

Rosamond Community Services District  
Regular Board Meeting – Agenda  
Wednesday February 8, 2023 @6:00PM

**REGULAR MEETING OF THE  
BOARD OF DIRECTORS  
ROSAMOND COMMUNITY SERVICES DISTRICT**

6:00 PM Regular Board Meeting  
Wednesday, February 8, 2023  
District Board Room  
3179 35<sup>th</sup> Street West  
Rosamond, CA 93560

Teleconference  
1-877-411-9748  
Access Code: 5150560

**Agenda**

**CALL TO ORDER** Time: \_\_\_\_\_

**ROLL CALL**

Director Greg Washington  
Director Alfred Wallis  
Director Rick Webb  
Vice President Ben Stewart  
President Byron Glennan

General Manager Kim B. Domingo  
Director of Public Works John Houghton  
Director of Administration Sherri Timm  
Legal Counsel, John Komar, Esq.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF THE AGENDA** Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

**PUBLIC COMMENTS**

(At this time, any person may address the Board on any subject within the District's jurisdiction which is not on the agenda. However, any non-agenda matter will be referred to staff for a report and/or action at a subsequent Board meeting and no action can be taken on any such item discussed unless the action has been authorized under §54954.2(b) of the Government Code. Any person may also address the Board on any agenda matter at the time that matter is discussed, prior to Board consideration and action. Speakers are requested to limit comments to five (5) minutes.)

**VOLUNTARY PUBLIC ROLL-CALL VIA TELECONFERENCE**

(If any member of the public on the teleconference/video conference wishes to identify themselves as present for this meeting, please do so for the records/minutes)

**CONSENT CALENDAR**

**CC 1** Receive and approve Check/Voucher Register from January 17, 2023 through January 30, 2023. Payroll (Direct Deposit) dated January 18, 2023.

Motion \_\_\_\_\_ Second \_\_\_\_\_

**MINUTES**

**M 1.** Approve January 25, 2023 Regular Board Meeting Minutes

**M 2.** Approve January 23, 2023 Sewer Committee Meeting Minutes

**M 3.** Approve January 23, 2023 Government/Public Affairs Committee Meeting Minutes.

Motion \_\_\_\_\_ Second \_\_\_\_\_

**NEW BUSINESS**

**N 1. Appointment of the District’s voting member for JPA.**  
(Presenter Kim Domingo)

Motion \_\_\_\_\_ Second \_\_\_\_\_

**N 2. Proposed Resolution/Proclamation honoring former General Manager**  
(Presenter Director Rick Webb)

Motion \_\_\_\_\_ Second \_\_\_\_\_

**N 3. Staff Report regarding approval of Resolution 2023-1 amending the Administrative Handbook Section 6015.5**  
(Presenter Sherri Timm)

Motion \_\_\_\_\_ Second \_\_\_\_\_

**PRESENTATIONS**

**PR 1.** Water Reclamation Plant Project Update. (Presenter: Ryan Becker, Chief Water Reclamation Plant Operator)

**DIRECTOR REPORTS/COMMENTS/FUTURE AGENDA ITEMS**

**GENERAL COUNSEL UPDATE**

John Komar, Esq

**GENERAL MANAGER UPDATE**

Kim Domingo

**DIRECTOR OF ADMINISTRATION UPDATE**

Sherri Timm

**PUBLIC WORKS UPDATE**

John Houghton

**ADJOURNMENT** Time: \_\_\_\_\_ Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

Requirements Regarding Disabled Access: In accordance with §54954.2(a), requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the RCSD Board Secretary at least 48 hours in advance of the meeting to ensure availability of the requested service or accommodation. Please contact the Board Secretary by telephone at (661) 256-3411, Email: [stimm@rosamondcsd.com](mailto:stimm@rosamondcsd.com) or in writing at the Rosamond Community Services District, Attn: Board Secretary 3179 35<sup>th</sup> Street West, Rosamond, CA 93560.

Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the time the writing is distributed to the Board of Directors. Any such writing will be available for public inspection at the District offices located at 3179 35th Street West, Rosamond, CA 93560. In addition, any such writing may also be posted on the District's web site.



# STAFF REPORT

## Rosamond Community Services District

DATE: February 8, 2023  
TO: Board of Directors  
FROM: Brad Rockabrand, CPA  
Prepared by: Julie Lopez-Olmos, Senior Accounting Clerk  
SUBJECT: Review of the check/voucher register dated January 17, 2023 through January 30, 2023 | Payroll (Direct Deposit) dated January 18, 2023

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### RECOMMENDATION:

By motion, receive and file.

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### EXECUTIVE SUMMARY:

The District's check/voucher register includes all disbursement transactions, actual checks as well as electronic, for the periods referenced above. Total disbursements were \$164,124.02 as follows:

Checks issued to vendors	\$115,886.40
Payroll direct deposit	<u>48,237.62</u>
Total	\$164,124.02

Significant disbursements included the following payments:

- \$12,526.34 was remitted to CalPERS on January 18, 2023 for required contributions
  - \$8,171.06 (Employer portion)
  - \$4,355.28 (Employee portion)
- \$6,542.35 was remitted to the Employment Development Department on January 18, 2023
  - \$2,083.80 (Employer portion)
  - \$4,458.55 (Employee portion)
- \$21,202.09 was remitted to the Internal Revenue Service on January 18, 2023
  - \$ 5,954.64 (Employer portion)
  - \$15,247.45 (Employee portion)



- \$13,097.09 was paid to Southern California Edison on January 18, 2023 for the well 9 electricity usage
- \$10,679.90 was paid to Antelope Valley Watermaster on January 18, 2023 for administrative assessments current year 2023 per production rights
- \$13,294.47 was paid to Southern California Edison on January 25, 2023 for sewer electricity usage

DISCUSSION/ANALYSIS:

The check/voucher register dated January 17, 2023 through January 30, 2023 includes check numbers 62441 through 62446, 62467 (spoiled) 62468 through 62481 (Attachment 1)

Payroll (Direct Deposit) number 25779 through 25780, 25781 (overflow), 25782 through 25791, 25792 (overflow), 25793 through 25801 were issued on January 18, 2023 in the amount of \$48,237.62 (Attachment 2)

FISCAL IMPACT:

Not applicable

ENVIRONMENTAL IMPACT:

Not applicable

PRIOR BOARD REVIEW:

Not applicable

COMMISSION/COMMITTEE/BOARD REVIEW AND RECOMMENDATIONS:

Not applicable

NOTIFICATION:

Not applicable

ATTACHMENTS:

Attachment 1 – Check/voucher register dated January 17, 2023 through January 30, 2023

Attachment 2 – Payroll (Direct Deposit) dated January 18, 2023





Rosamond Community Services District  
 Check/Voucher Register  
 10101 - General Checking - Wells Fargo  
 From 1/17/2023 Through 2/8/2023

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
1/18/2023	62441	AFLAC INSURANCE	SUPPLEMENTAL EMPLOYEE INSURANCE	791.98	791.98
1/18/2023	62442	AFSCME LOCAL 1902	UNION DUES	878.25	878.25
1/18/2023	62443	ALLIANT CONSULTING, INC.	DEC 2022: RWRP LABOR COMPLIANCE OVERSIGHT	675.00	2,025.00
1/18/2023		ALLIANT CONSULTING, INC.	DEC 2022: BLOWER ROOM AIR CONDITIONING & AC EXHAUST DUCTING	303.75	2,025.00
1/18/2023		ALLIANT CONSULTING, INC.	DEC 2022: WORKSHOP BUILDING	1,046.25	2,025.00
1/18/2023	62444	AUTOZONE	ANTIFREEZE AND FUEL LEVEL GAUGE	61.31	61.31
1/18/2023	62445	BOHNS PRINTING	BUSINESS CARDS: R. BECKER	44.10	44.10
1/18/2023	62446	CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM	PAYROLL REMITTANCE	357.56	357.56
1/18/2023	62447	CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM	PAYROLL REMITTANCE	12,526.34	12,526.34
1/18/2023	62448	CALPERS SUPPLEMENTAL INCOME 457 PLAN	PERS 457	3,330.47	3,330.47
1/18/2023	62449	CA STATE DISBURSEMENT UNIT	WITHHOLDING ORDER	389.53	389.53
1/18/2023	62450	CLINICAL LABORATORY OF SAN BERNARDINO, INC.	SYSTEM TESTS	288.00	288.00
1/18/2023	62451	CONTRABAND CONTROL SPECIALISTS, INC.	D&A FIELD COLLECTION SERVICE	333.81	333.81
1/18/2023	62452	CUSI	SENDGRID UNLIMITED EMAILS	100.00	100.00
1/18/2023	62453	EMPLOYMENT DEVELOPMENT DEPARTMENT	EMPLOYMENT TAX ACT	56.34	6,542.35
1/18/2023		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE DISABILITY INSURANCE	700.57	6,542.35
1/18/2023		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE INCOME TAX	3,757.98	6,542.35
1/18/2023		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE UNEMPLOYMENT TAX ACT	2,027.46	6,542.35
1/18/2023	62454	FAMCON PIPE & SUPPLY INC.	200 FT POLYETHYLENE	231.66	231.66
1/18/2023	62455	GLENNAN, BYRON	MILEAGE REIMBURSEMENT: TO/FROM ACWA REGION 687	102.51	102.51
1/18/2023	62456	HAMNER JEWELL ASSOCIATES	UNDERGROUND WATER PIPELINE	1,241.75	9,431.21
1/18/2023		HAMNER JEWELL ASSOCIATES	UNDERGROUND WATER PIPELINE	922.00	9,431.21
1/18/2023		HAMNER JEWELL ASSOCIATES	UNDERGROUND WATER PIPELINE	3,969.58	9,431.21
1/18/2023		HAMNER JEWELL ASSOCIATES	UNDERGROUND WATER PIPELINE	3,297.88	9,431.21
1/18/2023	62457	HOUGHTON, JOHN	PER DIEM ALLOWANCE: CASA 2023 WINTER CONFERENCE	185.00	185.00
1/18/2023	62458	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	9,292.81	21,202.09
1/18/2023		INTERNAL REVENUE SERVICE	MEDICARE	2,257.32	21,202.09
1/18/2023		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	9,651.96	21,202.09
1/18/2023	62459	KARLS HARDWARE	MAINTENANCE	471.84	2,059.78
1/18/2023		KARLS HARDWARE	SEWER	1,377.56	2,059.78
1/18/2023		KARLS HARDWARE	WATER	210.38	2,059.78
1/18/2023	62460	NORTHERN DIGITAL INC.	T&M SUPPORT	520.00	520.00
1/18/2023	62461	OFFICE DEPOT BUSINESS SOLUTIONS LLC	DATE STAMP, COPY PAPER, CORRECTION TAPE, ETC.	262.33	262.33
1/18/2023	62462	SOUTHERN COUNTIES LUBRICANTS, LLC	342 GAL DIESEL FUEL	1,672.45	1,672.45
1/18/2023	62463	SOUTHERN CALIF. EDISON	5702 GASKELL RD WELL 9	13,097.09	13,097.09
1/18/2023	62464	SOUTHERN CALIF. EDISON	ST LIGHTS & LLAD	8,588.43	8,588.43
1/18/2023	62465	SOUTHERN CALIF. EDISON	SCADA	19.97	19.97
1/18/2023	62466	SPARKLETTTS	WATER	54.44	54.44
1/18/2023	62467			0.00	0.00
1/18/2023	62468	Z AXIS IMAGES	DEC 2022 PR	3,477.51	3,477.51
1/25/2023	62201	PETRO LOCK, INC.	116 GAL ULSD D-DSL	(665.62)	(1,652.29)
1/25/2023		PETRO LOCK, INC.	180 GAL ULSD D-DSL	(986.67)	(1,652.29)
1/25/2023	62469	ANTELOPE VALLEY WATERMASTER	ADMINISTRATIVE ASSESSMENTS CY 2023 PER PRODUCTION RIGHTS	10,679.90	10,679.90



Rosamond Community Services District  
 Check/Voucher Register  
 10101 - General Checking - Wells Fargo  
 From 1/17/2023 Through 2/8/2023

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
1/25/2023	62470	AT&T TELECONFERENCE SERVICES	TELECONFERENCE	231.75	231.75
1/25/2023	62471	CUSI	ACH/ECK VALIDATION	72.80	72.80
1/25/2023	62472	CORBIN WILLITS SYSTEMS	SUPPORT FOR MOM HISTORY RETENTION	324.00	324.00
1/25/2023	62473	DIGITECH	875 PATTERSON RD: SECURITY MONITORING	31.99	131.97
1/25/2023		DIGITECH	MAIN BLD: SECURITY MONITORING	31.99	131.97
1/25/2023		DIGITECH	OPER. BLD: SECURITY MONITORING	31.99	131.97
1/25/2023		DIGITECH	WWO: SECURITY MONITORING	36.00	131.97
1/25/2023	62474	JACK HENRY AND ASSOCIATES	BILLING ON BEHALF OF CUSI	65.75	65.75
1/25/2023	62475	KERN COUNTY PUBLIC WORKS WASTE DEPARTMENT	TRASH DUMP	34.40	53.60
1/25/2023		KERN COUNTY PUBLIC WORKS WASTE DEPARTMENT	TRASH DUMP	19.20	53.60
1/25/2023	62476	MOJAVE DESERT NEWS	ADVERTISING: XMAS GREETINGS	115.00	115.00
1/25/2023	62477	PHONE CONNECTION COMMUNICATIONS	2 SERVICE CALLS	250.00	250.00
1/25/2023	62478	SOUTHERN CALIF. EDISON	SEWER	13,294.47	13,294.47
1/25/2023	62479	SOUTHERN CALIF. EDISON	3179 35TH ST W	1,847.34	1,847.34
1/25/2023	62480	USA BLUEBOOK	N-DEX FREE GLOVES, LATEX GLOVES, ETC.	246.65	246.65
1/25/2023	62481	PETRO LOCK, INC.	116 GAL ULSD D-DSL	665.62	1,652.29
1/25/2023		PETRO LOCK, INC.	180 GAL ULSD D-DSL	986.67	1,652.29

Report Total 115,886.40



**Rosamond Community Services District**

Summary Check/Transaction Register

From 1/17/2023 Through 1/18/2023

<u>Document Date</u>	<u>Document Number</u>	<u>Type of Payment</u>	<u>Amount</u>
1/18/2023	25779	Check	3,122.63
1/18/2023	25780	Check	2,993.47
1/18/2023	25781		0.00
1/18/2023	25782	Check	3,310.42
1/18/2023	25783	Check	1,968.07
1/18/2023	25784	Check	1,019.53
1/18/2023	25785	Check	1,626.17
1/18/2023	25786	Check	1,682.06
1/18/2023	25787	Check	3,261.29
1/18/2023	25788	Check	1,635.50
1/18/2023	25789	Check	2,039.55
1/18/2023	25790	Check	1,888.79
1/18/2023	25791	Check	4,159.38
1/18/2023	25792		0.00
1/18/2023	25793	Check	3,100.62
1/18/2023	25794	Check	1,536.39
1/18/2023	25795	Check	1,391.31
1/18/2023	25796	Check	2,102.01
1/18/2023	25797	Check	1,767.59
1/18/2023	25798	Check	2,397.63
1/18/2023	25799	Check	2,413.97
1/18/2023	25800	Check	2,365.84
1/18/2023	25801	Check	<u>2,455.40</u>
Report Total			<u><u>48,237.62</u></u>



## PAYROLL 01/18/2023

Document Date	Document Number	Amount
1/18/2023	25779	3,122.63
1/18/2023	25780	2,993.47
1/18/2023	25781	0.00
1/18/2023	25782	3,310.42
1/18/2023	25783	1,968.07
1/18/2023	25784	1,019.53
1/18/2023	25785	1,626.17
1/18/2023	25786	1,682.06
1/18/2023	25787	3,261.29
1/18/2023	25788	1,635.50
1/18/2023	25789	2,039.55
1/18/2023	25790	1,888.79
1/18/2023	25791	4,159.38
1/18/2023	25792	0.00
1/18/2023	25793	3,100.62
1/18/2023	25794	1,536.39
1/18/2023	25795	1,391.31
1/18/2023	25796	2,102.01
1/18/2023	25797	1,767.59
1/18/2023	25798	2,397.63
1/18/2023	25799	2,413.97
1/18/2023	25800	2,365.84
1/18/2023	25801	<u>2,455.40</u>

Total Direct Deposit      48,237.62

Total Checks Issued      0.00

**Total 48,237.62**





# REGULAR MEETING OF THE BOARD OF DIRECTORS ROSAMOND COMMUNITY SERVICES DISTRICT

6:00 PM Regular Board Meeting  
Wednesday, January 25, 2023  
District Board Room  
3179 35<sup>th</sup> Street West  
Rosamond, CA 93560

Teleconference  
1-877-411-9748  
Access Code: 5150560

## Minutes

**CALL TO ORDER** The meeting was called to order at 6:00 PM by Vice President Ben Stewart.

### **ROLL CALL**

Director Greg Washington	Via Teleconference
Director Alfred Wallis	Present
Director Rick Webb	Present
Vice President Ben Stewart	Present
President Byron Glennan	Absent
General Manager Kim B. Domingo	Via Teleconference
Director of Public Works John Houghton	Via Teleconference
Director of Administration Sherri Timm	Present
Legal Counsel, John Komar, Esq	Via Teleconference
Outgoing GM Steve Perez	Via Teleconference

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF THE AGENDA**

It was determined a critical item requiring the immediate attention and possible action by the board, concerning a retiring employee, was discovered after the posting of the Agenda, making it impractical to provide notice be added as item N2.

A motion to approve the minutes with the emergency addition of item N2 was made by Director Wallis, seconded by Director Webb. Motion approved 4/0 President Glennan absent.

## **PUBLIC COMMENTS**

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Patti Orr a reporter/sportswriter with the Mojave Desert News introduced herself.

## **VOLUNTARY PUBLIC ROLL-CALL VIA TELECONFERENCE**

(If any member of the public on the teleconference/video conference wishes to identify themselves as present for this meeting, please do so for the records/minutes)

Patti Orr – Mojave Desert News and John Joyce – Rosamond News

## **CONSENT CALENDAR**

CC 1 Receive Check/Voucher Register from November 29, 2022 through January 16, 2023.

A motion to approve CC1 was made by Director Webb and seconded by Director Wallis.

Motion passed 4/0. President Glennan absent.

## **MINUTES**

M 1 Approve ~~January 6, 2023~~ (corrected to January 11, 2023) Regular Board Meeting Minutes

A motion was made by Director Webb and seconded by Director Washington to approve M1 with a correction to the date of the minutes to January 11, 2023.

Motion passed 4/0. President Glennan absent.

## **NEW BUSINESS**

### **N 1. Post -Election Board Workshop (Presenter Kim Domingo)**

General Manager Domingo deferred to Steve Perez to present information regarding a post-election workshop for all board members, with the purpose being a review of protocols, decorum and good working relationships. Mr. Perez stated the cost of a Zoom workshop with a professional consultant would be \$5000. The new General Manager will need board approval. A motion was made by Director Webb and seconded by Director Wallis to approve the workshop as presented. Discussion by the board took place regarding the price and Mr. Perez was asked about other

options. He will research and present other findings at a later date. Director Webb withdrew his motion. The item was tabled to a future date.

## **N2. Retiring Employees Medical Benefit (presenter Steve Perez)**

A retiring employee is one year away from begin able to sign up for Medicare. A request was made to the District by the Union on behalf of the retiring employee to see what medical benefit the District may be able to offer. Since there is no current policy in place, a motion was made by Director Washington and seconded by Director Wallis to send the request to the Policy Committee to formulate a policy to present back to the Board of Directors. Motion passed 4/0. President Glennan absent.

### **PRESENTATIONS**

**PR 1. Water Reclamation Plant Project Update.** (Presenter: Ryan Becker, Chief Water Reclamation Plant Operator)

An update was provided on the impact of the recent rain and current amount of percolation. Director Washington asked questions and complemented the staff on the certifications they have achieved.

### **DIRECTOR REPORTS/COMMENTS/FUTURE AGENDA ITEMS**

Director Wallis – no report. Director Washington – Welcomed Kim as the new GM. He reminded the public that we are still in Stage 2 Water Reduction despite the recent rains. Vice President Stewart – no report. President Glennan – absent. Director Webb spoke of no cost RCAC seminars and encouraged Board Members to attend.

### **GENERAL COUNSEL UPDATE**

John Komar, Esq – no report

### **GENERAL MANAGER UPDATE**

Kim Domingo – Gave thanks for selecting him as the new General Manager and for the warm welcome. He is looking forward to serving the community of Rosamond. Mr. Perez also spoke and expressed appreciation for being able to come back in 2011 to serve the community. This will be Steve’s last board meeting before retiring.

### **DIRECTOR OF ADMINISTRATION UPDATE**

Sherri Timm – Confirmed the District office will officially reopen to the public on February 1<sup>st</sup>.

### **PUBLIC WORKS UPDATE**

John Houghton – The audit of the sewer system will soon be underway. In the last two weeks, the Public Works crew has fixed 7 leaks, cameraed 3 streets, replaced 3 angle

stops, patched asphalt and repaired one hydrant. The bulk water station has received new components and is once again working.

**ADJOURNMENT**

A motion to adjourn at 6:58 PM was made by Director Wallis and seconded by Director Webb. Motion passed 4/0. Director Glennan absent.

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Respectfully submitted:

\_\_\_\_\_  
Board of Directors  
Rosamond Community Services District

\_\_\_\_\_  
Board Secretary

**SEWER COMMITTEE MEETING OF THE  
BOARD OF DIRECTORS  
ROSAMOND COMMUNITY SERVICES DISTRICT**

5:00 PM Sewer Committee Meeting  
Monday January 23, 2023  
District Conference Room  
3179 35<sup>th</sup> Street West  
Rosamond, CA 93560

Teleconference #  
1-877-411-9748  
Access Code: 5150560

**Minutes**

**CALL TO ORDER**

The meeting was called to order at 5:00PM by Chairman Rick Webb

**ROLL CALL**

Director Rick Webb Present  
Vice President Ben Stewart Present

General Manager Kim Domingo Teleconference  
Board Secretary/Dir. of Administration Sherri Timm Present

**PUBLIC COMMENTS**

(At this time, any person may address the Committee on any subject within the District’s jurisdiction which is not on the agenda. However, any non-agenda matter will be referred to staff for a report and/or action at a subsequent Board meeting and no action can be taken on any such item discussed unless the action has been authorized under §54954.2(b) of the Government Code. Any person may also address the Board on any agenda matter at the time that matter is discussed, prior to Board consideration and action. Speakers are requested to limit comments to five (5) minutes.)

NONE

**DISCUSSION**

**D 1. General Discussion – presenter Rick Webb**

Chairman Webb differed to Vice President (VP) Stewart to present. VP Stewart spoke of the need for an updated infrastructure assessment. Fischer Compliance will be doing an in-person audit like he did for the State Water Board Audit. Our Sewer System Management Plan (SSMP) will be looked at and updated to help the District meet the new wastewater rules that

will be coming into place. Sewer lines need to be inspected and monitored. Cameraing and flow monitoring can accomplish this.

The Sewer Committee requested the General Manager provide periodic reports from Public Works containing the following: Miles of sewer being cleaned, how many Sanitary Sewer Overflows (SSO), how many manhole inspections, how many sewer lids opened.

Kern County needs to provide advanced notice when road paving is done in our service area. GM Domingo will follow up with the County. GM Domingo was also asked to follow up with any updates to the County’s FOG(fats, oils and grease) and Industrial Waste Program as well as what the approved devices are for the Grease Recovery Plan. The District may need to approve an Ordinance for new construction and remodels to include this information.

**ADJOURNMENT**

A motion to adjourn at 5:34 PM was made by VP Stewart and seconded by Director Webb. Motion was approved 2/0.

Requirements Regarding Disabled Access: In accordance with §54954.2(a), requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the RCSD Board Secretary at least 48 hours in advance of the meeting to ensure availability of the requested service or accommodation. Please contact the Board Secretary by telephone at (661) 256-5808, Email: [stimm@rosamondcsd.com](mailto:stimm@rosamondcsd.com) or in writing at the Rosamond Community Services District, Attn: Board Secretary 3179 35<sup>th</sup> Street West, Rosamond, CA 93560. Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the time the writing is distributed to the Board of Directors. Any such writing will be available for public inspection at the District offices located at 3179 35th Street West, Rosamond, CA 93560. In addition, any such writing may also be posted on the District’s web site.

Respectfully Submitted:

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Board of Directors

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Board Secretary

Rosamond Community Services District

**GOVERNMENT/PUBLIC AFFAIRS COMMITTEE  
MEETING OF THE  
BOARD OF DIRECTORS  
ROSAMOND COMMUNITY SERVICES DISTRICT**

4:30 PM Government/Public Affairs Committee Meeting  
Monday January 23, 2023  
District Conference Room  
3179 35<sup>th</sup> Street West  
Rosamond, CA 93560

Teleconference #  
1-877-411-9748  
Access Code: 5150560

**Minutes**

**CALL TO ORDER**

Meeting was called to order by Chairman Wallis at 4:30 PM.

**ROLL CALL**

Director Al Wallis Present

Director Rick Webb Present

General Manager Kim Domingo  
Board Secretary/ Dir. of Admin Sherri Timm

Teleconference  
Present

**PUBLIC COMMENTS**

(At this time, any person may address the Board on any subject within the District's jurisdiction which is not on the agenda. However, any non-agenda matter will be referred to staff for a report and/or action at a subsequent Board meeting and no action can be taken on any such item discussed unless the action has been authorized under §54954.2(b) of the Government Code. Any person may also address the Board on any agenda matter at the time that matter is discussed, prior to Board consideration and action. Speakers are requested to limit comments to five (5) minutes.)

NONE

**DISCUSSION-**

**DI 1. Proposed Resolution/Proclamation – presenter Rick Webb**

Former acting General Manager Steve Perez will be retiring soon. He has 50 years of public service. As such, it would be appropriate for the RCSD to honor him with a Resolution/Proclamation from County and State Government officials. It was decided to take the issue out of committee and present to the Board a request for approval of a County and State Government Resolution/Proclamation from the appropriate parties.

**ADJOURNMENT**

A motion to adjourn at 4:38 PM was made by Director Webb and seconded by Director Wallis.

Motion passed 2/0.

Requirements Regarding Disabled Access: In accordance with §54954.2(a), requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the RCSD Board Secretary at least 48 hours in advance of the meeting to ensure availability of the requested service or accommodation. Please contact the Board Secretary by telephone at (661) 256-5808, Email: [stimm@rosamondcsd.com](mailto:stimm@rosamondcsd.com) or in writing at the Rosamond Community Services District, Attn: Board Secretary 3179 35<sup>th</sup> Street West, Rosamond, CA 93560.

Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the time the writing is distributed to the Board of Directors. Any such writing will be available for public inspection at the District offices located at 3179 35<sup>th</sup> Street West, Rosamond, CA 93560. In addition, any such writing may also be posted on the District's web site.

Respectfully Submitted:

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Board of Directors  
Rosamond Community District

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Board Secretary



# STAFF REPORT

Rosamond Community Services District

DATE: February 8, 2023

TO: Board of Directors

FROM: Sherri Timm, Director of Administration

Subject: Amendment to the Administrative Handbook Series 6000; 6015.5 Injury and Illness Prevention Program.

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## **RECOMMENDATION:**

By motion, staff recommends that the Board of Directors approve Resolution Number 2023-1 to amend the Administrative Handbook Series 6000; 6015.5 Injury and Illness Prevention Program.

## **BACKGROUND:**

On 08/24/2022 a surprise inspection of the District's Public Works Department was conducted by the State of California Department of Industrial Relations (DIR), a division of Occupational Safety and Health. It was discovered during the inspection, the District's written Injury and Illness Prevention Program (IIPP) did not contain specific information regarding employee access to the program in accordance with section 3203(a)(8) of the California Labor Code. The DIR issued a Notice in lieu of Citation on January 26, 2023 to the District. The Notice stated the violation must be corrected by February 14, 2023.

**ANALYSIS:**

A review of the District's Administrative Handbook Series 6000; 6015.5 was completed. The suggested language provided by the DIR was incorporated into the amendment of section 6015.5 which provides specific information to the District's employees of their right to examine and receive a copy of the IIPP.

**FISCAL REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**CONCLUSION:**

Amendment of the District's Administrative Handbook Series 6000; 6015.5 is necessary to comply with the action required by the DIR. Staff recommends approval of Resolution Number 2023-1.

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Sherri Timm, Director of Administration

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Kim Domingo, General Manager

**ATTACHMENTS:**

- 1) Resolution 2023-1
- 2) Amended IIPP 6015; section 6015.5

**ROSAMOND COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2023-1**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
ROSAMOND COMMUNITY SERVICES DISTRICT  
AMENDING SERIES 6000 FACILITIES DEVELOPMENT OF  
THE ADMINISTRATIVE HANDBOOK**

**WHEREAS** the Rosamond Community Services District (“District”) is a public agency of the State of California formed by the Community Services District Law under Section 61000 et seq. of the Government Code; and

**WHEREAS**, pursuant to Section 61045(g) of the Government Code, the Board of Directors shall adopt policies for the operation of the District including, but not limited to, administrative and personnel policies; and

**WHEREAS**, pursuant to the provisions of Section 3203(a)(8) of the Department of Industrial Relations, a division of Occupational Safety and Health per Notice to comply with required additional information to the District’s Injury and Illness Prevention Program: and

**WHEREAS**, the Board of Directors adopted an Administrative Handbook on February 12, 2014, by Resolution 2014-1; and a set of revisions of the Administrative Handbook on March 11, 2015, by Resolution 2015-1; and a set of revisions on August 26, 2015, by Resolution 2015-22; and a set of revisions on November 17, 2015, by Resolution 2015-27; and a set of revisions on September 6, 2016, by Resolution 2017-04; and a set of revisions on February 7, 2017, by Resolution 2017-05; and a set of revisions on March 7, 2017, by Resolution 2017-05; and a set of revisions on February 6, 2018, by Resolution 2018-02; and a set of revisions on August 7, 2018, by Resolution 2018-15; and a set of revisions on October 2, 2018, by Resolution 2018-17; and a set of revisions on January 15, 2019, by Resolution 2018-20; and a set of revisions on June 26, 2019, by Resolution 2018-27; and a set of revisions on July 24, 2019, by Resolution 2019-1; and a set of revisions on September 25, 2019, by Resolution 2019-2; and a set of revisions on October 9, 2019; by Resolution 2019-3, and a set of revisions on April 8, 2020, by Resolution 2020-8; and a set of revisions on February 10, 2021, by Resolution 2021-1; and a set of revisions on June 22, 2022, by Resolution 2022-9; and a set of revisions on October 12, 2022 by Resolution 2022-11.

**WHEREAS**, the Board of Directors desires to adopt and amend policy number 6015.5 contained within Series 6000 – Facilities Development, in the Administrative Code Handbook, as set forth in the Exhibit A hereto.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Rosamond Community Services District as follows:

1. Amend Section 6015.5 of the ILLNESS and INJURY PREVENTION PROGRAM to include information regarding employee access to the Injury and Illness Prevention Program, is hereby adopted in its entirety and hereby added to the Administrative

Handbook as set forth in “Exhibit A” which is attached hereto and incorporated herein by reference.

2. Conflicts: To the extent there is any express or implied conflict between the present Employee Handbook and the Administrative Handbook, the language of the Administrative Handbook shall take precedence in resolving the conflict. District staff is hereby directed to review the Employee Handbook to ensure that no express or implied conflicts exist. If any conflicts are found to exist staff is directed to bring that conflict to the attention of the Board at the next regular meeting so that the conflict may be resolved.
3. Effective Date: This Resolution shall become effective as of the date of adoption.
4. Severability: If any section, subsection, clause or phrase in this Resolution is for any reason held invalid, the validity of the remainder of this Resolution shall not be affected thereby. The Board hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof be held invalid.
5. Incorporation of Recitals: The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rosamond Community Services District held this 8th day of February, 2023.

By: \_\_\_\_\_  
Board of Directors  
Rosamond Community Services District

ATTEST:

By: \_\_\_\_\_  
Secretary, Board of Directors  
Rosamond Community Services District

**“EXHIBIT A”**



# ADMINISTRATIVE HANDBOOK- 6000 SERIES- FACILITES DEVELOPMENT

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## Rosamond Community Services District

### 6015- Illness and Injury Prevention Program

POLICY TITLE: Illness and Injury Prevention Program  
POLICY NUMBER: 6015

#### 6015.1 Program Goal and Outline.

The goal of the District is to provide safe and healthful working conditions for all of its employees. Therefore, the District will maintain a safety and health program conforming to the best practices of agencies of this type. The District's safety and health program will include:

**6015.1.1** Providing mechanical and physical safeguards to the maximum extent possible.

**6015.1.2** Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards and law for every job.

**6015.1.3** Training all employees in good safety and health practices.

**6015.1.4** Providing necessary personal protective equipment, and instructions for use and care.

**6015.1.5** Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.

**6015.1.6** Investigating promptly and thoroughly, every accident to determine its cause and correct the problem so it will not happen again.

**6015.1.7** Developing a system of recognition and awards for outstanding safety service and/or performance.

#### 6015.2 Program Responsibility.

Although the District recognizes that the responsibility for safety and health is shared, the General Manager shall be responsible and have full authority for implementing this policy and the District's Injury and Illness Prevention Program.

**6015.2.1** The District accepts responsibility for leadership of the safety and health program, for its effectiveness and improvements, and for providing the safeguards required to ensure safe conditions.

**6015.2.2** Supervisory personnel are responsible for developing proper attitudes toward safety and health for themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

# **ADMINISTRATIVE HANDBOOK-**

## **6000 SERIES- FACILITES DEVELOPMENT**

**6015.2.3** No employee will be required to work at a job he/she knows is not safe or healthful. Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program - including compliance with all rules and regulations - and for continuously practicing safety while performing their duties. Any employee found not practicing safety while performing their duties will be subject to appropriate discipline.

### **6015.3** Injury and Illness Records.

The District's record keeping system for its Injury and Illness Prevention Program shall conform to Cal/OSHA standards. Records shall be used to measure and evaluate the success of said program.

**6015.3.1** A report shall be obtained on every injury or illness requiring medical treatment. (See also Section 3015.8.)

**6015.3.2** Each injury or illness shall be recorded on the "Cal/OSHA Log and Summary of Occupational Injuries and Illnesses," Cal/OSHA Form 200, according to its instructions.

**6015.3.3** A supplementary record of the occupational injuries and illnesses shall be prepared on OSHA Form 5020, "Employer's Report of Injury or Illness," with the same information as in 3015.32, above.

**6015.3.4** Annually, the summary Cal/OSHA Form 200 shall be prepared and posted no later than February 1 in a place easily observable by employees. Said form shall remain posted until March 1.

**6015.3.5** All records specified in this section shall be maintained in the District's files for a minimum of five years after their preparation.

### **6015.4** Documentation of Activities.

Records shall be maintained of steps taken to establish and maintain the District's Injury and Illness Prevention Program. They shall include:

**6015.4.1** Records of scheduled and periodic inspections as required by Cal/OSHA to identify unsafe conditions and work practices. The documentation must include the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the action taken to correct the unsafe conditions and work practices. The records are to be maintained for at least three (3) years.

**6015.4.2** Documentation of safety and health training required by Cal/OSHA for each employee. The documentation must specifically include employee name or other identifier, training dates, type(s) of training and the name of the training provider. These records must also be kept for at least three years.



# ADMINISTRATIVE HANDBOOK-

## 6000 SERIES- FACILITIES DEVELOPMENT

### 6015.5 Program Communication System.

Readily understandable communication shall be maintained with all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the District of hazards at the worksite without fear of reprisal. Communications with employees shall include meetings, training programs, posted written information, and a system of anonymous notification by employees about hazards.

### EMPLOYEE ACCESS TO THE IIPP

Our employees – or their designated representatives - have the right to examine and receive a copy of our IIPP. This will be accomplished by establishing an IIPP Binder containing a copy of our most current IIPP Policy in each department of the District: Customer Service, Public Works and The Water Reclamation Plant. Requests for copies of the policy can be made to the Director of Administration in person, by phone or email. Requests for copies will be completed within 5 business days after the request for access is received from an employee or designated representative.

We will communicate the right and procedure to access the Program to all employees by posting written notice in a prominent, central location of each department listed above.

a. Whenever an employee or designated representative requests a copy of the Program, we will provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.

b. One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.

Any copy provided to an employee, or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

**6015.5.1** Written communications to employees shall be in a language they can understand. If an employee cannot read in any language, said communication shall be made orally in a language he/she can readily understand.

# **ADMINISTRATIVE HANDBOOK-**

## **6000 SERIES- FACILITIES DEVELOPMENT**

**6015.5.2** The District's Code of Safe Practices, below, shall be posted at a conspicuous location in the District's maintenance office, and shall be provided to each supervisory employee who shall keep it readily available.

**6015.5.3** Periodic meetings (at least one per quarter) of supervisory employees shall be held under the direction of the General Manager for the discussion of safety problems and accidents that have occurred. Documentation of these meetings shall be maintained for three years.

**6015.5.4** Supervisory employees shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their crew(s) at least every ten working days to emphasize safety. Documentation of these meetings shall be maintained for three years.

**6015.5.5** General employee meetings shall be conducted (at least one per quarter) at which safety is freely and openly discussed by those present. Such meetings should be regular, scheduled, and announced to all employees so that maximum employee attendance can be achieved. Documentation of these meetings shall be maintained for three years. Discussions at these meetings should concentrate on:

**6015.5.5.1** Occupational accident and injury history within the District, with possible comparisons to other similar agencies.

**6015.5.5.2** Feedback from employees.

**6015.5.5.3** Guest speakers from the District's workers' compensation insurance carrier or other agencies concerned with safety.

**6015.5.5.4** Brief audio-visual materials that relate to the District's operations.

**6015.5.6** Training programs shall be conducted when new equipment, machinery or tools are purchased. Employees shall be instructed in the safe operation of said equipment, machinery or tools. Documentation of training programs shall be maintained for three years.

**6015.5.6.1** New employees shall be trained by their supervisor in the safe operation of the equipment, machinery and tools with which they will be working prior to being allowed to work independently. Documentation of new employee training shall be maintained for three years.

**6015.5.7** Posters and bulletins relating to and encouraging safe and healthy practices shall be posted on a rotational basis at a conspicuous location in the District's maintenance office.

**6015.5.8** News articles and publications devoted to safety shall be distributed to employees. This policy shall also be distributed to all employees upon its adoption, to all new employees at the time of their hiring, and annually thereafter.

**6015.5.9** A safety suggestion box shall be maintained where employees, anonymously if desired, can communicate their concerns to the District's General Manager.

**6015.6** Hazard Assessment and Control.

# **ADMINISTRATIVE HANDBOOK-**

## **6000 SERIES- FACILITIES DEVELOPMENT**

Periodic safety inspections shall be conducted to identify existing hazards in the workplace, or conditions, equipment and procedures that could be potentially hazardous. The inspections shall be conducted by personnel who, through experience or training, are able to identify actual and potential hazards and who understand safe work practices.

**6015.6.1** Safety inspectors will observe if safe work practices are being followed and will ensure that unsafe conditions or procedures are identified and corrected properly.

**6015.6.2** Safety inspections will be conducted at least annually. The frequency of the inspections will depend on the operations involved, the magnitude of the hazards, the proficiency of employees, changes in equipment or work processes, and the history of workplace injuries and illnesses.

**6015.6.3** A written assessment shall be prepared after said inspections which will document identified hazards and prescribe procedures for the elimination of same, and measures that can be taken to prevent their recurrence.

**6015.6.4** The General Manager will review written inspection reports and/or assessments and will assist in prioritizing actions and verify completion of previous corrective actions. He/she shall also review the overall inspection program to determine trends.

### **6015.7** Accident Investigation.

All accidents shall be thoroughly and properly investigated by the Field Operations Supervisor, with the primary focus of understanding why the accident or near-miss occurred and what actions can be taken to preclude recurrence. A written report of said investigation shall be prepared which adequately identifies the cause(s) of the accident or near-miss occurrence.

**6015.7.1** The investigation must obtain all the facts surrounding the occurrence: what caused the situation to occur; who was involved; was/were the employee(s) qualified to perform the functions involved in the accident or near-miss; were they properly trained; were proper operating procedures established for the task involved; were procedures followed, and if not, why not; where else this or a similar situation might exist, and how it can be corrected.

**6015.7.2** The accident investigator must determine which aspects of the operation or process require additional attention (what type of constructive action can eliminate the cause(s) of the accident or near-miss).

**6015.7.3** Actions already taken to reduce or eliminate the exposures being investigated should be noted, along with those remaining to be addressed.

**6015.7.4** Any interim or temporary precautions should also be noted. Any pending corrective action and reason for delaying its implementation should be identified.

**6015.7.5** Corrective action should be identified in terms of not only how it will prevent a recurrence of the accident or near-miss, but also how it will improve the overall operation. The solution should be a means of achieving not only accident control, but also total operation control.

# **ADMINISTRATIVE HANDBOOK-**

## **6000 SERIES- FACILITES DEVELOPMENT**

**6015.8** Code of Safe Practices.

### GENERAL

**6015.8.1** All employees shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the Foreman, Field Operations Supervisor, or General Manager.

**6015.8.2** Supervising employees shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as necessary to obtain observance.

**6015.8.3** Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition, and will be subject to the discipline specified in Policy #2190.

**6015.8.4** Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.

**6015.8.5** Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.

**6015.8.6** No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.

**6015.8.7** Employees shall not enter manholes, underground vaults, chambers or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.

**6015.8.8** Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the Foreman or Field Operations Supervisor.

**6015.8.9** Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.

**6015.8.10** Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from the Foreman or Field Operations Supervisor.

**6015.8.11** All injuries shall be reported promptly to the Foreman or Field Operations Supervisor so that arrangements can be made for medical or first aid treatment.

**6015.8.12** When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.

**6015.8.13** Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.

# **ADMINISTRATIVE HANDBOOK- 6000 SERIES- FACILITIES DEVELOPMENT**

**6015.8.14** Employees shall cleanse thoroughly after handling hazardous or unhealthy substances, and follow special instructions from authorized sources.

**6015.8.15** Work shall be so arranged that employees are able to face a ladder and use both hands while climbing.

**6015.8.16** Gasoline shall not be used for cleaning purposes.

**6015.8.17** No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the Field Operations Supervisor .

**6015.8.18** Any damage to scaffolds, false work, shoring or other supporting structures shall be immediately reported to the Foreman or Field Operations Supervisor .

## **USE OF TOOLS AND EQUIPMENT**

**6015.8.19** All tools and equipment shall be maintained in good condition.

**6015.8.20** Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."

**6015.8.21** Pipe or Stillson wrenches shall not be used as substitute for other wrenches.

**6015.8.22** Only appropriate tools shall be used for the job.

**6015.8.23** Wrenches shall not be altered by the addition of handle-extensions or "cheaters."

**6015.8.24** Files shall be equipped with handles and not used to punch or pry.

**6015.8.25** Screwdrivers shall not be used as chisels.

**6015.8.26** Wheelbarrows shall not be used with handles in an upright position.

**6015.8.27** Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used for this purpose.

**6015.8.28** In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

## **MACHINERY AND VEHICLES**

**6015.8.29** Only authorized persons shall operate machinery or equipment.

# **ADMINISTRATIVE HANDBOOK-**

## **6000 SERIES- FACILITES DEVELOPMENT**

**6015.8.30** Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.

**6015.8.31** Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

**6015.8.32** Where appropriate, lock-out procedures shall be used.

**6015.8.33** Employees shall not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fail.

**6015.8.34** Air hoses shall not be disconnected at compressors until hose line has been bled.

**6015.8.35** All excavations shall be visually inspected before backfilling, to ensure that it is safe to backfill.

**6015.8.36** Excavating equipment shall not be operated near tops of cuts, banks, and cliffs if employees are working below.

**6015.8.37** Tractors, backhoes and other similar equipment shall not operate where there is possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.

Adopted on 02/12/2014  
Revised on 02/08/2023