

*Rosamond Community Services District  
Regular Board Meeting – Agenda  
Wednesday, June 28<sup>th</sup>, 2023 @ 6:00PM*

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

6:00 PM Regular Board Meeting  
Wednesday, June 28, 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 (GM) Kim 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** Review/Receive the check/voucher register dated June 6, 2023 through June 19, 2023 I Payroll (Checks) Dated June 6, 2023 I Payroll (Check) Dated June 6, 2023 I Payroll (Direct Deposit) dated June 7, 2023 I Payroll (Checks) dated June 7, 2023

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_

**MINUTES**

**M 1.** Approve June 14, 2023 Regular Board Meeting Minutes.

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_

**Unfinished Business**

**U B 1.** Fischer Compliance Task Order 2023-1 – Confirming Authorization of Optional Services. (GM Kim Domingo, Presenter)

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_

**New Business**

**N B 1.** Resolution 2023-10 Modifying Policy 3042 – Employment of Outside Contractors and Consultants and Adopting Policy 3046 – Informal Bid Procedures (GM Kim Domingo, Presenter.)

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_

**N B 2.** Approve Non-Profit Activity on District Property – Red Cross Blood Drive, August 3, 2023, 12 pm – 6 pm (GM Kim Domingo, Presenter.)

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_

**PRESENTATIONS**

**PR 1.** Water Reclamation Plant Project Update.

**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: \_\_\_\_\_ 2nd: \_\_\_\_\_

*Rosamond Community Services District  
Regular Board Meeting – Agenda  
Wednesday, June 28<sup>th</sup>, 2023 @ 6:00PM*

Requirements Regarding Disabled Access: In accordance with Government Code §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: June 28, 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 June 6, 2023 through June 19, 2023 | Payroll (Checks) Dated June 6, 2023 | Payroll (Check) Dated June 6, 2023 | Payroll (Direct Deposit) dated June 7, 2023 | Payroll (Checks) dated June 7, 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 \$292,496.31 as follows:

Checks issued to vendors	\$222,075.31
Payroll checks	5,419.72
Payroll check	4,073.07
Payroll direct deposit and checks	<u>60,928.21</u>
Total	\$292,496.31

Significant disbursements included the following payments:

- \$14,457.15 was remitted to CalPERS on June 7, 2023 for required contributions
  - \$9,946.83 (Employer portion)
  - \$4,510.32 (Employee portion)
- \$7,045.89 was remitted to the Employment Development Department on June 7, 2023
  - \$ .00 (Employer portion)
  - \$7,045.89 (Employee portion)
- \$37,537.25 was paid to Eide Bailly LLP on June 7, 2023 for May 2023 accounting, transitions and management analyst services

- \$26,600.00 was paid to Fischer Compliance LLC on June 7, 2023 for Sewer System Management Plan Audit and Sewer System Management Plan
- \$31,280.49 was remitted to the Internal Revenue Service on June 7, 2023
  - \$ 8,456.65 (Employer portion)
  - \$22,823.84 (Employee portion)
- \$45,125.08 was paid to Pacific Hydrotech on June 7, 2023 for the WWTP Rehabilitation payment no. 25

**DISCUSSION/ANALYSIS:**

The check/voucher register dated June 6, 2023 through June 19, 2023 includes check numbers 63017 through 63055 (Attachment 1)

Payroll (Checks) number 26096 through 26097 were issued on June 6, 2023 in the amount of \$5,419.72. Payroll (Check) number 26098 was issued on June 6, 2023 in the amount of \$4,073.07. Payroll (Direct Deposit) number 26066 through 26080, 26081 (overflow), 26082 through 26084, 26085 (overflow), 26086 through 26091, 26092 (overflow), 26093 through 26095 were issued on June 7, 2023 in the amount of \$57,902.97. Payroll (Checks) 26065 through 26069 were issued on June 7, 2023 in the amount of \$3,025.24 (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 June 6, 2023 through June 19, 2023

Attachment 2 – Payroll (Checks) dated June 6, 2023. Payroll (Check) dated June 6, 2023. Payroll (Direct Deposit) dated June 7, 2023 and Payroll (Checks) dated June 7, 2023

Rosamond Community Services District  
Check/Voucher Register  
10101 - General Checking - Wells Fargo  
From 6/6/2023 Through 6/19/2023

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
6/7/2023	63017	ANTELECOM, INC.	SOLAR WELL: 4G WIRELESS	75.00	225.00
6/7/2023		ANTELECOM, INC.	SOLAR ADMIN: 4G WIRELESS	75.00	225.00
6/7/2023		ANTELECOM, INC.	SOLAR POND: 4G WIRELESS	75.00	225.00
6/7/2023	63018	AUTOZONE	2 CYCLE ENGINE OIL & 2 STROKE ENGINE OIL	30.22	30.22
6/7/2023	63019	CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PAYROLL REMITTANCE	376.84	376.84
6/7/2023	63020	CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PAYROLL REMITTANCE	1,392.50	1,392.50
6/7/2023	63021	CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PAYROLL REMITTANCE	14,457.15	14,457.15
6/7/2023	63022	CALPERS SUPPLEMENTAL INCOME 457 PLAN	PERS 457	4,580.48	4,580.48
6/7/2023	63023	CA STATE DISBURSEMENT UNIT	WITHHOLDING ORDER	424.60	424.60
6/7/2023	63024	CLINICAL LABORATORY OF SAN BERNARDINO, INC.	SYSTEM TESTS	225.00	225.00
6/7/2023	63025	CUSI	SENDGRID UNLIMITED EMAILS	100.00	100.00
6/7/2023	63026	EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE DISABILITY INSURANCE	86.70	7,045.89
6/7/2023		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE DISABILITY INSURANCE	63.97	7,045.89
6/7/2023		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE INCOME TAX	1,176.29	7,045.89
6/7/2023		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE INCOME TAX	813.43	7,045.89
6/7/2023		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE DISABILITY INSURANCE	799.26	7,045.89
6/7/2023		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE INCOME TAX	4,106.24	7,045.89
6/7/2023	63027	EEC ENVIRONMENTAL	FOG & INDUSTRIAL PRETREATMENT PROGRAM SUPPORT	1,975.00	1,975.00
6/7/2023	63028	EIDE BAILLY LLP	MAY 2023 ACCOUNTING SERVICES	23,625.00	37,537.25
6/7/2023		EIDE BAILLY LLP	MAY 2023 TRANSITION SERVICES	1,084.00	37,537.25
6/7/2023		EIDE BAILLY LLP	MAY 2023 MANAGEMENT ANALYST	12,828.25	37,537.25
6/7/2023	63029	EXPERT AUTOMOTIVE	#30 DIAG & REPLACE STUCK EXPANSION VALVE & EVAC & RECHARGE	430.89	430.89
6/7/2023	63030	FEDERAL EXPRESS	AUDIT & METERS	36.66	36.66
6/7/2023	63031	FISCHER COMPLIANCE LLC	SSMP AUDIT	18,050.00	26,600.00
6/7/2023		FISCHER COMPLIANCE LLC	SSMP	8,550.00	26,600.00
6/7/2023	63032	GREWE/BRYANT PUMP SERVICE	SUBMERSIBLE PUMP CABLE PER FOOT & HEAT SHRINK KIT	641.87	641.87
6/7/2023	63033	GREATAMERICA FINANCIAL SERVICES	KYOCERA LEASE AGREEMENTS	395.11	395.11
6/7/2023	63034	INTERFACE SECURITY SYSTEMS LLC	FIRE ALARM MONITORING: 05/22/23 - 08/21/23	240.00	240.00
6/7/2023	63035	IRON MOUNTAIN INC.	STG & SHRED PKG B	269.00	269.00
6/7/2023	63036	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	2,213.73	31,280.49
6/7/2023		INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	1,613.98	31,280.49
6/7/2023		INTERNAL REVENUE SERVICE	MEDICARE	279.36	31,280.49
6/7/2023		INTERNAL REVENUE SERVICE	MEDICARE	206.14	31,280.49
6/7/2023		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	1,194.54	31,280.49
6/7/2023		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	881.42	31,280.49
6/7/2023		INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	10,539.48	31,280.49
6/7/2023		INTERNAL REVENUE SERVICE	MEDICARE	2,720.32	31,280.49
6/7/2023		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	11,631.52	31,280.49
6/7/2023	63037	KENNEDY/JENKS CONSULTANTS	2020 UWMP THROUGH 05/19/2023	2,820.00	2,820.00
6/7/2023	63038	KLEIN, DENATALE, GOLDNER, COOPER, ROSENLIB & KIMBALL, LLP	GENERAL BUSINESS THROUGH 05/19/2023	8,137.50	9,450.00
6/7/2023		KLEIN, DENATALE, GOLDNER, COOPER, ROSENLIB & KIMBALL, LLP	ARSENIC CONSOLIDATION THROUGH 05/19/2023	1,312.50	9,450.00
6/7/2023	63039	LOOMIS	SAFEPOINT SERVICE	800.23	800.23
6/7/2023	63040	MASTER METER SYSTEM, INC.	MLINK VEHICLE READING ANNUAL SUPPORT 07/01/23 - 06/30/24	1,750.00	1,750.00
6/7/2023	63041	P & J ELECTRIC, INC.	SERVICE CALL & REPAIRS	1,645.26	1,645.26

Rosamond Community Services District  
 Check/Voucher Register  
 10101 - General Checking - Wells Fargo  
 From 6/6/2023 Through 6/19/2023

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
6/7/2023	63042	PACIFIC HYDROTECH	WWTP REHABILITATION PAYMENT 25	45,125.08	45,125.08
6/7/2023	63043	PLUMBERS DEPOT INC.	RIPSAW NOZZLE & HYDRO TRIGGER GUN	1,186.67	1,186.67
6/7/2023	63044	POPICHAH ENVIRONMENTAL	WWTP REHABILITATION MAY 2023	600.00	600.00
6/7/2023	63045	DANIEL REID CONSULTING SERVICES	MAY 2023 SERVICE, SUPPORT AND T&M INITIATIVES	2,400.00	2,400.00
6/7/2023	63046	ROSAMOND SOLAR, LLC	ENERGY SERVICE REVENUE	7,126.81	7,126.81
6/7/2023	63047	SOUTHERN CALIF. EDISON	WELLS & TANKS	8,871.54	8,871.54
6/7/2023	63048	SOUTHERN CALIF. EDISON	2707 DIXIE ST (2700 20TH ST)	53.92	53.92
6/7/2023	63049	SPARKLETTS	WATER	61.43	61.43
6/7/2023	63050	TERMINIX INTERNATIONAL	ANNUAL PEST CONTROL SERVICE	454.80	454.80
6/7/2023	63051	THE INDUSTRIAL MEDICAL GROUP	MRO	30.00	30.00
6/7/2023	63052	THE TIRE STORE	#31 FLAT TIRE REPAIR	20.00	826.35
6/7/2023		THE TIRE STORE	#32 FLAT TIRE REPAIR	20.00	826.35
6/7/2023		THE TIRE STORE	JETTER TRAILER FLAT TIRE REPAIR	20.00	826.35
6/7/2023		THE TIRE STORE	2 QTY TIRES FOR DUMP TRUCK	721.35	826.35
6/7/2023		THE TIRE STORE	TIRE TUBE	25.00	826.35
6/7/2023		THE TIRE STORE	#1 FLAT TIRE REPAIR	20.00	826.35
6/7/2023	63053	UNIVAR SOLUTIONS USA, INC.	200 GAL SODIUM HYPOCHLORITE	1,279.99	4,287.98
6/7/2023		UNIVAR SOLUTIONS USA, INC.	270 GAL SODIUM HYPOCHLORITE	3,007.99	4,287.98
6/7/2023	63054	WASTE MANAGEMENT-KERN COUNTY	3179 35TH ST W: TRASH SERVICE	401.25	1,185.02
6/7/2023		WASTE MANAGEMENT-KERN COUNTY	875 PATTERSON RD: TRASH SERVICE	401.25	1,185.02
6/7/2023		WASTE MANAGEMENT-KERN COUNTY	875 PATTERSON RD: TRASH SERVICE	202.52	1,185.02
6/7/2023		WASTE MANAGEMENT-KERN COUNTY	PORT-O-LET	180.00	1,185.02
6/7/2023	63055	Z AXIS IMAGES	MAY 2023 OR	<u>5,136.27</u>	5,136.27

Report Total

222,075.31



**Rosamond Community Services District**  
Summary Check/Transaction Register  
From 6/6/2023 Through 6/6/2023

<u>Document Date</u>	<u>Document Number</u>	<u>Type of Payment</u>	<u>Amount</u>
6/6/2023	26096	Check	1,029.52
6/6/2023	26097	Check	<u>4,390.20</u>
Report Total			<u><u>5,419.72</u></u>

**SUPP PAYROLL**  
**6/6/2023**

Document Date	Document Number	Amount
6/6/2023	26096	1,029.52
6/6/2023	26097	<u>4,390.20</u>

**Total Checks Issued**                    **5,419.72**

**Rosamond Community Services District**  
Summary Check/Transaction Register  
From 6/6/2023 Through 6/6/2023

<u>Document Date</u>	<u>Document Number</u>	<u>Type of Payment</u>	<u>Amount</u>
6/6/2023	26098	Check	<u>4,073.07</u>
Report Total			<u><u>4,073.07</u></u>

**SUPP PAYROLL**  
**6/6/2023**

<u>Document</u> <u>Date</u>	<u>Document Number</u>	<u>Amount</u>
6/6/2023	26098	<u>4,073.07</u>

**Total Checks Issued**                      **4,073.07**

**Rosamond Community Services District**

**Summary Check/Transaction Register**

From 6/6/2023 Through 6/7/2023

<u>Document Date</u>	<u>Document Number</u>	<u>Type of Payment</u>	<u>Amount</u>
6/7/2023	26065	Check	975.08
6/7/2023	26066	Check	1,025.08
6/7/2023	26067	Check	1,025.08
6/7/2023	26068	Check	512.54
6/7/2023	26069	Check	1,025.08
6/7/2023	26070	Check	2,596.47
6/7/2023	26071	Check	2,079.53
6/7/2023	26072	Check	3,661.96
6/7/2023	26073	Check	4,241.85
6/7/2023	26074	Check	1,974.50
6/7/2023	26075	Check	1,046.01
6/7/2023	26076	Check	1,741.65
6/7/2023	26077	Check	1,529.54
6/7/2023	26078	Check	2,316.70
6/7/2023	26079	Check	3,420.21
6/7/2023	26080	Check	1,792.28
6/7/2023	26081		0.00
6/7/2023	26082	Check	2,057.52
6/7/2023	26083	Check	2,052.77
6/7/2023	26084	Check	4,340.72
6/7/2023	26085		0.00
6/7/2023	26086	Check	3,604.29
6/7/2023	26087	Check	1,621.56
6/7/2023	26088	Check	1,377.83
6/7/2023	26089	Check	2,090.54
6/7/2023	26090	Check	1,869.79
6/7/2023	26091	Check	2,364.32
6/7/2023	26092		0.00
6/7/2023	26093	Check	3,335.38
6/7/2023	26094	Check	2,405.91
6/7/2023	26095	Check	<u>2,844.02</u>
Report Total			<u><u>60,928.21</u></u>

**PAYROLL 06/07/2023**

<u>Document Date</u>	<u>Document Number</u>	<u>Amount</u>
6/7/2023	26066	1,025.08
6/7/2023	26068	512.54
6/7/2023	26070	2,596.47
6/7/2023	26071	2,079.53
6/7/2023	26072	3,661.96
6/7/2023	26073	4,241.85
6/7/2023	26074	1,974.50
6/7/2023	26075	1,046.01
6/7/2023	26076	1,741.65
6/7/2023	26077	1,529.54
6/7/2023	26078	2,316.70
6/7/2023	26079	3,420.21
6/7/2023	26080	1,792.28
6/7/2023	26081	0.00
6/7/2023	26082	2,057.52
6/7/2023	26083	2,052.77
6/7/2023	26084	4,340.72
6/7/2023	26085	0.00
6/7/2023	26086	3,604.29
6/7/2023	26087	1,621.56
6/7/2023	26088	1,377.83
6/7/2023	26089	2,090.54
6/7/2023	26090	1,869.79
6/7/2023	26091	2,364.32
6/7/2023	26092	0.00
6/7/2023	26093	3,335.38
6/7/2023	26094	2,405.91
6/7/2023	26095	<u>2,844.02</u>

Total Direct Deposit 57,902.97

6/7/2023	26065	975.08
6/7/2023	26067	1,025.08
6/7/2023	26069	<u>1,025.08</u>

Total Checks Issued 3,025.24

**Total 60,928.21**

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

5:30PM Closed Session  
6:00 PM Regular Board Meeting  
Wednesday, June 14, 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**

President Glennan called the meeting to order at 6:00 PM.

**ROLL CALL**

Director Greg Washington	Present
Director Alfred Wallis	Present
Director Rick Webb	Absent
Vice President Ben Stewart	Present
President Byron Glennan	Present
Quorum 4/0 Director Webb absent	

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

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF THE AGENDA**

GM Domingo announced due to circumstances that could have not been reasonably foreseen by the Board that requires immediate attention and possible action by the Board and that made it impracticable to provide notice, add NB 4 - Approve Water Reclamation Project Change Order No. 8 to the agenda.

A motion to approve the agenda with the addition of NB 4 was made by VP Stewart and seconded by Director Washington.

**Motion passed 4/0 all ayes. Director Webb absent.**

**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.)

President Glennan made comments as a member of the public.

**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.

**CLOSED SESSION**

CLOSED SESSION WAS CANCELLED

**CS 1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Government Code Section 54956.9 (d)(2)  
One Potential Case.**

**PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION**

N/A -CLOSED SESSION WAS CANCELLED.

Time Out of Closed Session: \_\_\_\_\_

Motion \_\_\_\_\_ 2nd \_\_\_\_\_

\_\_\_\_ No Reportable Action      \_\_\_\_ Reportable Action by: \_\_\_\_\_



## **CONSENT CALENDAR**

CC 1 Receive Check/Voucher Register dated May 16, 2023 through June 5, 2023, Payroll (Direct Deposit) dated May 24, 2023, Payroll (Checks) dated May 24, 2023.

A motion to approve CC 1 was made by Director Wallis and seconded by VP Stewart.

**Motion passed 4/0 all ayes. Director Webb absent.**

## **MINUTES**

**M 1.** Approve May 23, 2023 Policy Committee Meeting Minutes

**M 2.** Approve May 24, 2023 Sewer Committee Meeting Minutes

**M 3.** Approve May 24, 2023 Regular Board Meeting Minutes

A motion to approve M 1, M 2 and M 3 was made by Director Washington and seconded by Director Wallis.

**Motion passed 4/0 all ayes. Director Webb absent.**

## **New Business**

**NB 1.** Adopt Resolution No. 2023-5 Commending Stephen Allen Perez for His Service to the District.(GM Domingo presenter)

A motion to adopt Resolution No. 2023-5 commending Stephen Allen Perez for his service to the district was made by VP Stewart and seconded by Director Washington.

**Motion passed 4/0, all ayes. Director Webb absent.**

**NB 2.** Approve Master Services Agreement with GEI and Approve Task 2023-01 with GEI for FEMA Grant Application Services. (GM Domingo, presenter)

On April 26,2023 the Board approved Task 2 of the Grant Services agreement with GEI to prepare a Letter of Interest for a Hazard Mitigation Grant that would

improve the Willow Springs Water Bank (WSWB) to create space in existing surface reservoirs for future flood events. The District was recently notified by the California Office of Emergency Services that the proposed project was eligible as a Hazard Mitigation Grant Activity (HMGA) and invited the District to submit a sub-application for the HMGA grant. The HMGA grant would provide \$18 million, and a \$6 million “Prepare California Match” grant would provide matching funds. GEI has provided a proposal to prepare the sub-application for the grant at a cost not to exceed \$125,000. The District would be required to pay this cost up front. While the application expenses are reimbursable through the grant, the reimbursement depends upon grant award. The project, if accepted, will reimburse the District for the funds expended to obtain the grant as well as monetize the District’s assets in the WSWB.

A motion to approve the Master Services Agreement with GEI and approve Task 2023-01 with GEI for FEMA Grant Application Services and authorize GM Domingo to execute said documents subject to counsel review was made by Director Washington and seconded by VP Stewart.

**Motion passed 4/0 all ayes. Director Webb absent.**

**NB 3.** Adopt Resolution No.2023-11 Placing in Nomination Byron Glennan as a Member of the Association of California Water Agencies Region 7.  
( Sherri Timm, presenter)

A motion to adopt Resolution No. 2023-11 Placing in Nomination Byron Glennan as a member of the of the Association of California Water Agencies Region 7 was made by VP Stewart and seconded by Director Wallis.

**Motion passed 4/0 all ayes. Director Webb absent.**

**NB 4.** Approve Water Reclamation Project Change Order No. 8. (GM Domingo, presenter)

The Potential Change Orders that comprise this change order are related to inverter equipment associated with the blowers. The inverters failed due to inefficient waste heat exhaust under design operating conditions. Staff has made it clear to the design engineer that the District is expecting reimbursement of these costs from them before the project is completely closed out, due to the design deficiency.

A motion to approve the Water Reclamation Project Change Order No. 8 was made by Director Wallis and seconded by VP Stewart.

**Motion passed 4/0, all ayes. Director Webb absent.**

## **PRESENTATIONS**

**PR 1. Water Reclamation Plant Project Update.**

GM Domingo summarized negotiations and dates of completion with the contractor and design engineer. There are still many regulatory issues that will need to take place prior to completion.

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

Director Washington – reported that June is National Safety Month.

Director Wallis - encouraged the Rosamond community to support the Vietnam Memorial Wall that will be coming to Rosamond in November 2023.

VP Stewart thanked the community for entrusting and electing him to the Board.

President Glennan provided an AVEK meeting update.

## **GENERAL COUNSEL UPDATE**

John Komar, Esq – no report.

## **GENERAL MANAGER UPDATE**

Kim Domingo reported on the following items:

- 1) Diamond Street property – the District has received the hazardous material report. Lead and asbestos are present. Staff is evaluating options.
- 2) Water line at Tropic Middle School – staff met with design and construction staff for the school to solve a conflict issue with a drainage line.
- 3) GM Domingo will be on leave between July 3<sup>rd</sup> through July 6<sup>th</sup>.

## **DIRECTOR OF ADMINISTRATION UPDATE**

Sherri Timm summarized number of water disconnections and payment arrangements

that were opened. One Low Income Household Water Assistance Plan (LIHWAP) payment notification was received.

### **PUBLIC WORKS UPDATE**

GM Domingo reviewed the current Public Works Field Report.

### **ADJOURNMENT**

A motion to adjourn the meeting at 6:30 PM was made by VP Stewart and seconded by Director Washington.

**Motion passed 4/0, all ayes. Director Webb absent.**

Requirements Regarding Disabled Access: In accordance with Government Code §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: June 28, 2023  
TO: Board of Directors  
FROM: Kim Domingo, General Manager  
Subject: Fischer Compliance Task Order 2023-1 – Confirming Authorization of Optional Services

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### **RECOMMENDATION:**

Confirm authorization of Optional Tasks in Task Order 2023-1 for Fischer Compliance.

### **BACKGROUND:**

On May 10, 2023, the Board retroactively approved an agreement with Fischer Compliance for the District's Sanitary Sewer Monitoring Plan to comply with new regulations in effect. Staff had negotiated and arrived at a scope and fee arrangement and Fischer Compliance is performing the services, which includes an SSMP audit, implementation of a Fats, Oil and Grease program, updates to the SSMP, training and a report of findings. However, the action did not specifically confirm that the Optional Tasks in the proposal were included in the authorization.

### **ANALYSIS:**

The authorization of the optional tasks is required to provide clarity to staff regarding the Board intention, allowing the processing of invoices for the completion of the optional tasks.

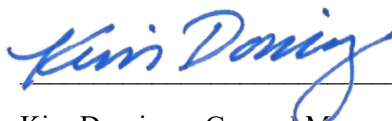
### **FISCAL REVIEW:**

Not required.

### **LEGAL REVIEW:**

### **CONCLUSION:**

Most of the services have been performed, including the optional tasks. This action confirms the Board's intent with this engagement.



Kim Domingo, General Manager



Sherri Timm, Director of Administration

### **ATTACHMENTS:**

Task Order Scope

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**FROM**

**FISCHER COMPLIANCE, LLC**  
James Fischer, P.E. (Principal)  
3230 Arena Blvd, STE 245  
Sacramento, CA 95834  
(916) 606-5275  
[jim@fischercompliance.com](mailto:jim@fischercompliance.com)

**TO**

**ROSAMOND COMMUNITY SERVICES DISTRICT**  
Att: John Houghton  
3179 35<sup>th</sup> Street West  
Rosamond, CA 93560  
(661) 256-3411  
[jhoughton@rosamondcsd.com](mailto:jhoughton@rosamondcsd.com)

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## SCOPE OF WORK: Sewer System Management Plan (SSMP) Services

### OBJECTIVES

1. Fischer Compliance, LLC (FCL or consulting team) will complete Sewer System Management Plan (SSMP) Services for the Rosamond Community Services District (District) that meets and exceeds compliance requirements specified under Provision D.13(x) of State Water Board "Sanitary Sewer Systems Waste Discharge Requirements"<sup>1</sup> (SSS WDRs, Water Quality Order No. 2006-00030-DWQ).

### ASSUMPTIONS

1. District will gather necessary records, documentation, and coordinate with appropriate sewer program staff for updates and implementation of objectives and task for completing an SSMP Audit "Gap Analysis" Report. No time will be required of the consulting team for this activity in the project.
2. Consulting team total project costs anticipated to not exceed \$TBD.
3. Contract term is anticipated to run for approximately 90 calendar days.
4. No travel expenses will be incurred by District for required field visits.

### PROJECT ADMINISTRATION

1. Meetings
  - a. Periodic meetings will be held between consulting team and District for coordinating efforts, provide project status updates, timelines, expenses, and recommendations on project progress and enhancing workflow.
  - b. Additional items anticipated for review include overall project progress and other information deemed necessary for completion of the Gap Analysis.
  - c. Meetings are anticipated to be no more than one-half hour in length.
2. Consulting team will compile and summarize all meetings notes and email them to District.
3. Consulting team anticipated to conduct several online sessions for completing Gap Analysis.
4. Document Review

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<sup>1</sup> Available at: [https://www.waterboards.ca.gov/water\\_issues/programs/sso/#general](https://www.waterboards.ca.gov/water_issues/programs/sso/#general)

- a. Consulting team will collaborate with the District and provide draft documents for District review and input to ensure compliance with the approved scope of work elements and collaboration for identifying key focus areas for the project as it progresses.
5. Invoicing and Progress Reporting
  - a. Consulting team will provide monthly invoices detailing hours for each task in the project, specifying the individual(s) responsible for conducting work on the project.
  - b. Consulting team will provide project notes for all work tasks completed, decisions made, assumptions, pending issues needing resolution, and include a summary for all submittals made to District.
  - c. Consulting team anticipates supplementing industry standard practice information for the projects from Richard Cunningham (Fischer Compliance LLC) and Sam Rose (Sam Rose Consulting) for incorporating SSMP industry best practice recommendations for record keeping, training, sewer system work plans and program management.
6. Printing
  - a. One rough draft and three (3) spiral-bound final hard copies of SSMP Gap Analysis to be mailed to the District offices in Rosamond, California.
  - b. A link will be provided to download all final digital work products.

## TASKS AND TIMELINES

1. TASK 1 (Kickoff/Document Review) – Aug 2022
  - a. Evaluate existing District SSMP to expedite return to compliance with SSS WDRs Provision D.13(x).
  - b. Submit initial document request.
  - c. Submit Water Board "Pre-Inspection Questionnaire, Version 2" for completion by District (see Att.1)
2. TASK 2 (Pre-Inspection Conference) – Aug 2022
  - a. Evaluate District responses to questionnaire, document potential violations and areas of concern.
  - b. Conduct industry standard review and generate findings and best practice recommendations for District to demonstrate compliance with SSS WDRs requirements.
3. TASK 3 (Onsite Compliance Evaluation Inspection) – Aug/Sept 2022
  - c. Conduct onsite inspection using USEPA recommended compliance evaluation inspection procedures for evaluating District compliance with the SSS WDRs.
  - a. Document District strengths, accomplishments, potential violations/areas of concern and levels of compliance for all SSMP components.
  - b. Compile and send District follow-up list of items needed for completing Gap Analysis to facilitate return to compliance with SSS WDRs, Provision D.13(x).
  - c. Review follow-up items from District.
4. TASK 4 (Post-Inspection Conference/document review) – Aug/Sept 2022
  - a. Conduct Post-Inspection Conference.
  - b. Draft additional document for Gap Analysis completion.
  - c. Draft Gap Analysis report for District comments.
5. TASK 5 (Final Gap Analysis Report – Aug/Sept 2022
  - a. Draft Gap Analysis Report for District input/comments.
  - b. Finalize Gap Analysis Report incorporating District input/comments.

6. OPTIONAL TASK 6: (SSMP Compliance Upgrade Report) – Aug/Sept 2022
  - a. Review and comment on existing District and make best practice suggestions for expediting District return to compliance with Provisions D.11 and D.13 of the SSS WDRs.
  - b. Draft/final Report
7. OPTIONAL TASK 7: (SSO field form improvements) – Aug/Sept 2022
  - a. Review existing District field data collection forms; suggest best practice recommendations.
8. OPTIONAL TASK 8: (SSO onsite training: Event start time/volume est. best practices) – Aug/Sept 2022
  - a. Conduct full-day training to enhance District compliance with Amended MRP.
9. OPTIONAL TASK 9: (SSO onsite training: Overflow Emergency Response Plan) – Aug/Sept 2022
  - a. Conduct full-day training to enhance District compliance with SSS WDRs (D.13(vi))/Amended MRP.
10. OPTIONAL TASK 10 (SSMP Update) – Sept/Oct 2022
  - a. Incorporate all Gap Analysis findings into existing District SSMP template.
  - b. Add new Key Performance Indicators (KPIs) for each SSMP element for implementation and compliance for resilience.
  - c. Draft updated SSMP for District input/comments.
  - d. Finalize Draft SSMP incorporating District input/comments.

## DELIVERABLES

1. Meeting notes.
2. Task Invoices.
3. Pre-Inspection Video Conference Agenda and presentation.
4. Draft/final SSMP Audit Gap Analysis reports.
5. SSMP Compliance Upgrade Report.
6. Field Form Upgrade Recommendations.
7. Training Presentations.
8. Draft/final Updated District SSMP.



## ESTIMATED COSTS

Hourly Rate	Description	\$190/hour (all services)
TASK 1	Gap Analysis	Prepare/Execute Kickoff Conference and document review. (20 hours, \$3,800)
TASK 2	Gap Analysis	Prepare/Execute Pre-Inspection Video Conference. (20 hours, \$3,800)
TASK 3	Gap Analysis	Prepare/Conduct Onsite Compliance Evaluation Inspection. (40 hours, \$7,600)
TASK 4	Gap Analysis	Post-Inspection Conference/additional document review/draft Gap Analysis report including specific best practice recommendations. (35 hours, \$6,650)
TASK 5	Gap Analysis	Finalize SSMP Audit Gap Analysis report. (20 hours, \$3,800)
(OPTIONAL) TASK 6	SSMP Upgrades	SSMP Compliance Upgrade Report (35 hours, \$6,650)
(OPTIONAL) TASK 7	Field Form Upgrades	Review and make recommendations to further enhance District compliance with SSO field data collection forms and SSMP implementation (SSS WDRs, Provision D.11, Amended MRP, Order No. 2013-0058-EXEC). (10 hours, \$1,900)
(OPTIONAL) TASK 8	Documentation and Training Upgrades	Onsite training (full day) for collection staff to further enhance District compliance with SSO event start time, volume estimations, and SSMP implementation (SSS WDRs, Provision D.11, Amended MRP, Order No. 2013-0058-EXEC). (20 hours, \$3,800)
(OPTIONAL) TASK 9	OERP Training and Upgrades	Onsite training (full day) for collection staff to further enhance District compliance with SSMP Overflow Emergency Response Plan and SSMP implementation, (SSS WDRs, Provision D.11, D.13(vi)). (20 hours, \$3,800)
(OPTIONAL) TASK 10	SSMP Update and Upgrades	Update Existing District SSMP incorporating SSMP Audit Gap Analysis Findings and Best Practice Recommendations. (35 hours, \$6,650)

## About Fischer Compliance, LLC ([fischercompliance.com](http://fischercompliance.com))



James Fischer, PE, Principal

**FISCHER COMPLIANCE, LLC.** is a professional environmental consulting company based in Sacramento, California. Formerly employed for decades as an official government environmental and regulatory engineer, the company Principal, Mr. James Fischer, P.E., brings unique qualifications for public agencies seeking high quality compliance assurance interpreting California water quality regulations, permits and Orders including [“Sanitary Sewer System Waste Discharge Requirements” \(SSS WDRs\)](#). While many consulting firms provide similar services, Fischer Compliance, LLC. is uniquely suited with decades of knowledge and experience as a California regulator for clients aiming to reduce violations, enforcement, and negative attention. Over 12 years as statewide lead inspector for the SSS WDRs at the State Water Board allows for quick and efficient deployment to identify violations and recommended solutions without delays. Sewer System Management Plan (SSMP) Gap Analysis, SSMP updates, and Compliance Evaluation Inspections utilizing USEPA recommended standards with a credentialed inspector are top services offered by the company.

Fischer Compliance is also an active partner providing regular ongoing SSS WDRs technical trainings for members of the California Water Environment Association (CWEA) and the Southern California Alliance of Publicly Owned Treatment Works (SCAP).

## **ATTACHMENTS**

Attachment 1 – Water Boards “Pre-Inspection Questionnaire, Version 2.0”

Attachment 2 – James Fischer Resume (Fischer Compliance, LLC)

Attachment 3 – Richard Cunningham Resume (Fischer Compliance LLC)

Attachment 4 – Sam Rose Resume (Sam Rose Consulting)

# STAFF REPORT

## Rosamond Community Services District

DATE: June 28, 2023  
TO: Board of Directors  
FROM: Kim Domingo, General Manager  
Subject: Resolution 2023-10 Modifying Policy 3042 – Employment of Outside Contractors and Consultants and Adopting Policy 3046 – Informal Bid Procedures

---

### **RECOMMENDATION:**

Approve the resolution adopting an informal bid policy to be used under the California Uniform Public Construction Cost Accounting Act (CUPCCAA) procedures.

### **BACKGROUND:**

On May 10, 2023, the Board elected to comply with CUPCCAA procedures to enable procurement flexibility. Under CUPCCAA, the District is able to procure construction contracts up to \$60,000 without bidding and up to \$200,000 using informal bid procedures. An informal bid process involves distribution of the bid invitations to trade organizations instead of through the local newspaper, which saves advertising costs. A construction contract that is estimated to exceed \$200,000 goes through the typical Public Contract Code bidding process.

Since the current policy does not include procurement under CUPCCAA and one of the Act's requirements is to adopt an informal bid procedure policy, the proposed resolution is presented for your consideration.

### **ANALYSIS:**

The proposed policies memorialize the board action taken on May 10, 2023.

### **FISCAL REVIEW:**

There is no specific analysis performed, but generally will result in lower overall procurement costs.

### **LEGAL REVIEW:**

None

### **CONCLUSION:**

The policies are needed for full implementation of CUPCCAA ahead of the new fiscal year.



Kim Domingo, General Manager



Sherri Timm, Director of Administration

### **ATTACHMENTS:**

Resolution 2023-10 with attached Policies 3042 and 3046

**ROSAMOND COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2023-10**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
ROSAMOND COMMUNITY SERVICES DISTRICT  
AMENDING SERIES 3000 FINANCE 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, finance and personnel policies; and

**WHEREAS**, on May 10, 2023, by Resolution 2023-6, the Board of Directors elected to be subject to alternate procurement procedures under the California Uniform Public Construction Cost Accounting Act; 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, and a set of revisions on February 8, 2023, by Resolution 2023-1; and

**WHEREAS**, the Board desires to amend policy number 3042.2 and adopt policy number 3046, contained within Series 3000 – Finance, 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 3042.2 of the EMPLOYMENT OF OUTSIDE CONTRACTORS AND CONSULTANTS policy to include public works procurement procedures under the Uniform Public Construction Cost Accounting Act, and adopt Policy 3046, INFORMAL BID PROCEDURES to establish the required policy, are hereby adopt-

ed in their 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 policy sections of the Administrative Handbook, the language of the newly adopted Administrative Handbook sections shall take precedence in resolving the conflict. District staff is hereby directed to review the Administrative 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 28th day of June, 2023.

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

ATTEST:

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

**“EXHIBIT A”**

# ADMINISTRATIVE HANDBOOK-

## 3000 SERIES- FINANCE

### Rosamond Community Services District

#### 3042- Employment of Outside Contractors and Consultants

**POLICY TITLE:** Employment of Outside Contractors and Consultants  
**POLICY NUMBER:** 3042

- 3042.1** Approval for requisitions or agreements with outside contractors and consultants will be subject to the approval levels shown below:
- 3042.1.1** Services related to operating repairs and maintenance will be subject to the approval requirements in Policy 3040.1
  - 3042.1.2** All services for advisory or professional services not included in the operational budget must go to the Board of Directors for approval.
  - 3042.1.3** All contracts are to be reviewed by the General Manager and Legal Counsel, prior to presentation to the Board. Approved contracts may be signed by the General Manager or Treasurer.
- 3042.2** Public works projects in the minimum bid amounts set forth by federal or state regulations shall be advertised for bids in periodicals or newspapers and/or the Contractors Exchange as applicable under federal or state laws and regulations.
- 3042.2.1** Public works projects estimated to be greater than \$200,000 in cost shall be procured under formal bid procedures per Public Contract Code, Section 20680, et seq.
  - 3042.2.2** The District has elected to adopt the Uniform Public Construction Cost Accounting Act (Act) procedures. Public works projects estimated to be less than \$200,000 shall be procured under the provisions of the Act, including informal bid procedure as described in Policy 3046, unless the public works project is less than or equal to \$60,000, which is exempt from bid procedures under the Act.
  - 3042.2.3** The bid opening is open to the public and time and location of bid opening will be specified in the bid documents. Staff will present the bid information, with a recommendation, to the Board for selection and approval of the contract. The Board of Directors will make their selection based on the Contactor/Consultant's experience, qualifications, performance on similar types of projects as well as cost estimates or proposals contained in the bid documents.
  - 3042.2.4** The Board of Directors may reject any and all bids presented with or without cause and re-advertise if desired. The Board of Directors may waive any minor irregularities in bids received.
  - 3042.2.5** All change orders shall be brought to the Board for approval prior to beginning the change order work.

# **ADMINISTRATIVE HANDBOOK-**

## **3000 SERIES- FINANCE**

- 3042.3** Dividing contracts into smaller component contracts for purpose of evading the provisions of this policy is prohibited. Contracts may be divided to meet unique scheduling, labor and material availability and limitations, budget and funding modifications or other needs of a project such as the purchase of equipment with a long lead-time or to accommodate necessary time frames.
- 3042.4** Invoices or requests for payment from approved contractors and consultants are subject to the approval requirements in Policy 3040.2.



# ADMINISTRATIVE HANDBOOK-

## 3000 SERIES- FINANCE

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### Rosamond Community Services District

#### 3046- Informal Bid Procedures

**POLICY TITLE:** Informal Bid Procedures  
**POLICY NUMBER:** 3046

#### **3046.1** Informal Bid Procedures

**3046.1.1** Public projects, as defined by the Uniform Public Construction Cost Accounting Act may be let to contract by informal procedures as set forth in Section 22032, et seq, of the Public Contract Code.

**3046.1.2** Informal bid procedures shall be used to obtain bids when the public project construction cost is estimated to be greater than \$60,000 and less than \$200,000, or within the cost range listed in Section 22032 of the Public Contract Code.

#### **3046.2** Contractors List – Notice Inviting Informal Bids

**3046.2.1** In lieu of maintaining a Contractors List, the District elects to mail, fax or email a notice inviting informal bids to the construction trade journals specified in Section 22034 of the Public Contract Code.

**3046.2.2** Until modified by Section 22034 of the Public Contract Code, the trade journals to receive informal bid invitation notices are: Construction Bidboard (Ebidboard), Dodge Data & Analytics, and two (2) of the following: Central California Builders Exchange (Fresno), Tulare & Kings Counties Builders Exchange (Visalia), Kern County Builders Exchange (Bakersfield), San Luis Obispo County Builders Exchange (San Luis Obispo) or BidAmerica (Murietta).

**3046.2.3** If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

#### **3046.3** Award of Contracts under this policy shall be approved by the Board of Directors at a Scheduled Meeting.

# STAFF REPORT

## Rosamond Community Services District

DATE: June 28, 2023  
TO: Board of Directors  
FROM: Kim Domingo, General Manager  
Subject: Approve Non-Profit Activity on District Property – Red Cross Blood Drive, August 3, 2023,  
12 pm – 6 pm

---

### **RECOMMENDATION:**

Authorize the Red Cross use of the District Board Room, Conference Room, Kitchenette and public Restrooms on August 3, 2023 for the purposes of a community blood drive.

### **BACKGROUND:**

On May 10, 2023, your Board enacted Policy 7010, Non-Profit Activity on District Property, which outlined the conditions upon which a non-profit organization may conduct events on District facilities.

The Red Cross approached staff regarding conducting a community blood drive. Staff and the Red Cross have discussed facilities needs, staff impacts, insurance requirements and potential dates, and have determined August 3, 2023 to be an ideal event date.

### **ANALYSIS:**

According to the policy, approval is required from the Board at a scheduled meeting. This action fulfills that requirement.

### **FISCAL REVIEW:**

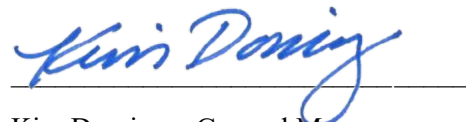
Staff has determined that District costs are minimized due to the event being conducted during business hours.

### **LEGAL REVIEW:**

None

### **CONCLUSION:**

Approval is recommended so that a community need is addressed.



Kim Domingo, General Manager



Sherri Timm, Director of Administration

### **ATTACHMENTS:**

Email request from the Red Cross

## Kim Domingo

---

**From:** Kerner-pack, Julia <julia.kernerpack@redcross.org>  
**Sent:** Wednesday, May 31, 2023 12:46 PM  
**To:** Kim Domingo; Sherri Timm  
**Subject:** Re: [EXTERNAL] RE: Community Blood Drive

Hello Kim and Sherri,

It was lovely speaking with you today. Thank you for the review of the following blood drive date and details to host in August. August being a critical blood collection month, we are grateful for your outreach to help save lives.

\*Thursday August 3, 2023

Hours (may be earlier in the day if need be) Noon - 6:00 p.m. with our mobile operator arriving between 10:30 - 11:00 a.m. to set up within the boardroom and the crew would depart between 7 - 7:30 p.m.

We look forward to working with you!

Respectfully,

**Julia Kerner-Pack** (*She/Her/Hers*)  
**Acting Area Booking Manager**  
**Account Manager II**

**American Red Cross Blood Services**  
6338 Variel Avenue, Woodland Hills, CA 91367  
(661) 414-2157 (c)  
julia.kernerpack@redcross.org  
[redcrossblood.org](https://redcrossblood.org)  
[facebook.com/RedCrossBlood](https://facebook.com/RedCrossBlood)





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**From:** Kim Domingo <kdomingo@rosamondcsd.com>

**Sent:** Wednesday, May 24, 2023 10:28 AM

**To:** Woodall, Robert <robert.woodall@redcross.org>; Laedlein, Carrie <carrie.laedlein@redcross.org>

**Cc:** Sherri Timm <stimm@rosamondcsd.com>; Kerner-pack, Julia <julia.kernerpack@redcross.org>

**Subject:** RE: [EXTERNAL] RE: Community Blood Drive

Hi Bob,

Whichever is more convenient for you. It might be helpful to be here in person so we can both see the available space and I can also bring in other affected staff that would help facilitate access. I am available after 10 on May 30.

Thanks,

*Kim Domingo, PE*

# Field Operations Report – June 21 , 2023

Monthly Sewer Report : 3746 feet cleaned Period 6/7 – 6/21

FID	MH From	MH To	LENGTH	Date_clean	CLEAN_NOTE	EQUIPMENT
85	819	798	289.08	6/20/2023	Little to no debris	Jetter trailer
521	980	979	282.77	6/20/2023	Clear	Jetter trailer
523	998	978	270.62	6/20/2023	Clear	Jetter trailer
524	978	979	238.09	6/20/2023	Clear	Jetter trailer
525	977	998	400.34	6/20/2023	Clear	Jetter trailer
526	799	978	261.26	6/20/2023	Clear	Jetter trailer
527	805	800	287.71	6/20/2023	Clear	Jetter trailer
528	799	805	238.34	6/20/2023	TP in channel	Jetter trailer
529	798	806	329.66	6/20/2023	wipes and TP in channel	Jetter trailer
530	806	799	225.99	6/20/2023	wipes and TP in channel	Jetter trailer
534	795	819	283.82	6/7/2023	Clear	Jetter trailer
535	797	820	354.46	6/7/2023	Clear	Jetter trailer
536	820	795	290.66	6/7/2023	Clear	Jetter trailer

Rosamond CSD  
sewer inspection

Observation: General Photograph / pipe joint in good condition

9:54:42 AM

06 18.88 ft

-0.45 °  
18.78 ft

( Sewer pipe in good shape on Summer Breeze )

1. Manhole inspections – 18
2. Repairs - 0
3. Calls from customers - 0
4. Footage camera-ed – 155
5. Illicit discharges -0
6. FOG inspections – 0
7. Pest Control measures – Boric acid
8. SSO 's – 0
9. Edison is still planning to upgrade power at Appleblossom lift station.

# Field Operations Report - June 21 , 2023

Monthly Water Report: Period – 6/7 – 6/21

## 1. Service line Leaks - 11

<b>ADDRESS</b>	<b>Date</b>
2100 Windflower	6/8/2023
3324 Poplar	6/8/2023
2700 Westland	6/12/2023
3619 San Jacinto	6/13/2023
2180 Manchester	6/13/2023
2916 Trakell	6/14/2023
3706 Mount Lassen	6/18/2023
2307 Travertine St.	6/18/2023
3143 Edwards Ave	6/19/2023
2916 Trakell St.	6/20/2023
3085 Summer Breeze	6/20/2023



( Operators Dago Herrera and Tim Seufert fixing a leak )

2. Main line Breaks/repairs – 0
3. New service line installations – 0
4. Nonpayment Lockoffs - 0
5. Daily Operations:
  - Work orders – 40
  - Usa dig alerts – 14
6. Graffiti Removed – 0
7. The Water Bank Pipeline Project has begun. We have currently removed the rotted 8' x 16" steel spool and have cleaned the flange faces to prepare for installation of the new Welded steel spool.
8. Rear Entry gate remove and replace project. Hill View Homes is preparing to reinstall our rear gate.
9. Kern County Air Quality Control Inspections passed on Generators



