the Consumer Price Index increase. The Board had previously selected the January index as the appropriate index to review for the purpose of determining the annual Cost-Of-Living for all Staff, excluding the General Manager who is under contract.

In an effort to keep the District's salaries on par with the labor market a COLA adjustment is considered each year. The Board can approve a COLA of any amount and Staff will incorporate that into the budget accordingly. There is no requirement that the Board grant a CPI increase, however, it is important to note that the CPI represents inflationary factors that impact the value of employee compensation. The annual consideration of a Cost Of Living Adjustment is intended to mitigate the lost buying power of the dollar from one year to the next. It is not a windfall for employees but rather provides a mechanism whereby an employee's salary is somewhat neutralized against the effects of price inflation. Further, in an effort to maintain competitive wages and retain staff, a COLA is one mechanism to help ensure that wages at least stay up with the cost of living.

BACKGROUND ON MARKET INDEX:

Beginning with the 2014 budget, the Board directed that all future Cost of Living Adjustments (COLA) be brought to the Board during the budget process for inclusion in the new budget year. The timeframe selected was January over January of each year. This data is available mid-February which is timely for the budget development process.

Previously the District had used the Los Angeles-Riverside-Orange County area index, however, in 2019, a new index was developed specifically for the Riverside-San Bernardino area. This index is available every other month and is more applicable to the costs in our area than the former benchmark index. The District has used the new market index since 2020.

FISCAL IMPACT: To Be Determined by the Board

POSSIBLE MOTION: To adopt a COLA for Fiscal Year 2026 of ____% (2.9; 3.3; 4.0%)

ATTACHMENTS: Bureau of Labor Statistics Consumer Price Index (CPI) for Riverside-San Bernardino-Ontario market for January 2025 (released February 12, 2025).

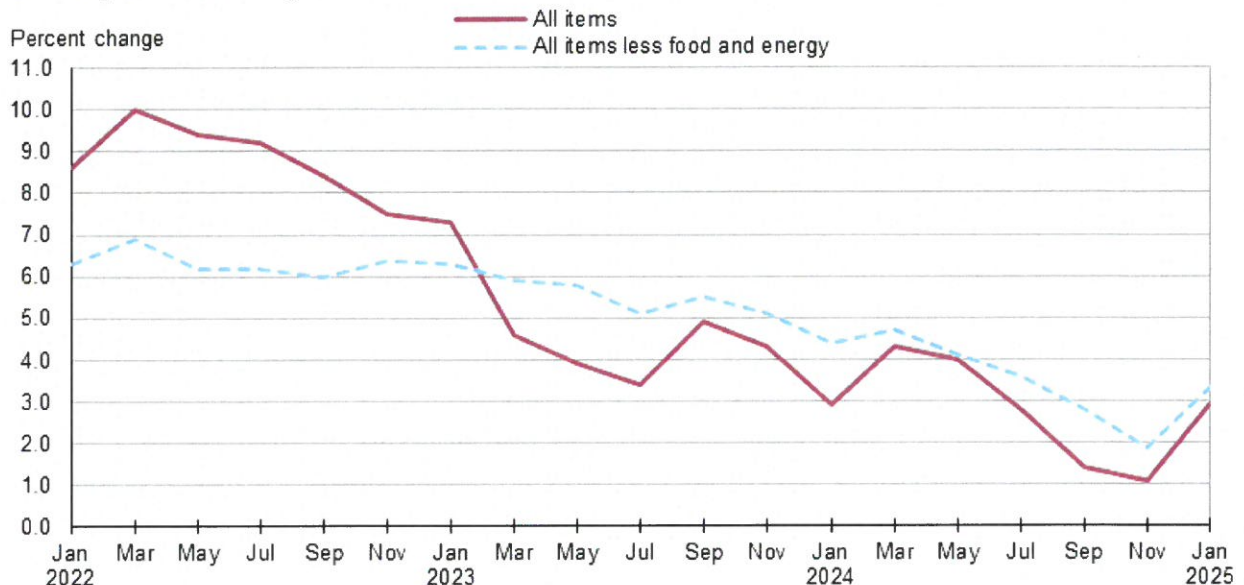
Consumer Price Index, Riverside Area — January 2025

Area prices up 1.8 percent over the two months, up 2.9 percent over the year

The Consumer Price Index for All Urban Consumers (CPI-U) for Riverside-San Bernardino-Ontario was up 1.8 percent from November 2024 to January 2025, the U.S. Bureau of Labor Statistics reported today. Regional Commissioner Chris Rosenlund noted that the all items less food and energy index increased 1.9 percent. The food index rose 1.6 percent, and the energy index increased 0.7 percent. (Data in this report are not seasonally adjusted. Accordingly, bi-monthly changes may reflect seasonal influences.)

The Riverside area all items CPI-U advanced 2.9 percent for the 12 months ending in January. The food index rose 4.0 percent, and the index for all items less food and energy increased 3.3 percent. In contrast, the energy index declined 2.3 percent over the same time period.

Chart 1. Over-the-year percent change in CPI-U, Riverside-San Bernardino-Ontario, CA, January 2022–January 2025



Source: U.S. Bureau of Labor Statistics.

[View Chart Data](#)

Food

The food index advanced 1.6 percent from November 2024 to January 2025. The index for food at home (grocery store purchases) advanced 2.3 percent, with higher prices in 4 of the 6 major grocery store food groups. The food away from home index (restaurant, cafeteria, and vending purchases) rose 0.9 percent for the same period.

The food index rose 4.0 percent over the year. The food at home index increased 2.4 percent, with higher prices in 4 of the 6 major grocery store food groups. The food away from home index increased 5.9 percent.

Energy

The energy index increased 0.7 percent from November 2024 to January 2025. Gasoline prices declined 0.2 percent.

The energy index declined 2.3 percent from January 2024 to January 2025. Over the year, gasoline prices fell 2.5 percent.

Table 1. Riverside-San Bernardino-Ontario, CA, CPI-U by expenditure category for January 2025, not seasonally adjusted (December 2017=100 unless otherwise noted)


















Expenditure category	Indexes			Percent change from -			
	Historical data	Nov. 2024	Dec. 2024	Jan. 2025	Jan. 2024	Nov. 2024	Dec. 2024
All items		132.853	-	135.215	2.9	1.8	-
Food and beverages		136.970	-	139.318	4.0	1.7	-
Food		138.386	-	140.667	4.0	1.6	-
Food at home		132.063	133.273	135.076	2.4	2.3	1.4
Cereals and bakery products		152.483	152.414	153.935	0.3	1.0	1.0
Meats, poultry, fish, and eggs		140.677	143.668	150.220	13.1	6.8	4.6
Dairy and related products		112.634	118.878	116.880	3.6	3.8	-1.7
Fruits and vegetables		131.386	128.392	131.080	-1.1	-0.2	2.1
Nonalcoholic beverages and beverage materials		131.164	132.083	130.744	0.3	-0.3	-1.0
Other food at home		121.762	123.198	123.660	-2.2	1.6	0.4
Food away from home		147.549	-	148.866	5.9	0.9	-
Alcoholic beverages		111.000	-	113.768	2.6	2.5	-
Housing		140.571	-	143.061	3.5	1.8	-
Shelter		140.760	142.129	143.614	4.2	2.0	1.0
Rent of primary residence		145.818	146.421	148.270	3.7	1.7	1.3
Owners' equiv. rent of residences		141.110	141.893	142.751	4.0	1.2	0.6
Owners' equiv. rent of primary residence		141.110	141.893	142.751	4.0	1.2	0.6

Table 1. Riverside-San Bernardino-Ontario, CA, CPI-U by expenditure category for January 2025, not seasonally adjusted (December 2017=100 unless otherwise noted)







Expenditure category		Indexes				Percent change from -		
	Historical data	Nov. 2024	Dec. 2024	Jan. 2025	Jan. 2024	Nov. 2024	Dec. 2024	
Household furnishings and operations		119.240	-	119.737	1.7	0.4	-	
Apparel		105.316	-	107.791	-3.8	2.4	-	
Transportation		136.011	-	139.916	5.7	2.9	-	
Private transportation		138.702	-	142.802	6.7	3.0	-	
New and used motor vehicles		117.214	-	117.930	4.0	0.6	-	
New vehicles		114.394	-	115.452	1.3	0.9	-	
Used cars and trucks		131.594	-	132.659	1.7	0.8	-	
Motor fuel		143.695	141.671	143.608	-2.5	-0.1	1.4	
Gasoline (all types)		143.751	141.549	143.403	-2.5	-0.2	1.3	
Unleaded regular ⁽¹⁾		143.808	141.548	143.448	-2.7	-0.3	1.3	
Unleaded midgrade ⁽¹⁾		144.915	142.831	144.533	-2.3	-0.3	1.2	
Unleaded premium ⁽¹⁾		142.698	140.708	142.395	-1.9	-0.2	1.2	
Medical care		130.698	-	131.678	-	0.7	-	
Recreation		108.816	-	113.102	0.3	3.9	-	
Education and communication		107.577	-	106.929	-3.2	-0.6	-	
Tuition, other school fees, and childcare		132.944	-	132.969	3.1	0.0	-	
Other goods and services		127.982	-	125.424	-6.8	-2.0	-	

Table 1. Riverside-San Bernardino-Ontario, CA, CPI-U by expenditure category for January 2025, not seasonally adjusted (December 2017=100 unless otherwise noted)

Expenditure category	Indexes				Percent change from -		
	Historical data	Nov. 2024	Dec. 2024	Jan. 2025	Jan. 2024	Nov. 2024	Dec. 2024

Footnotes

(1) Special index based on a substantially smaller sample.

- Data not available.

NOTE: Index applies to a month as a whole, not to any specific date.

Table 2. Riverside-San Bernardino-Ontario, CA, CPI-U by special aggregate index for January 2025, not seasonally adjusted (December 2017=100 unless otherwise noted)


















Special aggregate index	Indexes				Percent change from:		
	Historical data	Nov. 2024	Dec. 2024	Jan. 2025	Jan. 2024	Nov. 2024	Dec. 2024
All items		132.853		- 135.215	2.9	1.8	-
Food		138.386		- 140.667	4.0	1.6	-
Energy		152.928	151.838	154.007	-2.3	0.7	1.4
All items less food and energy		129.715		- 132.187	3.3	1.9	-
All items less energy		130.908		- 133.349	3.4	1.9	-
All items less medical care		133.027		- 135.484	2.8	1.8	-
All items less shelter		128.770		- 130.875	2.2	1.6	-
Commodities		124.645		- 125.793	0.8	0.9	-
Commodities less food		117.604		- 118.137	-1.2	0.5	-

Table 1. Riverside-San Bernardino-Ontario, CA, CPI-U by expenditure category for January 2025, not seasonally adjusted (December 2017=100 unless otherwise noted)

Expenditure category	Indexes			Percent change from -			
	Historical data	Nov. 2024	Dec. 2024	Jan. 2025	Jan. 2024	Nov. 2024	Dec. 2024
Commodities less food & beverages		117.847	-	118.278	-1.3	0.4	-
Durables		110.347	-	110.404	-1.4	0.1	-
Nondurables		131.367	-	133.070	1.7	1.3	-
Nondurables less food		124.307	-	125.406	-0.9	0.9	-
Nondurables less food & beverages		125.082	-	126.028	-1.1	0.8	-
Services		138.609	-	141.804	4.2	2.3	-
Services less rent of shelter		135.287	-	139.006	4.2	2.7	-
Services less medical care services		139.378	-	142.908	4.4	2.5	-

- Data not available.

NOTE: Index applies to a month as a whole, not to any specific date.

All items less food and energy

The index for all items less food and energy rose 1.9 percent from November 2024 to January 2025. Among the index's components, prices were higher for recreation (+3.9 percent) and shelter (+2.0 percent). In contrast, prices were lower for other goods and services (-2.0 percent) and education and communication (-0.6 percent).

The index for all items less food and energy increased 3.3 percent over the year, reflecting higher prices for shelter (+4.2 percent) and new and used motor vehicles (+4.0 percent). In contrast, prices were lower for other goods and services (-6.8 percent) and education and communication (-3.2 percent).

The March 2025 Consumer Price Index for the Riverside area is scheduled to be released on April 10, 2025.

Publication updates and changes

In accordance with annual practice, relative importance weights have been updated and are available online in the [CPI Supplemental Table of Contents](#).

Effective with the January 2025 data release, several indexes and average price series were discontinued. More information is available on the [CPI discontinued series page](#). Direct any inquiries to the CPI office using one of the [CPI contact information options listed online](#).

Technical Note

The [Consumer Price Index](#) (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Consumer Price Index for Riverside is published bi-monthly. The set of components and sub-aggregates published for regional and metropolitan indexes is more limited than at the U.S. city average level; these indexes are byproducts of the national CPI program. Each local index has a much smaller sample size than the national or regional indexes and is, therefore, subject to substantially more sampling and other measurement error. As a result, local-area indexes are more volatile than the national or regional indexes. In addition, local indexes are not adjusted for seasonal influences. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.** Percent changes for all-items data previously found in Table A of this release can be accessed in Chart 1 for this release and its attendant data table. A full all-items data series history for the original index value and for 1-month, 2-month, 3-month, 6-month, and 12-month percent changes can be accessed via BLS data query tools. A direct link to the all-items series is provided in Table 1 of this release under historical data.

The Riverside-San Bernardino-Ontario, CA Core Based Statistical Area includes Riverside and San Bernardino Counties in California.

Refer to the national [CPI news release technical note](#) or the [Handbook of Methods](#) for more information. Information in this release will be made available to individuals with sensory impairments upon request. Voice phone: (202) 691-5200; Telecommunications Relay Service: 7-1-1.

Last Modified Date: Wednesday, February 12, 2025