



# Helendale Community Services District

26540 Vista Road, Suite C, Helendale, CA 92342

## **REGULAR BOARD MEETING** **Thursday, June 3, 2021 at 6:30 PM**

### **SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY**

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom in response to the COVID-19 pandemic and in an effort to prevent the spread of the virus, Helendale CSD will hold its board meeting via teleconference. The Helendale CSD Board of Directors will meet in person at the District Office located at 26540 Vista Rd. Suite C. Helendale, CA 92342. This meeting is open to the public via virtual interface and can be accessed by clicking on the link below.

[www.zoom.com](https://www.zoom.com) Meeting ID 463 173 8547 Passcode: HCSD  
(Dial-in instructions will be provided after registering at the link above)

### **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 at the following link: <https://www.surveymonkey.com/r/HKGNLL8>. We request that all speaker's cards are filled out by 6:25 pm.*

#### **3. Consent Items**

- a. Approval of Minutes: May 20, 2021, Regular Board Meeting
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. April Financials
- e. COVID-19 Update

#### **4. Reports**

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

#### **Presentation**

5. Burrtec Presentation to "The Right Stuff" Community Winners

#### **Regular Business:**

6. Discussion Only Regarding Proposed Solid Waste Rate Increase
7. Discussion and Possible Action Regarding Cancellation of the September 2 Meeting

8. Discussion and Possible Action Regarding Adoption of Resolution 2021-09: A Resolution of the Board of Directors of the Helendale Community Services District Approving Award of a Sole Source Contract to High Desert Underground for Well 13 Potable Pipeline Project

**Other Business**

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

**Closed Session**

10. Conference with Legal Counsel - Existing Litigation:  
Government Code Section 54956.9(d)(1)  
City of Barstow, et al. v. City of Adelanto, et al.,  
Riverside County Superior Court Case No. 208568

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 agenda'd 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

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Date: June 3, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3  
Consent Items

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## CONSENT ITEMS

- a. Approval of Minutes: Regular Board Meeting of May 20, 2021
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. April Financials
- e. COVID Update



# Helendale Community Services District

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Date: June 3, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette  
SUBJECT: Agenda item #3a  
Approval of Minutes: May 20, 2021, Regular Board Meeting

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*Minutes of the Helendale Community Services District  
REGULAR BOARD OF DIRECTORS MEETING  
May 20, 2021 at 6:30 PM  
26540 Vista Road, Suite C. Helendale, CA 92342*

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom in response to the COVID-19 pandemic and in an effort to prevent the spread of the virus, Public Participation in Helendale CSD's Board Meeting was held via teleconference.

**Board Members Roll Call:**

**Present:** President Tim Smith; Vice President Henry Spiller; Secretary, Sandy Haas; Director Craig Schneider; Director Ron Clark

**Staff Members Present:**

Kimberly Cox, General Manager  
Cheryl Vermette, Program Coordinator  
Alex Aviles, Wastewater Operations Manager

**Consultants:**

Steve Kennedy, Legal Counsel

**Members of the Public:**

There were no members of the public present.

**Call to Order and Pledge of Allegiance**

The meeting was called to order at 6:33 pm by President Tim Smith, after which the Pledge of Allegiance was recited.

**1. Approval of Agenda**

**Action:** A motion was made by Director Schneider to approve the agenda as presented. The motion was seconded by Director Haas.

**Vote:** The motion carried with a 5 – Yes / 0 – No vote

**2. Public Participation**

San Bernardino County Battalion Chief Sous spoke about the general maintenance to Station 4. He reported that there were 76 calls for service to date in May. The medic engine has responded to 29 calls; there were 147 calls for traffic and medical aid.

**3. Consent Items**

- A. Approval of Minutes: May 6, 2021, Regular Board Meeting
- B. Directors Compensation and Expenses
- C. March Financials

**Action:** A motion was made by Director Clark to approve the consent items as presented. The motion was seconded by Vice President Spiller.

**Vote:** The motion carried by the following 5 – Yes / 0 – No vote: President Smith – Yes; Vice President Spiller – Yes; Director Clark – Yes; Director Schneider – Yes; Director Haas – Yes

**4. Reports**

- A. Directors' Reports

Director Haas reported that she met with two groups regarding trash rates. She reported that she met with General Manager Cox to discuss the proposed rate increase and then responded back to the constituents with answers.

Vice President Spiller reported that he attended the ASBCSD meeting. Helendale CSD was the host. The speaker was Assemblyman Smith, who gave some great information on what's going on in Sacramento. His office is trying to get some of the federal COVID relief money to help Special Districts. He addressed the illegal marijuana farming and said they are trying to get penalties raised. Spiller also mentioned that he volunteers time at the Thrift Store and some of the Staff has mentioned on Wednesday's the exit is obstructed. He suggested when we set up for the Farmers Market, we put out cones next to the entrance that say no parking. Director Clark attended the ASBCSD Zoom meeting. He also reported that he read the Sheriff's department did a raid in Lucene Valley and took out 76,000 marijuana plants.

Director Schneider reported that he also attended the ASBCSD meeting. He also reported he attended the Farmers Market and noted that it was very windy. He also attended the JPA meeting – they gave an update on SB 1383. They are still trying to delay implementation. He noted that it will be important for the Board to agendize this topic for discussion.

President Clark reported that he attended the ASBCSD meeting. He also noted that we are having some good luck with the water trucks.

#### B. General Manager's Report

**Discussion:** General Manager Cox reported that another vaccination clinic was held to administer the second dose COVID shot. The District submitted the application to CSDA for innovative project award, finalists will be selected in mid-June with an award at the conference. The District submitted a grant application to the Mattress Recycling Counsel to purchase mattress bags, install a covered mattress staging area and fork extensions for the forklift. The office will be closed for Memorial Day on May 31<sup>st</sup>. The Budget public hearing will be on June 17<sup>th</sup>. The pre-bid job walk for the Community Center asphalt was held on Monday, May 17<sup>th</sup> with six in attendance, three RFI's have been issued for the project. The District hosted the ASBCSD meeting on Monday, May 17<sup>th</sup>. ACE High School will hold their graduation at the park on May 25<sup>th</sup>.

Program Coordinator Vermette presented a picture of the sign that will be ordered for the well sites to remind people no dumping is allowed in the desert.

Wastewater Operations Manager Aviles presented the wastewater report. Primary pump #2 plugged and Staff had to clean a check ball and pressurize with air to blow solids out of the line. Sludge blanket built up to three feet in the clarifier causing popping due to gassing. All flow meters were calibrated at the treatment plant by A & G instrumentation. Staff performed a confined space entry at the Parkway Lift Station due to failure on the pump discharge line. Staff installed sewer and cleanouts at the park for the new restroom by the baseball fields. The Ag operator planted the secondary irrigation field at the park. Staff opened up the new west pump installed at the secondary irrigation area due to rocks stuck in the volute from construction.

General Manager Cox gave the Admin Report. There were 46 account transfers in April and 6 credit checks were processed, 5 were approved and 1 was denied.

### **New Business**

#### **5. Discussion Only Regarding COVID-19 Pandemic Update**

**Discussion:** San Bernardino County is in the Orange (Moderate) level and narrowly missed the numbers to move to the yellow (minimal) tier. The Governor designated June 15<sup>th</sup> as the date when the tier system will be eliminated, at this point we are unsure what the next steps will be. The CDC mask declaration has created some confusion. The CSDA is still waiting to hear if State will distribute funds to Special Districts. GM Cox presented a map showing the current tiers that each county is in throughout the State.

**Action:** There was no action on this item.

6. Discussion and Possible Action Regarding Request to Purchase Surplus Equipment

**Discussion:** At the 5/6 Board meeting Staff was directed to dispose of surplus equipment via auction. The Ag operator who disposes of our wastewater effluent has expressed interest in purchasing three pieces of equipment. He acknowledges that the equipment does not meet CA carb requirements. Based upon our mechanic's value estimate the offer is fair. The equipment included in the offer is the 1991 International Dump Truck (water department) for \$5,000, the 1984 International Water Truck (water department) for \$5,000; and the 2006 Kubota Tractor (wastewater) for \$3,000.

**Action:** A motion was made by Vice President Spiller to approve the sale of three pieces of equipment to Lee Graham for the amount of \$13,000. The motion was seconded by Director Haas.

**Vote:** The motion carried by the following 5 – Yes / 0 – No vote: President Smith– Yes; Vice President Spiller – Yes; Director Clark – Yes; Director Schneider – Yes; Director Haas – Yes

7. Discussion and Possible Action Regarding Approval of Table of Organization and Organizational Chart for Fiscal Year 2022.

**Discussion:** CalPers circular letter #200-003-20 outlines 8 requirements related to employee retirement compensation – it must be approved and adopted by the Board in a duly agendized meeting; it must identify the position and title for every employee; show the pay rate for each position; indicate the time bases (i.e., hourly, salary, etc.); make it available for the public via posting in the office and website; list the effective date; retain for five years; does not reference another document (i.e. contract) in lieu of pay rate. Failure to approve the schedule in this manner could impact an employee's retirement calculations. The prepared Table of Organization (Pay Schedule/Positions) complies with these required elements. The District's Organization Chart reflects the FTE's outlined in the Pay Schedule (Table). The Table and Organization Chart will also be included in the District's FY 22 budget. General Manager Cox presented the Draft Table of Organization which includes a 2.5% COLA effective July 1, 2021; the movement in Water for two operators getting certifications this year, potential advancement of a Maintenance Worker I to Maintenance Worker II; moving the Recycling Center Supervisor up one range to give two ranges between that employee and those they supervise; and moved the General Manager up one range due to contract terms. The Organization Chart reflects the removal of one maintenance Aide/Park.

**Action:** A motion was made by Director Clark to adopt the table of organization listing employee salaries for Fiscal Year 2022. The motion was seconded by Director Schneider.

**Vote:** The motion carried by the following 5 – Yes / 0 – No vote: President Smith– Yes; Vice President Spiller – Yes; Director Clark – Yes; Director Schneider – Yes; Director Haas – Yes

8. Discussion Only regarding Draft Financial Projections for Sewer Enterprise Fund

**Discussion:** In the District's history the wastewater rates have never been increased. Financial analysis has been completed by consultant, Bartle Wells. This draft projection considers Capital

Improvements and budgetary projects. In the wastewater operation there are fixed costs for plant operation. Typically, the smaller the rate base the higher the per unit cost. The District currently has 2,711 residential sewer connections. Assumptions included in the evaluation were: all capital projects to be completed within the next five years, a minimum reserve of \$3 million is maintained (current reserves are at \$3.6 million). Four scenarios were presented for discussion.

Projection 1: a \$3.50 increase in January 2022 and a \$3.50 increase in July 2022, pay off the loan in 2023 for \$1.94 million and pay off the loan in 2028 for \$1.3 million.

Projection 2: \$7 increase in January 2022, pay off the loan in 2023 for \$1.94 million and pay off the loan in 2027 for 1.51 million.

Projection 3: \$4.50 increase in January 2022 and \$4.50 increase in July 2022, pay of the loan in 2023 for \$1.275 million and pay off the loan in 2026 for 1.275 million.

Projection 4: \$7.75 increase in January 2022 and \$7.75 increase in July 2022 and have no debt. General Manager Cox presented an evaluation of wastewater rates in the high desert and included where the District would be with each of those scenarios. She also showed the capital improvement plan.

**Direction:** Director Schneider commented that he is opposed to borrowing money. He proposed the Board could look at lowering the reserve level by \$500,000. He also suggested breaking the \$15.50 increase into three increments and not starting the increase until January 2022 and the remaining increases in July 2022 and January 2023. Directors Clark and Haas agreed with the phased in increase. The Board also suggested looking at the Capital Improvement plan again. The Board requested Staff to bring back additional projections as discussed including taking the \$15.50 increase and phasing it in over 5 years.

### **Other Business**

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

None

President Smith called for a brief recess at 7:43 pm to be followed by closed session which began at 7:55 pm.

### **Closed Session**

**10. Conference with Legal Counsel**

Government Code Section 54956.9(d)(1)

City of Barstow, et a. v. City of Adelanto, et al.,

Riverside County Superior Court Case No. 208568

President Smith adjourned Closed Session at 8:26 pm and reconvened Open Session at 8:26 pm.

**11. Report of Closed Session Items**

**Discussion:** President Smith reported that the Board met in closed session and there were no reportable actions resulting from closed session.

**12. Adjournment**

**Action:** President Smith adjourned the meeting at 8:27 pm



Submitted by:

Approved By:

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Tim Smith, President

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Sandy Haas, Secretary

*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

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Date: June 3, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Sharon Kreinop, Senior Account Specialist  
SUBJECT: Agenda item #3 b  
Consent Items: Updated Bills Paid and Presented for Approval

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**STAFF RECOMMENDATION:**

Updated Report Only. Receive and File

**STAFF REPORT:**

Staff issued 72 checks and 17 EFT's totaling \$186,621.48

Total Cash Available:	<u>6/03/21</u>	<u>5/03/21</u>
Cash	\$6,573,801.88	\$6,061,854.61
Checks/EFT's Issues	\$ 186,621.48	\$ 423,601.68

**Investment Report**

The Investment Report shows the status of the invested District funds. The current interest rate is 0.03% for LAIF and 0.10% for the CBB Sweep Account for April 2021. Interest earned April 2021 on CBB Sweep Account is \$214.70.



Helendale CSD

# Bills Paid and Presented for Approval

## Transaction Detail

Issued Date Range: 05/04/2021 - 05/27/2021

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
<b>Bank Account: 251229590 - CBB Checking</b>					
05/04/2021	<a href="#">24131</a>	True Liberty Protection Services Inc.	-1,018.75	Check	Accounts Payable
05/04/2021	<a href="#">24132</a>	Sonic Systems, Inc	-1,455.90	Check	Accounts Payable
05/04/2021	<a href="#">24133</a>	Water Systems Consulting, Inc	-5,005.00	Check	Accounts Payable
05/04/2021	<a href="#">24134</a>	Southwest Gas Company	-215.34	Check	Accounts Payable
05/04/2021	<a href="#">24135</a>	Jean Thomas	-1,500.00	Check	Accounts Payable
05/06/2021	<a href="#">24136</a>	AVCOM Services Inc.	-80.50	Check	Accounts Payable
05/06/2021	<a href="#">24137</a>	Burrtec Waste Industries Inc	-124.20	Check	Accounts Payable
05/06/2021	<a href="#">24138</a>	Burrtec Waste Industries Inc	-645.02	Check	Accounts Payable
05/06/2021	<a href="#">24139</a>	Choice Builder	-1,144.82	Check	Accounts Payable
05/06/2021	<a href="#">24140</a>	County of San Bernardino	-420.00	Check	Accounts Payable
05/06/2021	<a href="#">24141</a>	Daily Press	-69.67	Check	Accounts Payable
05/06/2021	<a href="#">24142</a>	Desert Community Bank	-138.67	Check	Accounts Payable
05/06/2021	<a href="#">24143</a>	Ferguson Enterprises, LLC #1350	-435.33	Check	Accounts Payable
05/06/2021	<a href="#">24144</a>	G.A. Osborne Pipe & Supply Inc.	-669.40	Check	Accounts Payable
05/06/2021	<a href="#">24145</a>	Geo-Monitor, Inc.	-5,469.50	Check	Accounts Payable
05/06/2021	<a href="#">24146</a>	Hach Company	-5,151.13	Check	Accounts Payable
05/06/2021	<a href="#">24147</a>	Hartford Life	-274.77	Check	Accounts Payable
05/06/2021	<a href="#">24148</a>	I Candy Website & Graphic Design	-726.55	Check	Accounts Payable
05/06/2021	<a href="#">24149</a>	Inland Water Works Supply Co.	-50.69	Check	Accounts Payable
05/06/2021	<a href="#">24150</a>	Konica Minolta	-516.60	Check	Accounts Payable
05/06/2021	<a href="#">24151</a>	Lakeside Heating and Air Conditioning	-122.00	Check	Accounts Payable
05/06/2021	<a href="#">24152</a>	Mobile Occupational Services, Inc.	-90.00	Check	Accounts Payable
05/06/2021	<a href="#">24153</a>	Online Information Services, Inc	-17.10	Check	Accounts Payable
05/06/2021	<a href="#">24154</a>	O'Reilly Auto Parts	-1,723.40	Check	Accounts Payable
05/06/2021	<a href="#">24155</a>	Parkhouse Tire, Inc.	-810.66	Check	Accounts Payable
05/06/2021	<a href="#">24156</a>	Rebecca Gonzalez	-330.00	Check	Accounts Payable
05/06/2021	<a href="#">24157</a>	Southern California Edison	-190.82	Check	Accounts Payable
05/06/2021	<a href="#">24158</a>	USA of So. California	-183.25	Check	Accounts Payable
05/13/2021	<a href="#">24159</a>	County of San Bernardino	-320.00	Check	Accounts Payable
05/13/2021	<a href="#">24160</a>	Forshock	-57.00	Check	Accounts Payable
05/13/2021	<a href="#">24161</a>	Frontier Communications	-133.81	Check	Accounts Payable
05/13/2021	<a href="#">24162</a>	Frontier Communications	-49.59	Check	Accounts Payable
05/13/2021	<a href="#">24163</a>	Infosend, Inc	-1,801.76	Check	Accounts Payable
05/13/2021	<a href="#">24164</a>	Rudy Villareal & Son Inc	-2,570.00	Check	Accounts Payable
05/13/2021	<a href="#">24165</a>	San Bernardino County Fire Department	-275.00	Check	Accounts Payable
05/13/2021	<a href="#">24166</a>	Southern California Edison	-145.23	Check	Accounts Payable
05/13/2021	<a href="#">24167</a>	Tyler Technologies, Inc.	-112.00	Check	Accounts Payable
05/13/2021	<a href="#">24168</a>	Eide Bailly LLP	-1,152.15	Check	Accounts Payable
05/13/2021	<a href="#">24169</a>	Fedak & Brown LLP	-1,720.00	Check	Accounts Payable
05/13/2021	<a href="#">24170</a>	CHRISTOPHER ROUND	-200.33	Check	Utility Billing
05/19/2021	<a href="#">24171</a>	California State Disbursement Unit	-230.76	Check	Accounts Payable
05/19/2021	<a href="#">24172</a>	True Liberty Protection Services Inc.	-7,213.50	Check	Accounts Payable
05/19/2021	<a href="#">24173</a>	Atkinson, Andelson, Loya, Ruud and Romo	-5,000.00	Check	Accounts Payable
05/19/2021	<a href="#">24174</a>	Bobby Buroff	-880.00	Check	Accounts Payable
05/19/2021	<a href="#">24175</a>	BRIAN JEFFERS	-149.99	Check	Accounts Payable
05/19/2021	<a href="#">24176</a>	Brunick, McElhane & Kennedy	-5,375.00	Check	Accounts Payable

**Bank Transaction Report**

Issued Date	Number	Description	Amount	Type	Module
05/19/2021	<a href="#">24177</a>	Frontier Communications	-65.80	Check	Accounts Payable
05/19/2021	<a href="#">24178</a>	G.A. Osborne Pipe & Supply Inc.	-1,481.07	Check	Accounts Payable
05/19/2021	<a href="#">24179</a>	Houston & Harris	-2,390.00	Check	Accounts Payable
05/19/2021	<a href="#">24180</a>	Inland Water Works Supply Co.	-1,304.77	Check	Accounts Payable
05/19/2021	<a href="#">24181</a>	Lakeside Heating and Air Conditioning	-148.00	Check	Accounts Payable
05/19/2021	<a href="#">24182</a>	Rudy Villareal & Son Inc	-240.00	Check	Accounts Payable
05/19/2021	<a href="#">24183</a>	Ryan Herco Flow Solutions	-305.69	Check	Accounts Payable
05/19/2021	<a href="#">24184</a>	Uline	-338.84	Check	Accounts Payable
05/19/2021	<a href="#">24185</a>	CHAD JOHNSON	-169.18	Check	Utility Billing
05/20/2021	<a href="#">24186</a>	Cardmember Services	-1,184.47	Check	Accounts Payable
05/20/2021	<a href="#">24187</a>	Home Depot Credit Services	-1,904.13	Check	Accounts Payable
05/26/2021	<a href="#">24188</a>	Water Systems Consulting, Inc	-2,725.00	Check	Accounts Payable
05/26/2021	<a href="#">24189</a>	Southern California Edison	-287.27	Check	Accounts Payable
05/26/2021	<a href="#">24190</a>	Atlas Environmental Engineering, Inc	-10,000.00	Check	Accounts Payable
05/26/2021	<a href="#">24191</a>	Beck Oil Inc	-3,566.59	Check	Accounts Payable
05/26/2021	<a href="#">24192</a>	Burrtec Waste Group, Inc	-47,072.55	Check	Accounts Payable
05/26/2021	<a href="#">24193</a>	County of San Bernardino, Solid Waste Mgmt. Div.	-1,493.85	Check	Accounts Payable
05/26/2021	<a href="#">24194</a>	Frontier Communications	-62.12	Check	Accounts Payable
05/26/2021	<a href="#">24195</a>	Frontier Communications	-88.96	Check	Accounts Payable
05/26/2021	<a href="#">24196</a>	Harbor Freight Tools	-90.47	Check	Accounts Payable
05/26/2021	<a href="#">24197</a>	Rebecca Gonzalez	-330.00	Check	Accounts Payable
05/26/2021	<a href="#">24198</a>	Staples Credit Plan	-274.42	Check	Accounts Payable
05/26/2021	<a href="#">24199</a>	Ultimate Internet Access, Inc	-821.35	Check	Accounts Payable
05/26/2021	<a href="#">24200</a>	USA Blue Book	-2,745.46	Check	Accounts Payable
05/26/2021	<a href="#">24201</a>	Verizon Wireless	-106.32	Check	Accounts Payable
05/26/2021	<a href="#">24202</a>	Verizon Wireless	-651.89	Check	Accounts Payable
05/04/2021	<a href="#">EFT0003669</a>	SCE ACH Community Center 700218740906	-1,099.77	EFT	General Ledger
05/12/2021	<a href="#">EFT0003678</a>	SCE ACH 4-Plex Acct 2-35-118-6267	-202.42	EFT	General Ledger
05/12/2021	<a href="#">EFT0003679</a>	SCE ACH Water Shop Acct 2-30-765-8245	-128.11	EFT	General Ledger
05/05/2021	<a href="#">EFT0003688</a>	To record CalPERS Health Premium	-17,428.28	EFT	General Ledger
05/07/2021	<a href="#">EFT0003689</a>	CalPERS Classic Pmt PPE 4/11/21	-7,116.13	EFT	General Ledger
05/07/2021	<a href="#">EFT0003690</a>	CalPERS PEPRA Pmt PPE 4/11/21	-1,471.66	EFT	General Ledger
05/23/2021	<a href="#">EFT0003692</a>	SCE ACH Street Lighting Acct 700013030275	-1,844.76	EFT	General Ledger
05/23/2021	<a href="#">EFT0003693</a>	SCE ACH Park Wellheads Acct 700448234519	-107.11	EFT	General Ledger
05/06/2021	<a href="#">EFT0003694</a>	To record Sales Tax Pmt - 1st Payment / 2nd Quarter	-2,032.09	EFT	General Ledger
05/25/2021	<a href="#">EFT0003698</a>	CalPERS Classic Pmt PPE 4/25/21	-7,116.13	EFT	General Ledger
05/25/2021	<a href="#">EFT0003699</a>	CalPERS PEPRA Pmt PPE 4/25/21	-1,421.70	EFT	General Ledger
05/27/2021	<a href="#">EFT0003700</a>	CalPERS 457 Pmt PPE 5/23/21	-3,761.41	EFT	General Ledger
05/27/2021	<a href="#">EFT0003709</a>	SCE ACH Community Center 700218740906	-1,190.84	EFT	General Ledger
05/27/2021	<a href="#">EFT0003711</a>	SCE ACH Sod Farm Acct 700255337588	-1,172.61	EFT	General Ledger
05/27/2021	<a href="#">EFT0003712</a>	SCE ACH Well 6,7,8,9 & 2 Acct 700620711734	-420.33	EFT	General Ledger
05/18/2021	<a href="#">EFT0003714</a>	To record Tasc Flex Claim Pmt - PPE 5/9/21	-533.33	EFT	General Ledger
05/15/2021	<a href="#">EFT0003715</a>	CalPERS 457 Pmt PPE 5/9/21	-3,761.41	EFT	General Ledger
<b>Bank Account 251229590 Total: (89)</b>					<b>-186,621.48</b>
<b>Report Total: (89)</b>					<b>-186,621.48</b>

**Summary**

**Bank Account**  
[251229590 CBB Checking](#)

<b>Count</b>	89	<b>Amount</b>	-186,621.48
<b>Report Total:</b>		<b>89</b>	<b>-186,621.48</b>

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

<b>Count</b>	89	<b>Amount</b>	-186,621.48
<b>Report Total:</b>		<b>89</b>	<b>-186,621.48</b>

Transaction Type	Count	Amount
Check	72	-135,813.39
EFT	17	-50,808.09
<b>Report Total:</b>		<b>89</b>
		<b>-186,621.48</b>



# Helendale Community Services District

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Date: June 3, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette, Program Coordinator  
SUBJECT: Agenda item #3c  
Directors' Compensation and Expenses

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**HELENDALE COMMUNITY SERVICES DISTRICT  
BOARD MEMBER EXPENSE VOUCHER**

NAME: Vandy Naas Date: May 24

Date	Event	Expense Description/Explanation	Mileage	Meals	Lodging	Other	Exp. Category
5-11	Public Benefit	Park & Pic					A
5-12	Event	Standing Committee					
5-17	Public Benefit	Tri Community Lunch		25.13			K
5-18	Event	Discussion w/ other District		re Mysyura			K
5-19	Public Benefit	Telephone w/ GM					G
5-20	Event	Re: Meets information re Dist					G
5-21	Public Benefit	meeting w/ GM					G
5-22	Event	agenda & other Dist business					G
5-23	Public Benefit	Telephone GM					G
5-24	Event	discussed item sheet to					A
5-25	Public Benefit	Regular meeting					A
5-26	Event						
5-27	Public Benefit						
5-28	Event						
5-29	Public Benefit						
5-30	Event						
5-31	Public Benefit						
				25.19			
<b>Totals:</b>							
			Mileage				
			Meals	25.19			825
			Lodging				
			Grand Total	25.19			825

Notes/Comments:

Ok to process for payroll

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Board Member Signature: Vandy Naas  
 Expense Categories:

- A: Public Meeting governed by Brown Act
- B: Public Event\*
- C: Representation at Public Meeting/Event\*
- D: Representation on 501C3 Board \*
- E: Conference/Seminar/Training program related to District\*
- F: Ad Hoc Committee of the Board
- G: Meeting w/GM re: District Operations
- H: Meeting w/audits, 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 matter involving functions or operations of the District
- K: Meeting pre-approved by the Board of Directors

\*Written or verbal report required to be presented at the next Board meeting

Mileage calculated at \$0.56/mile effective 1/1/21

CUSTOMER COPY

Los Domingos

1520 E Main St, Barstow, CA 92311  
(760) 256-1381

5/12/2021 12:48:12 PM

Terminal SN: 3A504352

EVO UID: 20210512F59F-246

EVO ID: 15491

EVO Payment UID: 202105121571

Bar->(4) 11

Employee: Katelyn

Transaction #: 36

Account: 8041

Name On Card: HAAS/SANDRA L

Entry: Chip

Amount: \$22.18

Tip: \$ 3

Total: \$25.18

Auth Code: 014807

Response: OK

TC: 0904AA8763DD229FE

TVR: 808008000

AID: A000000031010

TSI: 6800

ATC: 0032

APPLAB: VISA DEBIT

I AGREE TO PAY ABOVE TOTAL  
AMOUNT ACCORDING TO CARD ISSUER  
AGREEMENT (MERCHANT AGREEMENT  
IF CREDIT VOUCHER)

X.....SIGNATURE



**HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER**

Name: Tim Smith

Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp. Category
05/04/2021	Public Benefit	mtg with general manager					G: Meeting w/GM re District Operations
05/05/2021	Event	reg board mtg					A: Public Meeting governed by Brown Act
05/11/2021	Public Benefit	park and rec					A: Public Meeting governed by Brown Act
05/12/2021	Event	met with Kelly Gregg					H: Meeting w/auditors, attorney or consultant
05/13/2021	Public Benefit	mtg with general manager					G: Meeting w/GM re District Operations
05/18/2021	Event	mtg with general manager					G: Meeting w/GM re District Operations
05/20/2021	Public Benefit	regular board meeting					A: Public Meeting governed by Brown Act
05/17/2021	Event	ASBCSD ZOOM MEETING					J: Meeting w/organization with interests in m
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
Notes/Comments:		<p>Totals: Mileage _____</p> <p>Meals _____</p> <p>Lodging _____</p> <p>Other _____</p> <p>Grand Total _____</p>					
Signature		Submitted By: <u>Tim Smith</u>					
Date		05/23/2021					

*Expense Categories*

- G: Meeting w/GM re 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/o organization with interests in matters involving functions or operations of the District
- K: Meeting pre-approved by the Board of Directors

**\* Written or verbal report required to be presented at the next Board meeting**

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: HENRY SPILLER 5/19/21

Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category
4/28	Public Benefit	Farmer's Market					J
4/16	Event	Rep @ public Event					B
5/4	Public Benefit	Meeting with SBC Sheriffs					G
5/5	Event	Rep @ public Event					J
5/6	Public Benefit	Pre Board Meeting with GM					G
5/11	Event	Meeting with GM regarding district OPS					J
5/12	Public Benefit	Farmer's Market					J
5/17	Event	Rep @ public Event					J
5/18	Public Benefit	ASBCSD Virtual Membership Meeting					E
5/19	Event	Presentation by Assemblyman Thurston Smith					G
	Public Benefit	Pre Board Meeting with GM					G
	Event	Meeting with GM regarding district OPS					J
	Public Benefit	Farmer's Market					J
	Public Benefit	Rep @ public Event					J

Notes/Comments: Totals

Totals:	Mileage	-
	Meals	-
	Lodging	-
	Other	-
	Grand Total	-

Submitted By: *[Signature]* Date: *[Blank]*

Appropriate Approval: \_\_\_\_\_ Date: \_\_\_\_\_

- Expense Categories
- A: Public Meeting governed by Brown Act
  - B: Public Event\*
  - C: Representation at Public Meeting/Event\*
  - D: Representation on a 501C3 Board\*
  - E: Conference/seminar/Training Program related to District\*
  - F: Ad Hoc committee of the Board
  - G: Meeting w/GM re 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 operations of the District
  - K: Meeting pre-approved by the Board of Directors


\* Written or verbal report required to be presented at the next Board meeting

**HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER**  
 Pay Period Ending 5/23/2021

Craig Schneider

Date	Event	Expense Description/Explanation	Meeting	Miles	Meals	Lodging	Other	Exp. Category
5/4/2021	Description of Public Benefit	Meeting with GM	137.5					G: Meeting w/GM re District Operations
5/4/2021	Event	Discuss BOD Agenda						
5/6/2021	Event	Regular BOD Meeting	137.5					A: Public Meeting governed by Brown Act
5/6/2021	Description of Public Benefit	HCSD Business						
5/11/2021	Event	Parks and Recreation	137.5					A: Public Meeting governed by Brown Act
5/11/2021	Description of Public Benefit	Discuss Park Maintenance and Schedule of Events						
5/13/2021	Event	Desert and Mountain JPA Recycling Authority	137.5					C: Representation at Public Meeting/Event*
5/13/2021	Description of Public Benefit	Update on SB 1383, Area Food Banks						
5/17/2021	Event	ASBCSD	137.5					J: Meeting w/organization with interests in matters inv.
5/17/2021	Description of Public Benefit	Presentation by Assembly Thurstan Smithy Smith						
5/19/2021	Event	GM and Farmers Market	137.5					G: Meeting w/GM re District Operations
5/19/2021	Description of Public Benefit							
5/20/2021	Event	BOD	137.5					A: Public Meeting governed by Brown Act
5/20/2021	Description of Public Benefit	CSD Business						
	Event		0					A: Public Meeting governed by Brown Act
	Description of Public Benefit							
	Event		0					A: Public Meeting governed by Brown Act
	Description of Public Benefit							
	Event		0					A: Public Meeting governed by Brown Act
	Description of Public Benefit							

Total Meetings	Total Miles	Total Meals	Total Lodging	Total Other	Total
\$ 962.50	\$ -	\$ -	\$ -	\$ -	\$ 962.50

Submitted by:  Signature  
 Date: 5/24/2021



# Helendale Community Services District

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Date: June 3, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3d  
April Financials

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**Helendale CSD**  
**Statement of Revenues and Expenses - Water**  
**As of April 30, 2021**  
**(Unaudited)**

	Apr. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Meter Charges	\$ 136,267	\$ 1,342,283	\$ 1,578,873	85%	\$ 1,255,431
3 Water Sales	73,959	792,161	862,015	92%	703,703
4 Standby Charges	4,021	18,858	24,400	77%	28,412
5 Other Operating Revenue	37,994	152,439	86,232	177%	94,177
<b>6 Total Operating Revenues</b>	<b>252,241</b>	<b>2,305,741</b>	<b>2,551,520</b>	<b>90%</b>	<b>2,081,723</b>
<b>7 Non-Operating Revenues</b>					
8 Grant Revenue	-	15,990	37,500	43%	87,223
9 Miscellaneous Income (Expense)	2,841	5,023	1,000	502%	944
<b>10 Total Non-Operating Revenues</b>	<b>2,841</b>	<b>21,013</b>	<b>38,500</b>	<b>55%</b>	<b>88,167</b>
<b>11 Total Revenues</b>	<b>255,082</b>	<b>2,326,755</b>	<b>2,590,020</b>	<b>90%</b>	<b>2,169,890</b>
<b>12 Expenses</b>					
<b>13 Salaries &amp; Benefits</b>					
14 Salaries	25,781	263,117	330,774	80%	249,108
15 Benefits	17,350	107,364	123,793	87%	99,372
<b>16 Total Salaries &amp; Benefits</b>	<b>43,131</b>	<b>370,481</b>	<b>454,567</b>	<b>82%</b>	<b>348,479</b>
<b>17 Transmission &amp; Distribution</b>					
18 Contractual Services	1,111	54,068	39,050	138%	39,608
19 Power	9,370	110,147	124,106	89%	92,689
20 Operations & Maintenance	14,002	78,930	131,682	60%	118,608
21 Rent/Lease Expense	800	9,890	10,860	91%	9,260
22 Permits & Fees	1,595	22,462	25,600	88%	19,565
<b>23 Total T&amp;D</b>	<b>26,878</b>	<b>275,496</b>	<b>331,298</b>	<b>83%</b>	<b>279,729</b>
<b>24 General &amp; Administrative</b>					
25 Utilities	416	4,039	5,436	74%	4,003
26 Office & Other Expenses	76	8,368	3,015	278%	877
27 Admin Allocation	46,517	465,173	558,207	83%	409,592
<b>28 Total G&amp;A</b>	<b>47,009</b>	<b>477,579</b>	<b>566,658</b>	<b>84%</b>	<b>414,472</b>
29 Debt Service	-	343,814	388,734	88%	273,704
<b>30 Total Expenses</b>	<b>117,018</b>	<b>1,467,371</b>	<b>1,741,257</b>	<b>84%</b>	<b>1,316,385</b>
<b>31 Net Income (Loss) Before Capital</b>	<b>138,063</b>	<b>859,384</b>	<b>848,763</b>	<b>101%</b>	<b>853,505</b>
32 Capital Expenses	(125,442)	(813,605)	(2,023,667)	40%	(257,213)
<b>33 Net Income (Loss) After Capital</b>	<b>\$ 12,621</b>	<b>\$ 45,779</b>	<b>\$ (1,174,904)</b>	<b>-4%</b>	<b>\$ 596,292</b>

**Helendale CSD**  
*Financial Statement Analysis*  
For the Month Ended April 30, 2021 – 83% of Fiscal Year

**Fund 01-Water Revenues and Expenses**

**Line 2 Meter Charges:** Meter Charges are the fixed monthly charge for water service. Year to date (YTD) meter charges are trending on budget.

**Line 3 Water Sales:** Water Sales reflects water consumption and is trending above budget due to higher consumption than anticipated.

**Line 4 Standby Charges:** Standby Charges includes special assessment standby charges for the current & prior years, and delinquent standby penalties. YTD can trend over/under budget due to timing of assessment receipts and unbudgeted receipts of delinquent assessments. The majority of these fees are collected in December and May.

**Line 5 Other Operating Revenue:** Other Operating Revenue includes permit & inspection charges, connection fees, meter installation fees, other fees/charges and mechanic service reimbursements. Connection and meter installation fees are budgeted conservatively due to the unexpected nature of these fees. YTD is over budget due to high volume of connection fees collected in January and increased water supply fees.

**Line 8 Grant Revenue:** YTD balance consists of a \$15.9K award for MWA Meter Replacement Program. Budget for this account consists of the remaining \$37.5K grant from the Bureau of Reclamation for installation of AMI smart meters.

**Line 9 Miscellaneous Income (Expense):** Miscellaneous Income includes gain or loss on sale of assets, the Enel X Demand Response Program and other miscellaneous income. YTD can trend over/under budget due to timing of receipts. YTD is over budget due to timing of Enel X Demand Response program receipt in January, which came in higher than budgeted and water leak charges in April.

**Line 14 Salaries:** Salaries for water employees and portion of mechanic's salary. YTD is trending slightly below budget due to less mechanic time needed.

**Line 15 Benefits:** Benefits includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD is trending on budget.

**Line 18 Contractual Services:** Contract Services includes lab testing, engineering, GIS support & other contract services. YTD is over budget at due to \$9.1K invoice from Tyler Technologies for meter data sync.

**Line 19 Power:** This account includes electricity used for transmission & distribution. YTD is trending over budget at 89% due to increased demand from higher water consumption.

**Line 20 Operations & Maintenance:** This line includes operations & maintenance expense, vehicle maintenance and vehicle fuel. YTD can trend over/under budget due to timing of work performed.

**Line 21 Rent/Lease Expense:** Rent/Lease Expense includes rental costs for the water shop and Bureau of Land Management LM tank sites. YTD is trending over budget at 91% due to timing of annual payment.

**Line 22 Permits & Fees:** Includes all water permits, miscellaneous fees, and Watermaster fees. YTD can trend over/under budget due to timing of payments.

**Line 25 Utilities (G&A):** Utilities includes gas and telephone expenses. YTD is trending under budget at 74%.

**Line 26 Office & Other Expenses:** Office & Other Expenses includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. YTD can trend over/under budget due to timing of payments. YTD is over budget due to pay-off penalties of \$6.7K for the CNB Loan #11-007.

**Line 27 Admin Allocation:** This is the monthly distribution of the budgeted Administration fund (Fund 10) expenses to the enterprise funds.

**Line 29 Debt Service:** Debt Service includes interest & principal payments on outstanding debt. Payments are made quarterly in September, December, March and June. YTD is at 88% due to timing of loan payments.

**Line 32 Capital Expenses:** YTD balance in capital expenses includes the following:

- \$2.4K - Well Exploration Test Holes
- \$139.9K – Corporate Yard
- \$58.3K - AMI Meters
- \$50.0K – Water Rights Purchase
- \$559.5K – Real property Acquisition



**Helendale CSD**  
**Statement of Revenues and Expenses - Sewer**  
**As of April 30, 2021**  
**(Unaudited)**

	Apr. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Sewer Charges	\$ 107,104	\$ 1,068,369	\$ 1,279,029	84%	\$ 1,066,150
3 Standby Charges	3,254	14,232	21,350	67%	25,871
4 Other Fees & Charges	11,915	49,497	15,438	321%	22,049
5 Other Income/(Expense)	-	-	-	0%	-
<b>6 Total Revenues</b>	<b>122,272</b>	<b>1,132,098</b>	<b>1,315,817</b>	<b>86%</b>	<b>1,114,069</b>
<b>7 Expenses</b>					
<b>8 Salaries &amp; Benefits</b>					
9 Salaries	22,053	211,788	258,397	82%	200,542
10 Benefits	11,041	87,197	97,812	89%	85,157
<b>11 Total Salaries &amp; Benefits</b>	<b>33,094</b>	<b>298,985</b>	<b>356,209</b>	<b>84%</b>	<b>285,699</b>
<b>12 Sewer Operations</b>					
13 Contractual Services	10,020	35,914	77,400	46%	37,078
14 Power	5,997	58,651	79,750	74%	62,103
15 Operations & Maintenance	5,011	42,456	63,363	67%	44,623
16 Permits & Fees	-	30,044	27,617	109%	23,074
<b>17 Total Sewer Operations</b>	<b>21,028</b>	<b>167,064</b>	<b>248,130</b>	<b>67%</b>	<b>166,879</b>
<b>18 General &amp; Administrative</b>					
19 Utilities	440	3,443	5,616	61%	4,352
20 Office & Other Expenses	488	8,973	7,393	121%	5,710
21 Admin Allocation	45,587	455,869	547,043	83%	401,401
<b>22 Total G&amp;A</b>	<b>46,515</b>	<b>468,285</b>	<b>560,052</b>	<b>84%</b>	<b>411,462</b>
23 Debt Service	-	25,420	75,042	34%	37,517
<b>24 Total Expenses</b>	<b>100,637</b>	<b>959,754</b>	<b>1,239,433</b>	<b>77%</b>	<b>901,557</b>
<b>25 Net Income (Loss) Before Capital</b>	<b>21,635</b>	<b>172,345</b>	<b>76,384</b>	<b>226%</b>	<b>212,513</b>
26 Capital Expenses	(113,250)	(235,772)	(1,367,000)	17%	(153,560)
<b>27 Net Income (Loss) After Capital</b>	<b>\$ (91,615)</b>	<b>\$ (63,427)</b>	<b>\$ (1,290,616)</b>		<b>\$ 58,952</b>



## **Fund 02 - Sewer Revenues and Expenses**

**Line 2 Sewer Charges:** This account includes the monthly charge for sewer services. YTD is trending on budget.

**Line 3 Standby Charges:** Standby Charges includes special assessment standby charges for the current & prior years, and delinquent standby penalties. YTD can trend over/under budget due to timing of assessment and unbudgeted receipts of delinquent assessments. The majority of these fees are collected in December and May.

**Line 4 Other Fees & Charges:** Other Fees & Charges includes permit & inspection charges, connection fees, other fees and charges and delinquent charges on fees. Connection and permit fees are budgeted conservatively due to the unexpected nature of these fees. YTD is over budget due to high volume of connection fees not anticipated in the budget.

**Line 5 Other Income/(Expense):** Other Income includes gain or loss on sale of assets and other miscellaneous income. There is no activity for the year.

**Line 9 Salaries:** Salaries is for all sewer employees. YTD is trending on budget.

**Line 10 Benefits:** Benefits include employee insurance, PERS retirement, workers compensation, payroll taxes, and education & training. YTD is trending slightly over budget at 89% due to the annual worker's compensation renewal which came in higher than budgeted for due to the reclassification of some employees.

**Line 13 Contractual Services:** Contract Services include lab testing, engineering, GIS support & other contractual services. YTD can trend over/under budget due to timing of payments.

**Line 14 Power:** This account includes electricity used for Sewer. YTD is trending under budget at 74%.

**Line 15 Operations & Maintenance:** This account includes compost disposal, vehicle maintenance, vehicle fuel, uniforms, small tools and salaries for mechanics. YTD is under budget at 67% due to timing of purchases and work performed.

**Line 16 Permits and Fees:** This line accounts for all annual permits and fees paid to the state. YTD is over budget due to higher than anticipated annual permit renewals.

**Line 19 Utilities (G&A):** Utilities includes gas and telephone expenses. YTD is trending under budget at 61%.

**Line 20 Office & Other Expenses:** Office & Other Expenses includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. YTD is over budget due to increased operating supplies purchases, including a \$1.3K purge sampling pump and \$1.3K irrigation valves.

**Line 21 Admin Allocation:** This is the monthly distribution of the budgeted Administration fund (fund 10) expenses to the enterprise funds.

**Line 23 Debt Service:** Debt Service includes interest & principal payments on outstanding debt. Payments are made twice a year in December and June.

**Line 26 Capital Expenses:** YTD balance in capital expense includes the following:

- \$76.3K Secondary Irrigation Pump Project
- \$18.6K Manhole Cutter Purchase
- \$139.9K Storage Building



**Helendale CSD**  
**Statement of Revenues and Expenses - Recycling Center**  
**As of April 30, 2021**  
**(Unaudited)**

	Apr. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Retail Sales	\$ 28,253	\$ 254,931	\$ 264,000	97%	\$ 208,731
3 Donations	-	-	-	0%	-
4 Board Discretionary Revenue	-	-	(84,380)	0%	-
<b>5 Total Revenues</b>	<b>28,253</b>	<b>254,931</b>	<b>179,620</b>	<b>142%</b>	<b>208,731</b>
<b>6 Expenses</b>					
<b>7 Salaries &amp; Benefits</b>					
8 Salaries	8,176	84,345	136,326	62%	101,714
9 Benefits	1,826	14,761	16,070	92%	14,238
<b>10 Total Salaries &amp; Benefits</b>	<b>10,002</b>	<b>99,106</b>	<b>152,396</b>	<b>65%</b>	<b>115,952</b>
<b>11 Recycling Center Operations</b>					
12 Contractual Services	324	324	4,300	8%	-
13 Operations & Maintenance	1,985	10,120	11,300	90%	10,754
<b>14 Total Recycling Center Operations</b>	<b>2,309</b>	<b>10,444</b>	<b>15,600</b>	<b>67%</b>	<b>10,754</b>
<b>15 General &amp; Administrative</b>					
16 Utilities	549	5,489	8,124	68%	7,431
17 Office & Other Expenses	386	3,161	3,500	90%	6,887
<b>18 Total G&amp;A</b>	<b>935</b>	<b>8,650</b>	<b>11,624</b>	<b>74%</b>	<b>14,318</b>
<b>19 Total Expenses</b>	<b>13,246</b>	<b>118,200</b>	<b>179,620</b>	<b>66%</b>	<b>141,024</b>
<b>20 Net Income (Loss) Before Capital</b>	<b>15,007</b>	<b>136,731</b>	<b>-</b>		<b>67,707</b>
21 Capital Expenses	-	-	-	0%	10,736
<b>22 Net Income (Loss) After Capital</b>	<b>\$ 15,007</b>	<b>\$ 136,731</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 56,970</b>

### **03-Recycling Center Revenues and Expenses**

**Line 2 Retail Sales:** Retail sales include sales revenues from the Thrift Store. YTD is trending over budget due to higher sales than anticipated.

**Line 3 Donations:** Donations are not budgeted for due to the unexpected nature of these revenues.

**Line 4 Board Discretionary Revenue:** This line shows the transfer of net cash from the Recycling Center (fund 03) to the Parks & Recreation Fund (fund 05). This transfer is done at year end for the audit.

**Line 8 Salaries:** Salaries for all recycling center employees, which are all part-time. YTD is trending below budget at 62% due to thrift store shutdown in the early part of the year due to COVID-19.

**Line 9 Benefits:** Benefits include employee insurance, workers compensation, payroll taxes, and education & training. YTD is at 92% due to the annual worker's compensation renewal, which came in higher than budgeted for due to the reclassification of some employees.

**Line 12 Contractual Services:** Contractual Services includes software support and other contract services. YTD can trend over/under budget due to timing of payments.

**Line 13 Operations & Maintenance:** Operations & Maintenance includes vehicle maintenance, vehicle fuel, operating supplies and uniforms. YTD trending slightly over budget at 90% due to timing of work performed and payments.

**Line 16 Utilities (G&A):** Utilities includes electric and telephone expenses. YTD is trending under budget at 68%.

**Line 17 Office & Other Expenses:** Office & Other Expenses includes advertising, bank charges and other miscellaneous expenses. YTD is trending over budget due to timing of payments.

**Line 20 Net Income:** Net income in the Recycling Center is moved to Parks & Recreation fund (fund 5) at year end for the audit through Board Discretionary Revenue.



**Helendale CSD**  
**Statement of Revenues and Expenses - Property Rental**  
**As of April 30, 2021**  
**(Unaudited)**

	Apr. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Property Rental Revenues	\$ 10,090	\$ 105,382	\$ 128,280	82%	\$ 105,885
3 Other Income	-	515	200	258%	340
4 Board Discretionary Revenue	-	-	-	0%	-
<b>5 Total Revenues</b>	<b>10,090</b>	<b>105,897</b>	<b>128,480</b>	<b>82%</b>	<b>106,225</b>
<b>6 Expenses</b>					
7 Contractual Services	-	-	5,000	0%	325
8 Utilities	(589)	6,582	10,111	65%	4,442
9 Operations & Maintenance	1,244	10,876	6,000	181%	5,639
10 Debt Service	-	55,042	85,882	64%	-
<b>11 Total Expenses</b>	<b>655</b>	<b>72,500</b>	<b>106,993</b>	<b>68%</b>	<b>10,406</b>
<b>12 Net Income (Loss)</b>	<b>\$ 9,435</b>	<b>\$ 33,397</b>	<b>\$ 21,487</b>	<b>155%</b>	<b>\$ 95,819</b>

#### ***04-Property Rental Revenues and Expenses***

**Line 2 Property Rental Revenues:** Property Rentals is revenue from 15302 Smithson and 15425 Wild Road properties. YTD is trending on budget.

**Line 3 Other Income:** Other Income includes penalties and other miscellaneous Income; due to the unexpected nature of these revenues these accounts are budgeted conservatively. YTD is over budget due to penalties charged throughout the year.

**Line 4 Board Discretionary Revenue:** This line shows the transfer of net cash from the Property Rental fund (fund 04) to Parks & Recreation fund (fund 05). This entry will be done at year-end for the audit.

**Line 7 Contractual Services:** Contractual Services includes contractor and handyman expenses for installation of appliances, drywall repair, roofing or plumbing repairs. YTD can trend over/under budget due to timing of payments. No activity for this fiscal year through April.

**Line 8 Utilities:** Utilities includes electric & gas expense for the rental properties. YTD is under budget at 65%.

**Line 9 Operations & Maintenance:** Operations & Maintenance includes maintenance and other costs relating to the rental properties. YTD is over budget due to \$3K in A/C maintenance for Unit A in July and \$4.7K A/C system install for Unit B in October.

**Line 10 Debt Service:** Debt Service includes interest and principal payments on outstanding debt, paid in December and June.

**Line 12 Net Income:** Net income in the Property Rental fund (fund 04) is moved to the Parks & Recreation fund (fund 05) through Board discretionary revenue at year-end for the audit.



**Helendale CSD**  
**Statement of Revenues and Expenses - Parks & Recreation**  
**As of April 30, 2021**  
**(Unaudited)**

	Apr. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Program Fees	\$ 1,018	\$ 12,414	\$ 27,800	45%	\$ 25,334
3 Property Taxes	1,845	16,320	17,160	95%	13,358
4 Donations & Sponsorships	-	12,563	10,790	116%	11,071
5 Rental Income	2,300	16,001	28,100	57%	20,429
6 Developer Impact Fees	5,160	17,200	-	0%	3,440
7 Grants	-	370	-	0%	-
8 Interfund Transfer Out/(In)	(3,508)	(35,083)	(42,100)	83%	-
9 Board Discretionary Revenue	56,695	323,004	417,004	77%	301,097
<b>10 Total Revenues</b>	<b>63,509</b>	<b>362,789</b>	<b>458,754</b>	<b>79%</b>	<b>374,728</b>
<b>11 Expenses</b>					
<b>12 Salaries &amp; Benefits</b>					
13 Salaries	6,295	72,631	87,564	83%	55,342
14 Benefits	3,185	32,737	43,903	75%	28,545
<b>15 Total Salaries &amp; Benefits</b>	<b>9,480</b>	<b>105,368</b>	<b>131,467</b>	<b>80%</b>	<b>83,887</b>
16 Program Expense	1,181	31,488	71,439	44%	55,439
17 Contractual Services	130	14,612	12,560	116%	12,523
18 Utilities	(944)	32,761	56,301	58%	28,248
19 Operations & Maintenance	1,576	24,827	24,216	103%	30,391
20 Permits & Fees	-	1,491	5,338	28%	2,848
21 Grant Expense	-	-	-	0%	-
22 Other Expenses	468	9,049	3,105	291%	1,787
23 Debt Service	-	11,208	22,710	49%	40,396
<b>24 Total Expenses</b>	<b>11,891</b>	<b>230,804</b>	<b>327,137</b>	<b>71%</b>	<b>255,519</b>
<b>25 Net Income (Loss) Before Capital</b>	<b>51,619</b>	<b>131,985</b>	<b>131,617</b>	<b>100%</b>	<b>119,209</b>
26 Capital Expenses	(1,735)	(48,414)	(135,000)	36%	(32,140)
<b>27 Net Income (Loss) After Capital</b>	<b>\$ 49,883</b>	<b>\$ 83,571</b>	<b>\$ (3,383)</b>		<b>\$ 87,069</b>

## **05-Parks & Recreation Revenues and Expenses**

**Line 2 Program Fees:** Program Fees include recreation program fees, basketball league fees, youth soccer league fees and farmers market revenue. YTD is trending under budget at 45% due to lower than planned activity due to Covid-19 restrictions.

**Line 3 Property Taxes:** Property taxes accounts for the transfer of property taxes for streetlight utility expenses. YTD is trending over budget at 95% with a majority of taxes received through April.

**Line 4 Donations & Sponsorships:** This account includes concert in the park sponsorships, event sponsorships and other donations/sponsorships. YTD is over budget due to increased sponsorships.

**Line 5 Rental Income:** Rental Income includes rental income from the water shop, storage for the recycling center, community center room rental, church rental, and gymnastics rental. YTD can trend over/under budget depending on needs and timing of rentals.

**Line 6 Developer Impact Fees:** Developer Impact Fees are not budgeted due to the unexpected nature of these revenues.

**Line 7 Grants:** This accounts for grants and is not budgeted for until a grant is awarded. YTD balance consists of Farmer's Market EBT program activity.

**Line 8 Interfund Transfer Out/(In):** This line shows the transfer of cash balance from the Recycling Center (fund 03) and Property Rental (fund 04) to the Parks & Recreation fund (fund 05). This entry will be done at year-end for the audit, when it is known exactly how much net income is available to transfer.

**Line 9 Board Discretionary:** Board Discretionary Revenue in April includes the following:

- Radio Tower Site Rent – \$12,312
- Property Taxes - \$38,337
- Solid Waste Franchise Fees - \$7,891
- Transfer Property Tax Revenue for Street Light Utilities – \$(1,845)

**Line 13 Salaries:** Amounts for full and part-time Parks and Recreation employees. YTD is trending on budget.

**Line 14 Benefits:** Benefits includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education & trainings. YTD is trending under budget at 75% due to less education and training than expected and lower than expected medical insurance.

**Line 16 Program Expense:** Program Expense includes supplies and expenses for the youth soccer league, park, community center, farmers market and other programs. YTD is currently under budget at 44% due to less program activity.

**Line 17 Contractual Services:** Contractual Services includes software support and other contract services. YTD is over budget due to services from ALTEC Engineering at \$5.0K for CEQA study for new park facilities and \$4.2K from Altec Land Planning for Cultural Resource Assessment.

**Line 18 Utilities:** Utilities includes gas and electric for parks and the community center, along with telephone & electricity for street lighting. YTD is trending under budget at 58%. Negative balance in April?

**Line 19 Operations & Maintenance:** Operations & Maintenance includes vehicle maintenance, small tools, vehicle fuel and building repair for the park and community center. YTD is trending over budget due to \$5.0K for painting services for the community center in December.

**Line 20 Permits & fees:** This account includes permit and inspection fees, along with San Bernardino county fees. YTD can trend over/under budget due to timing of payments.

**Line 22 Other Expenses:** Other expenses includes uniforms, printing costs, dues & subscriptions and bank charges. YTD is over budget due to pay-off penalties of \$6.7K for the CNB Loan #11-007.

**Line 23 Debt Service:** Debt Service includes interest & principal payments on outstanding debt. Debt Service payments are made quarterly in September, December, March and June.

**Line 26 Capital Expenses:** YTD balance in capital expense includes the following:

- \$7.2K Park Signage
- \$8.3K Park Fencing
- \$32.9K Additional Restroom Building





**Helendale CSD**  
**Statement of Revenues and Expenses - Solid Waste Disposal**  
**As of April 30, 2021**  
**(Unaudited)**

	Apr. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Charges for Services	\$ 46,802	\$ 459,407	\$ 582,089	79%	\$ 420,881
3 Assessments & Fees	77,507	230,055	235,847	98%	224,283
4 Other Charges	931	8,412	11,000	76%	10,023
5 Board Discretionary Revenue	-	-	-	0%	-
<b>6 Total Revenues</b>	<b>125,240</b>	<b>697,874</b>	<b>828,937</b>	<b>84%</b>	<b>665,187</b>
<b>7 Expenses</b>					
<b>8 Salaries &amp; Benefits</b>					
9 Salaries	6,258	68,735	79,269	87%	57,507
10 Benefits	3,460	32,424	39,654	82%	28,219
<b>11 Total Salaries &amp; Benefits</b>	<b>9,717</b>	<b>101,159</b>	<b>118,923</b>	<b>85%</b>	<b>85,726</b>
12 Contractual Services	47,100	416,642	540,117	77%	375,877
13 Disposal Fees	13,849	141,723	141,956	100%	114,890
14 Operations & Maintenance	72	3,296	4,215	78%	2,554
15 Other Operating Expenses	2,415	8,272	9,997	83%	7,543
16 Admin Allocation	930	9,304	11,164	83%	8,192
<b>17 Total Expenses</b>	<b>74,083</b>	<b>680,395</b>	<b>826,373</b>	<b>82%</b>	<b>594,782</b>
<b>18 Net Income (Loss)</b>	<b>\$ 51,158</b>	<b>\$ 17,479</b>	<b>\$ 2,564</b>		<b>\$ 70,405</b>

## ***06-Solid Waste Disposal Revenues and Expenses***

**Line 2 Charges for Services – Solid Waste:** This is for regular pick up of solid waste. YTD trending near budget at 79%.

**Line 3 Assessment & Fees:** This account includes special assessments for refuse land use fees for current & prior years. The majority of these fees have been collected through April with YTD at 98%.

**Line 4 Other Charges:** Other charges includes delinquent fees and penalties on delinquent taxes. YTD is under budget at 76% due to timing of receipts.

**Line 5 Board Discretionary Revenue:** This is the amount that would be transferred in from discretionary funds if this fund operates at a deficit for the fiscal year. There is no deficit budgeted for current fiscal year.

**Line 9 Salaries:** This is the salaries for solid waste employees. YTD is trending on budget.

**Line 10 Benefits:** Benefits include employee insurance, CalPERS retirement, workers compensation, payroll taxes, and education & training. YTD is trending on budget.

**Line 12 Contractual Services:** Contractual Services include Burrtec fees and other miscellaneous contract services. YTD is trending under budget at 77% due to timing of Burrtec fees.

**Line 13 Disposal Fees:** Disposal Fees include San Bernardino County disposal fees and green waste disposal fees. YTD is over budget due to time of year expenses are incurred.

**Line 14 Operations & Maintenance:** Operations & Maintenance includes vehicle maintenance, vehicle fuel, operating supplies and uniforms. YTD is trending near budget at 78% due to timing of expenses incurred.

**Line 15 Other Operating Expenses:** Other Operating Expenses include rent for park storage, telephone, postage, event expenses, public outreach, printing, small tools and bad debt expenses. YTD is currently on target.

**Line 16 Admin Allocation:** This is the monthly distribution of the budgeted Administration fund (Fund 10) expenses to the enterprise funds.



**Helendale CSD**  
**Statement of Revenues and Expenses - Administration**  
**As of April 30, 2021**  
**(Unaudited)**

	Apr. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Tower Rent	\$ 12,312	\$ 143,182	\$ 150,420	95%	\$ 131,277
3 Property Taxes	38,337	117,478	103,844	113%	116,354
4 Solid Waste Billing & Fees	13,669	134,678	149,129	90%	123,173
5 Fees & Charges	2,158	19,454	14,000	139%	15,682
6 Investments	-	5,486	45,000	12%	84,739
7 Other Income	-	4,695	6,800	69%	7,465
8 Board Discretionary Revenue	(58,540)	(339,324)	(332,624)	102%	(314,455)
<b>9 Total Revenues</b>	<b>7,936</b>	<b>85,650</b>	<b>136,570</b>	<b>63%</b>	<b>164,234</b>
<b>10 Expenses</b>					
<b>11 Salaries &amp; Benefits</b>					
12 Salaries	39,682	421,727	511,463	82%	419,317
13 Benefits	15,260	149,941	200,548	75%	127,362
14 Directors' Fees	6,111	49,834	89,000	56%	41,096
<b>15 Total Salaries &amp; Benefits</b>	<b>61,053</b>	<b>621,502</b>	<b>801,011</b>	<b>78%</b>	<b>589,884</b>
16 Contractual Services	10,579	190,653	217,210	88%	219,637
17 Insurance	-	64,791	84,673	77%	54,678
18 Utilities	1,335	13,791	25,732	54%	14,089
19 Operations & Maintenance	94	867	4,916	18%	1,016
20 Permits & Fees	1,320	16,249	14,685	111%	8,115
21 Office & Other Expenses	3,620	52,925	53,622	99%	52,013
22 Election Expense	3,402	3,402	20,000	17%	-
23 Admin Allocation	(93,035)	(930,345)	(1,116,414)	83%	(819,185)
<b>24 Total Expenses</b>	<b>(11,631)</b>	<b>33,836</b>	<b>105,435</b>	<b>32%</b>	<b>120,247</b>
<b>25 Net Income (Loss)</b>	<b>\$ 19,567</b>	<b>\$ 51,814</b>	<b>\$ 31,135</b>	<b>166%</b>	<b>\$ 43,986</b>

## **10-Administrative Revenues and Expenses**

**Line 2 Tower Rent:** Tower Rent includes radio tower site rental fees. YTD is trending over budget at 95% due to timing of tower receipts.

**Line 3 Property Taxes:** This account includes current & prior property tax and penalties. The majority of receipts have been received through April. YTD is over budget due to higher than anticipated receipts.

**Line 4 Solid Waste Billing & Fees:** This includes franchise fees and billing for solid waste. YTD is trending over budget at 90%.

**Line 5 Fees & Charges:** Fees & Charges consists of credit card processing fees and other miscellaneous fees. YTD is trending over budget due to the large volume of credit card processing fees.

**Line 6 Investments:** This account includes investment income and unrealized gain or loss on investments. YTD is under budget at 12% due to a sharp decline in interest rates.

**Line 7 Other Income:** Other Income includes recycling revenues and other miscellaneous income. YTD is trending under budget at 69% due to timing of receipts.

**Line 8 Board Discretionary Income:** Board Discretionary Revenue includes the transfer of the following for Parks and Recreation fund (fund 05):

- Radio Tower Site Rent – \$12,312 (line 2)
- Property Taxes – \$38,337 (line 3)
- Solid Waste Franchise Fees – \$7,891 (part of line 4)

**Line 12 Salaries:** Salaries includes full time, part time & overtime for administrative employees. YTD is trending on budget.

**Line 13 Benefits:** Benefits include employee insurance, CalPERS retirement, workers compensation, payroll taxes, employee benefit & morale and education & training. YTD is trending below budget at 75% due to timing of employee morale & training expenses.

**Line 14 Directors' Fees:** This category includes directors fees as well as directors training, seminars and mileage expense. YTD is trending under budget at 56% due to less activity.

**Line 16 Contractual Services:** Contractual Services include software support, legal services, and auditing & accounting services. YTD is over budget at 88% due to higher than anticipated legal costs and timing of annual audit expenses.

**Line 17 Insurance:** This account includes both general and vehicle insurance expenses. YTD is at 77 % due to policy renewals occurring in July.

**Line 18 Utilities:** Utilities includes telephone and electricity expenses. YTD is trending under budget at 54%.

**Line 19 Operations & Maintenance:** Operations & Maintenance includes vehicle maintenance, vehicle fuel, mileage & travel reimbursement, uniforms, and equipment maintenance. This account can trend under/over budget depending upon time of year expenses are incurred.

**Line 20 Permits & Fees:** This category includes the annual LAFCO fees, the GFOA application fee for the budget award, and San Bernardino County fees. YTD is over budget due to higher than anticipated annual renewals.

**Line 21 Office & Other Expense:** Office & Other Expenses include board meeting supplies, public relations, community promotion, bank charges, office supplies, postage and dues & subscription. YTD is over budget due to timing of public notices fees occurring in July.

**Line 22 Election Expense:** Costs relating to board member election.

**Line 23 Admin Allocation:** This is the monthly distribution of the budgeted Administration fund (Fund 10) expenses to the enterprise funds.



**Helendale CSD**  
**Statement of Revenues and Expenses - Mojave Land Trust**  
**As of April 30, 2021**  
**(Unaudited)**

	<u>Apr. 2021</u>		<u>YTD Actual</u>		<u>PYTD</u>
<b>1 <i>Operating Revenues</i></b>					
2 Rental Income	\$ 500	\$	5,000	\$	5,000
3 Delinquent Fee	-		-		-
<b>4 <i>Total Revenues</i></b>	<b>500</b>		<b>5,000</b>		<b>5,000</b>
<b>5 <i>Expenses</i></b>					
6 Repairs & Maintenance	-		-		-
7 Administrative Charges	150		1,500		1,500
<b>8 <i>Total Expenses</i></b>	<b>150</b>		<b>1,500</b>		<b>1,500</b>
<b>9 Net Income (Loss)</b>	<b>\$ 350</b>	<b>\$</b>	<b>3,500</b>	<b>\$</b>	<b>3,500</b>

***50-Mojave Land Trust Revenues and Expenses***

***Note, this fund is not budgeted for since it is considered a "pass through" fund.***

**Line 2 Rental Income:** Rental income consists of tenant rental. Current rental rate is \$500 per month.

**Line 3 Delinquent Fee:** This line includes any late fees charged on rent payments.

**Line 6 Repairs & Maintenance:** Repairs & Maintenance expense in Mojave Land Trust (fund 50) are recorded against current maintenance deposits.

**Line 7 Administrative Charges:** Administrative charges includes a \$150 monthly fee recorded as a revenue in Administrative fund (fund 10).



# Helendale Community Services District

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Date: June 3, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3e  
COVID Pandemic Update

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**STAFF RECOMMENDATION:**

Receive and file.

**STAFF REPORT:**

As of April 7, San Bernardino County has transitioned to the Orange stage. On June 15, the tiers are to be eliminated. As of May 26, the latest update, the state-wide positivity rate is 1% over the prior seven days. San Bernardino County's positivity rate is 1.4%. It is hopeful that we are nearing the end of the restrictions and returning to a pre-COVID norm.

At this point there is limited information available as to what rules will be in place after June 15. The District will continue to maintain compliance with the guidance to the extent possible.

District receivables as of May 27 are \$46,663.94 . If the disconnection prohibition was lifted the District would have to comply with SB95 regarding the disconnection processes. At this time we would have 55 customer who would be disconnected for non-payment representing a total of \$31,724.69.

By the next Wednesday, prior to the Board meeting, there should be additional information available as to what requirements will linger after June 15 and more clarity regarding any restrictions for those who are vaccinated versus unvaccinated.

**FISCAL IMPACT:** \$46,663.94 in outstanding receivables

**ATTACHMENTS:** State COVID map



**WIDESPREAD**

Many non-essential indoor business operations are closed

**SUBSTANTIAL**

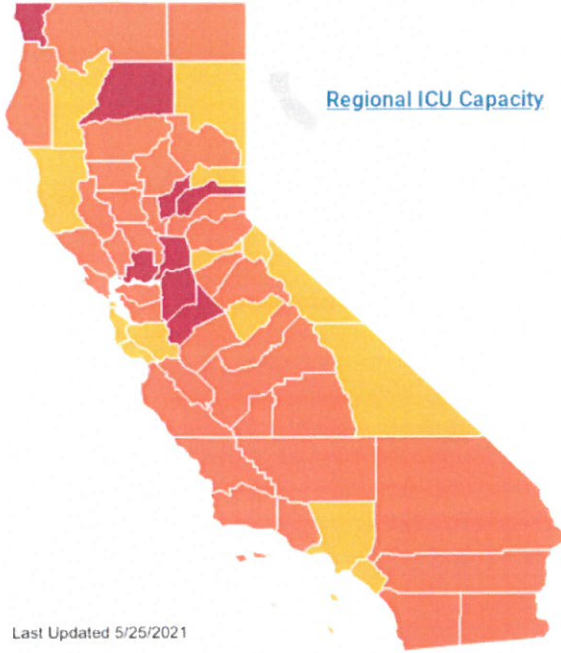
Some non-essential indoor business operations are closed

**MODERATE**

Some indoor business operations are open with modifications

**MINIMAL**

Most indoor business operations are open with modifications



**STATEWIDE METRICS**

2.8 New COVID-19 positive cases per day per 100K

1.0% Positivity rate (7-day average)

33.3% ICU availability

Find a county

Highlight County

Click on the map for updated metrics

**COUNTY RISK LEVELS**

Risk Level	Counties	Population	Percentage
Substantial	8	3,740,561	9.3%
Moderate	35	18,765,828	46.8%
Minimal	15	17,622,771	43.9%

# San Bernardino County

Southern California Region

**Eligible to exit Regional Order effective 1/25/2021**

**Was placed on Regional Stay Home Order 12/6/2020 3:59 PM**

**COUNTY RISK LEVEL**

**Moderate\***

Some indoor business operations are open with modifications

**COUNTY METRICS**

2.4 New COVID-19 cases per day per 100K

2.4 Adjusted case rate for tier assignment

1.4% Positivity rate (7-day average)

1.4% Health equity quartile positivity rate



# Helendale Community Services District

DATE: June 3, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #6  
Discussion Only Regarding Proposed Solid Waste Rate Increase

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## **STAFF RECOMMENDATION:**

Per the contract with Burrtec the District is to accept the request and provide direction to Staff related to the Proposition 218 notification process. Staff also requests direction related to Green Waste Drop-Off Program.

## **STAFF REPORT:**

Per the contract with Burrtec Waste Industries, a request for a Consumer Prices Index (CPI) increase is submitted to the District each year prior to April for review and acceptance. This increase is tied to an economic index published by the Bureau of Labor Statistics (BLS). Beginning this year, the Riverside-San Bernardino-Ontario BLS market index was used as it more appropriately reflects the increases in the Inland Empire rather than the former LA-Orange-Riverside index. This CPI data validates that the requested increase is appropriate to cover the increased cost of doing business. It includes such factors as fuel and other commodities. Once the Board accepts the request Staff begins the Proposition 218 notification process which includes a public meeting and a public hearing. This meeting represents the public meeting outlined on the mailed rate increase notification.

Section 10.05 of the contract outlines the annual formula-based compensation adjustment as follows:

*"The maximum rates set forth in Attachment D, Residential Bin and Commercial Services may be adjusted annually effective each July 1<sup>st</sup> by an amount equal to the calendar year annual twelve-month mean average change in the Consumer Price Index for All Urban Consumers for the ~~Los Angeles-Riverside-Orange~~ Riverside-San Bernardino-Ontario area as published by the United States Department of Labor, Bureau of Labor Statistics for the previous calendar year annual twelve-months period (CPI)"...It is understood by both parties that the maximum annual CPI increase shall be no greater than four percent (4%) in any given adjustment period."*

Of note, with the creation of the Riverside, San Bernardino, Ontario market index, the CPI has been changed to the more applicable market. Legal Counsel has drafted an amendment for the proper memorialization of this transition as is related to the contract.

The rate request is to be submitted by Burrtec each year no later than April 1 to allow time for the public noticing process to occur. Attached for the Board's information is the letter requesting the CPI increase and all related attachments. The noted CPI is 1.87% which is below the maximum increase allowed by the contract of 4%. The CPI increase last Fiscal Year was 3.07%. Recycling costs increased slightly for this year by \$0.07 cents per month. Last year's recycling fee increase was a \$1.77.

The breakdown for the residential CPI and other related increases are represented on the chart below. Commercial rates vary significantly and are represented in the attachments to this staff report.

Fee	Current	Proposed	Difference
Cart service w/ESFR	16.49	16.80	0.31
Recycling Fee	1.77	1.84	0.07
Admin Billing Fee	2.36	2.40	0.04
218 Fee	0.07	0.07	0
Franchise Fee	2.29	2.33	0.04
Green Waste Hauling	0	0	.37
			\$0.83

A new fee has been added this year to help cover the hauling of green waste that is dropped off at the recycling center. Burrtec has increased the fee this year and the existing rate structure does not include a component for the green waste disposal. During the pilot period, Burrtec gave an exceptional rate for the District could determine if the program met a need within the community. The disposal for green waste, as with all other residential disposal charges, is covered under the ESFR fee that is place on the property tax bill each year. This fund will close out the year in the red with revenues from the small reserve fund covering the deficit. The upcoming budget is equally as tight. With the green waste service open to all residents, it is appropriate to add the \$4.44 annual charge to the trash bill to cover hauling. Further, it is anticipated that this program will satisfy some of the onerous waste diversion mandates that will be implemented later this year. If this program is accepted in lieu of additional curbside containers, it will save money for our customers by not having to pay for an additional can and sort food waste, etc.

**FISCAL IMPACT:** As outlined

**REQUESTED ACTION:** None

**ATTACHMENTS:** Public Notice  
Burrtec CPI Rate Increase Letter

## NOTICE OF PUBLIC HEARING REGARDING HELENDALE COMMUNITY SERVICES DISTRICT REFUSE COLLECTION SERVICE CHARGES

*The Board of Directors will be considering an \$0.83 cent per month increase in weekly residential curbside trash service and various increases in commercial rates based upon level of service.*

Article XIID of the California Constitution requires the Helendale Community Services District (HCSD) to send notification of a proposed rate increase to all owners and tenants of real property within HCSD's service area who would be directly liable to pay for refuse collection services at least 45 days prior to a Public Hearing at which adoption of the proposed rate increases will be considered. In accordance with those requirements, please be advised that HCSD is proposing an increase in its refuse collection service charges. This Notice identifies the amount of the proposed rate increases; the basis upon which the proposed increases were calculated; the reason for the proposed rate increases; the date, time, and location of a public hearing on the proposed rate increases; and the manner in which all persons opposed to the proposed increases may object and/or file a written protest thereto. Consequently, please be advised that this document shall serve as formal notification to you that HCSD's Board of Directors will hold a Public Meeting on **June 3, 2021**, and a Public Hearing on **June 17, 2021**, on the proposed rate increases described herein, at 6:30 p.m., in the HCSD Board Room located at 26540 Vista Road, Suite C, Helendale, California and will also be available via teleconference at [www.zoom.com](http://www.zoom.com) Meeting ID: 463 173 8457 Passcode: HCSD.

### INFORMATION ABOUT THE CHARGES

- A. Basis upon which the charges were calculated.** The HCSD Board of Directors has previously determined that the collection and disposal of refuse in its service area shall be performed by Burrtec Waste Industries, Inc. ("Burrtec"), under the terms of an exclusive franchise agreement. The monthly **residential** curbside collection charge is comprised of six components: (1) an amount for the administration and operation of automated curbside refuse collection service, which includes the provision of collection carts - a 95 gallon refuse cart and up to two 65-gallon recycling carts - with weekly pick-up service; (2) the cost of recycling; (3) an amount to compensate HCSD for its administrative costs in connection with billing, customer service and noticing requirements; (4) an amount to compensate HCSD for franchise service provisions as assumed from the County of San Bernardino; (5) the cost of residential disposal at the landfill; and (6) the cost of hauling green waste. Typically, residential disposal costs are paid out of a disposal fee listed on the property tax bill. If this fee is not paid on the tax bill, then the disposal costs are added to the monthly bill for those accounts receiving curbside service. The **commercial** charges are comprised of three components: (1) An amount for the administration and operation of commercial bin refuse and recycling collection service; (2) the tipping/disposal fee; and (3) an amount to compensate HCSD for franchise service provisions as assumed from the County of San Bernardino.
- B. Reason for the proposed increases.** The total proposed increase of \$0.83 per month is based on the following factors: a \$0.31 per month increase for collection service based on the Riverside-San Bernardino-Ontario 2020 average Consumer Price Index (CPI) for All Urban Consumers; a \$0.04 increase per month in the administration fee to reflect the CPI increase; a \$0.04 increase per month in the franchise fee to reflect the CPI increase; a \$0.07 increase per month in the cost of recycling; and the addition of a \$0.37 charge for green waste drop off service to help comply with State mandatory organics requirements under SB 1383. Commercial rates vary by frequency and type of service. See Exhibit A for more service specific information.
- C. Charge per parcel.** HCSD proposes to adopt the rate increases for residential and commercial refuse collection service charges as described in Exhibit A on the reverse side of this Notice. If you need assistance determining the charge for your property or parcel for residential service, you may contact HCSD by calling (760) 951-0006, by mail to PO BOX 359, Helendale, CA 92342, or in person at 26540 Vista Road, Suite B, Helendale, California. For questions about commercial refuse service, you may contact Burrtec by calling (760) 245-8607.
- D. Written report.** A written report has been prepared and filed with HCSD's General Manager regarding the proposed new commercial and residential refuse collection service charges. As required by California Government Code Section 66016, the written report also provides data indicating the amount of cost, or estimated cost, to provide refuse collection service and the revenue sources anticipated to provide the service. A copy of the written report is available at HCSD's office located at 26540 Vista Road, Suite B, Helendale, California.

### HOW TO PARTICIPATE

If you have any questions or comments about the proposed rates or wish to protest you may:

**Write** – Formal written protests may be mailed to the Helendale Community Services District, Attention: Clerk of the Board, P.O. Box 359, Helendale, CA 92342; or hand delivered to the administration office at 26540 Vista Road, Suite B, Helendale, California. Written protests must specify the rate or charge being protested and must include: Your name, parcel number and/or service address, and your signature. E-mailed protests will not be accepted.

**Attend the Public Hearing** – Written protests may also be submitted at the Public Hearing on **June 17, 2021** at 6:30 p.m., in HCSD's Board Room located at 26540 Vista Road, Suite C, Helendale, California. All written protests must be received before the Public Hearing. You may address the Board; however, oral comments do not qualify as a formal protest unless accompanied by a written protest. You may attend the Public Hearing on June 17, 2021, at 6:30 p.m. either in-person at HCSD's Board Room located at 26540 Vista Road, Suite C, Helendale, California, or via teleconference at [www.zoom.com](http://www.zoom.com) Meeting ID: 463 173 8457 Passcode: HCSD.

**Information available to you** – Copies of the written report, the proposed Resolution, HCSD's exclusive franchise agreement with Burrtec, and further details concerning the reasons for the proposed rate increases and the basis upon which they were calculated, are available for review at the HCSD office located at 26540 Vista Road, Suite B, Helendale, California.

**Public Hearing process** – At the time of the Public Hearing, the Board of Directors will hear and consider all protests and objections. After the Public Hearing, if a majority of the property owners and tenants of real property directly liable for paying refuse collection service bills for the affected parcels file written protests in opposition to the proposed rate increases, the increases will not be imposed. However, if a majority protest is not received, HCSD's Board of Directors may increase the refuse collection service rates after public input and deliberation in the manner described in this Notice. If adopted, the proposed rates would become effective **July 1, 2021**.





**BURRTEC**

**WASTE INDUSTRIES, INC.**

*"We'll Take Care Of It"*

March 15, 2021

Kimberly Cox  
Helendale Community Services District  
26540 Vista Rd, Suite B  
P.O. Box 359  
Helendale, CA 92342

RE: 2021 Rate Review Report

Dear Ms. Cox:

Pursuant to the Agreement for Solid Waste Handling and Recycling Services, Burrtec respectfully requests a 2021 rate adjustment and submits the following rate review information.

This year's rate adjustment is comprised of the following factors:

- A collection service adjustment based on the Riverside-San Bernardino-Ontario 2020 average Consumer Price Index for All Urban Consumers at 1.87%.
- Estimated no change in the per ton disposal fee as charged by San Bernardino County at \$47.94 per ton. Impacted rates will be adjusted prior to finalizing the proposed rates.
- A residential recycling service cost factor based on 2020 recyclable commodity values and material processing costs resulting in an increase of \$0.07 per month.
- An updated discounted rate for the green waste drop off program service charge.
- Updated green waste and food waste recycling programs rates to reflect updated tipping fees at Victor Valley Compost and comply with state mandatory commercial organics recycling requirements under AB 1826 and SB 1383.

Enclosed please find the detailed rate review work sheets.

Thank you for the consideration.

Sincerely,

Richard Niño  
Vice President



# Helendale Community Services District

DATE: June 3, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #7  
Discussion and Possible Action Regarding Cancellation of the September 2nd Meeting of the Board of Directors

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**STAFF RECOMMENDATION:**

None.

**STAFF REPORT:**

The Annual California Special Districts Association (CSDA) conference will be held August 30 through September 2, 2021, in Monterey, Ca. There are currently three directors who will be attending this event. Based upon the fact that there will be more than a quorum not present for the Board meeting, Staff is recommending that the Board of Directors consider cancelling the September 2<sup>nd</sup> Regular Board meeting. At this time there is no need for a special meeting as Staff will schedule all necessary items for the meeting prior to or after the September 2<sup>nd</sup> meeting.

**FISCAL IMPACT:** None

**REQUESTED ACTION:** Motion to cancel the September 2 Board meeting

**ATTACHMENTS:** CSDA Conference Information

# SCHEDULE

## **Monday, August 30, 2021**

- SDLF Scramble for Scholarships Golf Tournament, Pacific Grove Golf Links, \$105 includes lunch
  - 9:00 a.m. – 3:30 p.m. – Two Pre-Conference Workshops – optional, additional fee
  - 12:30 – 3:30 p.m. – Pre-Conference Workshop – optional, additional fee
  - 3:45 – 5:15 p.m. – Chapter Roundtable Discussion, optional, no fee but must be attending conference
  - 5:15 – 7:30 p.m. – President’s Reception with the Exhibitors – conference officially begins!
- 

## **Tuesday, August 31, 2021**

7:30 a.m. – 6:30 p.m.

TUESDAY KEYNOTE (TIME TBA)

### **Kevin Brown**

*Motivational speaker and author presenting “The Hero Effect – Being your best when it matters the most!”*

In a fresh and entertaining style, Kevin shares ideas, strategies and principles that will inspire and equip participants to show up every day and make a positive difference. At the heart of Kevin’s message is a simple, yet powerful philosophy for life that drives every thought, every action and ultimately every result we achieve both personally and professionally. Your team will be motivated to reach beyond what is required and do something remarkable!

This program is designed to help participants:

- Achieve greater results by eliminating “ordinary” thinking and mastering the habit of excellence.
  - Own the moments that matter (and they all matter) by taking responsibility for their attitude, their actions and their results.
  - Create meaningful relationships and deliver an extraordinary experience for every “customer” at work and at home.
- 

## **Wednesday, September 1, 2021**

8:00 a.m. – 9:00 p.m.



WEDNESDAY KEYNOTE (TIME TBA)

**Jason Hewlett**

*The Promise - Becoming Legendary Leaders*

In 2021 our world is different, but foundational values remain the same: To deliver on our Promises, to be accountable to expectations and exceed them, and to always give 100% in every interaction. In Jason's entertaining and educational presentation, utilizing the legends of stage for establishing what a Promise looks like from a performance level, participants will be enlightened, energized, and entertained in a keynote unlike any other. Music, comedy, stories, and powerful insights will leave your attendees talking about The Promise in their own lives, business, and how everyone can up their game in 2021.

Take-Aways:

- Confidence in Skills and Talents
- Team Unity
- ICM Process - Identify, Clarify, Magnify
- Discovery of Signature Moves and Personal Branding
- Energy for delivering at a higher level of Leadership in 2021
- Entertained & Inspired by Jason's delivery and stage presence

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**Thursday, September 2, 2021**

8:00 – 10:00 a.m.

10:00 a.m. Conference adjourns



# Helendale Community Services District

DATE: June 3, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #8  
Discussion and Possible Action Regarding Adoption of Resolution 2021-09: A Resolution of the Board of Directors of the Helendale Community Services District Approving Award of a Sole Source Contract to High Desert Underground for Well 13 Potable Pipeline Project

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## **STAFF RECOMMENDATION:**

Staff seeks approval of this item.

## **STAFF REPORT:**

A critical element of the new project is the connection to the existing distribution system at the nearest point located west of Well 6 and traversing the property in a south-easterly direction to the Well 13 proposed site. This is a distance of just under 1000 lineal feet with a wash prior to the system connection. This is a complicated project in that it requires a drop section to go under the wash that will be slurried with a concrete mix to hold the pipeline in place. In addition, two air vacs will be installed in vaults to avoid vandalism. To complete the connection near Well 6 into the existing line, High Desert Underground will need to sever the line extension to Well 5 a few hundred feet away.

Unique to this project is the use of ductile iron, which is viewed as a superior product for pipeline construction. Since this area has the potential for a well-field as outlined in the approved CEQA documents, a product that has a longer lifespan has been selected for this project. Ductile iron is known to last for 50 years or more in our arid environment. Although it costs more up front, the longer life span makes it a better overall value. HDU has installed ductile iron on a project for the District previous at the Community Park and is very familiar with installing this material.

Further, HDU possesses extensive knowledge of our systems which makes them distinctly qualified to complete this project within the timeframe required with the expertise and licensing that is necessary for the unique requirement of this project. In addition, they are completing the disposal connection to the non-potable line for the flush to waste system. Knowledge of that connection is imperative to the installation of this pipeline. Further, HDU possessed the ability to provide flexible engineering and construction services for the pipeline portion of this project that will allow them to make necessary changes during construction if required. This is an atypical project which requires specific knowledge and expertise.

Due to the urgency of getting the new well completed as quickly as possible, Staff is requesting that the Board approve the sole source contract with High Desert Underground. We are currently six months behind the preferred timeframe for getting the well online to assist with the summer pumping demands. In addition, construction materials, including piping and valves are in short supply further exacerbating the sense of urgency in getting approval for this scope of work so we can enter the production que for the pipeline material if ample supply is not available.

The District was award a Prop 1 grant through Mojave Water Agency which included funding for the pipeline.

**FISCAL IMPACT:** \$194,050

**POSSIBLE MOTION:** Adopt Resolution 2021-09 making certain necessary findings related to a Sole Source Contract for Pipeline Services

**ATTACHMENTS:** Resolution 2021-09  
HDU Proposal

**RESOLUTION NO. 2021-09**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
HELENDALE COMMUNITY SERVICES DISTRICT  
APPROVING AWARD OF A SOLE SOURCE CONTRACT  
TO HIGH DESERT UNDERGROUND FOR  
WELL 13 POTABLE PIPELINE PROJECT**

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

WHEREAS, the District is subject to Public Contracts Code Section 20682.5(b), which provides that “[a]ll contracts for the construction of completion of any building, structure, or improvement, when the cost exceeds \$25,000 shall be contracted for and let to the lowest responsible bidder after notice”;

WHEREAS, it is well-settled that exceptions to the competitive bidding requirement exist in the event that the specific facts and circumstances surrounding the particular work is such that the services sought for the proposed project are unique to a single contractor and the public agency must use such specialized services for efficient and effective completion thereof [see, e.g., Hiller v. City of Los Angeles (1962) 197 Cal. App. 2d 685, 17 Cal. Rptr. 579], or that engaging in the process would be undesirable or impracticable as a matter of public interest because a delay would result that would operate to undermine the public benefits to be gained by the proposed project [see, e.g., Graydon v. Pasadena Redevelopment Agency (1980) 104 Cal. App. 3d 631, 164 Cal. Rptr. 56];

WHEREAS, on September 5, 2019, the District’s Board of Directors (“Board”) adopted a revised Purchasing Policies and Procedures for the District (“the Purchasing Policy”) which created bidding and contract procedures as part of the District’s Rules and Regulations so as to provide guidance and direction to the District’s staff in obtaining outside services for projects initiated by the District;

WHEREAS, Section 6(E)(3) of the Purchasing Policy provides that the District must comply with certain formal and informal competitive bidding requirements with respect to contracts for the construction of any building, structure, or improvement when the cost exceeds \$15,000 but does not exceed \$25,000;

WHEREAS, pursuant to legally-recognized exceptions to competitive bidding requirements, Section 7(A)(4) of the Purchasing Policy provides that the District may procure services on a negotiated basis “when competitive bidding would fail to produce an advantage and/or when the advertisement for Competitive Bidding would be undesirable, impractical, or impossible”;

WHEREAS, Section 7(A)(5) of the Purchasing Policy also provides that the District may procure services on a negotiated basis “when the Board of Directors has determined that time is of the essence”;

WHEREAS, pursuant to legally recognized exceptions to competitive bidding requirements, Section 7(A)(3) of the Purchasing Policy further provides that the District may procure services on a negotiated basis for any project in which a “Sole Source Contractor” has been designated;

WHEREAS, for purposes of Section 7(A)(3) of the Purchasing Policy, the term “Sole Source Contractor” is defined in Section 2(O) thereof as “a contractor or consultant that has been evaluated to provide unique or specialized Services or Supplies that cannot be obtained from other contractors or consultants,” which designation must be approved by the Board;

WHEREAS, the facts, circumstances, and challenges surrounding the proposed installation of the Well 13 Potable Pipeline Project (“the Project”), as described in the staff report attached hereto and incorporated herein (“the Staff Report”), supports a determination by the District’s Board of Directors that imposing a formal competitive bidding requirement for the construction of the proposed Project would be undesirable or impracticable because the process could potentially not be timely completed given all the intervening factors outlined in the staff report, specifically the public health and safety risks that could occur if the Project is not operational in time to assist with increasing pumping demands and worsening drought conditions; and

WHEREAS, as further described in the Staff Report, High Desert Underground possesses unique background and knowledge of the District's water system and existing infrastructure that would be impacted and utilized in connection with the proposed Project, and High Desert Underground has performed all prior pipeline installation services for the District in a timely manner and with high-quality workmanship that has been accepted by both the District and other local governmental agencies possessing regulatory oversight.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Helendale Community Services District that, based upon the unique facts and circumstances described in the Staff Report and other evidence presented to the Board, the Board hereby finds and determines that expedited construction of the Project is exempt from any otherwise-applicable formal competitive bidding requirement pursuant to Sections 7(A)(4) and (5) of the Purchasing Policy because compliance therewith would be undesirable and impracticable as a matter of public interest since engaging in the process would cause a delay that could result in the Project not achieving satisfactory completion prior to increasing pumping demands and worsening drought conditions.

BE IT FURTHER RESOLVED that the Board hereby finds and determines that High Desert Underground be designated as a Sole Source Contractor for the Project pursuant to Section 7(A)(3) of the Purchasing Policy. The Board reserves the right to withdraw this designation in its entirety, or to suspend this designation on a project-by-project basis, in the exercise of its sole discretion.

BE IT FURTHER RESOLVED that the Board hereby approves construction of the Project, and authorizes the award of a contract for the construction thereof to High Desert Underground for a price not to exceed \$194,050.00, based upon the recommendations of the District's General Manager in the Staff Report, as well as the oral and written statements presented to, and considered by, the District's Board of Directors prior to adoption of this Resolution.

**ADOPTED** this 3<sup>rd</sup> day of June, 2021.

AYES:

NOES:

ABSTAIN:

ABSENT:

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Tim Smith, President, Board of Directors

ATTEST:

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Sandy Haas, Secretary, Board of Directors

# High Desert Underground Inc.

GENERAL ENGINEERING PIPELINE CONSTRUCTION

13355 Osage Court Apple Valley, CA 92308

Office (760) 247-8999 Fax (760) 247-2777

[www.hdupipeline.com](http://www.hdupipeline.com)

**Date:** 5/26/2021

**Company:** Helendale Community Services District

**Submitted To:** Kimberly

**Project :** 12" Well line From New Well to connection at Helendale Rf

**Project Description:**

PROPOSAL

Quantity	Description	Price	Total
1	Design and Engineering	\$ 8,500.00	\$ 8,500.00
1	Survey and full TOPO	\$ 12,500.00	\$ 12,500.00
930	12" Class 52 DIP Fully Restrained	\$ 125.00	\$ 116,250.00
2	2" Air Vacs (must be put in a full locking vault)	\$ 12,800.00	\$ 25,600.00
1	Tie Into Existing (helendale rd)	\$ 10,250.00	\$ 10,250.00
1	Blind Flange above ground at Well Site	\$ 1,200.00	\$ 1,200.00
1	Concrete Encasement on Drop Section	\$ 7,500.00	\$ 7,500.00
1	Drop Section Minimum 10' Cover	\$ 10,250.00	\$ 10,250.00
1	Testing and Chlorination	\$ 2,000.00	\$ 2,000.00
			\$ -
			\$ -
			\$ -
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			\$ -
		TOTAL	\$ 194,050.00

NOTICE:	This project was bid using industry standard tools and equipment. Should underground conditions require special equipment, we will notify the owner and reconsider the proposal.
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EXCLUSIONS INCLUDE (BUT ARE NOT LIMITED TO):	**Exclusions Include but are not limited to: Permits, Fees, Surveying, Compaction Tests, Job Water, permanent paving
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Thank you for the opportunity to submit this Proposal