



REGULAR BOARD MEETING
Thursday, March 6, 2025, at 6:00 PM

REMOTE ACCESSIBILITY

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

Call to Order - Pledge of Allegiance

1. Approval of Agenda

2. Public Participation

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

3. Consent Items

- a. Approval of Minutes: Board Meeting of February 20, 2025
- b. Bills Paid Report

4. Reports

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

Regular Business:

5. Discussion and Possible Action Regarding Approval of Directors' Expense Reports
6. Discussion Only Regarding Park Capital Improvement Plan Review (CIP)
7. Discussion Only Regarding Victorville Water Rights Lease Agreement

Other Business

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

Closed Session

9. Conference with Real Property Negotiators
(Government Code Section 54956.8)
Properties: 27061 Helendale Road, Helendale, California
APN 0467-013-03 (Vacant Land)
District Negotiator: Kimberly Cox
Negotiating Parties: Silver Lakes Association
Under Negotiation: Well Transfer Agreement

10. Report out of Closed Session Item

11. 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: March 6, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: Regular Board Meeting of February 20, 2025
- b. Bills Paid Report



Helendale Community Services District

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



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

Date: February 20, 2025
 Time: 6:00 PM
 Meeting called to order by: President Ron Clark

Attendance

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

Staff Members Present

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

Consultants/Guests

Steven Kennedy, Legal Counsel (Zoom)

Members of the public

There were four members of the public attending in person.

1. APPROVAL OF AGENDA

Discussion None

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

Second Director Rosenberg

Vote

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

2. PUBLIC PARTICIPATION

Angela Rosenberg, Helendale CERT Commander – invited the board and the community to the first CERT mixer on March 3rd at 6 pm at the Community Center.

CJ Porter, Representative for First District Supervisor Paul Cook – reported that the County is still waiting to hear back on the federal funding for the grade separation project. He also reported that there are two openings on the Senior Affairs Committee.

3. CONSENT ITEMS

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

Discussion Vice President Cardenas requested the typos in the minutes be corrected.

Motion Director Rosenberg made the motion to approve the consent items as presented.

Second Director DeVries

Vote

President Ron Clark	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Vice President George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Artie DeVries	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Billy Rosenberg	<input 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 and Vice President Cardenas have begun discussing the strategic plan.

Director Rosenberg reported that he toured the water system. He also reported on a personal note that his dogs got out recently and the outpouring of love and support he received speaks to the kind of people there are in the community, adding that he is proud to sit on the Board and serve the community.

Director DeVries reported that she was able to see the fire hydrant installation.

b. General Managers Report

Advertisement for Community Yard Sale has begun. The installation of new lights poles is scheduled for March 3. AB1383 was suspended a year ago for rural areas until 12/31/2026. AB2902 has now extended the suspension for 10 years until 1/1/2037. The Water and Wastewater Operation Manger's new trucks are in but are being sent for bed liners.

Wastewater report: Annual fuel pod testing was completed per MDAQMD requirements. Garrett performed vehicle maintenance on two trucks and the John Deere tractor. Water and wastewater staff fixed a leak on horse track at Park property. The course bar screen at the headworks failed, staff is working with the company to get price quotes for repairs. Bill has been performing the duties of his new position and has completed six wastewater reports. He has also provided content (videos and reading material) for weekly safety meetings. Evans Hydro will be repairing Smithson Pump #1 for \$20,403, the pump is in their shop. The ETA for completion is to be determined.

Financial report: Interest earnings continue to exceed expectations; in January CLASS earned \$18,041 at 4.4% and CBB Trust earned \$4,665 at 4.55%. Earnings by depository CBB Trust - \$2,220,479.00; LAIF - \$1,123,591.46; CBB checking \$484,318.87; Flagstar - \$115,081.07; and CLASS \$4,819,473.49. The District's cash balance is \$4,819,473.49. The water fund has \$3,705,889; the sewer fund has \$3,703,882; the park fund has \$547,548; the solid waste fund has \$112,685; the property fund has \$169,347; and the administrative fund has \$346,565.

Administration update – there were 18 new owners, 8 new tenants, 2 owners that purchased additional properties, 4 tenant transfers, 10 accounts that went back to the landlord, 2 bank owned properties, 2 tenants that became owners, and 2 new trash only customers.

REGULAR BUSINESS

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

Discussion: None

Motion: Vice President Cardenas made the motion to approve the Directors’ expense reports.

Second: Director DeVries

Vote

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

6. Discussion Only Regarding Wastewater Capital Improvement Plan (CIP) Review

Discussion: Wastewater Operations Manager Alex Aviles presented the Wastewater CIP and reviewed each item on the CIP in detail.

Motion None

7. Discussion and Possible Action Regarding Dissolving the Park & Rec Committee

Discussion: The committee was established when we were developing the physical park and park programs. Staff believe that it has exceeded its usefulness. The Board has been careful not to have “Death by committee.” The Ad Hoc Committee format is more effective for the current needs of the park. Elimination would save staff time. Board Action is needed to cancel the committee.

Motion: Director Rosenberg made the motion to cancel the standing park & rec committee.

Second Director Guinn

Vote

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

8. Discussion and Possible Action Regarding a Consumer Price Index Inflationary Increase Related to Staffing Budget Development

Discussion: The Board uses the Consumer Price Index (CPI) to help determine the annual Cost-of-Living Adjustment (COLA). The COLA is not considered a windfall but is intended to keep the dollar's value constant. This adjustment helps retain the highly skilled workforce and keeps the District competitive. Losing an employee can be expensive due to the loss of institutional knowledge, skills, and training investment, especially given the current shortage of skilled workers. Recently, the District lost a Wastewater Operator to better wages elsewhere.

The COLA is entirely at the discretion of the Board of Directors. The CPI provides an economic basis to help determine the annual COLA. The increase applies to all staff, both full-time and part-time, but not to the General Manager. The adjustment will be effective from July 1, 2025, for Fiscal Year 2026, and the selected percentage will be incorporated into the new budget.

The COLA is applied by adjusting pay ranges based on the selected percentage increase. Employees will see the pay increase at the beginning of the fiscal year, reflecting changes in the January CPI. The CPI for January 2024 to January 2025 shows a 2.9% increase for all goods and services, a 3.3% increase for all items excluding food and energy, and a 4% increase in the food index. Last year, with similar numbers, the Board selected a 3.5% COLA. The Board reviewed various options and decided on a 3.7% cost-of-living adjustment for employees.

Motion: Director Guinn made the motion to approve a COLA of 3.7% based upon the Riverside/San Bernardino Consumer Price Index to be incorporated into the FY2026 budget

Second Director Rosenberg

Vote

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

OTHER BUSINESS

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

10. Adjournment

Vice President Cardenas adjourned the meeting at 7:15 pm.

George Cardenas, Vice 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: March 06, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item #3b
Consent Items: Bills Paid and Presented for Approval

STAFF RECOMMENDATION

Updated Report Only. Receive and File

STAFF REPORT: 24 checks and 13 EFT's totaling \$231,954.92

Staff issued

Total Cash Available:	<u>03/03/25</u>	<u>2/13/25</u>
Cash	\$ 8,770,251.83	\$ 8,762,973.89
Checks/EFT's Issued	\$ 231,954.92	\$ 115,620.79

INVESTMENT REPORT:

The Investment Report shows the status of the District funds invested. February 2025 interest was 4.4139% for CA Class and 4.35% for LAIF. Interest earned February 2025 on CA Class account was \$16,318.79



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 02/13/2025 - 03/03/2025

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 211102187 - CBB Checking					
02/28/2025	0	ESS LLC - WEST	-1,500.00	Check	Utility Billing
02/28/2025	0	Reverse Refund Check ESS LLC - WEST	1,500.00	Check Reversal	Utility Billing
02/13/2025	28558	Choice Builder	-1,077.25	Check	Accounts Payable
02/13/2025	28559	Frontier Communications	-105.01	Check	Accounts Payable
02/13/2025	28560	Geo-Monitor, Inc.	-920.50	Check	Accounts Payable
02/13/2025	28561	Lowe's Inc.	-1,943.31	Check	Accounts Payable
02/19/2025	28562	JANINE RIECH	-269.05	Check	Utility Billing
02/19/2025	28563	ALYSSA ROBERTS	-368.13	Check	Utility Billing
02/20/2025	28564	ACI Payments, Inc	-55.90	Check	Accounts Payable
02/20/2025	28565	Amazon Capitol Services	-14.54	Check	Accounts Payable
02/20/2025	28566	Burrtec Waste Group, Inc	-59,524.87	Check	Accounts Payable
02/20/2025	28567	County of San Bernardino, Environmental Health Services	-1,082.00	Check	Accounts Payable
02/20/2025	28568	DMV Renewal	-10.00	Check	Accounts Payable
02/20/2025	28569	FNBO	-1,100.57	Check	Accounts Payable
02/20/2025	28570	Frontier Communications	-135.05	Check	Accounts Payable
02/20/2025	28571	Frontier Communications	-81.74	Check	Accounts Payable
02/20/2025	28572	Home Depot Credit Services	-733.88	Check	Accounts Payable
02/20/2025	28573	Print Mart	-81.84	Check	Accounts Payable
02/20/2025	28574	Verizon Wireless	-770.55	Check	Accounts Payable
02/20/2025	28575	Verizon Wireless	-136.41	Check	Accounts Payable
02/25/2025	28576	Eide Bailly LLP	-6,401.59	Check	Accounts Payable
02/26/2025	28577	Victorville Chevrolet / Cadillac	-39,366.01	Check	Accounts Payable
02/26/2025	28578	Victorville Chevrolet / Cadillac	-39,366.01	Check	Accounts Payable
02/26/2025	28579	Burrtec Waste Group, Inc	-11,445.11	Check	Accounts Payable
02/26/2025	28580	County of San Bernardino, Solid Waste Mgmt. Div.	-1,058.39	Check	Accounts Payable
02/26/2025	28581	Victorville Chevrolet / Cadillac	-1,131.36	Check	Accounts Payable
02/26/2025	28581	Victorville Chevrolet / Cadillac Reversal	1,131.36	Check Reversal	Accounts Payable
02/27/2025	28582	AMS Construction	-31,600.00	Check	Accounts Payable
02/19/2025	EFT0005340	SCE ACH Park Wellheads Acct 700448234519	-411.45	EFT	General Ledger
02/19/2025	EFT0005341	SCE Street Lighting Acct # 700013030275	-1,803.37	EFT	General Ledger
02/14/2025	EFT0005344	CalPERS 457 Pmt PPE 2/9/25	-6,109.58	EFT	General Ledger
02/13/2025	EFT0005348	To record Sales Tax Pmt #1 - 1st Quarter	-1,924.45	EFT	General Ledger
02/18/2025	EFT0005349	To record Tasc Flex Claim Pmt PPE 2/9/25	-1,031.22	EFT	General Ledger
03/03/2025	EFT0005352	SCE Community Center ACH Acct.# 700218740906	-1,772.78	EFT	General Ledger
02/25/2025	EFT0005353	SCE ACH Sod Farm Acct 700255337588	-1,148.76	EFT	General Ledger
02/27/2025	EFT0005354	SCE ACH Well 6,7,8,9 & 2 Acct 700620711734	-469.21	EFT	General Ledger
02/27/2025	EFT0005355	ACH Well #13 SCE Acct 700812965633	-317.93	EFT	General Ledger
02/24/2025	EFT0005356	CalPERS Classic Pmt PPE 1/26/25	-9,563.72	EFT	General Ledger
02/24/2025	EFT0005357	CalPERS PEPPRA Pmt PPE 1-26-25	-2,834.65	EFT	General Ledger
02/28/2025	EFT0005360	CalPERS 457 Pmt PPE	-6,008.99	EFT	General Ledger
03/03/2025	EFT0005370	To record EVO Thrift Store CC Fees 23099	-911.10	EFT	General Ledger

Bank Account 211102187 Total: (41) -231,954.92

Report Total: (41) -231,954.92

Summary

Bank Account
[211102187 CBB Checking](#)

Count	Amount
41	-231,954.92
Report Total:	41
	-231,954.92

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

Count	Amount
41	-231,954.92
Report Total:	41
	-231,954.92

Transaction Type	Count	Amount
Check	26	-200,279.07
Check Reversal	2	2,631.36
EFT	13	-34,307.21
Report Total:	41	-231,954.92



Helendale Community Services District

DATE: March 6, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion and Possible Action Regarding Approval of Directors' Expense Reports

STAFF RECOMMENDATION

None.

STAFF REPORT

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

Fiscal Impact: As outlined on the attached Expense reports

Possible Motion: Approve Expense Reports as presented

Attachments: Spreadsheet of cumulative meetings
Director's Expense Reports

**BOARD COMPENSATION REPORT
ROLLING 12-MONTHS**

Name	Title	Type	3 2024	4 2024	5 2024	6 2024	7 2024	8 2024	9 2024	10 2024	11 2024	12 2024	1 2025	2 2025	TOTAL
Clark	President	Compensated		5		4		2	3	5	4	4	1		28
		Non-Comp		0		0		0	0	0	1	0	0	0	
Cardenas	Vice President	Compensated	3	4	2	1	1	2	2	3	2	2			22
		Non-Comp	4	2	1	1	4	2	4	3	2	2			
Guinn	Director	Compensated	5	10	3	7	6	7	2	3	6	4	2	3	58
		Non-Comp	2	4	2	6	2	0	1	1	2	1	1	3	1
Rosenberg	Director	Compensated										2	7		9
		Non-Comp										0	0	0	
DeVries	Director	Compensated										2		4	6
		Non-Comp										0	0	0	0

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: **Artie DeVries** Pay Period Ending: _____

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
12/17/2024	Event Description of Public Benefit		\$	\$	\$	Yes	No	G
12/19/2024	Event Description of Public Benefit		\$	\$	\$	Yes	No	A
02/04/2025	Event Description of Public Benefit		\$	\$	\$	Yes	No	G
02/06/2025	Event Description of Public Benefit		\$	\$	\$	Yes	No	A
02/19/2025	Event Description of Public Benefit		\$	\$	\$	Yes	No	G
		Total Miles	Total Meals	Total Lodging	Total Other Expense	Total # of Compensable Meetings	Meeting Total	Total
		\$ 0.00	\$ 0	\$ 0	\$ 0	5	\$ 750	\$ 750

Artie DeVries *Artie DeVries* Digitally signed by Artie DeVries
2025.01.09 14:59:03 -0800

02/24/2025

Signature _____ Date _____

Expense Categories	
A: Public Meeting governed by Brown Act	C: 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

Pay Period Ending

Name		HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER									
Artie DeVries											
Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category			
02/20/2025	Event Board Meeting		\$	\$	\$	Yes	No	G			
	Description of Public Benefit										
	Event		\$	\$	\$	No	No	A			
	Description of Public Benefit										
	Event		\$	\$	\$	No	No	G			
	Description of Public Benefit										
	Event		\$	\$	\$	No	No	A			
	Description of Public Benefit										
	Event		\$	\$	\$	No	No	G			
	Description of Public Benefit										
		Total Miles	\$ 0.00	\$ 0	\$ 0	Total # of Compensable Meetings	1	Total	\$ 150		

Artie DeVries *Artie De Vries* Digitally signed by Artie DeVries
2025.01.09 14:59:03 -0800

Signature

02/24/2025

Date

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 Gunn

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
12/17	mtg w/ GM		\$	\$	\$	Y	N	G
12/17	Pre Open board mtg							
12/19	Open Board Mtg		\$	\$	\$	Y	N	A
11/6	Public mtg district business							
11/6	CERT		\$	\$	\$	N	N	C
11/11	District preparation CSD sponsored event mtg							
11/11	Safety workshop		\$	\$	\$	N	N	C
11/11	coordination of resources, public educ							
11/14	mtg w GM		\$	\$	\$	Y	N	G
11/14	pre-open board mtg							
		Total Miles	\$	\$	\$	Total # of Compensable Meetings	Meeting Total	Total
							\$300.	\$450.00
								\$450.00

Signature Gail Gunn Date 2/18/25

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

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Pay Period Ending

Name Gaul Guinn

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
11/10	Open Board Mtg		\$	\$	\$	Y	N	A
11/22	public mtg dist H of business		\$	\$	\$	N	N	C
2/3	SLA Board Mtg		\$	\$	\$	N	N	C
2/3	cert info for CSD		\$	\$	\$	N	N	C
2/4	master preparedness HCSD sponsored mtg w GM		\$	\$	\$	Y	N	G
2/6	pre-open board mtg		\$	\$	\$	Y	N	A
2/6	open board mtg		\$	\$	\$	Y	N	A
2/6	public mtg - district business		\$	\$	\$	Y	N	A
		Total Miles	\$	\$	\$			
		Total Meals	\$	\$	\$			
		Total Lodging	\$	\$	\$			
		Total Other Expense	\$	\$	\$			
		Total # of Compensable Meetings						
		Meeting Total				\$ 480.		\$ 480.

Signature Gaul Guinn

Date 2/18/25

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



Helendale Community Services District

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

STAFF RECOMMENDATION:

Staff seeks input from the Board.

STAFF REPORT:

The Park Capital Improvement Plan will require more input from the Board than the Water and Wastewater CIP which are operationally driven. The Park is funded by the Board's discretionary revenue and has an externally facing function which interfaces regularly with the public. The Board has weighed in on the priorities for the Park's department previously and this conversation is an invitation to share what you envision.

There are four particular projects that warrant Board input and determination: The Community Center Grant project that had extensive community input; the Unit D conversion; and the Dog Park West project concept. In this agenda item and presentation, Staff is seeking your input regarding these particular projects as well as your vision for the Park's department. Remembering that the Park revenue is limited and everything takes time and money is always at the forefront of park planning efforts.

Community Center Gym & Sr Center (#18): Previously the District has applied for a park grant which had specific requires. Below is a picture of the park plan that was designed to meet the grant requirements. The grant required public art, inclusion of native American interests, outdoor elements, etc. The design has multiple elements that would be eliminated if the District was funding the project. District Staff does believe that the park complex as envisioned in the drawing could only be built is significant grant funds were awarded. However, there is a continuing need for gymnasium space that would compliment the District's park functions. Basketball season just concluded, however, it was uncertain if the use of a private facility in the community would be available for practice in the future. This was essential to the program. The District uses the high school facilities on Saturday for games and on Sunday for open gym. Having a gymnasium facility would be beneficial for the program and allow the District to even expand the uses. In addition, Staff could see the benefit of giving the senior center its own space rather than utilizing Unit C. This would afford the opportunity to make a more welcoming space with a home-like atmosphere. Is a new gym / senior center facility a concept that interests the Board?

Unit D Conversion (#21): Previous Board members had differing ideas of what to do with the space in Unit D. One wanted to build a board room for the public meetings while another wanted

to make it into a basketball space. The size and dimension of the space does not fit the size requirement for basketball except as a practice space. The conversion of the unit for a board space would preclude the use for basketball or pickleball. However, if a gymnasium were built at the Community center the new space would be more appropriate and would be built to adequate size for multiple indoor activities. Another alternative for Unit D would be to relocate the administration offices to the north end of the building which would be across the driveway from the new gym / senior center facility. This would allow the ability to design and allocate appropriate space for staff and the various functions of the department. The current offices were designed utilizing what was here when the District purchased the building and adding a couple of walls. The space allocation is not ideal. Yes it is adequate and meets the needs, however, if the opportunity arose to re-design the space it would look nothing like it does today.

HVAC Units for Unit D (#16): Depending upon what the use is the Board envisions for Unit D would weigh into the determination to put HVAC units on D.

Dog Park West (#14): The District owns the one-acre property on the corner of Silver Lakes Parkway and Galleon. A former board member was a champion of this project. It has been discussed to create a dog park on that parcel. This project would require land use approval from the County and coordination with the SLA. Is the Board interested in pursuing this project? Would you wish to partner with SLA on the project?

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

Attached, for the Board’s review, is the draft FY2026 Capital Improvement Plan for Park with the current fiscal year projects included for reference. This will be the starting point for a more comprehensive discussion on the possible capital needs of the Park operation over the next five years. Staff will review each line item for the proposed Capital Improvement Plan (CIP) with the Board and provide detailed explanation at the Board meeting.

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

FISCAL IMPACT: As estimated in the CIP spreadsheet

POSSIBLE MOTION: None

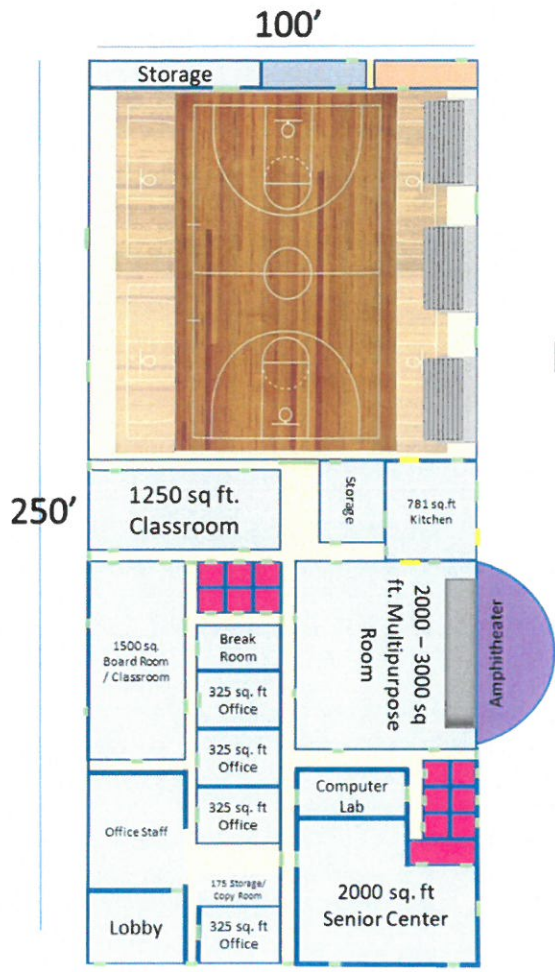
ATTACHMENTS: DRAFT Park CIP
Drawings from Park Grant Concept

Park CIP FY26-FY30

Project List	FY 2025	FY 2026	FY 2027	FY2028	FY 2029	FY 2030	Grant Only	
1 Electronic Gates (2)	\$ 20,000							Should be done
2 Community Center Card Lock	\$ 5,000							Will attempt to complete
3 Ride on Lawnmower	\$ 4,000							Should be done
4 Leaf and Lawn Vacuum	\$ 3,500							Should be done
5 Bathroom Unit for Park - Done								Completed in FY25
6 Community Center Parking Lot Lights	\$ 10,000							Will be completed with solar lights
7 Sports field Lighting - Done	\$ 450,000							Will be completed in FY25
8 Dirt bicycle track for kids at Wild Road Park around Nature Play	\$ 1,000							Remove
9 Driver's Box for RC Track	\$ 5,000							Remove
10 DG Walking Path Memorial Grove	\$ 10,000							Moved
11 Concrete for dancing at park	\$ 6,000							In-house
12 Epoxy Floors in Park Bathrooms	\$ 3,000							In-house
13 Sewer replacement Community Center	\$ 100,000							New
14 Dog Park West		\$ 50,000						Moved from Grant only
15 Community Center Parking Lot Resurfacing		\$ 20,000						Safety issue
16 Community Center HVAC Unit D		\$ 20,000						Need concurrence on AC Units for D
17 Stadium seating (towable)		\$ 30,000						Home Team side
18 Building for Basketball Court and Sr Center		\$ 2,000,000						Moved from Grant only for discussion
19 Parking Lot Lighting (Wild Road) using LED/Solar			\$ 20,000				\$50,000	Some lights have been installed
20 Additional Playground Features					\$ 20,000		\$20,000	Moved to Grant Only
21 Improvements to Unit D					\$ 20,000			Need Board Direction
22 Parking Lot at Community Park					\$ 65,000			Moved from Grant Only
23 Pickleball Courts - Done					\$ 500,000			Done in FY25 with volunteers
24 Solid Surfacing at Wild Rd playground							\$40,000	
25 Lighting for Baseball Fields							\$65,000	
26 New Flooring Community Center						\$ 30,000	\$500,000	
		\$ 119,000	\$ 2,120,000	\$ 20,000	\$ 565,000	\$ 30,000	\$585,000	



Helendale Community Center Park Concept



- Single Use Unisex Restroom
- Woman's Restroom can be single use if more cost effective
- Men's Restroom can be single use if more cost effective
- Indoor stage
- Bleachers
- Doors
- Roll up window

Concept with new office and gymnasium





Helendale Community Services District

Date: March 6, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette, Admin Services Manager
SUBJECT: Agenda item #7
Discussion Only Regarding Victorville Water Rights Lease Agreement

STAFF RECOMMENDATION:

Information only.

STAFF REPORT:

The purpose of this discussion is to review the water lease contract terms with the Board as a reminder of the contract and for the benefit of the newer board members.

In 2022, the District entered into a 5-year contract with the City of Victorville to lease the District's excess water rights. This was a mutually beneficial contract as it gave the District certainty in having a purchaser for the excess water and it gave the City the guarantee that they could count on for meeting their replacement obligation under the terms of the Mojave Basin Area Adjudication. In the last two years stipulators to the judgment have had additional rampdowns imposed in the Alto sub area based upon the Court's determination. Pumping in our area is currently "ramped down" or reduced to pumping 50.4% of each acre-foot owned. Last year the judge ramped down the area to 54.4% and the most recent court action reduce that amount to the 50.4%. It is not anticipated that there will be a rampdown this year, however, the court has taken an unusually heavy hand recently regarding the last two rampdowns.

The City pays the District 10% under the Watermaster rate for the leased water. For the 2023-24 Water Year that rate is \$565 per acre-foot. The lease rate under the contract is \$508.50 per acre-foot. Based upon the reduced or "ramped down" amount the District will have 601 acre-fee of water to lease to Victorville for an amount of \$305,608.50.

The contract allows for a hold back provision of 15% of the remaining water. Consistent with actions the last two year, management informed the broker to offer all the water to Victorville for the recently ended water year. In the contract with Victorville, the District reserves the right to hold back up to 15% of our excess water. The last two years the District leased all of the available water to the City. If the District elected to hold back up to 15% of the water the 90 acre feet could be kept as carryover water and would be the first water pumped in the current water year. The District has excess FPA so at this time it makes sense to lease the entire amount. In the Water Fund

budget estimated revenue of \$300,000 was included for the water lease contract. The term of the lease expires in two more years.

FISCAL IMPACT: \$305,608.50 revenue from Lease of water rights

POSSIBLE MOTION: None

ATTACHMENTS: Letter from MRM (water broker)

DATE: February 19, 2025
TO: Dr. Kimberly Cox, General Manager
FROM: Mojave Resource Management, LLC
BY: Bobby Boytor, Executive Manager
SUBJECT: Update on Water Lease Agreement with Victorville Water District (VWD)

This memorandum provides an update on the five-year lease agreement (Agreement) between Helendale Community Services District (HCSD) and Victorville Water District (VWD) for the lease of Carryover Free Production Allowance (Carryover). Now in the third year of the agreement, this memo outlines the remaining terms and initiates the necessary steps to implement the lease for the current water year.

Background and Historical Lease Activity with VWD

HCSD maintains an active lease agreement with VWD, enabling the effective allocation of water resources in the area. Over the past two years, the lease arrangement has provided VWD with a stable supply of Carryover Free Production Allowance, supporting their operational needs while generating reliable revenue for HCSD. Historical data indicates that this partnership has effectively mitigated VWD's water deficit costs, ensured compliance with Watermaster regulations, and optimized resource utilization. The continuation of this agreement aligns with the long-term strategic goals of both parties.

Lease Agreement Obligations

Under the terms of the Agreement, HCSD must lease 85% of its Carryover FPA to VWD annually. However, HCSD has the option to retain all of its Carryover FPA (Retained Carryover) if its verified production exceeds its annual Free Production Allowance. For the past three water years, HCSD's production has remained significantly below its annual FPA. As a result, HCSD has not exercised the Retained Carryover provision and has consistently leased its full Carryover allocation to VWD.

Lease Price Per Acre-Foot

The Watermaster rate remains unchanged from the previous year at \$565 per acre-foot (AF). Per the Agreement, the lease price for the 2024-25 Water Year is set at \$508.50 per AF, reflecting the 90% agreed-upon percentage of the established Watermaster rate.

The following summarizes the lease activity from the effective date of the Agreement.

Water Year (Fiscal Year)	Free Production Allowance	Verified Production	Carryover Available	HCSD-VWD Agreement (85%)	Actual HCSD Carryover Leased	Lease Revenue
2022-23 (23/24)	2,287 AF	1,543 AF	744 AF	632 AF	744 AF	\$391,046.40 ³
2023-24 (24/25)	2,262 AF ¹	1,460 AF	802 AF	682 AF	802 AF	\$407,817.00 ⁴
2024-25 (25/26)	2,096 AF ²	1,495 AF	601 AF	511 AF	601 AF (proposed)	\$305,608.50 ⁵

¹Court Ordered Rampdown Alto Subarea 54.4%

²Court Ordered Rampdown Alto Subarea 50.4%

³Watermaster Replacement Rate: \$584/AF

⁴Watermaster Replacement Rate: \$565/AF

⁵Watermaster Replacement Rate: \$565/AF

Recommendation to Lease All Carryover FPA

Since HCSD's production in the 2023-24 Water Year was 40% below its annual FPA, it is recommended that HCSD lease all of its available Carryover FPA. This approach aligns with past transactions, as HCSD has consistently maintained lower production levels due to conservation efforts and improved weather conditions.

Impact of Rampdown on Lease Revenue

It is important to note that lease revenue for this year will be lower due to the court-mandated rampdown of 50.4%, which has resulted in a basin-wide reduction of Free Production Allowance for all Alto subarea parties. While this decrease affects overall revenue, leasing the full Carryover FPA remains a strategic decision based on HCSD's current production data. Based on Watermaster's recommendation to the Court, further rampdowns appear unlikely due to improved supply conditions. Additionally, data provided by the Watermaster engineer to the Court indicates that in the Alto subarea, the Production Safe Yield (PSY) is equal to the Free Production Allowance (FPA), which serves as the trigger for implementing rampdowns if a disparity exists. Given these factors, significant future reductions in FPA allocations are not anticipated in the near future.

Next Steps

Please inform Mojave Resource Management, LLC of the desired leasing quantity so we can draft the Watermaster transfer application for HCSD and VWD. MRM will provide the documents to HCSD for review before submitting the transfer documentation to VWD. This will facilitate a seamless transfer while ensuring compliance with Watermaster procedures and the HCSD/VWD agreement.

To ensure timely processing, HCSD must submit the Watermaster Application no later than fifteen (15) business days after the Watermaster adopts and approves the Draft Annual Report for the previous Water Year from which the Carryover originated.

If you have any questions, please feel free to contact me at (760) 985-6261 or by email at mrmwater@outlook.com.

Best Regards,

Bobby Boytor

Bobby Boytor
Executive Manager
Mojave Resource Management, LLC

Enc: 2023-24 WY Helendale CSD Verification Letter

MOJAVE BASIN AREA WATERMASTER

FOR
CITY OF BARSTOW, ET AL, VS. CITY OF ADELANTO, ET AL,
CASE NO. 208568 - RIVERSIDE COUNTY SUPERIOR COURT

January 8, 2025

Craig Carlson
Helendale Community Services District
P. O. Box 359
Helendale, CA 92342-0359

Re: Mojave Basin Area Watermaster, 2023-24 Annual Water Production Verification

Dear Mr. Carlson:

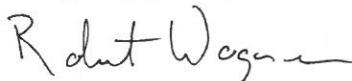
The Watermaster has determined that you produced **1,495 acre-feet** of water during the 2023-24 Water Year in the Alto Subarea. As a result you will have 601 acre-feet of Carryover Right available for the 2024-25 Water Year. Any assessments which you have incurred including Administrative, Biological, Replacement Water or Makeup Water Assessments will be based on your 2023-24 verified production amount as stated above.

The Watermaster will mail to you a draft copy of Appendix B from the Watermaster's Annual Report to the Court by March 1, 2025 showing any Replacement and Makeup Water Assessments that you incurred during 2023-24 and your Carryover Right from 2023-24 for use during 2024-25.

Section 12 (C) of the Watermaster Rules and Regulations requires that you must be in compliance with the water production monitoring provisions of Section 11 of the rules prior to any transfer of Free Production Allowance. Please be advised that the Watermaster may disallow any transfer you propose if you are not in compliance with Section 11.

If we do not hear from you in writing within 15 days from the date of this letter, we will assume you concur with our determination. Please contact Mr. Jeffrey Ruesch if you have any questions.

Very truly yours,



Robert C. Wagner, P.E.
Watermaster Engineer