



REGULAR BOARD MEETING
Thursday, December 19, 2024, at 6:00 PM

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

This meeting of the Board of Directors of the Helendale Community Services District is Open to the public both in-person at the District Office located at 26540 Vista Road, Suite C, Helendale, California, and via teleconference by clicking the following link: www.zoom.com Meeting ID 463 173 8547 Passcode: HCS D. (Dial-in instructions will be provided after registering at the link)

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" or "chat" feature. If viewing remotely a speaker's card may be filled out at the following link: <https://www.surveymonkey.com/r/HKGNLL8> or use the features referenced above. The District requests that all speaker cards be submitted at any time prior to the close of public participation.

3. Consent Items

- a. Approval of Minutes: Board Meetings of December 5, 2024
- 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 and Possible Action Regarding Adoption of Resolution 2024-18: A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies for its Relations Among Directors and with Staff
7. Discussion and Possible Action Regarding Annual Election of Officers
8. Mandatory Bi-Annual Ethics Training

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



Helendale Community Services District

Date: December 19, 2024
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 December 5, 2024
- b. Bills Paid Report



Helendale Community Services District

Date: December 19, 2024
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 12/5/2024



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

Date: December 5, 2024
 Time: 6:00 PM
 Meeting called to order by: President Henry Spiller

Attendance

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

Staff Members Present

Kimberly Cox, General Manager; Craig Carlson, Water Operations Manager; Alex Aviles, Wastewater Operations Manager; Cheryl Vermette, Administrative Services Manager; Bill Kuhlmann; Brian Jeffers; Robert Collison; Andrea Chavis; Trini Martin

Consultants/Guests

Steven Kennedy, Legal Counsel (Zoom)
 Jonathan Abadesco, C.J. Brown & Company CPAs

Members of the public

There were five members of the public attending in person, including elected Board Members Artie DeVries and Billy Rosenberg.

1. APPROVAL OF AGENDA

Discussion None

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

Second Vice President Clark

Vote

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

2. PUBLIC PARTICIPATION

Dianne Wiggins – Resident: Expressed her concerns about the lack of lighting at the dog park. She suggested the installation of solar lighting to ensure safety and comfort for dog owners and their pets, especially in the evenings.

CONSENT ITEMS

3. CONSENT ITEMS

- a. Approval of Minutes: Special Board Meeting for November 7, 2024
- b. Bills Paid Report

Discussion None

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

Second Director Guinn

Vote

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

4. REPORTS

- a. Directors' Reports

Director Guinn reported that she attended the CERT meeting where the Fire Department made a presentation. The group discussed the need for supplies. Director Guinn said she had the opportunity to speak to Dr. Martin who is on the Board of a local hospital about supplies. She also mentioned the possibility of a section in the e-newsletter for CERT announcements and recruitment.

Director Cardenas reported that there is a scam going around for Apple phones, and warned that if you are asked to reset your Apple ID it may be a scam. He will be attending a cyber security meeting next week. Director Cardenas attended the ACWA conference. He also reported that the High Desert Mountain Water Association offered a 4 hour CEU class that was well attended.

Vice President Clark thanked President Spiller for his dedicated service to the Helendale CSD Board of Directors and presented him with a plaque.

President Spiller made a short speech expressing his gratitude.

At 6:15 President Spiller called for a brief recess

At 6:25 pm President Spiller reconvened the meeting

- b. General Managers Report

General Manager Cox reported Staff excavated and formed the footings for the new light poles to be relocated to the North field. The plan is to remove the cardboard tubes and let the concrete cure for a couple of weeks before installing the lights. The project includes installing four lights on the north and south sides of the field, replicating the existing setup. Staff is still waiting on the quote for the relocation. Staff will install conduit and pull boxes. Power will be run from the electrical panel near the playground.

REGULAR BUSINESS

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

Discussion: None

Motion: Director Guinn made the motion adopt revisions to the discontinuation of residential water service policy extending the option of a payment plan to all customers.

Second: President Spiller

Vote

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

6. Discussion and Possible Action Regarding Acceptance of 2024 Fiscal Year Audit and Approval to Exercise the Two-Year Option

Discussion: Jonathan Abadesco presented the audit results. He noted that the audit process is governed by the AICPA’s Statements of Auditing Standards and Federal and State Requirements. It is also guided by the Generally Accepted Accounting Principles (GAAP) established by the Governmental Accounting Standards Board (GASB). The audit found no material weaknesses or deficiencies in the district's controls. The District received an unmodified or clean opinion on the financial statement, indicating no issues. Total revenues increased by \$566,700 due primarily to increases in charges for services and capital grants and contributions compared to the prior year. Total expenses decreased by \$311,258 due primarily to decreases in water fund expenses. Net position increased by \$1,799,125 as a result of continuing operations (total revenues is greater than expenses).

Motion Vice President Clark made a motion to approve and accept the audit as present and we exercise the two year option [as outlined in the Staff report].

Second Vice President Clark

Vote

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

7. Discussion Only Regarding Disconnections as Required by Senate Bill SB998

Discussion: Last meeting the Board did a thorough review of SB998. The District is required to report the number of disconnections annually (116918). The number of disconnections is required to be posted on the website and presented to the board. General Manager Cox presented the following chart of disconnections:

	2022		2023		2024	
	Late	Disconnections	Late	Disconnections	Late	Disconnections
Jan	349	35	412	38	485	37
Feb	404	40	415	19	458	28
Mar	394	30	408	18	410	16
Apr	330	23	337	23	428	19
May	363	21	419	26	420	8
Jun	416	18	389	35	413	25
Jul	382	29	392	18	476	37
Aug	427	20	476	27	476	28
Sep	363	25	413	27	438	24
Oct	380	27	433	3	536	29
Nov	417	22	525	25	481	28
Dec	456	28	428	23	525	TBD

Motion: There was no motion on this item.

8. Discussion and Possible Action Regarding Modification to the Table of Organization

Discussion: Staff tries to find creative solutions to problems often taking care of things in-house by existing talent. This helps keep costs down and allows for stimulating opportunities to learn new skills and do something out of the ordinary. Staff is requesting to modify one position on the organizational chart. This new position would be a solution to increasing reporting requirements, which take a lot of time. Staff estimates that 749 hours per year are spent working on reports. The position would require an increase from range 36 to range 45 and an increase in pay of 2.5% and 8 years of growth. Not just anyone would have the confidence of the Manager’s to do this work. Bill Kuhlmann, was selected by management to fill the role and will perform his normal duties in addition to handling reports, safety, and security. Department managers will retain knowledge of reporting requirements. This is a win-win solution at a modest cost of 2.5% of the selected employee’s current salary.

Motion Vice President Clark made a motion to approve the proposed modification to the table of organization.

Second Director Guinn

Vote

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

OTHER BUSINESS

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

- Ethics Training
- Update on Lights at the dog park

10. Adjournment

President Spiller adjourned the meeting at 7:02 pm.

Henry Spiller, President

Cheryl Vermette, Clerk of the Board

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



Helendale Community Services District

DATE: December 19, 2024
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:

Staff issued 43 checks and 16 EFT's totaling \$266,922.41

Total Cash Available:	<u>12/13/24</u>	<u>12/02/24</u>
Cash	\$ 8,760,007.83	\$ 8,770,563.85
Checks/EFT's Issued	\$ 266,922.41	\$ 29,516.02

INVESTMENT REPORT:

The Investment Report shows the status of the District funds invested. November 2024 interest was 4.7416% for CA Class and 4.518% for LAIF. Interest earned November 2024 on CA Class account was \$14,917.64



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 12/02/2024 - 12/13/2024

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 211102187 - CBB Checking					
12/03/2024	28357	Silver Lakes Landscaping and Maintenance LLC	-6,665.00	Check	Accounts Payable
12/05/2024	28358	Sonic Systems, Inc	-2,151.60	Check	Accounts Payable
12/05/2024	28359	ASBCSD	-275.00	Check	Accounts Payable
12/05/2024	28360	Beck Oil Inc	-2,788.23	Check	Accounts Payable
12/05/2024	28361	Burrtec Waste Industries Inc	-1,716.12	Check	Accounts Payable
12/05/2024	28362	Burrtec Waste Industries Inc	-191.88	Check	Accounts Payable
12/05/2024	28363	Business Card	-16,086.78	Check	Accounts Payable
12/05/2024	28364	California Special Districts Association	-9,495.00	Check	Accounts Payable
12/05/2024	28365	Citizens Business Bank	-101,312.38	Check	Accounts Payable
12/05/2024	28366	County of San Bernardino	-20.00	Check	Accounts Payable
12/05/2024	28367	CWEA/DAMS	-150.00	Check	Accounts Payable
12/05/2024	28368	DOI - Bureau of land Management	-1,260.00	Check	Accounts Payable
12/05/2024	28369	Frontier Communications	-70.31	Check	Accounts Payable
12/05/2024	28370	Frontier Communications	-195.49	Check	Accounts Payable
12/05/2024	28371	G.A. Osborne Pipe & Supply Inc.	-148.81	Check	Accounts Payable
12/05/2024	28372	Geo-Monitor, Inc.	-1,543.00	Check	Accounts Payable
12/05/2024	28373	Hatrix Incorporated	-1,000.00	Check	Accounts Payable
12/05/2024	28374	Juan Cinco	-3,250.00	Check	Accounts Payable
12/05/2024	28375	Online Information Services, Inc	-31.20	Check	Accounts Payable
12/05/2024	28376	Rebecca Gonzalez	-400.00	Check	Accounts Payable
12/05/2024	28377	Silver Lakes Helendale Lions Club	-500.00	Check	Accounts Payable
12/05/2024	28378	Silver Lakes Market	-101.00	Check	Accounts Payable
12/05/2024	28379	Stericyclcle, Inc	-117.61	Check	Accounts Payable
12/05/2024	28380	Ultimate Internet Access, Inc	-818.77	Check	Accounts Payable
12/05/2024	28381	Underground Service Alert of Southern California	-48.85	Check	Accounts Payable
12/05/2024	28382	West End Material Supply	-70.31	Check	Accounts Payable
12/10/2024	28383	Brunick, McElhaney & Kennedy Professional Law Corp	-4,170.00	Check	Accounts Payable
12/12/2024	28384	C. J. Brown & Company, CPAs	-2,386.00	Check	Accounts Payable
12/12/2024	28385	ACI Payments, Inc	-56.30	Check	Accounts Payable
12/12/2024	28386	Alex Creason	-58.14	Check	Accounts Payable
12/12/2024	28387	AVCOM Services Inc.	-70.00	Check	Accounts Payable
12/12/2024	28388	Big Sky Electric Inc	-1,761.79	Check	Accounts Payable
12/12/2024	28389	Boot Barn Inc.	-231.08	Check	Accounts Payable
12/12/2024	28390	Burrtec Waste Industries Inc	-474.24	Check	Accounts Payable
12/12/2024	28391	Cheryl Vermette	-600.00	Check	Accounts Payable
12/12/2024	28392	Choice Builder	-1,077.25	Check	Accounts Payable
12/12/2024	28393	Desert Service Station Maintenance	-1,588.78	Check	Accounts Payable
12/12/2024	28394	Frontier Communications	-104.86	Check	Accounts Payable
12/12/2024	28395	Infosend, Inc	-2,100.73	Check	Accounts Payable
12/12/2024	28396	Jonathan A. Escobar	-130.46	Check	Accounts Payable
12/12/2024	28397	Lowe's Inc.	-1,707.79	Check	Accounts Payable
12/12/2024	28398	O'Reilly Auto Parts	-626.93	Check	Accounts Payable
12/12/2024	28400	SWRCB FEES	-32,150.00	Check	Accounts Payable
12/02/2024	EFT0005248	SCE Community Center ACH Acct.# 700218740906	-1,841.34	EFT	General Ledger
12/02/2024	EFT0005253	To record Tasc Flex Claim Pmt PPE 11/17/24	889.55	EFT Reversal	General Ledger
12/02/2024	EFT0005253	To record Tasc Flex Claim Pmt PPE 11/17/24	-889.55	EFT	General Ledger

Bank Transaction Report

Issued Date	Number	Description	Amount	Type	Module
12/02/2024	EFT0005255	CalPERS Classic Pmt PPE 11/3/24	-9,525.43	EFT	General Ledger
12/02/2024	EFT0005256	CalPERS PEPRA Pmt PPE 12/2/24	-2,817.16	EFT	General Ledger
12/08/2024	EFT0005257	To record CalPERS Health Premium	-21,313.53	EFT	General Ledger
12/11/2024	EFT0005258	SCE ACH 4-Plex Acct 700392338368	-299.12	EFT	General Ledger
12/11/2024	EFT0005259	ACH Water Shop SCE Acct 700453074415	-126.76	EFT	General Ledger
12/10/2024	EFT0005260	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-22,199.01	EFT	General Ledger
12/06/2024	EFT0005262	CalPERS 457 Pmt PPE 12/1/24	-4,637.51	EFT	General Ledger
12/10/2024	EFT0005263	SW Gas Community Center 910000010177	-349.85	EFT	General Ledger
12/10/2024	EFT0005264	SW Gas ACH WWTP Acct # 910000010195	-126.30	EFT	General Ledger
12/10/2024	EFT0005265	SW Gas ACH 4-Plex Acct # 910000817466	-146.80	EFT	General Ledger
12/04/2024	EFT0005267	To record Paymentech Fees Acct Ending 6621	-2,267.15	EFT	General Ledger
12/04/2024	EFT0005268	To record Paymentech CC Fees Acct Ending 9479	-670.21	EFT	General Ledger
12/10/2024	EFT0005272	SW Gas Water Shop Acct # 910001037540	-11.00	EFT	General Ledger
12/10/2024	EFT0005275	To record Tasc Flex Claim Pmt PPE 12/1/24	-889.55	EFT	General Ledger
			Bank Account 211102187 Total: (60)		-266,922.41
				Report Total: (60)	-266,922.41

Summary

Bank Account
[211102187 CBB Checking](#)

Count	Amount
60	-266,922.41
Report Total:	-266,912.41

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

Count	Amount
60	-266,922.41
Report Total:	-266,922.41

Transaction Type	Count	Amount
Check	43	-199,701.69
EFT	16	-98,110.27
EFT Reversal	1	889.55
Report Total:	60	-266,922.41

Master Card Oct 17- Nov 16, 2024										
Acct #	Description	Charges	Charges	Charges	Charges	Charges	Charges	Charges	Charges	Totals
01-524500	HDMA Class & Dinner	275.00								275.00
01-545000	Backhoe / Mounting Block for Vactor	7,424.85	319.32							7,744.17
01-553000	Phone Screen Protection	5.37								5.37
02-553000	Electrical Connector for Grit Sation / Safety Supplies	189.97	588.83							778.80
02-553600	Jacket / Cold Weather Gear	59.80	396.80	44.04						500.64
03-553000	Swiffer Sweepers / Gloves / Febreeze / Chlorox / Tape Logic	109.11	381.83	82.44	108.53	206.64				920.83
03-556800	Thrift Store Employee Incentive Gift Cards	370.00								370.00
05-550003	Referee Shirts / Coaches Thank You Notes / End Grid Iron Pizza	87.24	25.84	24.78	14.28	570.00				722.14
05-550001	Flag Football Jerseys	2,521.43	387.93	43.33						2,952.69
05-553000	Duracourt Paint	71.11	125.00							196.11
06-553555	Clean-up Day Volunteer Donuts / Pizza	33.90	83.69							117.59
10-522510	Breakfast Meeting w/ Directors (KC, HS, GG Meeting (KC, GG & AA) / Board Snacks	55.93	55.99	6.42	12.18					130.52
10-524500	Toll Fee	0.80								0.80
10-526650	Vererans Day Gift Cards / Holoween Candy / Board Supplies	25.00	25.00	25.00	25.00	25.00	25.00	25.00	50.00	326.82
10-553000	Admin Supplies / Ink / Coffee Filters	(45.59)	(36.69)	82.22	9.68	146.26	168.57	221.78		546.23
10-553000	Phone Belt Clip / Tablecloths / Tylenol	70.67	101.88	15.09						187.64
10-553200	Postage	9.70								9.70
10-556800	Employee Christmas Gifts	1.10	15.07	25.92	60.99	63.05	21.75	37.95	75.90	301.73
Total Due		11,265.39	2,470.49	349.24	230.66	836.59	421.96	331.73	125.90	16,086.78
Due 12/12/24			KC	Charges	AA	Charges	CC	Charges	CV	Charges

Flagstar Visa Statement 11/4/24

Acct #	Description	Charges	Charges	Totals
03-553000	Costco Thrift Store Cleaning Supplies	20.65		20.65
10-521600	Constant Contact for Newsletter	62.50		62.50
10-522510	Board Meeting Snacks	5.99		5.99
10-245000	Toll Road Fees Traveling to Training	16.44	25.18	41.62
10-526650	Halloween Candy	50.96		50.96
10-529900	Returned Payment Fee (will be credited on Dec Statement)	35.00		35.00
Total	Staff Key:	CV		216.72
Due 12-1-24				



Helendale Community Services District

DATE: December 19, 2024
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.

**BOARD COMPENSATION REPORT
ROLLING 12-MONTHS**

Name	Title	Type	11 2023	12 2023	1 2024	2 2024	3 2024	4 2024	5 2024	6 2024	7 2024	8 2024	9 2024	10 2024	11 2024	12 2024	TOTAL	
Spiller	President	Compensated	9	5	8	8	5	9	7	7	9	9	9	10	9	5	2	102
		Non-Comp	1	0	4	2	3	1	1	3	2	1	1	1	1	1	1	0
Clark	Vice President	Compensated	4	0	2	3		5		4			2	3	5	4		32
		Non-Comp		0	0	0		0		0	0		0	0	0	1		1
Haas	Director	Compensated	5	2			2	5	4	5	2	3	3	4	2	1		35
		Non-Comp		0			1	0	0	0	0	0	0	0	0	0		1
Cardenas	Director	Compensated	0	1	2	5	3	4	2	1	1	2	2	1				22
		Non-Comp	6	1	3	2	4	2	2	1	1	4	2	3				29
Guinn	Director	Compensated					5	10	3	7	6	7	7	2	3	6	2	51
		Non-Comp					2	4	2	2	2	2	0	1	1	2	1	21

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: Sandy Haas Pay Period Ending _____

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
10-16	Event Description of Public Benefit Meet with GM		\$	\$	\$	Y	Y	G
10-17	Event Description of Public Benefit Board Mtg		\$	\$	\$	Y	N	A
11-19	Event Description of Public Benefit Park & Rec Mtg		\$	\$	\$	Y	N	A
	Event Description of Public Benefit		\$	\$	\$			
	Event Description of Public Benefit		\$	\$	\$			
	Event Description of Public Benefit		\$	\$	\$			
		Total Miles	\$	\$	\$	Total # of Compensable Meetings	Meeting Total	Total
						3	\$	\$

Signature _____ Date 12-16-24

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

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name

HENRY SPILLER

Pay Period Ending

12-17-2024

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
<i>12/3/24</i>	<i>Pre Board Meeting</i>		\$	\$	\$	<i>Y</i>	<i>-</i>	<i>G</i>
	Description of Public Benefit							
	<i>Meeting with GM related to district ops.</i>							
<i>12/5/24</i>	<i>Board Meeting</i>		\$	\$	\$	<i>Y</i>	<i>-</i>	<i>A</i>
	Description of Public Benefit							
	<i>Public Meeting governed by the Brown Act</i>							
	Event		\$	\$	\$			
	Description of Public Benefit							
	Event		\$	\$	\$			
	Description of Public Benefit							
	Event		\$	\$	\$			
	Description of Public Benefit							
	Event		\$	\$	\$			
	Description of Public Benefit							
		Total Miles	\$ <i>-</i>	Total Lodging	\$ <i>-</i>	Total # of Compensable Meetings	\$ <i>300</i>	Total
			\$ <i>-</i>	\$ <i>-</i>	\$ <i>-</i>	<i>2</i>	\$ <i>300</i>	\$ <i>300</i>

Henry Spiller
Signature

12-12-24
Date

Expense Categories	
A:	Public Meeting governed by Brown Act
B:	Public Event *
C:	Representation at Public Meeting/Event *
D:	Representation at 501C3 Board *
E:	Conference/seminar/Training Program related to District *
F:	Ad Hoc committee of the Board
<i>* Written or verbal report required to be presented at the next Board meeting</i>	
<i>Mileage 65.5 ¢</i>	

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Pay Period Ending

Name Gail Gunn

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
11/17/24	Board mtg		\$	\$	\$	Y	N	A
11/18/24	public mtg - Brown Act		\$	\$	\$	Y	N	C
11/18/24	ASCSD		\$	\$	\$	Y	N	C
11/20/24	represent at meeting		\$	\$	\$	Y	N	G
11/20/24	mtg of GM		\$	\$	\$	Y	N	G
11/20/24	review agenda		\$	\$	\$	Y	N	G
11/20/24	SLA Board mtg		\$	\$	\$	Y	N	C
11/20/24	Rep at public mtg		\$	\$	\$	Y	N	C
11/21/24	open board mtg		\$	\$	\$	Y	N	A
11/21/24	mtg gov'd by Brown Act		\$	\$	\$	Y	N	A
		Total Miles	\$	\$	\$	Total # of Compensable Meetings	Meeting Total	Total
						4	\$600	\$600

Signature Gail Gunn Date 12/6/24

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

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Pay Period Ending

Name Gail Guino

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
10/29/24	Clean up day		\$			Y		B
10/30/24	Rep at public event							
10/30/24	IN CSD mtg		\$			Y		C
11/4/24	Rep at public event							
11/4/24	CERT mtg		\$			N		C
11/5/24	Rep at public mtg							
11/5/24	Pre Board mtg		\$			Y		G
11/5/24	Review agenda items							
11/6/24	SVL Safety mtg		\$			Y		C
11/6/24	Rep at public mtg							
		Total Miles	Total Meals	Total Lodging	Total Other Expense	Total # of Compensable Meetings	Meeting Total	Total
			\$	\$	\$		\$600	\$600

Signature Gail Guino Date 12/6/24

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



Helendale Community Services District

Date: December 19, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Adoption of Resolution 2024-18: A
Resolution of the Board of Directors of the Helendale Community Services District
Establishing Policies for Its Relations Among Directors and with Staff

STAFF RECOMMENDATION:

Staff seeks input from the Board regarding this matter.

STAFF REPORT:

This resolution was agendized for discussion on October 3, 2024, at which time requested modifications received from the Board. Staff has made some revisions to the resolution based upon that input, however, there may be additional modifications requested once the Board has time to review the resolution.

The modifications are in red which includes the elimination of the position of Board Secretary and the addition of Section 1.4.1 which describes Board member comportment as a representative of the District.

Staff and Counsel will provide a brief overview of the resolution for the benefit of the new board members.

Fiscal Impact: None

Possible Motion: Possible Adoption of Resolution 2024-18

Attachments: Draft Resolution 2024-18



RESOLUTION NO. 2024-02_____18

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT ESTABLISHING POLICIES FOR ITS RELATIONS AMONG DIRECTORS AND WITH STAFF

WHEREAS, the Board of Directors of the Helendale Community Services District finds as follows:

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

B. The District is governed by an elected Board of Directors (“Board”) whose meetings are subject to the requirements of the Ralph M. Brown Act, California Government Code Section 54950 et seq. (“the Brown Act”), pursuant to California Government Code Section 61044.

C. The Board adopted Ordinance No. 2024-01 on March 21, 2024, establishing revised guidelines for the conduct of its public meetings and activities and imposing requirements upon itself which allow greater access to its meetings than prescribed by the Brown Act.

D. The purpose of this Resolution is to supplement Ordinance No. 2024-01 and to ensure that the Board’s deliberations are conducted honorably and that its activities are performed in a manner that reflects a dedication to the highest standards of integrity so as to continue to earn the trust and confidence of the public served by the District.

THEREFORE, THE BOARD OF DIRECTORS of the Helendale Community Services District does hereby adopt and ordain as follows:

Section 1. **RELATIONS BETWEEN DIRECTORS.**

1.1. **Duties.** The Board shall govern the District. The Board shall establish policies for the operation of the District. The Board shall provide for the implementation of those policies which is the responsibility of the District’s General Manager. All members of the Board shall exercise their independent judgment on behalf of the entire District, including the residents, property owners, and the public as a whole to further the purposes and intent of the District.

1.2. **Officers.**

1.2.1. Within 45 days after each general district or unopposed election, the Board shall meet and elect the officers of the Board. In a year in which there is no general

election the Board shall hold an election at the first meeting in December.

1.2.2 The officers of the Board are the President and, Vice-President ~~and Secretary~~. The President shall preside over meetings of the Board and the Vice-President shall serve in the President's absence or inability to serve.

1.2.3 No other special duties, actions, tasks, or privileges are bestowed to the above positions. The President and Vice President (or any member of the Board) will not take unilateral actions binding the rest of the Board, without prior approval or authorization of the Board - including the issuance of letters, reports, documents or contracts, implied or otherwise, to outside parties. No Board Officer (or Member) shall appear as the Board Representative at any private or public functions.

1.2.4 The Board may create additional offices and elect members to those offices, provided no members of the Board shall hold more than one office.

1.3. **Parliamentary Procedure.**

1.3.1. A majority of the total membership of the Board shall constitute a quorum for the transaction of District business. Except as otherwise specifically provided by law, a majority of the total membership of the Board is required for the Board to take action. The Board shall act only by ordinance, resolution, or motion. The minutes of the Board shall record the yes and no votes taken by the members of the Board for the passage of all ordinances, resolutions, or motions. The Board shall keep a record of all its actions, including financial transactions.

1.3.2. Meetings of the Board shall be subject to the Brown Act and Ordinance No. 2024-01 (as may be amended from time to time). Robert's Rules of Order shall provide general guidance for the conduct of the Board's business, except where otherwise provided by law, ordinance, resolution, or motion of the District, or otherwise inconsistent with the intent of the Board. The Board President (or committee chair) will rule on all matters of procedure, with the advice of Legal Counsel.

1.4. **Personal Conduct.** The business of the District is a team effort. All Board members commit to working together in a collaborative manner, assisting each other in conducting the affairs of the District. Directors commit to conducting themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings. Directors shall defer to the President concerning the conduct of Board meetings, but shall be free to question and discuss items on the agenda. In turn, the Board President shall not exercise the privileges of the office in such a manner as to unfairly advance his or her own agenda / personal opinions or unduly prejudice the positions of other Board members. When responding to requests and concerns from the public and other District customers, Board members commit to be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel. Board members commit to develop a working relationship with the District's General Manager wherein current issues, concerns, and District projects can be discussed comfortably and openly. Board members should function as a part of the whole. All issues must be brought to the attention of the entire Board, rather than to individual members selectively; unilateral actions by a Board Officer or any Director, binding the entire Board, must be avoided and shall be subject to possible Board discipline. Board members are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

1.4.1 Board Member Comportment. Board members are expected to set an exemplary example in their conduct at Board meetings and at any function in which they are representing the District. This includes being present and engaged, not under the influence of drugs or alcohol and embracing the District's commitment to fostering a collegial environment free of harassment and discrimination of all types. Board members will conduct themselves at all times in a way that does not bring discredit to the District and the collective commitment to public service.

1.5. **Communication of Views and Positions.** The Board is committed to providing excellence in legislative leadership necessary to furnish the highest quality of government services to the public and to the District's customers. In order to achieve this goal, cooperative interaction between and among Board members is encouraged. As such, the following rules shall be observed:

1.5.1. The dignity, style, values, and opinions of each Board member shall be respected. Responsiveness and attentive listening in communication is encouraged.

1.5.2. The needs of the public and the District's customers should be the priority of the Board.

1.5.3. Board members commit themselves to emphasizing the positive, avoiding double talk, hidden agendas and negative forms of interaction.

1.5.4. Board members commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues will be avoided.

1.5.5 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions in a constructive and forthright manner. However, once the Board has taken action, individual Board members commit to support said action and not create barriers to the implementation thereof or pursue defeated issues independently.

1.5.6 The Presiding Director will not undermine the Board Agenda; further, he/she will not make opening statements on an agenda item in an attempt to shape or frame the debate. The Director initiating the Agenda item will be allowed to speak first and make a motion, to be seconded and opened for discussion. All Board discussion will proceed with no time frame attached. All Board comments will start to the immediate right of the Director forming the motion and will proceed orderly, Director to Director, until comment ceases, at which time a call will be made to cast votes.

1.6. **Board Discipline.** In the exercise of its discretion, the Board, by affirmative vote of four (4) of its members, may censure any of its members for a period of time deemed appropriate by said supermajority of the Board. Unless otherwise prohibited by law, the maximum penalty that may be imposed upon the censured member by said supermajority of the Board during the period of such censure shall be the following:

1.6.1. The suspension of all spending of District funds by the censured Board member and of all reimbursement from District funds of any costs incurred by the censured Board member, unless otherwise allowed by the Board.

1.6.2. The removal of the censured Board member from service as an officer of the Board, and/or on all committees and other assignments on behalf of the District and/or the

Board, unless subsequently authorized by the Board.

1.6.3 The withholding of all compensation by the District to the censured Board member except as otherwise allowed for attending meetings of the Board and other meetings subsequently authorized by the Board.

Section 2. **RELATIONS WITH STAFF.**

2.1 **General Manager.**

2.1.1. The Board shall appoint a General Manager for the District. The General Manager shall serve at the pleasure of the Board. The Board shall set the compensation for the General Manager. The Board may require that the General Manager be bonded. The District shall pay the cost of the bonds.

2.1.2. The General Manager shall be responsible for all of the following:

- a. The implementation of the policies established by the Board for the operation of the District;
- b. The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board;
- c. The supervision of the District's facilities and services; and
- d. The supervision of the District's finances.

2.1.3 The General Manager is the Board's primary link to operational achievement and conduct of the District, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the General Manager.

2.1.4 No individual Board Member, including any Officer, shall dictate policies to the General Manager, interfere with or disrupt his/her work (or the work of any District staff or contract employee). Board Member visit/discussion hours or appointment schedules designated by the General Manager shall be strictly adhered to.

2.2. **Treasurer.** The Board shall appoint a District Treasurer for the District. The Board may appoint the same person to be the General Manager and the District Treasurer. The District Treasurer, shall serve at the pleasure of the Board. The Board shall set the compensation of the District Treasurer. The Board shall require the District Treasurer, to be bonded. The District shall pay the cost of the bonds.

Section 3. **ANNUAL REVIEW.**

Each year the Board shall review this Resolution to determine its effectiveness and the necessity for its continued operation. The District's General Manager shall report to the Board on the operation of this Resolution, and make any recommendations deemed appropriate, including proposals to amend the Resolution. Upon conclusion of its review, the Board may take any action it deems appropriate concerning this Resolution. Nothing herein shall preclude the Board from taking action on the Resolution at times other than upon conclusion of the annual review.

Section 4. **SEVERABILITY.**

If any provision of this Resolution, or the application thereof to any person or circumstances, is held invalid, such invalidity shall not affect other provisions or applications of this Resolution, which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are declared to be severable.

Section 5. **EFFECTIVE DATE.**

The provisions of this Resolution shall supersede and rescind Resolution No. 2018-05 adopted by the District's Board of Directors on February 15, 2018, and shall take effect immediately upon adoption.

Approved and Adopted this ~~21st-19th~~ day of ~~March~~~~December~~, 2024.

AYES:

NOES:

ABSTAIN:

ABSENT:

~~Henry Spiller~~, President, Board of Directors

ATTEST:

Clerk of the Board



Helendale Community Services District

Date: December 19, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Annual Election of Officers

STAFF RECOMMENDATION:

This matter is at the discretion of the Board.

STAFF REPORT:

The annual Election of Officers occurs in December each year. The Board process for the annual selection of officers is outlined in Resolution 2018-18 as discussed in the previous agenda item.

Election of officers is an administrative function carried out by the Board of Directors. The Board is to select the President and Vice President. The position of Secretary has been removed from the board positions as no duties were ascribed to that position and it was deemed unnecessary. The position of President has no special function except to preside over the meetings.

Based upon the Board's conversation a few years ago, Board members would serve for up to two years in a board position and then typically it would pass to the next senior board member. Vice-President Clark is the most senior member of the board followed by Director Cardenas, then Director Guinn. This is not a policy, but rather an agreed upon rotation by prior Board members.

Regarding a motion to fill the position of President and Vice-President, a board member can offer a slate or submit a nomination for one position at a time.

FISCAL IMPACT: None

POSSIBLE MOTION: This matter is at the Board's discretion

ATTACHMENTS: None.



Helendale Community Services District

Date: December 19, 2024
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Bi-Annual Ethics Training

STAFF RECOMMENDATION:

None.

STAFF REPORT:

The Board is required to participate in Ethics training as required by law every other year. District Legal Counsel, Steven M. Kennedy will provide the training that complies with the requirements of AB1234 for Management Staff and the Board. The training will be a minimum of two-hours long.

Materials will be passed out at the meeting for this training.

FISCAL IMPACT: None

POSSIBLE MOTION: None

ATTACHMENTS: None.