HELENDALE COMMUNITY SERVICES DISTRICT

26540 VISTA ROAD, SUITE C, HELENDALE, CA 92342

REGULAR BOARD MEETING Thursday, November 5, 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: 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
4. Reports
   a. Directors' Reports
   b. General Manager's Report

Regular Business

5. Discussion Only Regarding Review of Annual Water Usage

6. Discussion Only Regarding Requested EPA Grant Extension for Tertiary Engineering

Other Business

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

Closed Session

8. Conference with Real Property Negotiators
Government Code Section 54956.8
Property: APN 046702133
Agency negotiator: Craig Carlson, General Manager, Water & Facilities
Negotiating parties: Silver Lakes Association
Under negotiation: Price and Terms of Payment

9. Conference with Real Property Negotiators
Government Code Section 54956.8
Property: Water Rights
District Negotiator: Craig Carlson, General Manager, Water & Facilities
Negotiating parties: Mead Family Trust
Under negotiation: Proceed with Purchase of Water Rights

10. Conference with Real Property Negotiators
Government Code Section 54956.8
Property: 28685 Helendale Rd., Helendale, CA 92342
Agency negotiator: Alex Aviles, General Manager, Wastewater & Solid Waste
Negotiating parties: Lee Graham
Under negotiation: Terms of Lease

11. Report of Closed Session Items

12. 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 agendized 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.

DATE: November 5, 2026
TO: Board of Directors
FROM: Cheryl Vermette, General Manager, Administration & Recreation
SUBJECT: Agenda item #3
Consent Items

STAFF RECOMMENDATION:

Approve consent items

STAFF REPORT:

a.) Approval of Minutes

HELENDALE COMMUNITY SERVICES DISTRICT

Minutes of the Regular Board of Directors Meeting

October 15, 2026

26540 Vista Road, Suite C, Helendale, California

Attendance

Board Members Present

Ron Clark, President; Gail Guinn, Director; Billy Rosenberg, Director

Board Members Absent

George Cardenas, Vice President; Artie DeVries, Director

Staff Members Present

Alex Aviles, General Manager, Wastewater & Solid Waste; Cheryl Vermette, General Manager, Administration & Recreation; Craig Carlson, General Manager, Water & Facilities

Consultants

Steve Kennedy, Legal Counsel (remote); Kelly Anderson, Assistant Chief for Division 5, San Bernardino County Fire

Members of the Public

There were five members of the public attending in person and two attending via teams.

Call to Order

Meeting called to order at 6:00 PM.

1. Approval of Agenda

Director Guinn made a motion to approve the agenda as presented.
Director Rosenberg seconded the motion.
Vote: Ron Clark - Yes; George Cardenas - Absent; Artie DeVries - Absent; Gail Guinn - Yes; Billy Rosenberg - Yes; 3-0; Result: Carried

2. Public Participation

Discussion: David Nemec - a resident, expressed concerns regarding unpermitted mobile homes, sanitation, roadside conditions, abandoned vehicles and signage along Route 66 and within the community, and requested assistance obtaining County enforcement and services. District representatives explained the District's limited enforcement authority and advised that a November 12 town hall would provide an opportunity to address concerns with participating agencies.

3. Consent Items

Director Rosenberg made a motion to approve consent items.

Director Guinn seconded the motion.
Vote: Ron Clark - Yes; George Cardenas - Absent; Artie DeVries - Absent; Gail Guinn - Yes; Billy Rosenberg - Yes; 3-0; Result: Carried

a. Approval of Minutes - September 17, 2026, Regular Board Meeting

b. Bills Paid Report

4. Reports

a. Directors' Reports

Discussion: Director Guinn reported that she attended the soccer kickoff. She also attended the Silver Lakes Association meeting, where the Association approved participation as a partner in the District's Strategic Partners grant application. Concerns regarding County sidewalk maintenance was also discussed at the Association meeting. The Community Emergency Response Team is pursuing a 501c(3) status. The CERT team is also discussing hosting a flood preparedness workshop. Director Guinn commended staff's work on the concert despite adverse weather. She also reported that she was able to establish contacts with the American Red Cross regarding community partnerships and shelter availability.

Director Rosenberg thanked staff and residents who attended the concert despite the wind and rain. He noted favorable comments from attendees, supported the earlier starting time and discussed whether to retain an October concert. He suggested scheduling the Taylor Swift tribute performance earlier in a future concert series.

President Clark said he appreciated everyone who came to the concert.

b. General Manager's Report

Discussion: Cheryl Vermette reported total account balances of just over $9 million, including approximately $7.3 million in investments and $1.6 million in bank accounts. Beginning the following month, staff proposed providing a consolidated financial report at the second meeting of each month covering the prior month's bills paid, credit card payment registers, current balances and investments.

Ms. Vermette reported that the Taylor Swift tribute concert proceeded despite wind and rain and was well received by those attending. Staff would bring a proposed 2027 concert calendar to the Board for consideration, including possible changes to the October concert date.

District representatives had met with the Sheriff's Department, County Code Enforcement, Department of Behavioral Health, First District Supervisor's Office, County Fire, the HOPE Team and Silver Lakes Association regarding homelessness and related community impacts. A town hall was scheduled for November 12, with outreach planned through the District newsletter and other community channels.

The Community Resilience Center grant application has been submitted, and staff continued obtaining design pricing. Helendale CSD Staff met with County Land Use staff, the County recommended submitting a no-cost pre-application development review to identify project considerations and assist with the development process if funding was

awarded. Ms. Vermette also requested Board volunteers for the District's booth at the October 24 Trunk or Treat event from 4:00 to 8:00 p.m.

Alex Aviles reported treatment plant equipment concerns, including recurring compressor trips affecting pneumatic sludge pumps and troubleshooting of the main panel. JWC had repaired the compactor following a failure within the warranty period, and District staff had reconnected associated equipment and water lines. Staff was seeking an additional year of warranty coverage through Misco Water; no extension had been confirmed.

Special Presentation

5. Presentation by San Bernardino County Fire Department

Discussion: Assistant Chief Kelly Anderson presented an update on Station 4 operations, staffing, equipment, service calls, training and community participation. She explained that the current reporting system counted calls by final disposition and could exclude responses where no service was ultimately required, limiting comparisons with prior call totals.

Assistant Chief Anderson reviewed the station's engine, brush patrol and new water tender. She explained that five personnel were on duty daily, rather than five personnel comprising the station's entire staffing complement. Regional service delivery and funding supported staffing and equipment availability, with efforts made to keep at least one response unit in the community.

The presentation identified $335,967 for supplies and services and no new capital outlay budgeted for the year.

Questions addressed public safety power shutoff notifications, fire hazards associated with encampments, enforcement limitations and reimbursement for water taken from community lakes during firefighting. Assistant Chief Anderson did not confirm a reimbursement arrangement for local lake water use. She also recommended coordinating with the Office of Emergency Services on flood preparedness information and community training.

Regular Business

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

Director Rosenberg made a motion to approve Directors' expense reports as presented. Director Guinn seconded the motion.

Vote: Ron Clark - Yes; George Cardenas - Absent; Artie DeVries - Absent; Gail Guinn - Yes; Billy Rosenberg - Yes; 3-0; Result: Carried

7. Discussion and Possible Action Regarding Surplus of Various District-Owned Equipment

Discussion: Staff recommended declaring a 2011 Chevrolet 1500 and a 2001 Multiquip boom lift surplus and selling them through GovDeals.com in accordance with District policy.

The Chevrolet had been purchased used in 2018 for the Water Department and transferred to the Parks Department in 2021. It required an engine rebuild or replacement, potentially a transmission replacement, and new catalytic converters. The initial estimate of approximately $6,000 covered engine repair only. Staff reported that the District no longer needed the vehicle and did not plan to replace it.

The boom lift had been purchased at auction in 2010 and had recurring electrical and operating problems despite work by District mechanics and a specialized mechanic. Operators had been stranded while elevated, the hydraulic system required replacement, and the unit no longer traveled or steered. Replacement was included in the District's capital improvement program, and staff was waiting for a reasonably priced unit.

Director Rosenberg made a motion to declare the two District-owned assets identified in the staff report surplus property and authorize staff to dispose of them through public auction in accordance with District policy.

Director Guinn seconded the motion.

Vote: Ron Clark - Yes; George Cardenas - Absent; Artie DeVries - Absent; Gail Guinn - Yes; Billy Rosenberg - Yes; 3-0; Result: Carried

8. Discussion and Possible Action Regarding the California State Parks Grant Program and Potential Recreation Facility Improvements

Discussion: Staff presented the Statewide Parks Program funding opportunity, with approximately $188.5 million available statewide, a maximum request of $8.5 million per project and a December 17 application deadline. The program supported new recreation opportunities in critically underserved communities and expansion or renovation of existing parks. No local match was required.

Staff outlined applications for the Vista Road property, the Wild Road property, or both sites, as well as the option not to apply. A Vista Road proposal would require scaling back the previously submitted $10 million Community Resilience Center concept. At least 50 percent of the site would need to be dedicated to outdoor park and recreation space, and 75 percent of the building to recreation. Grant funds could not duplicate improvements funded through the Community Resilience Center program, and the District might need to decline one award if the scopes overlapped.

The Wild Road concept emphasized a gymnasium to support basketball, volleyball and indoor pickleball, with restrooms, storage and parking improvements. Potential outdoor improvements included an amphitheater, playground or equipment shade, trees, irrigation and landscaping. Staff explained that the concepts were preliminary and would be informed by community input.

The application required at least five qualifying in-person community meetings, including at least two evening or weekend meetings. Staff also identified the need to evaluate utilities, staffing, upkeep, replacement and long-term maintenance as part of financial sustainability planning.

Board members discussed the additional workload associated with two applications and favored prioritizing Wild Road, where recreation facilities already existed, while leaving the

submitted Community Resilience Center application in place. The Board directed staff to pursue the Wild Road application and begin community outreach, preliminary development and cost evaluation. Legal Counsel Steve Kennedy confirmed that direction was sufficient; no formal motion or vote was recorded.

Other Business

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

Discussion: None

President Clark called for a break at 7:22 p.m.

The Board entered Closed Session at 7:30 p.m.

Closed Session

10. Conference with Legal Counsel - Existing Litigation

Pursuant to Section 54956.9
Name of Case: In Re: AFF Multi-District Litigation
Case Number: MDL NO. 2873
Action: Proposed Class Action Public Water Provider Settlements

11. Conference with Real Property Negotiators

Government Code Section 54956.8
Property: Water Rights
District Negotiator: Craig Carlson, General Manager, Water & Facilities
Negotiating parties: Bobby Boyter
Under negotiation: Proceed with Purchase of Water Rights

The Board concluded Closed Session at 7:35 p.m.

12. Report of Closed Session Items

Discussion: Legal Counsel Kennedy reported that the Board met in closed session and discussed the items on the agenda, no reportable action was taken.

13. Adjournment

President Clark adjourned the meeting at 7:36.

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.

DATE: November 5, 2026
TO: Board of Directors
FROM: Craig Carlson, General Manager, Water & Facilities
SUBJECT: Agenda item #5
Discussion Only Regarding Review of Annual Water Usage

STAFF RECOMMENDATION:

Staff recommends that the Board review and discuss the annual water usage update. This item is for discussion only; no Board action is requested.

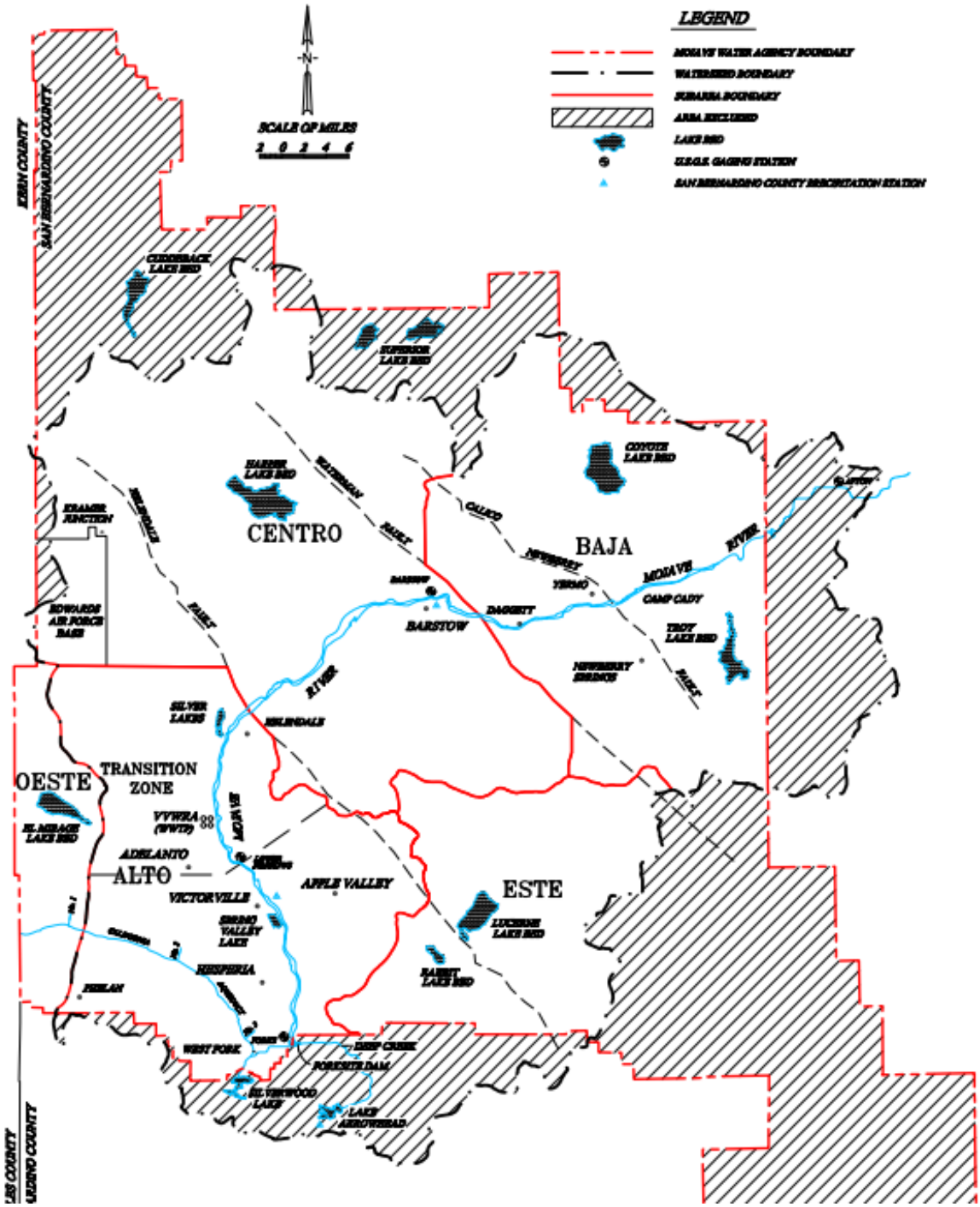
STAFF REPORT:

Each year staff provides an update to the Board at the end of the water year which begins October 1 of each year and ends September 30th. The District has been very aggressive over the past several years in purchasing water rights as they become available. Most recently the District was able to secure 291 acre-feet of water rights in the Alto subarea. The district is currently in the process of purchasing 30 acre-feet in the Alto subarea and 115 acre-feet in the Centro subarea.
As ramp downs and growth have occurred there are fewer water rights transactions available each year. For the upcoming year the judge, who makes the final determination on water rights each year, has left the prior ramp down in place that allows the District to pump 50.4% of its Base Annual Production (BAP) water rights.

The District extracts water in the Alto subarea which includes the majority of the Victor Valley from Apple Valley to West Victorville and Adelanto. More specifically, the District pumps from an area known as the Alto Transition Zone. Fortunately, this area is of critical importance to the water balance between Alto proper and the Centro sub area and as such is watched closely by Watermaster staff and the assigned judge. Victor Valley Wastewater Reclamation Authority (VVWRA) discharges over 13,000 acre-feet of water to the Transition Zone each year which helps maintain the health of this area. This supply is critically important to long-term sustainability for us as this contribution to the river provides direct recharge to the aquifer from which we extract our water.

A portion of the District's boundary is in the Centro Sub Area, including the entirety of the newly annexed area. While the District owns 349 acre-feet of water rights in the Centro Sub Area, it does not have wells in that area. This water is used for meeting a make-up obligation to Centro as required in the judgment. Perhaps as the area grows there may be the need to expand the District's infrastructure to that area.

Following is a graphic of the sub areas.


LEGEND
MOJAVE WATER AGENCY BOUNDARY
WATERSHED BOUNDARY
SUBAREA BOUNDARY
AREA EXCLUDED
LAKE BED
U.S.G.S. GAGING STATION
SAN BERNARDINO COUNTY RECREATION STATION
SCALE OF MILES
0 2 4 6
KERN COUNTY
SAN BERNARDINO COUNTY
CENTRO
BAJA
OESTE
TRANSITION ZONE
ALTO
ESTE
BARSTOW
VICTORVILLE
APPLE VALLEY
HESPERIA
ADELANTO
SILVER LAKE
HELENDALE
YERMO
CAMP CADY
DAGGETT
FORKS RESERVOIR
EDWARDS AIR FORCE BASE
KRAMER JUNCTION
MOJAVE RIVER
WATERMAN FAULT
CALICO FAULT
HELENDALE FAULT
LOCKHART FAULT
SILVER LAKE
EL MIRAGE LAKE BED
SUPERIOR LAKE BED
COYOTE LAKE BED
HARPER LAKE BED
TROY LAKE BED
LUCERNE LAKE BED
RABBIT LAKE BED
DEEP CREEK
SILVERWOOD LAKE
LAKE ARROWHEAD

Staff Report (continued)

Water rights are bought and sold in a unit known as the Base Annual Production (BAP) Allowance. That usage is reduced or "ramped down" each year depending upon a complicated water calculation completed by the Watermaster's engineer. The purpose of ramp down is to bring production into line with the sustainable yield of the basin. The current judge who oversees the Adjudication takes a hard line on the rules of the judgement and has regularly over-ruled the Watermaster Engineer's recommendation.

For WY 25/26, the District owned 4,448 acre-feet of BAP and with the ramp down at 50.4% can only pump up to 2,242 without having to buy more water. This past water-year, the District pumped 1541 acre-feet (AF) of water leaving 701 acre-feet remaining. For WY 24/25 the District pumped 1539 acre-feet (AF).

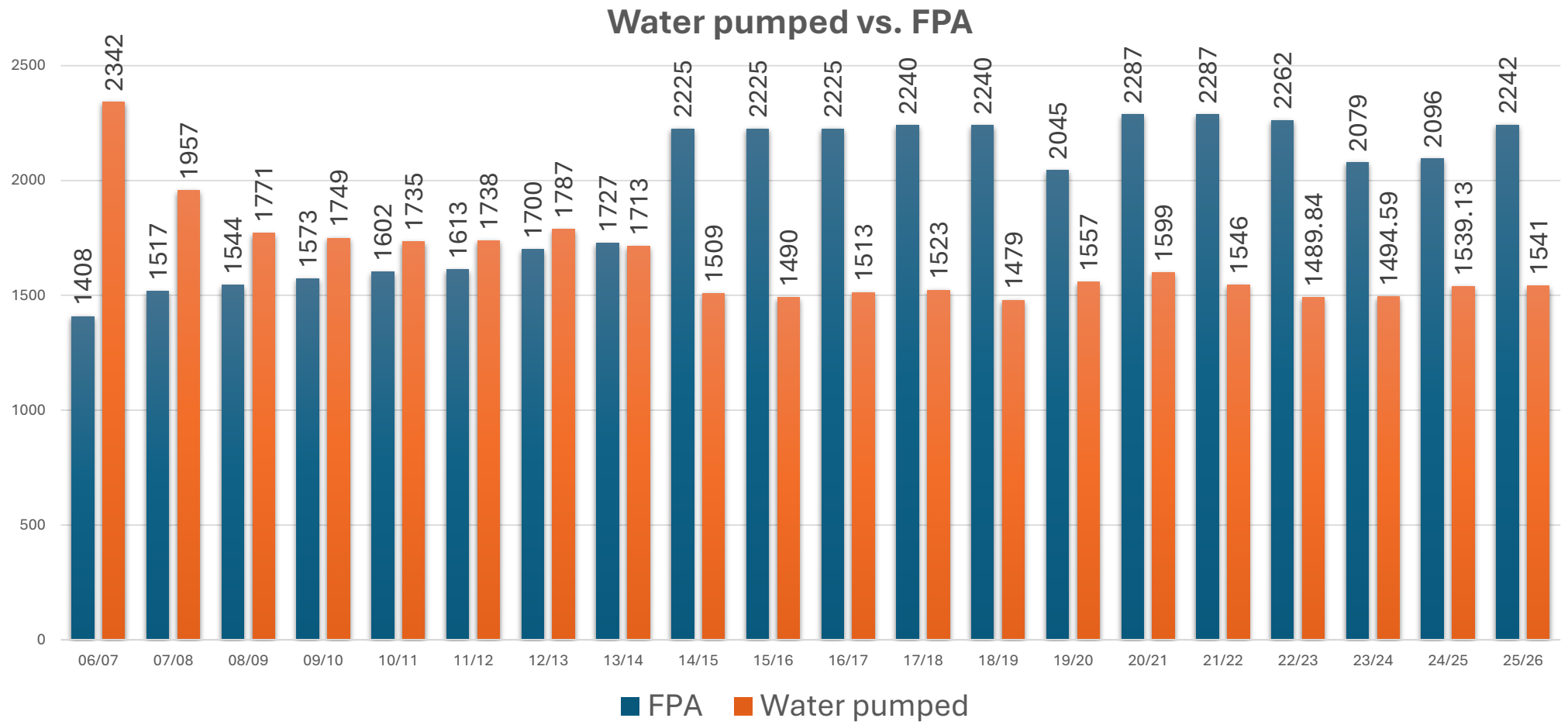
The District will have an estimated 701 acre-feet of water (pending verification) to lease to the City of Victorville at approximately $356,458.50 (based upon an estimated amount of $508.50/AF). The water production must go through a verification process with Watermaster Staff and the final production amount will be confirmed by February 2027. If the District elects, it could hold back 15% of the available water to sell to another party or bank as carryover water for the current water year. The District is in year four of a five-year agreement to lease carryover water to the City of Victorville. This has been a mutually beneficial arrangement. The Silver Lakes Association has shown a strong interest in leasing water rights as well.

Following is a graph showing the available free production allowance each year and the annual production. In WY06/07 when the District assumed operations from County, water production far exceeded the available water rights owned by the District. The $4 million dollar acquisition in 2014 has served to provide relief to the District from a shrinking water market with minimal purchase transactions occurring. As noted on the graph, production over time has reduced and the District has enjoyed a healthy surplus of water rights over production demands since the 2014 purchase. These rights have been leased every year to offset the debt service for the purchase.

FISCAL IMPACT:
Apx $356,458.50

POSSIBLE MOTION:
None

ATTACHMENTS:
FPA vs. Water Pumped by Year


Water pumped vs. FPA
2500
2000
1500
1000
500
0
1408
2342
1517
1957
1544
1771
1573
1749
1602
1735
1613
1738
1700
1787
1727
1713
2225
1509
2225
1490
2225
1513
2240
1523
2240
1479
2045
1557
2287
1599
2287
1546
2262
1489.84
2079
1494.59
2096
1539.13
2242
1541
06/07
07/08
08/09
09/10
10/11
11/12
12/13
13/14
14/15
15/16
16/17
17/18
18/19
19/20
20/21
21/22
22/23
23/24
24/25
25/26
FPA
Water pumped

DATE: November 5, 2026
TO: Board of Directors
FROM: Alex Aviles, General Manager, Wastewater & Solid Waste
SUBJECT: Agenda item #6
Discussion Only Regarding Requested EPA Grant Extension for Tertiary Engineering

STAFF RECOMMENDATION:

Discussion Only

STAFF REPORT:

The purpose of this item is to inform the Board of Directors that staff has submitted a request to the U.S. Environmental Protection Agency (EPA) Grant Officer to extend the project period of the District's EPA grant for the Tertiary Engineering project. The original project period is October 1, 2024 through December 31, 2026. If the EPA Grant Officer approves the request, the project period will be extended through December 31, 2028.

Background
The EPA grant award has a project period of October 1, 2024 through December 31, 2026. One of the grant conditions required the District to issue a Request for Proposals (RFP) and complete a competitive selection process before entering into a Professional Services Agreement for the engineering work. Because the District had to complete this procurement process first, work on the project did not begin until August 2025, approximately ten months after the project period started. This shortened the time available to complete the full scope of work within the original project period.

Reasons for the Extension Request
Staff requested the extension for the following reasons:
• Delayed project start: The RFP and Professional Services Agreement requirement delayed the start of work until August 2025.
• Title XVI Feasibility Study: The District still needs to advertise an RFP for a Bureau of Reclamation (BOR) Title XVI Feasibility Study, select a consultant, and allow enough time for the study to be completed.
• Environmental (CEQA/NEPA): The District also needs to advertise an RFP for the project's environmental study and allow enough time for that work to be completed.
• District cost share: The Title XVI Feasibility Study and the Environmental (CEQA/NEPA) make up the District's cost-sharing portion of the project. Both must be completed within the project period for the District to meet its cost-share obligation.
• Grant closeout: The extension also gives the District enough time to complete grant

closeout requirements after all project work is finished.

Status of the Request

Staff has spoken with the EPA Grant Officer, who indicated that the District is eligible for a one-time, no-cost extension. A no-cost extension extends only the project period. It does not change the grant award amount or provide additional federal funding. The request has been submitted and is pending final approval by the EPA Grant Officer. The project periods are summarized below:

Item	Original	Requested Extension
Project Start Date	October 1, 2024	October 1, 2024 (no change)
Project End Date	December 31, 2026	December 31, 2028
Grant Award Amount	Current award	No change (no-cost extension)

Next Steps

As part of the Extension Request, staff has updated and submitted the project schedule and Work Plan. Staff is currently preparing the RFPs for the BOR Title XVI Feasibility Study and the Environmental and will bring the consultant selections to the Board for consideration in a future agenda. Staff will continue to keep the Board informed on the status of the extension request and the progress of the project.

FISCAL IMPACT:

None

POSSIBLE MOTION:

Discussion Only

Project Narrative: Community Grant Workplan

Name of Applicant and Project Title:

Applicant: Helendale Community Services District
Project Title: WWTP Engineering and Environmental Planning

Project Objective(s) and Need:

The objective of this project is to complete engineering and environmental work for a tertiary upgrade for the current secondary wastewater treatment facility that would facilitate utilizing that treated wastewater for irrigation purposes and the Community Park and other outdoor recreational areas including a local golf course.

Project Description:

Helendale Community Services District operates a 1.2 million gallon per day secondary wastewater treatment facility. The sewage is treated to a low level of processing and disinfection and is retained on site because it is not purified enough for other purposes. The project is to complete the engineering for a wastewater plant upgrade including environmental and a Bureau or Reclamation feasibility study that will then position the District for construction grant monies with a "shovel-ready" project.

The District is located within an arid desert region of Southern California that receives an average of five inches of rain each year. The environmental reality compels the District to utilizes its water resources as efficiently as possible. Due to regulatory restrictions related to the secondary treatment process, the water is used to irrigate animal feed crops and stored lined holding ponds to evaporate. By upgrading the facility to tertiary treatment, the highly treated effluent could be used for park and sports field irrigation as well as a local golf course thereby preserving our limited groundwater supplies.

Completion of the engineering and environmental services as well as a Bureau of Reclamation Feasibility Report will position the District for construction grants and loans. Due to the competitive nature of grants, the lack of engineering and environmental plans for the tertiary upgrade has excluded the District from securing construction grant funding in the past.

Scope of Work:

The project is based upon three separate components: 1) Engineering of Tertiary Upgrade; 2) Environmental evaluation for upgrade; 3) Bureau of Reclamation Report and grant support services.

PART 1: Wastewater Engineering Plans and Specifications

Task 1 – Site Visit and Data Gathering
Data collection to obtain necessary existing information including, but not limited to: Current Plant As-Builts, Current Permits, Existing Engineering Reports, 12 month of influent & effluent flow (Loading, Diurnal flows), Survey (and any survey data & coordinate system) / Geotechnical Report / Hydrogeological Report, Recent communication between Helendale CSD and RWQCB, effluent storage and usage information (plans, infrastructure), Monitoring Point of Compliance (POC) and data, electrical monthly usage bills (12-24 months). ✓ This task includes two (2) on-site visits to coordinate the services listed. ✓ This task includes time for the Electrical on-site visit to be conducted by Electrical Engineering Group.

Task 2 – Site Survey
The existing facility site shall be surveyed by the Consultant's surveyor and will verify existing conditions and establish horizontal and vertical control points of existing structures and facilities, along with 1.5-mile force main alignment. The following photogrammetric services will be provided: ✓ Site Survey a. Control survey for mapping b. Visible location of utility appurtenances c. Boundary survey of property d. Boundary survey will be combined with boundary information with the photogrammetric mapping and a black and white digital orthophoto to provide a base map of the site, including topography. e. Legal description of the property **Deliverable(s):** Complete Design Survey Drawing and Legal Description

Task 3 – Geotechnical Investigation
This scope includes a geotechnical investigation that will satisfy the site development and foundation design requirements for the new WWTP. This scope, performed by a geotechnical engineer, will include field explorations for the proposed headworks structures (1 test boring, about 20-40 ft depth), treatment basins (4 test borings, about 40 ft depth), for tertiary process (1 test boring), and for the effluent pipeline. Laboratory tests on recovered samples may be performed as required. A geotechnical report will be prepared that will include a description of the project, a discussion of the field and laboratory testing programs, a discussion of the subsurface conditions, and design recommendations.

Task 4 – Conceptual Design
Consultant will prepare the Conceptual Design Report based on the Helendale CSD selected results of Alternative Analysis. This report shall become basis of the final WWTP design and shall comply with the CA Title 22 requirements. Consultant will provide a draft report to the Helendale CSD for review and approval. The elements of the Preliminary Design Report will include: ✓ Conceptual Design report a. Conceptual Basis of Design, Site Layout, Equipment list, and Report b. Hydraulic Profile c. Engineer's opinion of Probable Construction Cost Estimate & Schedule ✓ Conceptual Design Value Engineering meeting – Review & Comment w/Helendale CSD. It is anticipated that the review will take place parallel to the Progress Meetings in Task 11 above. ✓ Conceptual Design Response to Comments

Task 5 – Performance Specification
Based on the conceptual design, Consultant shall prepare and provide a Performance Specification Bid Package to obtain competitive bids on treatment plant equipment capable of meeting the design requirements. Performance Specification Bid Package will be modified one time based on review by the Helendale CSD. Consultant, based on approved Performance Specification Bid Package, shall obtain a minimum of three (3) bids from manufacturers for each component. Consultant shall assist the Client in evaluating equipment bids and shall prepare recommendations of equipment selection. This task shall include the following: ✓ Headworks ✓ Secondary Process Blowers ✓ Clarifiers ✓ Tertiary Process Equipment ✓ Review Recommendations with Helendale CSD ✓ Award Equipment (District). ✓ Develop Letter of Intent for each equipment element

Task 6 – 60% Design Phase
Consultant shall provide design of the WWTP upgrades to include general/civil, process/mechanical, structural, electrical, and instrumentation to a 60% progress. This task shall include the following: ✓ Headworks ✓ Secondary Process Blowers ✓ Clarifiers ✓ Tertiary Process Equipment ✓ Review Recommendations with Helendale CSD

- ✓ Award Equipment (District).
- ✓ Develop Letter of Intent for each equipment element
- ✓

Task 7 – 90% Design Phase
Consultant shall provide design of the WWTP upgrades to include general/civil, process/mechanical, structural, electrical, and instrumentation to a 90% progress.

- ✓ 90% Engineering Design Report
- ✓ 90% Construction Drawings (Civil, Mechanical, and Process Design)
- ✓ 90% Specifications
- ✓ 90% Subconsultant Coordination
- ✓ 90% Structural Design (sub)
- ✓ 90% Electrical Design
- ✓ 90% Controls & Instrumentation Design

Task 8 – 100% Design Phase
Consultant shall provide design of the WWTP upgrades to include general/civil, process/mechanical, structural, electrical, and instrumentation to a 100% progress.

- ✓ 100% Engineering Design Report
- ✓ 100% Construction Drawings (Civil, Mechanical, and Process Design)
- ✓ 100% Specifications
- ✓ 100% Subconsultant Coordination
- ✓ 100% Structural Design (sub)
- ✓ 100% Electrical Design
- ✓ 100% Controls & Instrumentation Design

Project Timeline for Part I

Task(s)	Activity	Timeline
Tasks 1-3	Project Management & Coordination	October 2024-August 2025
Task 4	Predesign Services	October 2024-January 2025
Tasks 5-8	Design Services	February 2025 – September 2025

PART 2 – Environmental Assessment

Task 1 – Project Initiation and Kick-Off
Readily available reference data, with planning and policy documentation from the District, state and federal agencies, and other agencies that may be affected by the Project will be gathered and reviewed. Consultant will assess whether available information is adequate and complete. The District will be notified if additional information is needed. Data obtained through this task will be foundational to the environmental documentation and incorporated into the analysis, as appropriate. This task allows for reconnaissance of the project site and its surroundings, and a limited photographic recording of on- and off-site conditions. A detailed entitlement schedule will be prepared for review with the District. This Task includes a Kick-Off Meeting with the District to discuss the CEQA Project in greater detail. This initial meeting is a key milestone, which is vital to the Project's success and CEQA compliance. The primary objectives will be to confirm the District's expectations, Project goals, and develop/refine the Project Description. The analysis' parameters, construction details, buildout conditions, scheduling, and overall communications protocol will also be established. **Task Deliverables, to be delivered via electronic submittal:** ✓ Draft entitlement schedule ✓ Revised entitlement schedule

Task 2 – Project Description
The project description is a critical component because it is the basis for the environmental analysis. Based on information provided by the District, Consultant will prepare a Draft Project Description for District review and approval. The Project Description will detail the project's location, environmental setting, background and history, project characteristics, construction schedule/phasing, and discretionary actions required for Project implementation. Exhibits/Figures will be prepared to show the regional and site vicinity and key project components to support the environmental analyses. Consultant will prepare a Revised Project Description and submit to the District for approval prior to finalizing. **Task Deliverables, to be delivered via electronic submittal:** ✓ Draft Project Description ✓ Revised Project Description

Task 3 – Technical Studies / Assessments
✓ The District-prepared engineering plans and reports will be used in the IS/MND for reference and as information to be used to draw conclusions on the Project's environmental impacts. Engineering plans and reports may include, but are not limited to: ✓ Air Quality Assessment

- ✓ Greenhouse Gas Emissions Analysis
- ✓ Cultural Resources Assessment
- ✓ Tribal Consultation
- ✓ Biological Resources Assessment

Task 4 – Initial Study / Mitigated Negative Declaration

- ✓ The District-prepared engineering plans and reports will be used in the IS/MND for reference and as information to be used to draw conclusions on the Project's environmental impacts. Engineering plans and reports may include, but are not limited to:
- ✓ Administrative Draft IS/MND
- ✓ Alternatives Analysis
- ✓ Revisions to Administrative Draft
- ✓ Draft IS/MND
- ✓ Distribution and Noticing
- ✓ Response to Public Comments
- ✓ Prepare Final IS/MND
- ✓ Mitigation Monitoring and Reporting Plan

Task 5– Public Hearings and Notice of Determination

The District-prepared engineering plans and reports will be used in the IS/MND for reference and as information to be used to draw conclusions on the Project's environmental impacts. Engineering plans and reports may include, but are not limited to:

- ✓ Public Hearings
- ✓ Notice of Determination

Project Timeline for Part 2

Task(s)	Activity	Timeline
Tasks 1-3	Kick-Off, Project Description & Tech Studies	June 2025 – October 2025
Task 4	Initial Study / MND	November 2025
Tasks 5	Public outreach, Hearing, Determination	January 2026

PART 3 – Bureau Feasibility Report and Grant Services

Task 1– Bureau Feasibility Report
Consultant will utilize existing documentation from the District Recycled Water Facilities Plans and create a Feasibility Report that meets the requirements of the Federal Bureau of Reclamation to facilitate the District in applying for construction funds when engineering and environmental processes are completed. ✓ Deliverable will be a completed Feasibility Report that meets Bureau of Reclamation criteria

Task 2–Grant Services
Consultant will provide professional assistance looking for appropriate federal grant funding for construction of the tertiary upgrade

Project Timeline for Part 3

Task(s)	Activity	Timeline
Tasks 1	Bureau Feasibility Report	June 2025-August 2025
Task 2	Grant Services	August 2025-January 2026

BUDGET

Function	Federal Funding	Non-Fed Funding	Total	Use
Engineering Source: Bid from Contractor	$850,000	$67,765	$917,765	Complete engineering drawings for plant tertiary upgrade
Environmental Source: Bid from Contractor	$150,000	0	$150,000	Complete CEQA and NEPA including public hearings
Program Admin Source: Cost Estimate	0	$50,235	$50,235	Reimbursement for applicable Staff Costs, Public meetings, Public hearing costs, info graphics for public outreach
Bureau Analysis & Grant services Source: Cost Estimate	0	$132,000	$132,000	Completion of a Bureau of Rec Feasibility Analysis and Support services for locating Construction Grant Funding
TOTAL	**$1,000,000**	**$250,000**	**$1,250,000**	

Project Narrative: Community Grant Workplan

Name of Applicant and Project Title:

Applicant: Helendale Community Services District
Project Title: WWTP Engineering and Environmental Planning

Project Objective(s) and Need:

The objective of this project is to complete engineering and environmental work for a tertiary upgrade for the current secondary wastewater treatment facility that would facilitate utilizing that treated wastewater for irrigation purposes and the Community Park and other outdoor recreational areas including a local golf course.

Project Description:

Helendale Community Services District operates a 1.2 MGD secondary wastewater treatment facility. The Influent is treated to a low level of processing and is un-disinfected and is retained on site because it is not treated enough for other purposes. The project is to complete the engineering for a wastewater plant upgrade including environmental and a Bureau or Reclamation feasibility study that will then position the District for construction grant monies with a “shovel-ready” project.

The District is located within an arid desert region of Southern California that receives an average of five inches of rain each year. The environmental reality compels the District to utilize its water resources as efficiently as possible. Due to regulatory restrictions related to the secondary treatment process, the water is used to irrigate animal feed crops and stored in perc ponds. By upgrading the facility to tertiary treatment, the highly treated effluent could be used for park and sports field irrigation as well as a local golf course thereby preserving our limited groundwater supplies.

Completion of the engineering and environmental services as well as a Bureau of Reclamation Feasibility Report will position the District for construction grants and loans. Due to the competitive nature of grants, the lack of engineering and environmental plans for the tertiary upgrade has excluded the District from securing construction grant funding in the past.

Scope of Work:

The project is based upon three separate components: 1) Engineering of Tertiary Upgrade; 2) Environmental evaluation for upgrade; 3) Bureau of Reclamation Report and grant support services.

PART 1: Wastewater Engineering Plans and Specifications

Task 1 – Site Visit and Data Gathering
Data collection to obtain necessary existing information including, but not limited to: Current Plant As-Builts, Current Permits, Existing Engineering Reports, 12 month of influent & effluent flow (Loading, Diurnal flows), Survey (and any survey data & coordinate system) / Geotechnical Report / Hydrogeological Report, Recent communication between Helendale CSD and RWQCB, effluent storage and usage information (plans, infrastructure), Monitoring Point of Compliance (POC) and data, electrical monthly usage bills (12-24 months). ✓ This task includes two (2) on-site visits to coordinate the services listed. ✓ This task includes time for the Electrical on-site visit to be conducted by Electrical Engineering Group.

Task 2 – Site Survey
The existing facility site shall be surveyed by the Consultant's surveyor and will verify existing conditions and establish horizontal and vertical control points of existing structures and facilities, along with 1.5-mile force main alignment. The following photogrammetric services will be provided: ✓ Site Survey a. Control survey for mapping b. Visible location of utility appurtenances c. Boundary survey of property d. Boundary survey will be combined with boundary information with the photogrammetric mapping and a black and white digital orthophoto to provide a base map of the site, including topography. e. Legal description of the property **Deliverable(s):** Complete Design Survey Drawing and Legal Description

Task 3 – Geotechnical Investigation
This scope includes a geotechnical investigation that will satisfy the site development and foundation design requirements for the new WWTP. This scope, performed by a geotechnical engineer, will include field explorations for the proposed headworks structures (1 test boring, about 20-40 ft depth), treatment basins (4 test borings, about 40 ft depth), for tertiary process (1 test boring), and for the effluent pipeline. Laboratory tests on recovered samples may be performed as required. A geotechnical report will be prepared that will include a description of the project, a discussion of the field and laboratory testing programs, a discussion of the subsurface conditions, and design recommendations.

Task 4 – Conceptual Design
Consultant will prepare the Conceptual Design Report based on the Helendale CSD selected results of Alternative Analysis. This report shall become basis of the final WWTP design and shall comply with the CA Title 22 requirements. Consultant will provide a draft report to the Helendale CSD for review and approval. The elements of the Preliminary Design Report will include: ✓ Conceptual Design report a. Conceptual Basis of Design, Site Layout, Equipment list, and Report b. Hydraulic Profile c. Engineer's opinion of Probable Construction Cost Estimate & Schedule ✓ Conceptual Design Value Engineering meeting – Review & Comment w/Helendale CSD. It is anticipated that the review will take place parallel to the Progress Meetings in Task 11 above. ✓ Conceptual Design Response to Comments

Task 5 – Performance Specification
Based on the conceptual design, Consultant shall prepare and provide a Performance Specification Bid Package to obtain competitive bids on treatment plant equipment capable of meeting the design requirements. Performance Specification Bid Package will be modified one time based on review by the Helendale CSD. Consultant, based on approved Performance Specification Bid Package, shall obtain a minimum of three (3) bids from manufacturers for each component. Consultant shall assist the Client in evaluating equipment bids and shall prepare recommendations of equipment selection. This task shall include the following: ✓ Headworks ✓ Secondary Process Blowers ✓ Clarifiers ✓ Tertiary Process Equipment ✓ Review Recommendations with Helendale CSD ✓ Award Equipment (District). ✓ Develop Letter of Intent for each equipment element

Task 6 – 60% Design Phase
Consultant shall provide design of the WWTP upgrades to include general/civil, process/mechanical, structural, electrical, and instrumentation to a 60% progress. This task shall include the following: ✓ Headworks ✓ Secondary Process Blowers ✓ Clarifiers

- ✓ Tertiary Process Equipment
- ✓ Review Recommendations with Helendale CSD
- ✓ Award Equipment (District).
- ✓ Develop Letter of Intent for each equipment element
- ✓

Task 7 – 90% Design Phase

Consultant shall provide design of the WWTP upgrades to include general/civil, process/mechanical, structural, electrical, and instrumentation to a 90% progress.

- ✓ 90% Engineering Design Report
- ✓ 90% Construction Drawings (Civil, Mechanical, and Process Design)
- ✓ 90% Specifications
- ✓ 90% Subconsultant Coordination
- ✓ 90% Structural Design (sub)
- ✓ 90% Electrical Design
- ✓ 90% Controls & Instrumentation Design

Task 8 – 100% Design Phase

Consultant shall provide design of the WWTP upgrades to include general/civil, process/mechanical, structural, electrical, and instrumentation to a 100% progress.

- ✓ 100% Engineering Design Report
- ✓ 100% Construction Drawings (Civil, Mechanical, and Process Design)
- ✓ 100% Specifications
- ✓ 100% Subconsultant Coordination
- ✓ 100% Structural Design (sub)
- ✓ 100% Electrical Design
- ✓ 100% Controls & Instrumentation Design

Project Timeline for Part I

Task(s)	Activity	Timeline
Tasks 1-3	Project Management & Coordination	August 2025-December 2027
Task 4	Predesign Services	August2025-January 2026
Tasks 5-8	Design Services	August 2025 – July 2027

PART 2 – Environmental Assessment

Task 1 – Project Initiation and Kick-Off
Readily available reference data, with planning and policy documentation from the District, state and federal agencies, and other agencies that may be affected by the Project will be gathered and reviewed. Consultant will assess whether available information is adequate and complete. The District will be notified if additional information is needed. Data obtained through this task will be foundational to the environmental documentation and incorporated into the analysis, as appropriate. This task allows for reconnaissance of the project site and its surroundings, and a limited photographic recording of on- and off-site conditions. A detailed entitlement schedule will be prepared for review with the District. This Task includes a Kick-Off Meeting with the District to discuss the CEQA Project in greater detail. This initial meeting is a key milestone, which is vital to the Project's success and CEQA compliance. The primary objectives will be to confirm the District's expectations, Project goals, and develop/refine the Project Description. The analysis' parameters, construction details, buildout conditions, scheduling, and overall communications protocol will also be established. **Task Deliverables, to be delivered via electronic submittal:** ✓ Draft entitlement schedule ✓ Revised entitlement schedule

Task 2 – Project Description
The project description is a critical component because it is the basis for the environmental analysis. Based on information provided by the District, Consultant will prepare a Draft Project Description for District review and approval. The Project Description will detail the project's location, environmental setting, background and history, project characteristics, construction schedule/phasing, and discretionary actions required for Project implementation. Exhibits/Figures will be prepared to show the regional and site vicinity and key project components to support the environmental analyses. Consultant will prepare a Revised Project Description and submit to the District for approval prior to finalizing. **Task Deliverables, to be delivered via electronic submittal:** ✓ Draft Project Description ✓ Revised Project Description

Task 3 – Technical Studies / Assessments
✓ The District-prepared engineering plans and reports will be used in the IS/MND for reference and as information to be used to draw conclusions on the Project's environmental impacts. Engineering plans and reports may include, but are not limited to: ✓ Air Quality Assessment

- ✓ Greenhouse Gas Emissions Analysis
- ✓ Cultural Resources Assessment
- ✓ Tribal Consultation
- ✓ Biological Resources Assessment

Task 4 – Initial Study / Mitigated Negative Declaration

- ✓ The District-prepared engineering plans and reports will be used in the IS/MND for reference and as information to be used to draw conclusions on the Project's environmental impacts. Engineering plans and reports may include, but are not limited to:
- ✓ Administrative Draft IS/MND
- ✓ Alternatives Analysis
- ✓ Revisions to Administrative Draft
- ✓ Draft IS/MND
- ✓ Distribution and Noticing
- ✓ Response to Public Comments
- ✓ Prepare Final IS/MND
- ✓ Mitigation Monitoring and Reporting Plan

Task 5– Public Hearings and Notice of Determination

The District-prepared engineering plans and reports will be used in the IS/MND for reference and as information to be used to draw conclusions on the Project's environmental impacts. Engineering plans and reports may include, but are not limited to:

- ✓ Public Hearings
- ✓ Notice of Determination

Project Timeline for Part 2

Task(s)	Activity	Timeline
Tasks 1-3	Kick-Off, Project Description & Tech Studies	March 2027 – March 2028
Task 4	Initial Study / MND	July 2027 – July 2028
Tasks 5	Public outreach, Hearing, Determination	July 2028

PART 3 – Bureau Feasibility Report and Grant Services

Task 1– Bureau Feasibility Report
Consultant will utilize existing documentation from the District Recycled Water Facilities Plans and create a Feasibility Report that meets the requirements of the Federal Bureau of Reclamation to facilitate the District in applying for construction funds when engineering and environmental processes are completed. ✓ Deliverable will be a completed Feasibility Report that meets Bureau of Reclamation criteria

Task 2–Grant Services
Consultant will provide professional assistance looking for appropriate federal grant funding for construction of the tertiary upgrade

Project Timeline for Part 3

Task(s)	Activity	Timeline
Tasks 1	Bureau Feasibility Report	December 2026 - July 2027
Task 2	Grant Services	March 2027 - September 2027

BUDGET

Function	Federal Funding	Non-Fed Funding	Total	Use
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