

*Rosamond Community Services District  
Regular Board Meeting – Agenda  
Wednesday February 22, 2023 @6:00PM*

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

6:00 PM Regular Board Meeting  
Wednesday, February 22, 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 dated January 31, 2023 through February 13, 2023. Payroll (Direct Deposit) dated February 1, 2023. Payroll (checks) dated February 1, 2023 and Payroll (checks) dated February 9, 2023.

CC 2 By motion, discuss and receive Reserve Balances – December 2022 report.

CC 3 By motion, discuss and receive 2<sup>nd</sup> Quarter Treasurer’s Report

CC 4 By motion, discuss and receive Cash Balances – December 2022 report.

CC 5 Receive and approve a request for reimbursement of an expense from the General Manager.

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

**MINUTES**

M 1. Approve February 8, 2023 Regular Board Meeting Minutes

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

**OLD BUSINESS**

OB 1 Board Member Training (presenter Kim Domingo)

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

**NEW BUSINESS**

NB 1 Participate in the Antelope Valley Integrated Regional Water Management Group Letter of Support for Palmdale Water District Recycled Water Planning Grant for the Pure Water Antelope Valley Project. (Presenter Kim Domingo)

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

**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 35<sup>th</sup> 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 22, 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 31, 2023 through February 13, 2023 | Payroll (Direct Deposit) dated February 1, 2023 | Payroll (Checks) dated February 1, 2023 | Payroll (Checks) dated February 9, 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 \$317,753.81 as follows:

Checks issued to vendors	\$231,750.38
Payroll direct deposit and checks	60,642.97
Payroll checks	18,596.00
Payroll checks	<u>6,746.46</u>
Total	\$317,735.81

Significant disbursements included the following payments:

- \$34,443.00 was paid to AV Heritage Builders, Inc. on February 1, 2023 for materials for the steel building
- \$14,049.48 was remitted to CalPERS on February 1, 2023 for required contributions
  - \$9,687.39 (Employer portion)
  - \$4,362.09 (Employee portion)

- \$5,758.56 was remitted to the Employment Development Department on February 1, 2023
  - \$756.28 (Employer portion)
  - \$5,002.28 (Employee portion)
- \$24,800.91 was remitted to the Internal Revenue Service on February 1, 2023
  - \$ 7,083.90 (Employer portion)
  - \$17,717.01 (Employee portion)
- \$30,583.44 was paid to Eide Bailly LLP on February 8, 2023 for January 2023 accounting and transition services
- \$32,663.45 was paid to SWRCB Accounting Office on February 8, 2023 for the water system annual fees

DISCUSSION/ANALYSIS:

The check/voucher register dated January 31, 2023 through February 13, 2023 includes check numbers 62482 through 62497, 62498 (void) 62499 through 62557 (Attachment 1)

Payroll (Direct Deposit) number 25802 through 25807, 25808 (overflow), 25809 through 25818, 25819 (overflow), 25820 through 25831 were issued on February 1, 2023 in the amount of \$60,642.97. Payroll (Checks) number 25832 through 25845 were issued on February 9, 2023 in the amount of \$18,596.00 and Payroll (Checks) 25846 through 25855 were issued on February 9, 2023 in the amount of \$6,746.46 (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 31, 2023 through February 13, 2023

Attachment 2 – Payroll (Direct Deposit) dated February 1, 2023 and Payroll (Checks) dated February 1, 2023, Payroll (Checks) dated February 9, 2023

Attachment 3 – Umpqua business card ending in 7744

Rosamond Community Services District  
 Check/Voucher Register  
 10101 - General Checking - Wells Fargo  
 From 1/31/2023 Through 2/13/2023

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
2/1/2023	62482	3D IMAGING SYSTEMS	COPIER MAINTENANCE AGREEMENTS	250.47	250.47
2/1/2023	62483	ANTELECOM, INC.	ADMIN OFFICE: 4G WIRELESS	75.00	75.00
2/1/2023	62484	AT&T MOBILITY	CELL PHONES, IPAD INTERNET CHARGES & TRACKERS	1,854.81	1,854.81
2/1/2023	62485	AUTOZONE	AIR FILTER, 5W-20 OIL, & OIL FILTER	45.00	180.06
2/1/2023		AUTOZONE	DIESEL EXHAUST FLUID AND SLIME SEALANT	76.53	180.06
2/1/2023		AUTOZONE	5W-30 OIL & AIR FILTER	58.53	180.06
2/1/2023	62486	AV HERITAGE BUILDERS, INC.	STEEL BUILDING: MATERIALS	34,443.00	34,443.00
2/1/2023	62487	BABCOCK LABORATORIES, INC.	SYSTEM TESTS	300.00	300.00
2/1/2023	62488	CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM	PAYROLL REMITTANCE	14,049.48	14,049.48
2/1/2023	62489	CALPERS SUPPLEMENTAL INCOME 457 PLAN	PERS 457	3,427.36	3,427.36
2/1/2023	62490	CA STATE DISBURSEMENT UNIT	WITHHOLDING ORDER	389.53	389.53
2/1/2023	62491	CLINICAL LABORATORY OF SAN BERNARDINO, INC.	SYSTEM TESTS	440.00	440.00
2/1/2023	62492	CORE & MAIN LP	1" AIR RELEASE VALVE W/BUS SCREEN	365.32	365.32
2/1/2023	62493	CUSI	ANNUAL MAINTENANCE & TECHNICAL SUPPORT 03/31/23-03/31/24	9,500.00	9,500.00
2/1/2023	62494	EMPLOYMENT DEVELOPMENT DEPARTMENT	EMPLOYMENT TRAINING TAX	20.43	5,758.56
2/1/2023		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE DISABILITY	778.45	5,758.56
2/1/2023		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE INCOME TAX	4,223.83	5,758.56
2/1/2023		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE UNEMPLOYMENT TAX ACT	735.85	5,758.56
2/1/2023	62495	GLENNAN, BYRON	MILEAGE REIMBURSEMENT : TO/FROM CASA	188.64	188.64
2/1/2023	62496	GREATAMERICA FINANCIAL SERVICES	KYOCERA LEASE AGREEMENTS	391.46	391.46
2/1/2023	62497	IRON MOUNTAIN INC.	STG & SHRED PKG B	269.00	269.00
2/1/2023	62498	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	0.00	(36,283.27)
2/1/2023		INTERNAL REVENUE SERVICE	MEDICARE	0.00	(36,283.27)
2/1/2023		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	0.00	(36,283.27)
2/1/2023		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	0.00	(36,283.27)
2/1/2023	62499	JOHNSON, CONNER	REIMBURSEMENT: D1 AND T1 EXAM FEES	100.00	100.00
2/1/2023	62500	KENNEDY/JENKS CONSULTANTS	PLAN CHECK SERVICES THROUGH 12/30/2022	2,820.00	4,162.50
2/1/2023		KENNEDY/JENKS CONSULTANTS	ELECTRONIC O&M & OPS SUPPORT THROUGH 12/30/2022	1,342.50	4,162.50
2/1/2023	62501	KIMBALL MIDWEST	STOCK SUPPLIES	429.99	429.99
2/1/2023	62502	MILES CHEMICAL COMPANY	400 GAL SODIUM HYPOCHLORITE	2,701.92	2,701.92
2/1/2023	62503	P & J ELECTRIC, INC.	REPAIR LIFT STATION	1,671.52	1,671.52
2/1/2023	62504	PATTON SALES CORP	1/8 X 1-1/2 STRIP, 1/8 X 2 STRIP & 1-3/4 X .060 ROUND TUBE	135.56	927.03
2/1/2023		PATTON SALES CORP	DIST BOX #5 WEIR EXTENSION	791.47	927.03
2/1/2023	62505	PLUMBERS DEPOT INC.	CAP VAC PARTS	1,818.49	1,818.49
2/1/2023	62506	THE GAS COMPANY	UNIT A	810.99	1,499.45
2/1/2023		THE GAS COMPANY	UNIT B	688.46	1,499.45
2/1/2023	62507	THE GAS COMPANY	875 PATTERSON RD	432.88	432.88
2/1/2023	62508	THE GAS COMPANY	2700 20TH ST W	19.76	19.76
2/1/2023	62509	THE GAS COMPANY	BENCHTOP KIT	1,451.63	1,451.63
2/1/2023	62510	USA BLUEBOOK	FEDERAL INCOME TAX	10,633.11	24,800.91
2/1/2023		INTERNAL REVENUE SERVICE	MEDICARE	2,685.44	24,800.91
2/1/2023		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	11,482.36	24,800.91
2/8/2023	62511	BROWN, AUDREANNA	CUSTOMER REFUND	200.00	200.00
2/8/2023	62512	CLEARVIEW REAL ESTATE HOLDINGS LLC	CUSTOMER REFUND	6.84	6.84

Rosamond Community Services District  
 Check/Voucher Register  
 10101 - General Checking - Wells Fargo  
 From 1/31/2023 Through 2/13/2023

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
2/8/2023	62513	HOLT, MARY	CUSTOMER REFUND	1.77	1.77
2/8/2023	62514	HUGHES, CEDRIC	CUSTOMER REFUND	946.18	946.18
2/8/2023	62515	JACKSON, KENISE	CUSTOMER REFUND	70.35	70.35
2/8/2023	62516	KING, JACOB	CUSTOMER REFUND	196.96	196.96
2/8/2023	62517	OPEN DOOR LABS, INC.	CUSTOMER REFUND	83.18	83.18
2/8/2023	62518	PACIFIC COAST EQUITY GROUP LLC	CUSTOMER REFUND	79.83	79.83
2/8/2023	62519	REID, JACK	CUSTOMER REFUND	200.00	200.00
2/8/2023	62520	SHIH, WEI	CUSTOMER REFUND	229.86	429.86
2/8/2023	62521	SHIH, WEI	CUSTOMER REFUND	200.00	429.86
2/8/2023	62522	SMITH, STEPHANIE	CUSTOMER REFUND	18.66	18.66
2/8/2023	62523	SOCAL SUPERIOR PROPERTIES	CUSTOMER REFUND	190.26	190.26
2/8/2023	62524	TUNSTALL, CASEY	CUSTOMER REFUND	245.65	245.65
2/8/2023	62524	WIESKE, CAROL	CUSTOMER REFUND	200.00	200.00
2/8/2023	62525	ROSAMOND 94, LP	CUSTOMER REFUND: ACCT NO. 22079	12.90	12.90
2/8/2023	62526	ANTELECOM, INC.	SOLAR WELL: 4G WIRELESS	75.00	225.00
2/8/2023	62527	ANTELECOM, INC.	SOLAR ADMIN: 4G WIRELESS	75.00	225.00
2/8/2023	62528	ARAMARK	SOLAR POND: 4G WIRELESS	2,029.19	2,029.19
2/8/2023	62529	AUTOZONE	EMPLOYEE UNIFORMS, MATS, TOWELS & 1ST AID KITS	28.08	156.92
2/8/2023	62530	AUTOZONE	WIPER BLADE	128.84	156.92
2/8/2023	62530	DUNN RITE ELECTRIC	GAUGE COPPER TUBINK KIT, OIL FILTER, FUEL FILTER, ETC.	550.00	550.00
2/8/2023	62531	ECC ENVIRONMENTAL	KINGBIRD & 165TH ST W	490.00	490.00
2/8/2023	62532	EIDE BAILLY LLP	FOG & INDUSTRIAL PRETREATMENT PROGRAM SUPPORT	23,625.00	30,583.44
2/8/2023	62533	FAMCON PIPE & SUPPLY INC.	JAN 2023 ACCOUNTING SERVICES	6,958.44	30,583.44
2/8/2023	62533	KARL'S HARDWARE	2 QTY MANHOLE COVER & 1 QTY MANHOLE FRAME	1,575.23	1,575.23
2/8/2023	62534	KARL'S HARDWARE	34114 GRAFFITI	38.57	1,261.32
2/8/2023	62534	KLEIN, DENATALE, GOLDNER, COOPER, ROSENLIB & KIV	34111 MAINTENANCE	840.83	1,261.32
2/8/2023	62535	LEGAL SHIELD	34112 SEWER	381.92	1,261.32
2/8/2023	62536	MARINE DIVING SOLUTIONS	CLEAN AND INSPECT TANK# 4	5,150.00	5,150.00
2/8/2023	62537	MOJAVE DESERT NEWS	PROMOTIONAL ADVERTISING: PERSPECTIVE	495.00	495.00
2/8/2023	62538	NORTHERN DIGITAL INC.	AVEVA SOFTWARE UPGRADE	260.00	260.00
2/8/2023	62539	OFFICE DEPOT BUSINESS SOLUTIONS LLC	CREDIT MEMO FOR INV 279622186001	(0.88)	305.57
2/8/2023	62540	OFFICE DEPOT BUSINESS SOLUTIONS LLC	CREDIT MEMO FOR INV 279622186001	(7.11)	305.57
2/8/2023	62541	OFFICE DEPOT BUSINESS SOLUTIONS LLC	PENS, INKROLL, PAPER TOWELS, MULTIFOLD PAPER TOWELS, ETC.	161.98	305.57
2/8/2023	62542	OFFICE DEPOT BUSINESS SOLUTIONS LLC	STORAGE BOXES, BINDERS & SELF INKING DATE STAMP	151.58	305.57
2/8/2023	62543	OFFICE DEPOT BUSINESS SOLUTIONS LLC	2 QTY ENGRAVED SIGNAGE	26.46	26.46
2/8/2023	62544	PALMDALE TROPHY	15 QTY ALUM ANGLE	120.07	120.07
2/8/2023	62545	PATTON SALES CORP	WWTP REHABILITATION JAN 2023	4,200.00	4,200.00
2/8/2023	62546	POPCHAK ENVIRONMENTAL	REACH LIFT RENTAL	5,487.50	5,487.50
2/8/2023	62547	QUINN RENTAL SERVICES	JAN 2023 SERVICE, SUPPORT, T&M INITIATIVES & MICROSOFT PROJ	3,749.99	3,749.99
2/8/2023	62548	DANIEL REID CONSULTING SERVICES	2700 20TH ST	158.11	158.11
2/8/2023	62549	ROSAMOND CSD	3179 35TH ST W	1,933.00	1,933.00
2/8/2023	62550	ROSAMOND CSD	WWTP (PHYDRO)	243.98	1,045.24

Rosamond Community Services District  
 Check/Voucher Register  
 10101 - General Checking - Wells Fargo  
 From 1/31/2023 Through 2/13/2023

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
2/8/2023	62548	ROSAMOND CSD	SEWER PLANT B POND	801.26	1,045.24
2/8/2023	62549	ROSAMOND SOLAR, LLC	ENERGY SERVICE REVENUE	2,634.33	2,634.33
2/8/2023	62550	SANI-STAR	JAN 2023 SERVICE FEE	200.00	200.00
2/8/2023	62551	SOUTHERN CALIF. EDISON	700342597172 WELLS & TANKS	1,909.23	1,909.23
2/8/2023	62552	SOUTHERN CALIF. EDISON	700569540594 2707 DIXIE ST (2700 20TH ST)	170.21	170.21
2/8/2023	62553	SWRCB ACCOUNTING OFFICE	700439907976 ST. LIGHTS & LLAD	9,165.42	9,165.42
2/8/2023	62554	UMPQUA BANK	WATER SYSTEM ANNUAL FEES 07/01/2022 - 06/30/2023	32,663.45	32,663.45
2/8/2023	62555	UMPQUA BANK	4038 ROSAMOND CSD GAS ACCOUNT	3,807.14	3,807.14
2/8/2023	62556	WARNIE, LARRY	7744 ROSAMOND CSD (ATTACHMENT 3)	3,087.03	3,087.03
2/8/2023	62557	WASTE MANAGEMENT-KERN COUNTY	PER DIEM ALLOWANCE: SUPERVISOR SKILLS FOR PUBLIC SECTOR	55.50	55.50
2/8/2023		WASTE MANAGEMENT-KERN COUNTY	3179 35TH ST W: TRASH SERVICE	401.25	1,005.02
2/8/2023		WASTE MANAGEMENT-KERN COUNTY	875 PATTERSON RD: TRASH SERVICE	401.25	1,005.02
2/8/2023		WASTE MANAGEMENT-KERN COUNTY	875 PATTERSON RD: TRASH SERVICE	202.52	1,005.02
Report Total				<u>231,750.38</u>	



**Rosamond Community Services District**

Summary Check/Transaction Register

From 2/1/2023 Through 2/1/2023

<u>Document Date</u>	<u>Document Number</u>	<u>Type of Payment</u>	<u>Amount</u>
2/1/2023	25802	Check	975.08
2/1/2023	25803	Check	1,025.08
2/1/2023	25804	Check	512.54
2/1/2023	25805	Check	341.69
2/1/2023	25806	Check	1,853.34
2/1/2023	25807	Check	854.24
2/1/2023	25808		0.00
2/1/2023	25809	Check	2,776.95
2/1/2023	25810	Check	2,877.79
2/1/2023	25811	Check	3,219.16
2/1/2023	25812	Check	4,763.15
2/1/2023	25813	Check	2,217.37
2/1/2023	25814	Check	1,016.14
2/1/2023	25815	Check	1,657.20
2/1/2023	25816	Check	1,895.52
2/1/2023	25817	Check	3,298.44
2/1/2023	25818	Check	2,150.46
2/1/2023	25819		0.00
2/1/2023	25820	Check	2,362.41
2/1/2023	25821	Check	1,941.59
2/1/2023	25822	Check	4,194.96
2/1/2023	25823	Check	3,331.57
2/1/2023	25824	Check	1,614.35
2/1/2023	25825	Check	1,370.65
2/1/2023	25826	Check	2,183.61
2/1/2023	25827	Check	1,856.94
2/1/2023	25828	Check	2,419.17
2/1/2023	25829	Check	2,559.78
2/1/2023	25830	Check	2,920.09
2/1/2023	25831	Check	<u>2,453.70</u>
Report Total			<u><u>60,642.97</u></u>

**PAYROLL 02/01/2023**

<u>Document Date</u>	<u>Document Number</u>	<u>Amount</u>
2/1/2023	25803	1,025.08
2/1/2023	25805	341.69
2/1/2023	25808	0.00
2/1/2023	25809	2,776.95
2/1/2023	25810	2,877.79
2/1/2023	25811	3,219.16
2/1/2023	25812	4,763.15
2/1/2023	25813	2,217.37
2/1/2023	25814	1,016.14
2/1/2023	25815	1,657.20
2/1/2023	25816	1,895.52
2/1/2023	25817	3,298.44
2/1/2023	25818	2,150.46
2/1/2023	25819	0.00
2/1/2023	25820	2,362.41
2/1/2023	25821	1,941.59
2/1/2023	25822	4,194.96
2/1/2023	25823	3,331.57
2/1/2023	25824	1,614.35
2/1/2023	25825	1,370.65
2/1/2023	25826	2,183.61
2/1/2023	25827	1,856.94
2/1/2023	25828	2,419.17
2/1/2023	25829	2,559.78
2/1/2023	25830	2,920.09
2/1/2023	25831	<u>2,453.70</u>

Total Direct Deposit 56,447.77

2/1/2023	25802	975.08
2/1/2023	25804	512.54
2/1/2023	25806	1,853.34
2/1/2023	25807	<u>854.24</u>

Total Checks Issued 4,195.20

**Total 60,642.97**

**Rosamond Community Services District**

Summary Check/Transaction Register

From 2/9/2023 Through 2/9/2023

<u>Document Date</u>	<u>Document Number</u>	<u>Type of Payment</u>	<u>Amount</u>
2/9/2023	25832	Check	1,918.02
2/9/2023	25833	Check	1,243.71
2/9/2023	25834	Check	1,961.12
2/9/2023	25835	Check	1,282.06
2/9/2023	25836	Check	501.76
2/9/2023	25837	Check	1,333.53
2/9/2023	25838	Check	1,219.72
2/9/2023	25839	Check	1,362.06
2/9/2023	25840	Check	1,778.56
2/9/2023	25841	Check	1,052.96
2/9/2023	25842	Check	674.34
2/9/2023	25843	Check	1,442.12
2/9/2023	25844	Check	1,114.96
2/9/2023	25845	Check	<u>1,711.08</u>
Report Total			<u><u>18,596.00</u></u>

**SUPP PAYROLL**  
**2/9/2023**

Document Date	Document Number	Amount
2/9/2023	25832	1,918.02
2/9/2023	25833	1,243.71
2/9/2023	25834	1,961.12
2/9/2023	25835	1,282.06
2/9/2023	25836	501.76
2/9/2023	25837	1,333.53
2/9/2023	25838	1,219.72
2/9/2023	25839	1,362.06
2/9/2023	25840	1,778.56
2/9/2023	25841	1,052.96
2/9/2023	25842	674.34
2/9/2023	25843	1,442.12
2/9/2023	25844	1,114.96
2/9/2023	25845	<u>1,711.08</u>

**Total Checks Issued**                      **18,596.00**

**Rosamond Community Services District**

Summary Check/Transaction Register

From 2/9/2023 Through 2/9/2023

<u>Document Date</u>	<u>Document Number</u>	<u>Type of Payment</u>	<u>Amount</u>
2/9/2023	25846	Check	845.17
2/9/2023	25847	Check	921.09
2/9/2023	25848	Check	85.62
2/9/2023	25849	Check	1,325.83
2/9/2023	25850	Check	214.81
2/9/2023	25851	Check	1,184.27
2/9/2023	25852	Check	503.66
2/9/2023	25853	Check	1,231.62
2/9/2023	25854	Check	380.31
2/9/2023	25855	Check	<u>54.08</u>
Report Total			<u><u>6,746.46</u></u>

**SUPP PAYROLL**  
**2/9/2023**

Document Date	Document Number	Amount
2/9/2023	25846	845.17
2/9/2023	25847	921.09
2/9/2023	25848	85.62
2/9/2023	25849	1,325.83
2/9/2023	25850	214.81
2/9/2023	25851	1,184.27
2/9/2023	25852	503.66
2/9/2023	25853	1,231.62
2/9/2023	25854	380.31
2/9/2023	25855	<u>54.08</u>

**Total Checks Issued**                      **6,746.46**



UMPQUA BANK

ROSAMOND CSD  
Account Number: #### #### 7744



Account Summary

Billing Cycle		01/31/2023
Days In Billing Cycle		32
Previous Balance		\$425.82
Purchases	+	\$3,087.03
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$425.82
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE \$3,087.03**

Credit Summary

Total Credit Line	\$5,000.00
Available Credit Line	\$1,912.97
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries

Call us at: (866) 777-9013  
Lost or Stolen Card: (866) 839-3485

Go to [www.umpquabank.com](http://www.umpquabank.com)

Write us at PO BOX 35142 - LB1181, SEATTLE, WA 98124-5142

Payment Summary

NEW BALANCE	\$3,087.03
MINIMUM PAYMENT	\$3,087.03
PAYMENT DUE DATE	02/25/2023

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/02	01/03	PPLN01	24492153002717030587488	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$14.99
01/04	01/04	PPLN01	24431063004083730934303	AMAZON.COM*072DY3V53 AMZN AMZN.COM/BILL WA	\$7.30
01/04	01/05	PPLN01	24431063004083355344556	AMAZON.COM*WX9W008B3 AMZN AMZN.COM/BILL WA	\$20.76
01/05	01/06	PPLN01	24275393005900015400016	WILLOW SPRINGS COMPANY 661-2562275 CA	\$80.00
01/04	01/06	PPLN01	24000973005264304134682	GUIDOS AT THE HANGAR 661-2561236 CA	\$446.16
01/06	01/08	PPLN01	24692163006106672724513	AMZN Mktp US*V37761DX3 Amzn.com/bill WA	\$174.52
01/06	01/08	PPLN01	24692163006106890690074	AMZN Mktp US*ZY9EW7EE3 Amzn.com/bill WA	\$64.32
01/10	01/11	PPLN01	24801973011091199000519	IND METAL SUPPL-SUN VALL SUN VALLEY CA	\$1,373.98
01/11	01/12	PPLN01	24692163011100170652311	AMZN Mktp US*RT4K16PJ3 Amzn.com/bill WA	\$122.25
01/17	01/17		0000000LBX2301172981004	PAYMENT - THANK YOU	\$425.82
01/24	01/25	PPLN01	24492153024852862486782	OWPSACSTATE 916-278-6142 CA	\$75.00
01/24	01/26	PPLN01	24323003025636000005070	CALIFORNIA TOOL AND WELD LANCASTER CA	\$39.20
01/24	01/26	PPLN01	24761973025091340000014	LINDE GAS & EQUIP 6619488508 CA	\$549.51
01/31	01/31	PPLN01	24692163031101450352974	AMZN Mktp US*SV33572K3 Amzn.com/bill WA	\$119.04

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

UMPQUA BANK  
PO BOX 35142 - LB1181  
SEATTLE WA 98124-5142



UMPQUA BANK

Account Number

#### #### 7744

Check box to indicate name/address change on back of this coupon

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
01/31/23	\$3,087.03	\$3,087.03	02/25/23

AMOUNT OF PAYMENT ENCLOSED

\$



ROSAMOND CSD  
3179 35TH STREET WEST  
ROSAMOND CA 93560-5929



MAKE CHECK PAYABLE TO:

UMPQUA BANK COMMERCIAL CARD OPS  
PO BOX 35142 - LB1181  
SEATTLE WA 98124-5142

25 0005 7744 0000 0000 00000000 00000000 0

# STAFF REPORT

## Rosamond Community Services District

DATE: February 22, 2023  
TO: Board of Directors  
FROM: Brad Rockabrand, CPA  
SUBJECT: Reserve Balances

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### RECOMMENDATION:

By motion, discuss and receive Reserve Balances – December 2022 report.

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### EXECUTIVE SUMMARY:

The Reserve Balances Report details the District's Reserves to allow for transparency, accountability and relevant financial data from which to make prudent fiscal decisions and policy. This report should be used in conjunction with the other monthly/quarterly reports.

Pursuant to fiscal policy 3036.1:

*The District will maintain utility reserves/funds required by law, ordinance and bond covenant, to provide cash working capital for normal and ordinary operations, and also provide some insurance against economic downturns and emergencies. Minimum reserve funds, excluding bond reserve funds, will be as follows:*

1. Operations and Maintenance Fund
2. Debt Service Fund
3. Repair and Replacement Fund
4. Rate Stabilization Fund
5. Facilities Capacity Fee/Connection Fee Fund
6. Catastrophe/Emergency Fund
7. Water Acquisition Fund



This report, which reports on balances as of December 31, 2022, shows that District reserve balances total **\$24,254,400**.

Reserves are allocated based on the original source the funds are generated or used from. As such, the above reserve balance is broken out in the District funds as follows:

General (Fund 99):	\$ 704,928.00
Water (Fund 01):	15,334,448.00
Sewer (Fund 02):	7,993,751.00
Street Lighting (Fund 03):	4,785.00
Lighting Assessment District (Fund 04):	148,971.00
Park (Fund 05):	66,343.00
Graffiti Abatement (Fund 06):	817.00
Park Maintenance (Fund 51):	<u>357.00</u>
<b>Total</b>	<b><u>\$24,254,400.00</u></b>

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#### DISCUSSION/ANALYSIS:

A detailed analysis of each reserve is presented in Attachment 1 – Reserve Reconciliation.

##### Operations and Maintenance Fund:

Funded Status: (400%)

Comments: Pursuant to District Policy 3036.1.1, this reserve “reflects the timing between billing for revenues and payment expenses.” The reserve is to have, at minimum, 25% of O&M levels for the upcoming year.

Reporting Period Changes: This reserve increased to (400%) due to the timing of cash flows in the quarter ended December 31. It will fluctuate up and down between reporting periods as the other reserves are funded and large, construction in progress expenses are paid. The sewer fund has continued to make large progress payments on the rehabilitation project at the Wastewater Treatment Plant. This coupled with the collection of the water and sewer base fees during the month of December comprise these changes.

Funding Plan: This reserve is (400%) funded.

##### Debt Service Fund:

Funded Status: 78%

Comments: Pursuant to District Policy 3036.1.2, “the District will maintain a debt service fund as required by law, legal and or contractual, obligation and or bond covenant, and will be 125% of the next required debt service payment for internal loans.” The District does not have debt service reserve requirements according to its agreements, however, this reserve has been

established to ensure adequate financial resources are set aside to make the required debt service payments each year. This reserve decreased from September 30 due to a principal payment made in November.

Funding Plan: This reserve is 78% funded.

#### Repair and Replacement Fund:

Funded Status: 66%

Comments: Pursuant to District Policy 3036.1.3, “the minimum balance of this fund should be based upon 25% of annual depreciation.”

Reporting Period Changes: This reserve increased from 65% to 66% due to use investment earnings on the principal balance.

Funding Plan: It is the intent of management to steadily fund the deficit in this reserve over the course of five fiscal years, ending with fiscal year 2025-2026.

#### Rate Stabilization Fund:

Funded Status: 101%

Comments: Pursuant to District Policy 3036.1.4, “this fund is available for the District to transition any needed rate increases over a year or number of years. It is recommended that the minimum balance be based on 10% of the District’s annual rate revenues.”

Reporting Period Changes: This reserve is fully funded.

Funding Plan: This reserve is 101% funded.

#### Facilities Capacity Fee/Connection Fee Fund:

Funded Status: 100%

Comments: Pursuant to District Policy 3036.1.5, “this fund segregates and separately accounts for the revenues collected from connection charges levied against new growth. This fund must be maintained from all other funds and used to offset capital projects costs or debt service related to new development.”

Funding Plan: This reserve is 100% funded.

#### Catastrophe/Emergency Fund:

Funded Status: 107%

Comments: Pursuant to District Policy 3036.1.6, this reserve is “intended to protect the District against financial impacts of unanticipated emergencies. At a minimum [it] will be set at \$1,000,000.” This fund began being funded in fiscal year 2016-17 and as expected was fully funded by the end of fiscal year 2017-18.

Reporting Period Changes: This reserve is fully funded.

Funding Plan: This reserve is 107% funded.

Water Acquisition Fund:

Funded Status: 100%

Comments: Pursuant to District Policy 3036.1.7, “this fund accounts for revenues generated for the purposes of acquiring additional water rights. This fund would be accounted for separately from all other funds.” This reserve was set up and funded in December 2015 with \$20,000 of revenue from the sale of water rights. This reserve does not have a target balance nor does it have a dedicated funding source. It is the intent of management to continue funding this reserve as unrestricted cash becomes available.

Funding Plan: This reserve is 100% funded.

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DISCUSSION/ANALYSIS:

Not applicable

FISCAL IMPACT:

Not applicable

ENVIRONMENTAL IMPACT:

Not applicable

PRIOR BOARD REVIEW:

Not applicable

COMMISSION/COMMITTEE/BOARD REVIEW AND RECOMMENDATIONS:

Not applicable

ATTACHMENTS:

Attachment 1 – Reserve Reconciliation

**ROSAMOND COMMUNITY SERVICES DISTRICT  
RESERVE RECONCILIATION**

Fund	General	Water	Sewer	Street Lights	LIAD # 2	Parks	Graffiti	GASB 34	PM	Total
<b>Reserve Requirements:</b>										
Operations and Maintenance Fund	-	532,184.00	451,145.00	5,100.00	16,850.00	-	1,625.00	-	-	1,006,904.00
Debt Service Fund	-	862,381.37	872,128.46	-	-	85,283.76	-	-	28,022.56	1,847,816.15
Repair and Replacement Fund	24,108.00	9,937,687.00	2,636,815.00	-	-	-	-	-	-	12,598,610.00
Rate Stabilization Fund	-	572,963.00	413,146.00	-	-	-	-	-	-	986,109.00
Facilities Capacity Fee/Connection Fee	-	3,404,803.35	2,100,696.53	-	-	-	-	-	-	5,505,499.88
Emergency Fund	100,000.00	450,000.00	450,000.00	-	-	-	-	-	-	1,000,000.00
Water Acquisition	-	2,922,168.19	-	-	-	-	-	-	-	2,922,168.19
<b>Total Reserve Requirements</b>	<b>124,108.00</b>	<b>18,682,186.91</b>	<b>6,923,930.99</b>	<b>5,100.00</b>	<b>16,850.00</b>	<b>85,283.76</b>	<b>1,625.00</b>	<b>-</b>	<b>28,022.56</b>	<b>25,867,107.22</b>
<b>Actual Reserves:</b>										
Operations and Maintenance Fund	599,769.51	1,801,092.63	1,584,481.46	4,635.20	148,971.36	(84,783.43)	817.38	-	(27,857.80)	4,027,126.31
Debt Service Fund	-	642,838.62	689,323.52	-	-	85,868.75	-	-	28,214.78	1,446,245.67
Repair and Replacement Fund	-	5,506,160.55	2,721,204.14	-	-	65,257.50	-	-	-	8,292,622.19
Rate Stabilization Fund	-	576,724.94	415,829.54	-	-	-	-	-	-	992,554.48
Facilities Capacity Fee/Connection Fee	-	3,404,803.35	2,100,696.53	-	-	-	-	-	-	5,505,499.88
Emergency Fund	105,158.87	480,659.66	482,215.83	149.80	-	-	-	-	-	1,068,184.16
Water Acquisition	-	2,922,168.19	-	-	-	-	-	-	-	2,922,168.19
<b>Total Actual Reserves</b>	<b>704,928.38</b>	<b>15,334,447.94</b>	<b>7,993,751.02</b>	<b>4,785.00</b>	<b>148,971.36</b>	<b>66,342.82</b>	<b>817.38</b>	<b>-</b>	<b>356.98</b>	<b>24,254,400.88</b>
<b>Variance</b>	<b>580,820.38</b>	<b>(3,347,738.97)</b>	<b>1,069,820.03</b>	<b>(315.00)</b>	<b>132,121.36</b>	<b>(18,940.94)</b>	<b>(807.62)</b>	<b>-</b>	<b>(27,665.58)</b>	<b>(1,612,706.34)</b>
<b>Reserve Funded Status:</b>										
Operations and Maintenance Fund		338%	351%	91%	884%	101%	50%		101%	400%
Debt Service Fund		75%	79%							78%
Repair and Replacement Fund	0%	55%	103%							66%
Rate Stabilization Fund		101%	101%							101%
Facilities Capacity Fee/Connection Fee		100%	100%							100%
Emergency Fund	105%	107%	107%							107%
Water Acquisition		100%								100%
<b>Total Reserve Funded Status</b>	<b>568%</b>	<b>82%</b>	<b>115%</b>	<b>94%</b>	<b>884%</b>	<b>78%</b>	<b>50%</b>	<b>-</b>	<b>1%</b>	<b>94%</b>

# STAFF REPORT

## Rosamond Community Services District

DATE: February 22, 2023  
TO: Board of Directors  
FROM: Brad Rockabrand, CPA  
SUBJECT: 2nd Quarter Treasurer's Report

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### RECOMMENDATION:

By motion, discuss and receive 2nd Quarter Treasurer's Report.

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### EXECUTIVE SUMMARY:

In accordance with California Government Code (CGC) Section 53646(b)(1), the District Accountant shall submit to the Board of Directors a quarterly investment report. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for Rosamond Community Services District by a third party contracted managers, where applicable.

The report must also include a certification that: (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy; and, (2) Rosamond Community Services District will meet its expenditure obligations for the next six months as required by CGC Section 53646(b)(2) and (3), respectively. The District shall maintain a complete and timely record of all investment transactions.

The Treasurer's Report allows the Board and the public to verify that the District's funds are invested in a safe and prudent manner and that such investments comply with District policy and State law. The Treasurer's Report is different than a budget report, as its purpose is to report on investment activity. Cash balances are reported separately in the monthly Cash Balances Report.

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This report, which reports on balances as of December 31, 2022 shows that District investments total **\$25,286,881.68**. All such investments are in government securities, certificates of deposit, or other approved investment vehicles.

The District investment balances went down from **\$26,594,479.18** by **\$1,307,597.50**. This decrease is comprised of:

Emergency Reserve Increases:	\$	0.00
Depreciation Replacement:		0.00
Water Availability:		0.00
Water Connection Fee Reserve:		78,955.92
Sewer Connection Fee Reserve:		55,645.14
Debt Service Reserve:		(903,347.25)
Water Rate Stabilization Reserve:		0.00
Sewer Rate Stabilization Reserve:		0.00
Unrestricted Reserve:		(614,958.66)
Investment Interest Earnings:		<u>76,107.35</u>
<b>Total</b>		<b><u>\$ (1,307,597.50)</u></b>

The District holds investments with Cal Trust (an investment affiliate of Blackrock Investments) and Local Agency Investment Fund (LAIF) as follows:

Cal Trust Short Term Fund:	\$	150,771.48
Cal Trust Medium Term Fund:		24,067,926.04
Local Agency Investment Fund:		<u>1,068,184.16</u>
<b>Total</b>		<b><u>\$25,286,881.68</u></b>

Investment funds are allocated based on the original source the funds are generated from. As such, the above investment balance is broken out in the District funds as follows:

Water (Fund 01):	\$	13,533,355.31
Sewer (Fund 02):		10,765,440.96
Street Lighting (Fund 03):		178,799.39
LLAD # 2 (Fund 04):		176,995.54
Parks (Fund 05):		151,126.25
Park Maintenance (Fund 51):		53,263.07
General Fund (Fund 99):		<u>427,901.16</u>
<b>Total</b>		<b><u>\$ 25,286,881.68</u></b>

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DISCUSSION/ANALYSIS: The investment values in each fund are further broken down into three categories: (1) Nonrestricted (2) Assigned and (3) Restricted.

The attached reports (Attachments 1 & 2) show the breakdown of these categories.

Nonrestricted:

Water (Fund 01):	\$ 8,027,194.76
Sewer (Fund 02):	8,044,236.82
Street Lighting (Fund 03):	178,799.39
LLAD # 2 (Fund 04):	176,995.54
Parks (Fund 05):	85,868.75
Park Maintenance (Fund 51):	28,214.78
General Fund (Fund 99):	<u>427,901.16</u>
<b>Total</b>	<b><u>\$ 16,969,211.20</u></b>

Assigned:

Water (Fund 01):	\$ 5,506,160.55
Sewer (Fund 02):	2,721,204.14
Parks (Fund 05):	<u>65,257.50</u>
<b>Total</b>	<b><u>\$ 8,292,622.19</u></b>

Restricted:

Park Maintenance (Fund 51):	<u>\$25,048.29</u>
<b>Total</b>	<b><u>\$25,048.29</u></b>

FISCAL IMPACT:

Investment earnings for the quarter ended December 31, 2022 are:

Cal Trust Short Term Fund:	\$ 1,041.34
Cal Trust Medium Term Fund:	133,022.53
Local Agency Investment Fund:	<u>3,622.31</u>
<b>Total</b>	<b><u>\$ 137,686.18</u></b>

Year to date investment earnings are: **\$234,319.00.** *(Amount reported net of accruals)*

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PRIOR BOARD REVIEW:

Not applicable

COMMISSION/COMMITTEE/BOARD REVIEW AND RECOMMENDATIONS:

Not applicable

NOTIFICIATION:

Not applicable

ATTACHMENTS:

Attachment 1 – Cal Trust Investment Allocations

Attachment 2 – Local Agency Investment Fund Allocations

Attachment 3 – YTD Investment Earnings





CalTRUST  
 PO Box 2709  
 Granite Bay, CA 95746  
 www.caltrust.org  
 Email: admin@caltrust.org  
 Fax: 402-963-9094  
 Phone: 833-CALTRUST (225-8787)

## Investment Account Summary

12/01/2022 through 12/31/2022

### SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Dec 31 (\$)	Value on Dec 31 (\$)	Average Cost Amount (\$)	Cumulative Change in Value (\$)
<b>ROSAMOND COMMUNITY SERVICES DISTRICT</b>						
CalTRUST Short Term Fund	20100019110	15,036.630	9.98	150,065.57	150,771.48	(705.91)
CalTRUST Medium Term Fund	20100019110	2,365,782.178	9.71	22,971,744.95	23,845,940.69	(874,195.74)
BlackRock FedFund	20100019110	221,985.350	1.00	221,985.35	221,985.35	0.00
Portfolios Total value as of 12/31/2022				23,343,795.87		

### DETAIL OF TRANSACTION ACTIVITY

Activity Description	Activity Date	Amount (\$)	Amount in Shares	Balance in Shares	Price per Share (\$)	Balance (\$)	Average Cost Amt (\$)	Realized Gain/(Loss) (\$)
<b>CalTRUST Short Term Fund</b>		<b>ROSAMOND COMMUNITY SERVICES DISTRICT</b>			<b>Account Number: 20100019110</b>			
Beginning Balance	12/01/2022			14,999.297	9.97	149,542.99		
Accrual Income Div Reinvestment	12/30/2022	372.58	37.333	15,036.630	9.98	150,065.57	0.00	0.00
Change in Value						150.00		
Closing Balance as of	Dec 31			15,036.630	9.98	150,065.57		
<b>CalTRUST Medium Term Fund</b>		<b>ROSAMOND COMMUNITY SERVICES DISTRICT</b>			<b>Account Number: 20100019110</b>			
Beginning Balance	12/01/2022			2,347,253.379	9.70	22,768,357.78		
Purchase	12/21/2022	134,601.06	13,819.411	2,361,072.790	9.74	22,996,848.97	0.00	0.00
Accrual Income Div Reinvestment	12/30/2022	45,728.16	4,709.388	2,365,782.178	9.71	22,971,744.95	0.00	0.00
Change in Value						23,057.95		
Closing Balance as of	Dec 31			2,365,782.178	9.71	22,971,744.95		
<b>BlackRock FedFund</b>		<b>ROSAMOND COMMUNITY SERVICES DISTRICT</b>			<b>Account Number: 20100019110</b>			
Beginning Balance	12/01/2022			221,268.310	1.00	221,268.31		
Accrual Income Div Reinvestment	12/30/2022	717.04	717.040	221,985.350	1.00	221,985.35	0.00	0.00
Change in Value						0.00		
Closing Balance as of	Dec 31			221,985.350	1.00	221,985.35		

Please note that this information should not be construed as tax advice and it is recommended that you consult with a tax professional regarding your account.

	01-10160	01-10162	01-10163	01-10164	01-10166	02-10160	02-10161
	01-46930-99999-99	01-46930-99999-99	01-46930-99999-99	01-46930-99999-99	01-46930-99999-99	02-46930-99999-99	02-46930-99999-99
	Water	Water Connection	Debt Service	Water Availability	Rate Stabilization	Sewer	Sewer
		Fees		Project			
Balance @ 11/30/2022	0.00	3,319,382.22	641,588.99	2,916,487.70	575,603.83	3,705,867.11	641,836.21
Transfers From Gen Ck		78,955.92					
Transfers To Gen Ck							
Transfers for Cap Projects							
Reclassified as Assigned							
Reclassified as Non-Restricted							
Reclassified from debt service							
Transfer for Connection Fees							
Transfers for Internal Loan(s)							
Realized Gain (Loss)							
Transfers for Debt Service							
Interest Allocation Corrections							
Interest Adjustment							
Fund Transfer**							
Interest	0.00	6,465.21	1,249.63	5,680.49	1,121.11	7,217.97	1,250.11
Loan							
Balance @ 12/31/2022	0.00	3,404,803.95	642,838.62	2,927,168.19	576,724.94	3,713,085.08	643,086.32

02-10162	02-10163	02-10166	03-10160	03-10161	04-10160	05-10160	05-10163	51-10160	51-10163	99-10160	Total Non- Restricted
02-46930-99999-99	02-46930-99999-99	02-46930-99999-99	03-46930-99999-99	03-46930-99999-99	04-46930-99999-99	05-46930-99999-99	05-46930-99999-99	51-46930-99999-99	51-46930-99999-99	99-46930-99999-99	
Non-Restricted											
Sewer Connection											
Fees	Debt Service	Rate Stabilization	Street Lighting	Street Lighting	LLAD # 2	Parks	Debt Service	Park Maintenance	Debt Service	General	
2,041,075.95	687,983.52	415,021.20	178,302.31	0.00	176,651.47	0.00	85,701.83	0.00	28,159.93	322,114.90	15,795,777.17
	1,340.00	808.34	347.28	0.00	344.07	0.00	166.92	0.00	54.85	627.39	0.00
55,645.14											
	3,975.44										
2,100,696.53	689,323.52	415,829.54	178,649.59	0.00	176,995.54	0.00	85,868.75	0.00	28,214.78	322,742.29	15,901,027.04



California State Treasurer  
**Fiona Ma, CPA**



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

February 14, 2023

LAIF Home  
PMIA Average Monthly  
Yields

---

ROSAMOND COMMUNITY SERVICES DISTRICT

TREASURER  
3179 35TH STREET WEST  
ROSAMOND, CA 93560

Tran Type Definitions

**Account Number:** 16-15-004

December 2022 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	1,068,184.16
Total Withdrawal:	0.00	Ending Balance:	1,068,184.16

	Non-Restricted						Total	
	01-10110 01-46930-99999-99	02-10110 02-46930-99999-99	03-10110 03-46930-99999-99	05-10110 05-46930-99999-99	99-10110 99-46930-99999-99			
Balance @ 11-30-2022								
Transfers From Gen Ck	Water	Sewer	Street Lighting	Parks	General	Total Non-Restricted		
Transfers To Gen Ck	480,659.66	482,215.83	149.80	0.00	105,158.87	1,068,184.16	1,068,184.16	
Transfer from AD 1						0.00	0.00	
Transfers for Cap Projects						0.00	0.00	
Capitalized Labor						0.00	0.00	
Transfers for Capacity Fees						0.00	0.00	
Transfers for Debt Service						0.00	0.00	
Zion						0.00	0.00	
SWB						0.00	0.00	
Fund Transfer**						0.00	0.00	
City Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Rounding adjustment						0.00	0.00	
Loan						0.00	0.00	
Balance @ 12-31-2022	480,659.66	482,215.83	149.80	0.00	105,158.87	1,068,184.16	1,068,184.16	
Accrued Interest							0.00	0.00

**Rosamond Community Services District**  
Normal Trial Balance - Normal Trial Balance - YTD Investment Earnings  
From 7/1/2022 Through 12/31/2022

Account Title	Account Code	Debit Balance	Credit Balance
Water Service	01		
Interest Income - LAIF Unrestricted	46930		117,059.22
Water Service	Total 01	0.00	117,059.22
Sewer Service	02		
Interest Income - LAIF Unrestricted	46930		106,839.89
Sewer Service	Total 02	0.00	106,839.89
Street Lighting	03		
Interest Income - LAIF Unrestricted	46930		1,633.83
Street Lighting	Total 03	0.00	1,633.83
Landscape & Lighting District #2	04		
Interest Income - LAIF Unrestricted	46930		1,618.20
Landscape & Lighting District #2	Total 04	0.00	1,618.20
Park Recreation & Development	05		
Interest Income - LAIF Unrestricted	46930		1,383.60
Park Recreation & Development	Total 05	0.00	1,383.60
Park Maintenance	51		
Interest Income - LAIF Unrestricted	46930		258.59
Interest Income - LAIF Restricted	46931		229.00
Park Maintenance	Total 51	0.00	487.59
General Fund	99		
Interest Income - LAIF Unrestricted	46930		3,307.31
General Fund	Total 99	0.00	3,307.31
Report Total		0.00	232,329.64
Report Difference			232,329.64

# STAFF REPORT

## Rosamond Community Services District

DATE: February 22, 2023  
TO: Board of Directors  
FROM: Brad Rockabrand, CPA  
SUBJECT: Cash Balances – December 2022

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### RECOMMENDATION:

By motion, discuss and receive Cash Balances – December 2022 report.

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### EXECUTIVE SUMMARY:

The Cash Balances Report details the District's cash position as of the month end to allow for transparency, accountability and relevant financial data from which to make prudent fiscal decisions and policy. The Cash Balances Report is different than a financial update report which is given quarterly and compares budgeted revenues and expenditures with actual activity, as its only purpose is to report on cash balances. It also differs from the Treasurer's Report which reports on the investments of the District.

As of December 31, 2022, the District cash balances total \$5,473,371.98.

Cash Balances are allocated based on the original source the funds are generated or used from. As such, the above cash balance is broken out in the District funds as follows:

Water (Fund 01):	\$ 2,443,931.25
Sewer (Fund 02):	2,273,804.98
Street Lighting (Fund 03):	4,635.20
Lighting Assessment District (Fund 04):	148,971.36
Park (Fund 05):	1,085.32
Graffiti Abatement (Fund 06):	817.38
Park Maintenance (Fund 51):	356.98
General (Fund 99)	599,769.51
<b>Total</b>	<b><u>\$ 5,473,371.98</u></b>

*\*balances in parenthesis are negative and reported as Due To / From other funds*



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DISCUSSION/ANALYSIS:

Not applicable

FISCAL IMPACT:

Not applicable

ENVIRONMENTAL IMPACT:

Not applicable

PRIOR BOARD REVIEW:

Not applicable

COMMISSION/COMMITTEE/BOARD REVIEW AND RECOMMENDATIONS:

Not applicable

NOTIFICIATION:

Not applicable

ATTACHMENTS:

Attachment 1 – Normal Trial Balance – Cash Reconciliations

**Rosamond Community Services District**  
Normal Trial Balance - Normal Trial Balance - Cash Reconciliations  
From 12/1/2022 Through 12/31/2022

Account Title	Account Code	Debit Balance	Credit Balance
Water Service	01		
Cash Holding	10050	0.00	
Cash Holding - Wells Fargo	10060	0.00	
General Checking - Wells Fargo	10101	1,801,092.63	
Cal Trust - Debt Service	10163	<u>642,838.62</u>	
Water Service	Balance 01	2,443,931.25	
Sewer Service	02		
Cash Holding	10050	0.00	
Cash Holding - Wells Fargo	10060	0.00	
General Checking - Wells Fargo	10101	1,584,481.46	
Cal Trust - Debt Service	10163	<u>689,323.52</u>	
Sewer Service	Balance 02	2,273,804.98	
Street Lighting	03		
Cash Holding	10050	0.00	
Cash Holding - Wells Fargo	10060	0.00	
General Checking - Wells Fargo	10101	<u>4,635.20</u>	
Street Lighting	Balance 03	4,635.20	
Landscape & Lighting District #2	04		
Cash Holding - Wells Fargo	10060	0.00	
General Checking - Wells Fargo	10101	<u>148,971.36</u>	
Landscape & Lighting District #2	Balance 04	148,971.36	
Park Recreation & Development	05		
Cash Holding - Wells Fargo	10060	0.00	
General Checking - Wells Fargo	10101		84,783.43
Cal Trust - Debt Service	10163	<u>85,868.75</u>	
Park Recreation & Development	Balance 05	1,085.32	
Graffiti Abatement	06		
General Checking - Wells Fargo	10101	<u>817.38</u>	
Graffiti Abatement	Balance 06	817.38	
Park Maintenance	51		
General Checking - Wells Fargo	10101		27,857.80
Cal Trust - Debt Service	10163	<u>28,214.78</u>	
Park Maintenance	Balance 51	356.98	
General Fund	99		
General Checking - Wells Fargo	10101	<u>599,769.51</u>	
General Fund	Balance 99	599,769.51	
Report Total		<u>5,586,013.21</u>	<u>112,641.23</u>
Report Difference		<u>5,473,371.98</u>	

# STAFF REPORT

Rosamond Community Services District

DATE: February 22, 2023

TO: Board of Directors

FROM: Sherri Timm, Director of Administration

Subject: General Manager Expense Reimbursement

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## **RECOMMENDATION:**

By motion, approve the expense reimbursement request for General Manager (GM), Kim Domingo, in the amount of \$207.27.

## **BACKGROUND:**

On 02-01-23, GM Kim Domingo went to William Edwards Photography to have his official District photograph taken. Traditionally, the payment would be made using the District issued credit card. However, because the District credit card had not yet been activated and could not be used, the GM paid using his own personal credit card.

## **ANALYSIS:**

RCSD Policy #3040.3.6 states that reimbursements for the General Manager shall be reported on the Consent Calendar with copies of the appropriate receipts.

**FISCAL REVIEW:**

The Business Expense 01-66900 budget has sufficient funds to cover this expense.

**LEGAL REVIEW:**


N/A

**CONCLUSION:**

Staff recommends reimbursement to GM Kim Domingo for the expense described herein.

---

Board of Directors  
Rosamond CSD

  
\_\_\_\_\_  
Sherri Timm, Director of Administration

**ATTACHMENTS:**

Exhibit A: Expense Detail Report with attached receipt.



Name <b>Kim Domingo</b>	Dept.	Period From: <b>2/1/2023</b>	Period To: <b>2/1/2023</b>	Date: <b>2/1/2023</b>	PAGE <b>1 OF 1</b>
----------------------------	-------	---------------------------------	-------------------------------	--------------------------	-----------------------

Form Revised  
1/1/2023

Please use this for reimbursement of Employee paid expenses only

**EXPENSE DETAIL REPORT**

Ref #	DATE OF EXPENSE	GL Account			DESCRIPTION <small>LOCATION - PURPOSE</small>	No. Miles	MILEAGE @ .655 /mile	AIR FARE	OTHER TRAVEL (Car Rental etc)	PHONE	MISC <small>Describe Below</small>	LODGING	MEALS (Including Tips)				Receipt Attached	TOTAL
		Fund	Account	Job									B	L	D	SUB-TOTAL		
1	2/1/2023				Wm Edwards Photo		-				207.27							207.27
							-											-
							-											-
							-											-
							-											-
							-											-
							-											-
							-											-
							-											-
							-											-
							-											-
<b>SUB-TOTALS</b>						0	-	-	-	-	207.27	-	-	-	-	-	-	207.27
Less: Cash Advance																		
<b>TOTAL REIMBURSABLE EXPENSES</b>																		207.27
<b>A/P USE ONLY</b>																		
<b>A/P USE ONLY</b>																		

KEY  
REF #

**EXPLANATIONS**

NET REIMBURSABLE EXPENSES **207.27**

1	Reimburse for Photo Session Fee																	

I HEREBY CERTIFY THAT ALL OF THE ABOVE EXPENSES HAVE BEEN INCURRED ON BEHALF OF THE COMPANY.

EMPLOYEE'S SIGNATURE: *Kim Domingo*

DATE: 2/1/23

MANAGER'S APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_



**William Edwards Photography**  
 38434 9th St E  
 Palmdale, CA 93550  
 (661) 273-2110  
 info@williamedwards.net

# Session Confirmation

## Client Information

Kim Domingo  
 Rosamond, CA 93560  
 vhernandez@rosamondcsd.com

Session Number: 140415  
 Session Type: Commercial  
 Invoice Number: 154037  
 Invoice Date: 2/1/2023  
 Client Number: 133430  
 Sales Rep: Roxanne Bennett  
 Main Phone: (661) 256-5811

## Session Information

Session Participants:

Date	Start Time	End Time	Location
Wednesday, February 1, 2023	10:30 AM	11:00 AM	Camera Room 1

## Notes

1/25/2023 1:10:03 PM RB - commercial one image 1 8x10 rosamond community district

## Detail

Qty	Description	Price	Extended
1	Commercial Session one image	\$129.00	\$129.00
1	8x10	\$59.00	\$59.00

## Payments

Date	Method	Amount
2/1/2023	Visa	\$207.27

<b>Sub Total</b>		\$188.00
<b>Sales Tax</b>	(0.1025%)	\$19.27
<b>Shipping</b>		\$0.00
<b>Invoice Total</b>		\$207.27
<b>Total Payments</b>		\$207.27
<b>Balance Due</b>		\$0.00

## Invoice Terms

Thank you for booking your appointment. If you have any questions please feel free to Call us at 661-273-2110. You can also visit our website at [www.williamedwards.com](http://www.williamedwards.com) for more ideas and tips.

WILLIAM EDWARDS PHOTOGRAPHY IN  
 38434 9TH ST E E  
 PALMDALE CA 93550  
 661-273-2110

Terminal ID: \*\*\*\*\*167      \*\*\*8  
 2/1/23      10:33 AM

VISA CREDIT - INSERT  
 AID: A0000000031010  
 ACCT #: \*\*\*\*\*2226

CREDIT SALE  
 UID: 303225060708      REF #: 1125  
 BATCH #: 647      AUTH #: 17561D

DESCRIPTION : -----  
 AMOUNT      \$207.27

**APPROVED**

ARQC - 97EA6A3C11E12988  
 WILLIAMEDWARDS.COM  
 THANK YOU FOR YOUR BUSINESS  
 CUSTOMER COPY

**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

**Minutes**

**CALL TO ORDER**

The meeting was called to order at 6:00 PM by President Byron Glennan.

**ROLL CALL**

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

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

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Director Webb and seconded by Vice President Stewart. Motion passed 5/0, all ayes.

**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

### **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)

John Joyce- Rosamond News.

### **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.

A motion to approve CC1 was made by Vice President Stewart and seconded by Director Webb. **Motion passed 5/0 all ayes.**

### **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.

A motion to approve M1, M2 and M3 was made by Vice President Stewart and seconded by Director Wallis. **Motion passed 5/0 all ayes.**

### **NEW BUSINESS**

**N 1. Appointment of the District's voting member for JPA.**

(Presenter Kim Domingo)

Section 3.1 of the Southern California Water Bank Authority JPA provides for the appointment of a Director from Rosamond CSD. The previous Director was your retired General Manager, Steve Perez. Staff recommends appointment of the current General Manager.

A motion was made by Director Webb and seconded by Vice President Stewart to appoint the current General Manager of Rosamond CSD, Kim Domingo, as the representative voting director to the Southern California Water Bank Authority JPA.

**Motion passed 5/0 all ayes.**



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

The Government Relations committee met and is requesting the Board of Directors to consider thanking retiring General Manager Steve Perez with county and state proclamations recognizing his 50 plus years as a public servant. Item was informational only. Director Webb asked the item to be tabled and be brought back to the board at a later date in order to gather information for the proclamation. No action taken.

**N 3. Staff Report regarding approval of Resolution 2023-1 amending the  
Administrative Handbook Section 6015.5**

(Presenter Sherri Timm)

Rosamond CSD was notified by the State of California Department of Industrial Relations (DIR) during a surprise inspection on 8/24/22 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. Staff completed a review of the District's Administrative Handbook Series 6000, section 6015.5 IIPP and amended to add the language provided by the DIR which describes specific information to the District's employees of their right to examine and receive a copy of the IIPP. Staff recommend approval of Resolution 2023-1.

A motion was made by Director Webb and seconded by Director Wallis to approve Resolution 2023-1 amending the Administrative Handbook Section 6015.5.

**Motion passed 5/0 all ayes.**

**PRESENTATIONS**

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

General Manager Kim Domingo gave an update. The plant is producing the quality effluent that is required. Startup issues and contractor punch list items are still being worked out. Solids handling may be out of capacity.

Chief Water Reclamation Plant Operator Becker later joined and reported on some operational challenges. He also recognized his staff ingenuity for engineering and fabricating a Weir Box, which saved the District approximately \$17,000.

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

**Director Washington-** recognized Sherri Timm, Director of Admin, and the Customer Service Representative team for a successful billing software conversion. He also encouraged our customers to read the monthly newsletter. It is produced by our PR team. They provide factual information designed to help keep our customers informed.

**Director Wallis –** no report.

**Vice President Stewart –** no report.

**Director Webb** – Stated the recent power bill looks big. He requested GM Domingo review and provide his assessment. He also reminded the Board of the RCAC no cost training webinars and the March 16<sup>th</sup> Cal Tap Fair for water conservation.

**President Glennan** – reported on the CASA conference and information learned about PFAS.

### GENERAL COUNSEL UPDATE

John Komar, Esq – no report

### GENERAL MANAGER UPDATE

Kim Domingo

- 1) Board member training update. District Counsel sent materials for the training session. The cost will be much less than the \$5000 quote from BHI. Board was polled for availability and will be discussed for consideration at the next board meeting.
- 2) Medical Benefits Extension for Retirees Policy is not ready for committee.
- 3) Call for Nominations for Seat C of the CSDA Board of Directors 2024-2026 term was received. Steve Perez was the Central Network seat C member.
- 4) General Manager (GM) Domingo has accepted the appointment to the ACWA Region 7 Nominating Committee.
- 5) GM Domingo reported he is still getting up to speed with the District's Operations. He thanked District staff for their patience.

### DIRECTOR OF ADMINISTRATION UPDATE

Sherri Timm

It has been one week since the lobby has re-opened to the public. The customer service representatives are assisting an average of 6 in person customers per day.

### PUBLIC WORKS UPDATE

John Houghton

The Public Works staff repaired 5 service line leaks, checked 8000 ft. of sewer line, helped with sludge pond repair and installation of Weir Box, uncovered a total of 6 valve can covers and sewer manholes that were paved over.

### ADJOURNMENT

A motion to adjourn the meeting at 6:47 PM was made by VP Stewart and seconded by Director Wallis. Motion passed 5/0 all ayes.

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.

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

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 by:

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Board of Directors  
Rosamond Community Services District

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Board Secretary

# STAFF REPORT

## Rosamond Community Services District

DATE: February 22, 2023  
TO: Board of Directors  
FROM: Kim Domingo, General Manager  
Subject: Board Member Training

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### **RECOMMENDATION:**

Approve the Board Member training proposal from District Counsel, to be conducted as a closed session meeting ahead of a Regular Meeting and authorize the General Manager to set the date and time.

### **BACKGROUND:**

In the January 25, 2023 Board Meeting, previous General Manager Steve Perez brought forward a proposal from BHI in the amount of \$5,000 for a 2-4 hour training session to discuss the following topics:

1. The role of a Board Member
2. Board Member/Staff interaction
3. Liabilities of a Board Member acting out of the course and scope of their authority
4. Board Members act and/or speaking for the entire Board. A Board of one and not of the whole.

### **ANALYSIS:**

Direction from the Board was to contact District Counsel for a proposal. Counsel has indicated that a workshop has been provided in the past and that it can be updated to current topics, as necessary. The workshop would be provided at Counsel's hourly rates via a Teams meeting to further reduce costs and would likely take less than an hour to conduct.

### **FISCAL REVIEW:**

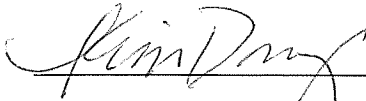
Directors' training is budgeted in expense keys 01-65650 and 02-65650 in the Water and Sewer enterprises, respectively. The available unspent budget between the two keys is \$1,080.57, which will be adequate to fund the training.

### **LEGAL REVIEW:**

As discussed above.

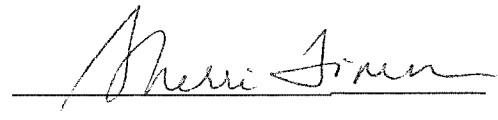
### **CONCLUSION:**

The training goal is achieved with minimal fiscal impact, within the budget and without the need for a new vendor agreement.



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Kim Domingo, General Manager



---

Sherri Timm, Director of Administration

**ATTACHMENTS:**

Excerpt from January 2023 Expense Report

January 31, 2023 email from John Komar

**ROSAMOND COMMUNITY SERVICES DISTRICT**  
**MONTHLY MANAGER REPORT**  
**BUDGET TO ACTUAL**  
**JANUARY 2023**

Row Labels	Final Budget	YTD Actual	Remaining Budget	7 Month Budget	YTD Actual	Variance
Computer Support/Licenses	33,500.00	6,090.81	27,409.19			
01-65300	5,900.00	147.50	5,752.50	3,441.67	147.50	3,294.17 GOOD
Cross Connection Inspection	5,900.00	147.50	5,752.50			
01-65500	32,100.00	58,257.89	(26,157.89)	18,725.00	58,257.89	(39,532.89) NOT GOOD
Dues	32,100.00	58,257.89	(26,157.89)			
01-65510	4,800.00	5,601.54	(801.54)	2,800.00	5,601.54	(2,801.54) NOT GOOD
Subscriptions	4,800.00	5,601.54	(801.54)			
01-65600	2,400.00	1,778.41	621.59	1,400.00	1,778.41	(378.41) NOT GOOD
Education - Employees	2,400.00	1,778.41	621.59			
01-65610	6,800.00	3,227.24	3,572.76	3,966.67	3,227.24	739.43 GOOD
Conferences/Seminars - Employees	6,800.00	3,227.24	3,572.76			
01-65620	1,200.00	2,120.75	(920.75)	700.00	2,120.75	(1,420.75) NOT GOOD
Training - Employees	1,200.00	2,120.75	(920.75)			
01-65630	1,200.00	749.95	450.05	700.00	749.95	(49.95) NOT GOOD
Certification - Employees	1,200.00	749.95	450.05			
01-65640	-	15.00	(15.00)	-	15.00	(15.00) NOT GOOD
Resource Materials - Employees	-	15.00	(15.00)			
01-65650	1,400.00	1,019.43	380.57	816.67	1,019.43	(202.76) NOT GOOD
Education - Directors	1,400.00	1,019.43	380.57			
01-65660	11,600.00	7,170.05	4,429.95	6,766.67	7,170.05	(403.38) NOT GOOD
Conferences - Directors	11,600.00	7,170.05	4,429.95			
01-65700	19,200.00	-	19,200.00	11,200.00	-	11,200.00 GOOD
Election Expense	19,200.00	-	19,200.00			
01-65800	200.00	-	200.00	116.67	-	116.67 GOOD
Emergency Preparedness	200.00	-	200.00			
01-65810	5,300.00	4,475.18	824.82	3,091.67	4,475.18	(1,383.51) NOT GOOD
Safety	5,300.00	4,475.18	824.82			
01-66100	129,500.00	135,172.65	(5,672.65)	75,541.67	135,172.65	(59,630.98) NOT GOOD
Liability Insurance	129,500.00	135,172.65	(5,672.65)			
01-66500	200.00	882.50	(682.50)	116.67	882.50	(765.83) NOT GOOD
Recruitment	200.00	882.50	(682.50)			
01-66550	700.00	485.58	214.42	408.33	485.58	(77.25) NOT GOOD
Employee Retention	700.00	485.58	214.42			
01-66560	200.00	219.50	(19.50)	116.67	219.50	(102.83) NOT GOOD
Employee Physicals	200.00	219.50	(19.50)			
01-66570	1,100.00	1,089.09	10.91	641.67	1,089.09	(447.42) NOT GOOD
Safety Drug Testing	1,100.00	1,089.09	10.91			
01-66580	100.00	245.39	(145.39)	58.33	245.39	(187.06) NOT GOOD
Background Checks	100.00	245.39	(145.39)			
01-66600	11,600.00	2,717.93	8,882.07	6,766.67	2,717.93	4,048.74 GOOD
Buildings & Grounds Maintenance	11,600.00	2,717.93	8,882.07			
01-66610	7,500.00	7,848.74	(348.74)	4,375.00	7,848.74	(3,473.74) NOT GOOD
Janitorial	7,500.00	7,848.74	(348.74)			
01-66710	75,000.00	8,917.75	66,082.25	43,750.00	8,917.75	34,832.25 GOOD
Legal fees	75,000.00	8,917.75	66,082.25			
01-66715	500.00	-	500.00	291.67	-	291.67 GOOD
Legal Postings	500.00	-	500.00			
01-66720	14,500.00	10,154.00	4,346.00	8,458.33	10,154.00	(1,695.67) NOT GOOD

ROSAMOND COMMUNITY SERVICES DISTRICT  
MONTHLY MANAGER REPORT  
BUDGET TO ACTUAL  
JANUARY 2023

Row Labels	Final Budget	YTD Actual	Remaining Budget	7 Month Budget	YTD Actual	Variance
Training - Employees	1,200.00	2,045.75	(845.75)			
02-65630	600.00	170.00	430.00	350.00	170.00	180.00
Certification - Employees	600.00	170.00	430.00			
02-65640	-	15.00	(15.00)	-	15.00	(15.00)
Resource Materials - Employees	-	15.00	(15.00)			
02-65650	700.00	-	700.00	408.33	-	408.33
Education - Directors	700.00	-	700.00			
02-65660	4,100.00	1,955.67	2,144.33	2,391.67	1,955.67	436.00
Conferences - Directors	4,100.00	1,955.67	2,144.33			
02-65700	19,200.00	-	19,200.00	11,200.00	-	11,200.00
Election Expense	19,200.00	-	19,200.00			
02-65800	200.00	-	200.00	116.67	-	116.67
Emergency Preparedness	200.00	-	200.00			
02-65810	5,600.00	6,013.64	(413.64)	3,266.67	6,013.64	(2,746.97)
Safety	5,600.00	6,013.64	(413.64)			
02-66100	83,300.00	86,239.93	(2,939.93)	48,591.67	86,239.93	(37,648.26)
Liability Insurance	83,300.00	86,239.93	(2,939.93)			
02-66500	500.00	882.50	(382.50)	291.67	882.50	(590.83)
Recruitment	500.00	882.50	(382.50)			
02-66550	600.00	485.58	114.42	350.00	485.58	(135.58)
Employee Retention	600.00	485.58	114.42			
02-66560	400.00	359.50	40.50	233.33	359.50	(126.17)
Employee Physicals	400.00	359.50	40.50			
02-66570	1,300.00	1,089.07	210.93	758.33	1,089.07	(330.74)
Safety Drug Testing	1,300.00	1,089.07	210.93			
02-66580	100.00	245.38	(145.38)	58.33	245.38	(187.05)
Background Checks	100.00	245.38	(145.38)			
02-66600	12,900.00	9,289.09	3,610.91	7,525.00	9,289.09	(1,764.09)
Buildings & Grounds Maintenance	12,900.00	9,289.09	3,610.91			
02-66610	10,500.00	13,949.78	(3,449.78)	6,125.00	13,949.78	(7,824.78)
Janitorial	10,500.00	13,949.78	(3,449.78)			
02-66710	60,300.00	8,085.75	52,214.25	35,175.00	8,085.75	27,089.25
Legal fees	60,300.00	8,085.75	52,214.25			
02-66715	400.00	-	400.00	233.33	-	233.33
Legal Postings	400.00	-	400.00			
02-66720	10,500.00	7,250.00	3,250.00	6,125.00	7,250.00	(1,125.00)
Accounting & Auditing Fees	10,500.00	7,250.00	3,250.00			
02-66721	124,372.00	136,571.48	(12,199.48)	72,550.33	136,571.48	(64,021.15)
Accounting & Finance Services	124,372.00	136,571.48	(12,199.48)			
02-66800	26,100.00	28,322.00	(2,222.00)	15,225.00	28,322.00	(13,097.00)
Licenses & permits	26,100.00	28,322.00	(2,222.00)			
02-66900	9,100.00	4,127.31	4,972.69	5,308.33	4,127.31	1,181.02
Business Expense	9,100.00	4,127.31	4,972.69			
02-67000	2,000.00	1,524.51	475.49	1,166.67	1,524.51	(357.84)
Office Supplies	2,000.00	1,524.51	475.49			
02-67010	1,000.00	452.39	547.61	583.33	452.39	130.94
Postage & Shipping	1,000.00	452.39	547.61			
02-67020	7,100.00	2,361.80	4,738.20	4,141.67	2,361.80	1,779.87

## Kim Domingo

---

**From:** John Komar <jkomar@kleinlaw.com>  
**Sent:** Tuesday, January 31, 2023 11:03 AM  
**To:** Kim Domingo  
**Cc:** Sherri Timm  
**Subject:** RE: Post-Election Workshop

Kim:

First, nice to meet you, at least in cyberspace.

Second, we did a presentation for the Board in August or September of 2021. I just spent a little time digging around for the PowerPoint I prepared for that presentation, and attach it here. After taking a spin through it, I think it covers nearly all, if not all, of the items below, although we can beef up the Board member/staff interaction piece. In 2021, the focus was more on an issue if interfering with the GM's role. I am pretty certain that we could update the presentation and do the presentation for under \$5000.

When I did the presentation before, the whole thing took under a half hour. I spent more time driving to/from RCSD. The concepts are not difficult.

Take a look at the PowerPoint and let me know a good time to discuss or for me to answer any questions you may have.

Thanks.

**John V. Komar**  
Klein • DeNatale • Goldner  
Direct: (661) 328-5240

**From:** Kim Domingo <kdomingo@rosamondcsd.com>  
**Sent:** Tuesday, January 31, 2023 7:52 AM  
**To:** John Komar <jkomar@kleinlaw.com>  
**Cc:** Sherri Timm <stimm@rosamondcsd.com>  
**Subject:** Post-Election Workshop

Good Morning John,

This is a follow-up to the agenda item that was added at the last meeting related to the workshop. Below is a brief list of some of the topics Steve had envisioned would be covered. Can you provide a proposal to perform the requested workshop tailored for the RCSD board for their consideration?

Thanks, and feel free to contact me if you have any questions regarding this request.

*Kim Domingo, PE*  
General Manager





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**From:** Steve Perez <[Sperez@rosamondcsd.com](mailto:Sperez@rosamondcsd.com)>  
**Sent:** Thursday, January 19, 2023 8:00 AM  
**To:** Sherri Timm <[stimm@rosamondcsd.com](mailto:stimm@rosamondcsd.com)>; Kim Domingo <[kdomingo@rosamondcsd.com](mailto:kdomingo@rosamondcsd.com)>  
**Subject:** RE: RCS D Regular Board Meeting Agenda

Sherri and Kim,

The Board has requested we have a Post-Election Board Work Shop and had asked me to Contact BHI (Brent Ives) to conduct the training. He has stated he now does the work shops via Zoom to save money and his quote is \$5,000 for a 2-4 hr. workshop. With Kim's approval can we have this as a new item for the Board to approve next week? Some of the Topics:

1. The role of a Board Member
2. Board Member Staff interaction
3. Liabilities of a Board Member acting out of the course and scope of their authority
4. Board Members act and/or speaking for the entire Board. A Board of one and not of the whole.

If the Board approves, I can schedule the workshop with Brent. Of course I'd send out a calendar to ensure the entire Board can attend after determining the dates Brent could conduct the workshop.

Also, sorry for the late change as it just occurred to me to get this arranged before I drop off.

Thank you!

Steve

**From:** Sherri Timm <[stimm@rosamondcsd.com](mailto:stimm@rosamondcsd.com)>  
**Sent:** Wednesday, January 18, 2023 7:34 PM  
**To:** Byron Glennan <[byronglennan@rosamondcsd.com](mailto:byronglennan@rosamondcsd.com)>; Steve Perez <[Sperez@rosamondcsd.com](mailto:Sperez@rosamondcsd.com)>; Kim Domingo <[kdomingo@rosamondcsd.com](mailto:kdomingo@rosamondcsd.com)>  
**Subject:** RCS D Regular Board Meeting Agenda

Hello all,

Please let me know if you have any business that needs to be placed on the agenda for our next Regular Board meeting on Wednesday, January 25<sup>th</sup>.

At this point we only have Minutes and the Consent Calendar to approve. I will be posting the agenda this Friday at noon.

Thank you,



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# STAFF REPORT

## Rosamond Community Services District

DATE: February 22, 2023  
TO: Board of Directors  
FROM: Kim Domingo, General Manager  
Subject: Participate in Antelope Valley Integrated Regional Water Management Group Letter of Support for Palmdale Water District Recycled Water Planning Grant for the Pure Water Antelope Valley Project

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### **RECOMMENDATION:**

Approve the inclusion of the District's endorsement in the Antelope Valley Integrated Regional Water Management Group (AVIRWMG) Letter of Support for Palmdale Water District Recycled Water Planning Grant for the proposed Pure Water Antelope Valley (Pure Water AV) Project.

### **BACKGROUND:**

District staff received a request for permission to include the District in the AVIRWMG letter of support for the Palmdale Water District Pure Water AV Project. The project involves using recycled water to augment potable water supplies at the Los Angeles County Sanitation District Palmdale Water Reclamation Plant. The project is projected to result in 5,325 acre-feet per year of indirect potable water, directly injected into the Antelope Valley Groundwater Basin (AVGB).

The District is a member of the AVIRWMG, who collaboratively developed an Integrated Regional Water Management Plan for purposes of prioritizing water projects for funding provided through the Integrated Regional Water Management Planning Act of 2002. As such, actions proposed by the AVIRWMG such as the proposed support letter should be individually considered by the member stakeholders.

The AVIRWMG requests a response by February 23, 2023 to facilitate the grant submission date.

### **ANALYSIS:**

The Palmdale Water District grant request could result in a sustainable supply augmentation in the AVGB, benefitting the District in the process.

### **FISCAL REVIEW:**

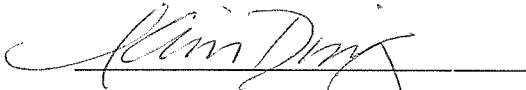
No fiscal impact.

### **LEGAL REVIEW:**

None

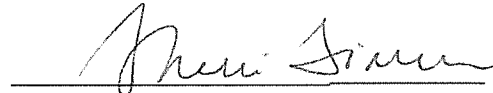
**CONCLUSION:**

Endorsing the proposed project that could result in improved groundwater sustainability builds good will amongst our neighbor agencies and benefits the District.



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Kim Domingo, General Manager



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Sherri Timm, Director of Administration

**ATTACHMENTS:**

Draft support letter from the AVIRWMG.

February 15, 2023

Bureau of Reclamation  
Water Resources and Planning Office  
Attn: Ms. Maribeth Menendez  
P.O. BOX 25007, 86-63000  
Denver, CO 80225

Dear Ms. Menendez:

Antelope Valley Integrated Regional Water Management Group (AVIRWMG) supports Palmdale Water District's (District's) application to the U.S. Bureau of Reclamation's Water Recycling and Desalination Planning Grant Program for its Pure Water Antelope Valley (Pure Water AV) (Project).

The Project is a regional recycled water program that augments potable water supplies using 5,325 acre-feet per year (AFY) of recycled water allocation from the Los Angeles County Sanitation Districts' Palmdale Water Reclamation Plant (PWRP). The tertiary wastewater is treated to indirect potable standards and directly injected into the Antelope Valley Groundwater Basin (AV) Basin. The Project addresses the uncertainty of future supplies from the State Water Project (SWP), resolves near-term water shortages, and alleviates additional subsidence in the overdrafted AV Basin.

AVIRWMG is a group of agencies working cooperatively to manage local and imported water supplies to improve quality, quantity, and reliability. PWD's project will increase the beneficial use of the District's supply portfolio, which in turn will add water storage capacity in an over-drafted basin and increase the long-term reliability of the region's water supply.

For these reasons, AVIRWMG enthusiastically supports the District's Pure Water AV Project.

Very truly yours,

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On the behalf of Antelope Valley Integrated Water Management Group

Antelope Valley-East Kern Water Agency, Antelope Valley State Water Contractors Association, City of Lancaster, City of Palmdale, Littlerock Creek Irrigation District, Los Angeles County Sanitation District Nos. 14 and 20, Los Angeles County Waterworks District 40, Palmdale Water District, Quartz Hill Water District, and Rosamond Community Services District