

*Rosamond Community Services District
Regular Board Meeting – Agenda
Wednesday, January 24, 2024 @ 5:30 PM*

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

5:30 PM Closed Session
6:00 PM Regular Board Meeting
Wednesday, January 24, 2024
District Board Room
3179 35th 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: _____ Second: _____

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)

CLOSED SESSION Time: _____

Motion _____ 2nd _____

CS 1. PUBLIC EMPLOYEES - Performance Evaluation: General Manager. (Govt. Code, § 54957.)

CS 2. CONFERENCE WITH LEGAL COUNSEL Anticipated Litigation, 2 Cases. (Govt. Code, § 54956.9(d)(2).)

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

Time Out of Closed Session: _____

Motion _____ 2nd _____

_____ No Reportable Action _____ Reportable Action by: _____

6:00 P.M. OPEN SESSION Time: _____

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 of the check/voucher register dated January 2, 2024 through January 15, 2024 | Payroll (Direct Deposit) dated January 3, 2024 | Payroll (Checks) dated January 3, 2024

Motion: _____ Second: _____

MINUTES

M 1. Approve January 10, 2024 Regular Board Meeting Minutes.

Motion: _____ Second: _____

NEW BUSINESS

NB 1. Disposal of Surplus Equipment (Presenter GM Kim Domingo)

Motion: _____ Second: _____

NB 2. Budget Amendment – Parks Funds Closure (Presenter GM Kim Domingo)

Motion: _____ Second: _____

NB 3. Nominations for the Special District Representatives at the Kern Local Agency Formation Commission. (Presenter GM Kim Domingo)

Motion: _____ Second: _____

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: _____ Second: _____

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 or in writing at the Rosamond Community Services District, Attn: Board Secretary 3179 35th Street West, Rosamond, CA 93560.

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

STAFF REPORT

Rosamond Community Services District

DATE: January 24, 2024
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 2, 2024 through January 15, 2024
| Payroll (Direct Deposit) dated January 3, 2024 | Payroll (Checks) dated January 3, 2024

RECOMMENDATION:

By motion, receive and file.

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 \$248,763.77 as follows:

Checks issued to vendors	\$189,209.92
Payroll direct deposit and checks	<u>59,553.85</u>
Total	\$248,763.77

Significant disbursements included the following payments:

- \$19,995.00 was paid to Association of California Water Agencies on January 4, 2024 for the 2024 agency dues
- \$7,604.70 was remitted to the Employment Development Department on January 4, 2024
 - \$2,649.09 (Employer portion)
 - \$4,955.61 (Employee portion)
- \$28,520.56 was paid to Eide Bailly LLP on January 4, 2024 for December 2023 Accounting Services, Transition Services and Management Analyst Services
- \$24,739.70 was remitted to the Internal Revenue Service on January 4, 2024
 - \$ 7,120.93 (Employer portion)
 - \$17,618.77 (Employee portion)

- \$11,064.22 was paid to Burke, Williams & Sorensen on January 10, 2024 for November 2023 AD 1991-3 invoices
- \$15,400.25 was remitted to the CalPERS on January 10, 2024 for required contributions
 - \$10,094.86 (Employer portion)
 - \$ 5,305.39 (Employee portion)
- \$10,450.00 was paid to Fischer Compliance LLC on January 10, 2024 for SSMP

DISCUSSION/ANALYSIS:

The check/voucher register dated January 2, 2024 through January 15, 2024 includes check numbers 63905 through 63971 (Attachment 1)

Payroll (Direct Deposit) number 26481 through 26483, 26485 (overflow), 26486 through 26504, 26505 (overflow), 26506 through 26508 were issued on January 3, 2024 in the amount of \$55,019.99. Payroll (Checks) number 26480, 26484 and 26509 were issued on January 3, 2024 in the amount of \$4,533.86 (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 2, 2024 through January 15, 2024

Attachment 2 – Payroll (Direct Deposit) dated January 3, 2024 and Payroll (Checks) dated January 3, 2024

Rosamond Community Services District
Check/Voucher Register
10101 - General Checking - Wells Fargo
From 1/2/2024 Through 1/15/2024

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
1/4/2024	63905	AQUINOMELENDEZ, WALTER	CUSTOMER REFUND	196.22	196.22
1/4/2024	63906	BOLANOS, MICHAEL	CUSTOMER REFUND	150.06	150.06
1/4/2024	63907	BURKE, MIHEE	CUSTOMER REFUND	177.26	177.26
1/4/2024	63908	CAMERON, CHARLES	CUSTOMER REFUND	69.26	69.26
1/4/2024	63909	DEFREECE, DIANE	CUSTOMER REFUND	138.80	138.80
1/4/2024	63910	HICK, BRUCK	CUSTOMER REFUND	14.27	14.27
1/4/2024	63911	LACROIX MASHHOUD ENTERPRISES LLC	CUSTOMER REFUND	172.12	172.12
1/4/2024	63912	MILLER JR. JAMES	CUSTOMER REFUND	146.56	146.56
1/4/2024	63913	PARMAN, BONNIE	CUSTOMER REFUND	136.68	136.68
1/4/2024	63914	PETERSON, ALEXANDER	CUSTOMER REFUND	189.26	189.26
1/4/2024	63915	PLATT, RYAN	CUSTOMER REFUND	195.72	195.72
1/4/2024	63916	WILCHER, KEVIN	CUSTOMER REFUND	136.66	336.66
1/4/2024	63916	WILCHER, KEVIN	CUSTOMER REFUND	200.00	336.66
1/4/2024	63917	AMINO HOLDINGS LLC	CUSTOMER REFUND	26.19	226.19
1/4/2024	63917	AMINO HOLDINGS LLC	CUSTOMER REFUND	200.00	226.19
1/4/2024	63918	CREATIVITY INVESTMENTS LLC	CUSTOMER REFUND	140.12	140.12
1/4/2024	63919	CATAMOUNT LLC	CUSTOMER REFUND	192.78	192.78
1/4/2024	63920	SMART MONEY LENDING LLC	CUSTOMER REFUND	170.39	170.39
1/4/2024	63921	ROSAMOND HOUSES LLC	CUSTOMER REFUND	187.24	187.24
1/4/2024	63922	A-1 KLEAN RITE	PW BLD: JANITORIAL CLEANING	960.00	2,830.00
1/4/2024	63922	A-1 KLEAN RITE	JANITORIAL CLEANING	960.00	2,830.00
1/4/2024	63922	A-1 KLEAN RITE	RWW: JANITORIAL CLEANING	910.00	2,830.00
1/4/2024	63923	ANTELECOM, INC.	ADMIN OFFICE: 4G WIRELESS	75.00	300.00
1/4/2024	63923	ANTELECOM, INC.	SOLAR WELL: 4G WIRELESS	75.00	300.00
1/4/2024	63923	ANTELECOM, INC.	SOLAR ADMIN: 4G WIRELESS	75.00	300.00
1/4/2024	63923	ANTELECOM, INC.	SOLAR POND: 4G WIRELESS	75.00	300.00
1/4/2024	63924	ASSOCIATION OF CALIFORNIA WATER AGENCIES	2024 AGENCY DUES	19,995.00	19,995.00
1/4/2024	63925	CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PAYROLL REMITTANCE	0.00	(15,440.43)
1/4/2024	63926	CALPERS SUPPLEMENTAL INCOME 457 PLAN	PERS 457	4,360.96	4,360.96
1/4/2024	63927	CANNON CORPORATION	SLUDGE DISPOSAL ALTERNATIVES ANALYSIS & SLUDGE MGT PLAN	940.50	940.50
1/4/2024	63928	CA STATE DISBURSEMENT UNIT	WITHHOLDING ORDER	424.60	424.60
1/4/2024	63929	CONTRABAND CONTROL SPECIALISTS, INC.	ANNUAL FEE: DRUG AND ALCOHOL PROGRAM 01/01/2024 - 12/31/2024	480.00	480.00
1/4/2024	63930	DATAFLOW BUSINESS SYSTEMS	COPIER MAINTENANCE AGREEMENTS	276.73	276.73
1/4/2024	63931	EMPLOYMENT DEVELOPMENT DEPARTMENT	EMPLOYMENT TRAINING TAX	88.30	7,604.70
1/4/2024	63931	EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE DISABILITY INSURANCE	985.24	7,604.70
1/4/2024	63931	EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE INCOME TAX	3,970.37	7,604.70
1/4/2024	63931	EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE UNEMPLOYMENT TAX ACT	2,560.79	7,604.70
1/4/2024	63932	EIDE BAILLY LLP	DEC 2023 MANAGEMENT ANALYST	3,267.56	28,520.56
1/4/2024	63932	EIDE BAILLY LLP	DEC 2023 TRANSITION SERVICES	920.00	28,520.56
1/4/2024	63932	EIDE BAILLY LLP	DEC 2023 ACCOUNTING SERVICES	24,333.00	28,520.56
1/4/2024	63933	GEI CONSULTANTS, INC.	ADD'L DESIGN SVCS-ARSENIC REGIONAL CONSOLIDATION	3,753.00	3,753.00
1/4/2024	63934	GREATAMERICA FINANCIAL SERVICES	KYOCERA LEASE AGREEMENTS	395.11	395.11
1/4/2024	63935	IRON MOUNTAIN INC.	STG & SHRED PKG B	319.00	319.00

Rosamond Community Services District
Check/Voucher Register
10101 - General Checking - Wells Fargo
From 1/2/2024 Through 1/15/2024

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
1/4/2024	63936	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	10,497.84	24,739.70
1/4/2024		INTERNAL REVENUE SERVICE	MEDICARE	2,699.44	24,739.70
1/4/2024		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	11,542.42	24,739.70
1/4/2024	63937	JACK HENRY AND ASSOCIATES	BILLING ON BEHALF OF CUSI	69.50	69.50
1/4/2024	63938	KLEIN, DENATALE, GOLDNER, COOPER, ROSENLIEB & KIMBALL, LLP	GENERAL BUSINESS THROUGH 12/18/2023	2,310.00	2,310.00
1/4/2024	63939	NBS	TAX ROLL BILLING: SEWER & WATER 01/01/24 - 03/31/24	3,524.19	3,524.19
1/4/2024	63940	PHONE CONNECTION	SERVICE CALL: CHANGE GREETING FOR HOLIDAYS	125.00	125.00
1/4/2024	63941	DANIEL REID CONSULTING SERVICES	DEC 2023 SERVICES, SUPPORT AND T&M INITIATIVES	2,900.00	2,900.00
1/4/2024	63942	SANI-STAR	DEC 2023 SERVICE FEE	200.00	200.00
1/10/2024	63943	AT&T TELECONFERENCE SERVICES	TELECONFERENCE	97.67	97.67
1/10/2024	63944	AT&T	STP	94.67	598.10
1/10/2024		AT&T	FAX	125.40	598.10
1/10/2024		AT&T	MAIN OFFICE	281.98	598.10
1/10/2024		AT&T	SCADA	63.49	598.10
1/10/2024		AT&T	TANK# 4	32.56	598.10
1/10/2024	63945	AUTOZONE	WIPER BLADES	23.77	138.76
1/10/2024		AUTOZONE	#34 AIR FILTER, 10W-20 OIL, VALVE CAPS, ETC.	98.16	138.76
1/10/2024		AUTOZONE	WINDSHIELD WASHER & FLUID INTERIOR CLEANING	16.83	138.76
1/10/2024	63946	BABCOCK LABORATORIES, INC.	SYSTEM TESTS	300.00	398.00
1/10/2024		BABCOCK LABORATORIES, INC.	SYSTEM TESTS	98.00	398.00
1/10/2024	63947	BACKFLOW SOLUTIONS INC.	AUTOMATED ADDITIONAL NOTICE FEE	295.00	295.00
1/10/2024	63948	BOOT BARN, INC.	ANNUAL BOOTS: S. TAPIA 12/15/23 & R. BECKER 12/15/23	393.48	393.48
1/10/2024	63949			0.00	0.00
1/10/2024	63950	BURKE, WILLIAMS & SORENSEN, LLP	GENERAL	75.65	11,064.22
1/10/2024		BURKE, WILLIAMS & SORENSEN, LLP	VILLA HOLDINGS, INC. (AD 1991-3)	901.96	11,064.22
1/10/2024		BURKE, WILLIAMS & SORENSEN, LLP	ROSAMOND LAND COMPANY (AD 1991-3)	90.00	11,064.22
1/10/2024		BURKE, WILLIAMS & SORENSEN, LLP	WEST, DEAN M. (AD 1991-3)	3.40	11,064.22
1/10/2024		BURKE, WILLIAMS & SORENSEN, LLP	MIRAFLOR, OSCAR (AD 1991-3)	753.39	11,064.22
1/10/2024		BURKE, WILLIAMS & SORENSEN, LLP	NGUYEN, BINH (AD 1991-3)	58.00	11,064.22
1/10/2024		BURKE, WILLIAMS & SORENSEN, LLP	HORN ENTERPRISES (AD 1991-3)	88.00	11,064.22
1/10/2024		BURKE, WILLIAMS & SORENSEN, LLP	TEAGUE, KENNETH A., ET AL. (AD 1991-3)	14.50	11,064.22
1/10/2024		BURKE, WILLIAMS & SORENSEN, LLP	GRIMES, PATRICK S. (AD 1991-3)	976.92	11,064.22
1/10/2024		BURKE, WILLIAMS & SORENSEN, LLP	MILINOVICH, MICHAEL (AD 1991-3)	761.86	11,064.22
1/10/2024		BURKE, WILLIAMS & SORENSEN, LLP	REYES, FRANCISCO (AD 1991-3)	751.96	11,064.22
1/10/2024		BURKE, WILLIAMS & SORENSEN, LLP	HARRIS, HENRY D. (AD 1991-3)	1,132.62	11,064.22
1/10/2024		BURKE, WILLIAMS & SORENSEN, LLP	JOHNSON, VEDA N. (AD 1991-3)	896.66	11,064.22
1/10/2024		BURKE, WILLIAMS & SORENSEN, LLP	PEREZ, BERNARDO (AD 1991-3)	974.46	11,064.22
1/10/2024		BURKE, WILLIAMS & SORENSEN, LLP	HORN ENTERPRISES (AD 1991-3)	1,238.41	11,064.22
1/10/2024		BURKE, WILLIAMS & SORENSEN, LLP	INGRAM, WILLIAM B. (AD 1991-3)	1,003.01	11,064.22
1/10/2024		BURKE, WILLIAMS & SORENSEN, LLP	AZTEC FINANCIAL (AD 1991-3)	58.00	11,064.22
1/10/2024		BURKE, WILLIAMS & SORENSEN, LLP	GUZMAN, JOSE ET AL. (AD 1991-3)	368.50	11,064.22
1/10/2024		BURKE, WILLIAMS & SORENSEN, LLP	MC CALISTER, RUFUS L. (AD 1991-3)	916.92	11,064.22
1/10/2024	63951	CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PAYROLL REMITTANCE	15,400.25	15,400.25
1/10/2024	63952	CUSI	SENDGRID UNLIMITED EMAILS	100.00	100.00

Rosamond Community Services District
Check/Voucher Register
10101 - General Checking - Wells Fargo
From 1/2/2024 Through 1/15/2024

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
1/10/2024	63953	FISCHER COMPLIANCE LLC	SSMP	10,450.00	10,450.00
1/10/2024	63954	HYDROPRO SOLUTIONS LLC.	2 QTY 3/4 METER & 2 QTY 3/4 REGISTER	596.57	596.57
1/10/2024	63955	INFOSEND, INC.	STATEMENT DATA PROCESSING	3,965.53	3,965.53
1/10/2024	63956	IVR TECHNOLOGY GROUP	IVR FEES	268.68	268.68
1/10/2024	63957	KIMBALL MIDWEST	12 QTY TORQ CK III & 2 QTY AIR DUSTER	257.74	257.74
1/10/2024	63958	LOOMIS	SAFEPOINT SERVICE	833.83	833.83
1/10/2024	63959	NAPA AUTO PARTS/AV AUTO PARTS INC.	AIR FILTER & FUEL FILTER	342.84	342.84
1/10/2024	63960	NBS	SPECIAL DISTRICT ADMINISTRATION SERVICES: 01/01/24-03/31/24	2,711.20	9,657.26
1/10/2024		NBS	LLAD NO. 2 ADMINISTRATION SERVICES: 01/01/2024 - 03/31/2024	6,946.06	9,657.26
1/10/2024	63961	NORTHERN DIGITAL INC.	SEWER T&M SUPPORT	2,980.00	4,947.23
1/10/2024		NORTHERN DIGITAL INC.	SEWER T&M SUPPORT	1,967.23	4,947.23
1/10/2024	63962	PLUMBERS DEPOT INC.	SEWER HOSE	1,608.75	2,183.75
1/10/2024		PLUMBERS DEPOT INC.	CCTV TRUCK: CITY TAX IN ADDITION TO SALES TAX CHARGED BY DMV	575.00	2,183.75
1/10/2024	63963	ROSAMOND CSD	2700 20TH ST	174.00	174.00
1/10/2024	63964	ROSAMOND CSD	3179 35TH ST W	2,385.27	2,385.27
1/10/2024	63965	ROSAMOND CSD	WWTP (PHYDRO)	201.20	402.40
1/10/2024		ROSAMOND CSD	SEWER PLANT B POND	201.20	402.40
1/10/2024	63966	ROSAMOND SOLAR, LLC	ENERGY SERVICE REVENUE	1,758.06	1,758.06
1/10/2024	63967	SOUTHERN CALIF. EDISON	WELL & TANKS	451.51	451.51
1/10/2024	63968	SOUTHERN CALIF. EDISON	2707 DIXIE ST	14.50	14.50
1/10/2024	63969	SOUTHERN CALIF. EDISON	ST LIGHTS & LLAD	9,260.35	9,260.35
1/10/2024	63970	WASTE MANAGEMENT-KERN COUNTY	3179 35TH ST W: TRASH SERVICE	482.80	1,393.10
1/10/2024		WASTE MANAGEMENT-KERN COUNTY	875 PATTERSON RD: TRASH SERVICE	482.80	1,393.10
1/10/2024		WASTE MANAGEMENT-KERN COUNTY	875 PATTERSON RD: TRASH SERVICE	247.50	1,393.10
1/10/2024		WASTE MANAGEMENT-KERN COUNTY	PORT-O-LET	180.00	1,393.10
1/10/2024	63971	Z AXIS IMAGES	DEC 2023 PR	4,473.68	4,473.68
Report Total				<u>189,209.92</u>	

Rosamond Community Services District

Summary Check/Transaction Register

From 1/2/2024 Through 1/3/2024

<u>Document Date</u>	<u>Document Number</u>	<u>Type of Payment</u>	<u>Amount</u>
1/3/2024	26480	Check	804.24
1/3/2024	26481	Check	683.39
1/3/2024	26482	Check	341.69
1/3/2024	26483	Check	341.69
1/3/2024	26484	Check	1,025.08
1/3/2024	26485		0.00
1/3/2024	26486	Check	3,916.62
1/3/2024	26487	Check	1,831.58
1/3/2024	26488	Check	2,938.69
1/3/2024	26489	Check	4,140.71
1/3/2024	26490	Check	2,043.67
1/3/2024	26491	Check	637.70
1/3/2024	26492	Check	1,680.97
1/3/2024	26493	Check	1,860.98
1/3/2024	26494	Check	2,197.26
1/3/2024	26495	Check	3,549.95
1/3/2024	26496	Check	2,363.63
1/3/2024	26497	Check	2,072.22
1/3/2024	26498	Check	2,076.99
1/3/2024	26499	Check	1,560.14
1/3/2024	26500	Check	1,671.08
1/3/2024	26501	Check	1,452.23
1/3/2024	26502	Check	2,238.59
1/3/2024	26503	Check	1,937.25
1/3/2024	26504	Check	2,925.93
1/3/2024	26505		0.00
1/3/2024	26506	Check	4,807.73
1/3/2024	26507	Check	2,717.48
1/3/2024	26508	Check	3,031.82
1/3/2024	26509	Check	<u>2,704.54</u>
Report Total			<u><u>59,553.85</u></u>

PAYROLL 1/03/24

Document	Date	Document	Number	Amount
	1/3/2024	26481	683.39	
	1/3/2024	26482	341.69	
	1/3/2024	26483	341.69	
	1/3/2024	26485	0.00	
	1/3/2024	26486	3,916.62	
	1/3/2024	26487	1,831.58	
	1/3/2024	26488	2,938.69	
	1/3/2024	26489	4,140.71	
	1/3/2024	26490	2,043.67	
	1/3/2024	26491	637.70	
	1/3/2024	26492	1,680.97	
	1/3/2024	26493	1,860.98	
	1/3/2024	26494	2,197.26	
	1/3/2024	26495	3,549.95	
	1/3/2024	26496	2,363.63	
	1/3/2024	26497	2,072.22	
	1/3/2024	26498	2,076.99	
	1/3/2024	26499	1,560.14	
	1/3/2024	26500	1,671.08	
	1/3/2024	26501	1,452.23	
	1/3/2024	26502	2,238.59	
	1/3/2024	26503	1,937.25	
	1/3/2024	26504	2,925.93	
	1/3/2024	26505	0.00	
	1/3/2024	26506	4,807.73	
	1/3/2024	26507	2,717.48	
	1/3/2024	26508	3,031.82	
Total Direct Deposit				55,019.99
	1/3/2024	26480	804.24	
	1/3/2024	26484	1,025.08	
	1/3/2024	26509	2,704.54	
Total Checks Issued				4,533.86
Total				59,553.85

*Rosamond Community Services District
Regular Board Meeting – Minutes
Wednesday, January 10, 2024 @ 5:30 PM*

REGULAR MEETING OF THE BOARD OF DIRECTORS ROSAMOND COMMUNITY SERVICES DISTRICT

5:30 PM Closed Session
6:00 PM Regular Board Meeting
Wednesday, January 10, 2024
District Board Room
3179 35th Street West
Rosamond, CA 93560

Teleconference:
1-877-411-9748
Access Code: 5150560
Teleconference Address:
22755 SW 66th Street
Boca Raton, FL 33428

Minutes

CALL TO ORDER

The meeting was called to order at 5:30 PM by President Glennan.

ROLL CALL

Director Greg Washington	Absent
Director Alfred Wallis	Present
Director Rick Webb	Present
Vice President Ben Stewart	Absent
President Byron Glennan	Present
Quorum present	

General Manager (GM) Kim Domingo	Present
Director of Public Works John Houghton	Absent (arrived at 5:55 PM)
Director of Administration Sherri Timm	Present
Legal Counsel, John Komar, Esq.	Present via teleconference

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

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

Motion approved 3 ayes. Director Washington and VP Stewart 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.)

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)

CLOSED SESSION

A motion to enter closed session at 5:32 PM was made by Director Webb and seconded by Director Wallis.

Motion passed 3 ayes. Director Washington and VP Stewart absent.

CS 1. PUBLIC EMPLOYEES - Performance Evaluation: General Manager. (Govt. Code, § 54957.)

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

A motion to come out of closed session at 6:00 PM was made by Director Webb and seconded by Director Wallis.

Motion passed 3 ayes. Director Washington and VP Stewart absent.

Reportable Action: President Glennan reported the General Manager evaluation was completed.

6:00 P.M. OPEN SESSION

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.)

Byron Glennan 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)

Natalie Willis - Hydrostor
John Joyce – Rosamond News

CONSENT CALENDAR

CC 1. Review of the check/voucher register dated December 5, 2023 through January 1, 2024 | Payroll (Direct Deposit) dated December 6, 2023 | Payroll (Checks) dated December 6, 2023 | Payroll (Direct Deposit) dated December 20, 2023 | Payroll (Check) dated December 20, 2023

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

Motion passed 3 ayes. Director Washington and VP Stewart absent.

MINUTES

M 1. Approve December 4, 2023 Sewer Committee Meeting Minutes.

M 2. Approve December 4, 2023 Government & Community Relations Committee Meeting Minutes.

M 3. Approve December 13, 2023 Regular Board Meeting Minutes.

M 4. Approve December 18, 2023 Finance Committee Meeting Minutes.

M 5. Approve December 19, 2023 Special Board Meeting Minutes.

A motion to approve M1, M2, M3, M4 and M5 was made by Director Wallis and seconded by Director Webb.

Motion passed 3 ayes. Director Washington and VP Stewart absent.

NEW BUSINESS

NB 1. Consent to Sale of Tax Defaulted Properties (GM Kim Domingo, Presenter)

Correspondence regarding consent to sell tax-defaulted properties was received from the office of the Kern County Treasurer-Tax Collector (KCTTC). This annual process requests consent from agencies that have an interest in the sale. Four properties listed are within the District. District foreclosure counsel recommends consent to the sale.

A motion to approve the consent to sale of tax-defaulted properties as requested by the Kern County Treasurer-Tax collector and authorize the Director of Administration to execute and transmit the consent letter was made by Director Wallis and seconded by Director Webb.

Motion passed 3 ayes. Director Washington and VP Stewart absent.

DIRECTOR REPORTS/COMMENTS/FUTURE AGENDA ITEMS

Director Webb wished all a good new year.

President Glennan read the obituary and held a moment of silence for recently passed local water professional and previous RCSD General Manager, Claude Seal.

GENERAL COUNSEL UPDATE

John Komar, Esq
No report.

GENERAL MANAGER UPDATE

Kim Domingo reported on 2023 completed capital improvement projects and provided a preview of 2024 projects in progress. GM Domingo also reported staff is collecting information on District owned properties for the Finance Committee consideration and recommendations.

DIRECTOR OF ADMINISTRATION UPDATE

Sherri Timm reported last month there were 189 notices of impending shutoff mailed and 141 door hangers delivered. Of those, 17 accounts were disconnected for non-payment plus 4 additional accounts that were on payment arrangements were disconnected for non-payment.

In 2023, the billing conversion was successfully completed, and the front office was reopened to the public. We opened (moved in) 475 accounts and closed (moved out) 429 accounts, resulting in approximate growth of 1%

Total Low Income Household Water Assistance Program (LIHWAP) payments received and applied was \$4,972.72.

The year over year total number of delinquent accounts over 60 days past due declined by 619 accounts, reflecting a reduction in receivables of \$64,000.

The Red Cross Blood Drive will take place from noon until 6 PM on Thursday January 25th.

PUBLIC WORKS UPDATE

The Public Works (PW) Field Operations report was provided. PW Director John Houghton reported on a new EPA lead reduction mandate that requires the District to identify homes located within their boundaries, built prior to 1984 and identify and report on the type of service line pipe that was used. 500 – 600 homes meeting this timeline have been identified and 50 homes' service lines have been inspected so far. Reporting due date is October 2024.

The state will make funding available to homeowners who need to replace their in service line plumbing that may contain lead.

Mr. Houghton also reported that the Water Reclamation Plant percolated 1,114 acre feet of water since its inception.

ADJOURNMENT

A motion to adjourn the meeting at 6:26 PM was made by Director Wallis and seconded by Director Webb.

Motion passed 3 ayes. Director Washington and VP Stewart 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 or in writing at the Rosamond Community Services District, Attn: Board Secretary 3179 35th Street West, Rosamond, CA 93560.

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

Respectfully Submitted:

RCSD Board of Directors

Board Secretary

STAFF REPORT

Rosamond Community Services District

DATE: January 24, 2024
TO: Board of Directors
FROM: Kim Domingo, General Manager
Subject: Disposal of Surplus Equipment

RECOMMENDATION:

Approve the disposal of surplus equipment including method of disposal.

BACKGROUND:

Staff has identified four (4) vehicles that are surplus equipment requiring disposal. District Policy 8001.1 requires the Board take action to approve the disposal of the surplus equipment and the method of disposal, after the Finance Department has provided the book value of the equipment. The following table shows the equipment, book value and proposed disposal method.

Asset /Truck No.	Description	VIN	Plate No.	Mileage	Book Value (\$)	Disposal Method
9	2003 Ford F250	1FDNF20L23ED35600	1167494	80,273	0	Auction
12	1994 International Model 4700 Boom Truck	1HTSCACN55A627703	1048136	35,208	0	Advertise for bid
26	2013 GMC Sierra 1500	1GTNI1TEX5D21283	1397719	77,370	0	Auction
29	2017 Ford F150	1FTMF1C83HKC30611	1444531	91,855	0	Auction

The proposed auction will be conducted by Integrity Public Auction of Lancaster and the proposed bid advertisement will be done through the Rosamond News. Junked certificates will be obtained for all vehicles.

ANALYSIS:

All the equipment has been fully depreciated and serves no value to the District. Taking action follows District policy to legally dispose of equipment.

FISCAL REVIEW:

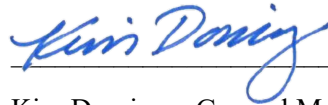
The Finance Department provided the book values per policy.

LEGAL REVIEW:

None

CONCLUSION:

Staff recommends approval to dispose of the surplus equipment including the method of disposal.



Kim Domingo, General Manager



Sherri Timm, Director of Administration

ATTACHMENTS:

None

STAFF REPORT

Rosamond Community Services District

DATE: January 24, 2024
TO: Board of Directors
FROM: Brad Rockabrand, CPA
SUBJECT: Budget Amendment – Park Funds Closure

RECOMMENDATION:

By motion, discuss and approve park funds closure budget amendment.

EXECUTIVE SUMMARY:

During the fiscal year ended June 30, 2017, the District began the process of surveying the community to determine how receptive it would be to a new funding mechanism to provide expanded Parks and Recreation services and began to address the significant deficit the funds had accrued. In 2018, the District placed a Uniform Parcel Tax, Measure A, on the ballot for a special election in March. It failed by 78% and the District returned the park to the County of Kern and divested itself of the powers of Parks and Recreation.

For the last five years, the District has maintained the Parks and Recreation funds as a repository for the internal loans the Sewer Fund made them in 2015. However, as a result of the failed parcel tax and subsequent divestiture of the powers of Parks and Recreation, these funds no longer have a dedicated revenue source with which to pay the debt. As a result, a transfer of ad valorem tax is made each year from the General Fund. This has resulted in a variety of banking and accounting transactions and unnecessary administrative functions.

During the fiscal year ended June 30, 2023, the Parks and Recreation funds were permanently closed with all accounting and financial reporting activities moved to the General Fund. However, all related budget information had already been passed and entered into the financial accounting system and needs to be moved to the General Fund to accurately match the accounting and financial reporting activities already moved to there.

DISCUSSION/ANALYSIS:

Not applicable

FISCAL IMPACT:

The net effect of this budget amendment is zero, the details of which are attached.

ENVIRONMENTAL IMPACT:

Not applicable

PRIOR BOARD REVIEW:

Not applicable

COMMISSION/COMMITTEE/BOARD REVIEW AND RECOMMENDATIONS:

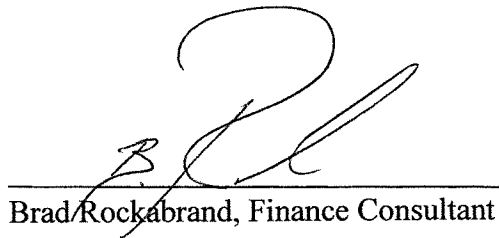
Not applicable

NOTIFICATION:

Not applicable



Kim Domingo, General Manager



Brad Rockabrand, Finance Consultant

ATTACHMENTS:

Attachment 1 – Budget Amendment Detail

Account Code	Account Title	Adopted FY23-24 Budgets			Proposed Amendment
		General Fund	Park	Park Maintenance	General Fund
		Fund 99	Fund 5	Fund 51	Adjusted Fund 99 Budget
40200	Property Taxes	431,560	-	-	431,560
45000	Rent	3,600	-	-	3,600
46930	Interest Income - LAIF Unrestricted	20,673	3,228	603	24,504
46931	Interest Income - LAIF Restricted	-	-	535	535
46995	Miscellaneous Revenue	300	-	-	300
46996	Miscellaneous Revenue - Discretionary	6,000	-	-	6,000
62400	Power	(1,500)	-	-	(1,500)
64160	Natural Gas Operating Expense	(100)	-	-	(100)
65000	Consultant Fees	(3,900)	-	-	(3,900)
66710	Legal fees	(3,600)	-	-	(3,600)
67010	Postage & Shipping	(25)	-	-	(25)
68450	Property Tax Collection Fees	(3,500)	-	-	(3,500)
68460	County Services Area Administration Fees	-	-	-	-
68500	Telephone	-	-	-	-
68700	Travel & Milles	-	-	-	-
68800	Uniforms	-	-	-	-
68910	Utilities - Water	(1,455)	-	-	(1,455)
68920	Utilities - Electricity	-	-	-	-
68930	Utilities - Natural Gas	-	-	-	-
69000	Interest	-	(2,517)	(486)	(3,003)
69100	Principal	-	(82,767)	(27,537)	(110,304)
70100	Depreciation Expense - Noncash	(9,620)	-	-	(9,620)
80000	Transfers In	-	82,056	26,885	108,941
81000	Transfers Out	(151,100.00)	-	-	(151,100)
	Total - Net Income	287,333	-	-	287,333

STAFF REPORT

Rosamond Community Services District

DATE: January 24, 2024
TO: Board of Directors
FROM: Kim Domingo, General Manager
Subject: Nominations for the Special District Representatives at the Kern Local Agency Formation Commission

RECOMMENDATION:

Discuss and consider nomination from District board members. Provide recommendation to General Manager.

BACKGROUND:

Staff received the attached correspondence from the Kern Local Agency Formation Commission (LAFCo) related to a call for nominations from special districts. Kern LAFCo is a regional service planning agency that exercises regulatory and planning powers in step with their prescribed directive to oversee the establishment, expansion, governance, and dissolution of local government agencies and their municipal service areas to meet current and future community needs within Kern County.

Board members consist of two county supervisors, one large city representative, two small city representatives, two special district representatives and two members of the public. The current special district representative is Gary McKibbin of North of River Sanitary District, with the other seat being vacant. According to the LAFCo correspondence, there are three special district seats to be filled: Mr. McKibbin's, the vacant seat and an alternate seat.

Nominees may be presiding officers or members of a legislative body of independent special districts. Terms are four (4) years with two of the positions expiring in 2028, with one short-term expiring in 2026. Meetings are held monthly in the County Board of Supervisors chambers on the third Wednesday with two dark months in July and November. Compensation is \$100 for each meeting.

One nominee is requested for consideration, if desired by the Board. The nomination application is due by February 9, 2024.

ANALYSIS:

Supervisor Scrivner currently serves on the Commission, representing the County. Supervisor Peters is the County alternate. There are no other East Kern representatives on the Commission. It may benefit the District to have representation on the Commission because of the upcoming consolidations with small water companies due to the Arsenic Consolidation Project.

FISCAL REVIEW:

None

LEGAL REVIEW:

None

CONCLUSION:

While there may be a benefit to the District, the time and travel commitment may outweigh the benefit. Direction from the Board is appreciated.



Kim Domingo, General Manager



Sherri Timm, Director of Administration

ATTACHMENTS:

January 4, 2024 Memorandum from the Kern LAFCo.



**Kern Local Agency Formation
Commission**

5300 Lennox Ave. Suite 303
Bakersfield, CA 93309

661-716-1076

www.co.kern.ca.us/lafco/

Memo

To: Kern County Special Districts

From: Blair Knox, Executive Officer

Date: January 4, 2024

Re: Nominations for the Special District Representatives on Kern LAFCo

Nominations are requested to fill two Independent Special District Representative positions and one Alternate position on the Kern Local Agency Formation Commission (LAFCo). Due to two early resignations, as well as an expiring term, one term will end in 2026, one in 2028 with the alternate position also ending in 2028. The appointees shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county. The nominee with the most votes will be the sitting Commissioner term ending 2028, the nominee with the second most votes will be the sitting Commissioner term ending 2026 and the nominee with the third most votes will be the Alternate Commissioner term ending 2028.

Government Code Section 56325 (c) states that Kern LAFCo is to have two Independent Special District members and one Special District Alternate member appointed to the Kern LAFCo Commission. Nominees must be either a presiding officers or a members of a legislative body of independent special districts. Government Code Section 56332 spells out how those members are to be selected. Since it is infeasible to hold a meeting of a majority of the 87 independent special districts in Kern County, your LAFCo follows the procedure allowed in Government Code 56332 (f) which is to request nominations and hold the selection by certified mail or electronically.

This process will be conducted by certified mail or electronically for those districts who previously chose this method. Ballots will be sent by certified mail and will include all eligible persons nominated.

If your district would like to submit a nomination, please fill out the attached nomination application form and return to:

Kern County LAFCo
5300 Lennox Ave Suite 303
Bakersfield CA 93309

Or email to: eo@kernlafco.org

Please only one nominee from each Special District.
Nominations due no later than February 9, 2024.



**Kern Local Agency
Formation Commission**
5300 Lennox Ave. Suite 303
Bakersfield, CA 93309
661-716-1076
www.co.kern.ca.us/lafco/

**KERN LOCAL AGENCY FORMATION COMMISSION
SPECIAL DISTRICT NOMINEE
INFORMATION FORM**

DATE: _____

LAST NAME: _____ FIRST NAME: _____

EMAIL: _____ PHONE: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

NOMINATING AGENCY: _____

SIGNATURE: _____

TITLE: _____

STATEMENT OF INTEREST (Why do you want to serve on LAFCo?)

QUALIFICATIONS (Work and personal history relevant to why you are applying to be on the Commission)

EDUCATIONAL BACKGROUND:

EMPLOYMENT BACKGROUND:

CIVIC & COMMUNITY INVOLVEMENT:

ADDITIONAL SPACE (if needed):

Field Operations Report Sewer – January 17, 2024

MH From	MH To	LENGTH	Date_clean	CLEAN_NOTE	EQUIPMENT
516	596	230.38	1/10/2024	Clear	Jetter trailer
595	597	258.20	1/10/2024	Clear	Jetter trailer
593	594	400.39	1/10/2024	Clear	Jetter trailer
594	595	400.85	1/10/2024	Clear	Jetter trailer
598	516	419.17	1/9/2024	Clear	Jetter trailer
517	598	460.74	1/9/2024	Clear	Jetter trailer

Sewer Report: 2,167 feet cleaned Period 1/5 – 1/16

1. Repairs – 0
2. Calls from customers – 0
3. Sewer Camera footage – 644 ft
4. Illicit discharges -0
5. FOG inspections – 0
6. Pest Control measures – Boric acid
7. SSO 's – 0
8. Manhole inspections - 10
9. We are still communicating with Edison to have Apple blossom lift station power upgraded. We had our field meet with the Edison engineer and they will be designing a new transformer station.
10. We focused most of our sewer efforts on dialing in our camera truck inspections in the older part of town specifically on B and C st. We were able to collect some interesting footage showing present issues in our system.



Camera footage from C and B street sewer main.

Field Operations Report Water – January 17 ,2024

Monthly Water Report: Period – 1/5 – 1/17

LEAKS REPAIRED

ADDRESS	Date
3017 Patti Rose	1/09/2024
3217 Patti Rose	1/09/2024
3600 Gold Stone	1/10/2024
3409 Summer Breeze	1/11/2024
3457 Firebush	1/11/2024
2148 Manchester	1/13/2024
3559 Sunflower	1/16/2024

Heading Title

1. Work Orders- 35
2. Meter Reading - 1/11
3. Lock Offs - 21
4. Door Tags - 111
5. USA Dig Alert - 12
6. Main Breaks - 0
7. System Flushing - 1/9 Cobalt Area
8. Graffiti - 3 Locations
9. Asphalt Patching - 0
10. Lead and Copper Rule service line investigations - 191/515 addresses

Development and Construction

1. Hill View Homes is continuing tract 6306 next to our public works bldg. They have finished construction on our new rear entrance gate.
2. Frontier Homes has sold tract 7391 to K. Hovanian and will be continuing development as planned. No new reportable action to our infrastructure.

3. Legacy Homes is continuing tract 6455 development as planned. They are building new homes on lots 1-8 on Sonya ave and have just passed sewer lateral inspection. They have completed the sewer mains on Pamela and Christy ave and have recently passed the PSI test.
4. Tropico Middle School is continuing development to the school addition. New portable buildings are being set. No new reportable action to our infrastructure.
5. The Crossings condominium park is currently expanding on Sedona and Rosamond Blvd. There is excavation going on now and will soon be tying into our sewer and water system. They are adding 18 units.