

*Rosamond Community Services District  
Regular Board Meeting – Agenda  
Wednesday, February 14, 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, February 14, 2024  
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: \_\_\_\_\_ 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 \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

**CS 1. CONFERENCE WITH LEGAL COUNSEL Anticipated Litigation  
(Govt. Code, § 54956.9(d)(2).)**

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

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

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

\_\_\_\_ 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**

Review of the check/voucher register dated January 16, 2024 through February 5, 2024 | Payroll (Direct Deposit) dated January 17, 2024 | Payroll (Checks) dated January 17, 2024 | Payroll (Direct Deposit) dated January 31, 2024

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

**MINUTES**

- M1.** Approve January 22, 2024 Sewer Committee Meeting Minutes.
- M2.** Approve January 24, 2024 Regular Board Meeting Minutes.
- M3.** Approve January 25, 2024 Government & Community Relations Committee Meeting Minutes.

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

**NEW BUSINESS**

**NB 1. Disposal of Surplus Equipment – E-Waste** (Presenter GM Kim Domingo)

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

**NB 2. Approval of Task Order 2024-1 with AECOM for Plan Check Services**  
(Presenter GM Kim Domingo)

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

**NB 3. Approval of Task Order 2024-2 with AECOM for Rosamond Boulevard Utility Adjustments** (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](mailto:stimm@rosamondcsd.com) or in writing at the Rosamond Community Services District, Attn: Board Secretary 3179 35<sup>th</sup> Street West, Rosamond, CA 93560.

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

# STAFF REPORT

## Rosamond Community Services District

DATE: February 14, 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 16, 2024 through February 5, 2024 | Payroll (Direct Deposit) dated January 17, 2024 | Payroll (Checks) dated January 17, 2024 | Payroll (Direct Deposit) dated January 31, 2024

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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 \$351,094.58 as follows:

Checks issued to vendors	\$239,920.92
Payroll direct deposit and checks	56,729.76
Payroll direct deposit	<u>54,443.90</u>
Total	\$351,094.58

Significant disbursements included the following payments:

- \$39,005.57 was paid to ACWA/JPIA on January 18, 2024 for the employee insurance
- \$20,291.81 was paid to Antelope Valley Watermaster on January 18, 2024 for the Administrative Assessments for current year 2024 per production rights
- \$14,829.43 was remitted to the CalPERS on January 18, 2024 for required contributions
  - \$9,720.66 (Employer portion)
  - \$5,108.77 (Employee portion)
- \$5,965.85 was remitted to the Employment Development Department on January 18, 2024
  - \$1,442.52 (Employer portion)
  - \$4,523.33 (Employee portion)

- \$23,399.00 was remitted to the Internal Revenue Service on January 18, 2024
  - \$ 6,877.23 (Employer portion)
  - \$16,521.77 (Employee portion)
- \$15,262.95 was paid to Southern California Edison on January 18, 2024 for electricity usage at Well 9
- \$14,904.31 was remitted to the CalPERS on January 31, 2024 for required contributions
  - \$9,752.27 (Employer portion)
  - \$5,152.04 (Employee portion)
- \$5,009.51 was remitted to the Employment Development Department on January 31, 2024
  - \$ 404.88 (Employer portion)
  - \$4,604.63 (Employee portion)
- \$22,806.55 was remitted to the Internal Revenue Service on January 31, 2024
  - \$ 6,569.18 (Employer portion)
  - \$16,237.37 (Employee portion)

**DISCUSSION/ANALYSIS:**

The check/voucher register dated January 16, 2024 through February 5, 2024 includes check numbers 63972 through 64035 (Attachment 1)

Payroll (Direct Deposit) number 26510 (overflow), 26511 through 26529, 26530 (overflow), 26531 through 26532, 26533 (overflow), and 26534 were issued on January 17, 2024 in the amount of \$50,780.68. Payroll (Checks) number 26535 through 26538 were issued on January 17, 2024 in the amount of \$5,949.08. Payroll (Direct Deposit) number 26539 (overflow), 26540 through 26561 was issued on January 31, 2024 in the amount of \$54,443.90 (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 16, 2024 through February 5, 2024**

**Attachment 2 – Payroll (Direct Deposit) dated January 17, 2024, Payroll (Checks) dated January 17, 2024 and Payroll (Direct Deposit) dated January 31, 2024**

**Attachment 3 – Umpqua business card ending in 3476**

**Attachment 4 – Umpqua business card ending in 3542**

**Attachment 5 – Umpqua business card ending in 7121**

**Attachment 6 – Umpqua business card ending in 7744**

Rosamond Community Services District  
Check/Voucher Register  
10101 - General Checking - Wells Fargo  
From 1/16/2024 Through 2/5/2024

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
1/18/2024	63972	ACWA/JPIA	EMPLOYEE INSURANCE	39,005.57	39,005.57
1/18/2024	63973	AFSCME LOCAL 1902	UNION DUES	1,135.30	1,135.30
1/18/2024	63974	ANTELOPE VALLEY WATERMASTER	ADMINISTRATIVE ASSESSMENTS CY 2024 PER PRODUCTION RIGHTS	20,291.81	20,291.81
1/18/2024	63975	ARAMARK	EMPLOYEE UNIFORMS, MATS, TOWELS & 1ST AID KITS	1,125.00	1,125.00
1/18/2024	63976	AVEK WATER AGENCY	DEC 2023 SIERRA	376.00	376.00
1/18/2024	63977	CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PAYROLL REMITTANCE	14,829.43	14,829.43
1/18/2024	63978	CALPERS SUPPLEMENTAL INCOME 457 PLAN	PERS 457	4,436.51	4,436.51
1/18/2024	63979	CALIFORNIA ASSOCIATION OF SANITATION AGENCIES	MEMBERSHIP RENEWAL	9,735.00	9,735.00
1/18/2024	63980	CA STATE DISBURSEMENT UNIT	WITHHOLDING ORDER	424.60	424.60
1/18/2024	63981	CED-LANCASTER	2 QTY 12 X 12 X 6 SCR & 1 QTY ANCHOR KIT	170.14	170.14
1/18/2024	63982	CLINICAL LABORATORY OF SAN BERNARDINO, INC.	SYSTEM TESTS	260.00	260.00
1/18/2024	63983	CUSI	ECK VALIDATION SERVICE	45.70	45.70
1/18/2024	63984	EMPLOYMENT DEVELOPMENT DEPARTMENT	EMPLOYMENT TRAINING TAX	48.10	5,965.85
1/18/2024		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE DISABILITY INSURANCE	988.87	5,965.85
1/18/2024		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE INCOME TAX	3,534.46	5,965.85
1/18/2024		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE UNEMPLOYMENT TAX ACT	1,394.42	5,965.85
1/18/2024	63985	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	9,644.54	23,399.00
1/18/2024		INTERNAL REVENUE SERVICE	MEDICARE	2,607.06	23,399.00
1/18/2024		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	11,147.40	23,399.00
1/18/2024	63986	KARL'S HARDWARE	GENERAL	84.40	1,421.13
1/18/2024		KARL'S HARDWARE	GRAFFITI	139.19	1,421.13
1/18/2024		KARL'S HARDWARE	MAINTENANCE	822.01	1,421.13
1/18/2024		KARL'S HARDWARE	SEWER	238.43	1,421.13
1/18/2024		KARL'S HARDWARE	WATER	137.10	1,421.13
1/18/2024	63987	KERN COUNTY PUBLIC WORKS WASTE DEPARTMENT	GREEN WASTE	26.57	26.57
1/18/2024	63988	LEGAL SHIELD	LEGAL SHIELD	21.95	21.95
1/18/2024	63989	OFFICE DEPOT BUSINESS SOLUTIONS LLC	DESK CALENDARS, WALL CALENDARS, COPY PAPER, ETC.	262.92	364.70
1/18/2024		OFFICE DEPOT BUSINESS SOLUTIONS LLC	9 QTY 1.5 " BINDERS, 4 QTY 1" BINDERS & TOILET PAPER	101.78	364.70
1/18/2024	63990	RSI PETROLEUM	2 PAILS MOBIL SHC 634	619.95	619.95
1/18/2024	63991	SOUTHERN CALIF. EDISON	N/O ROSAMOND ON UNITED	295.07	295.07
1/18/2024	63992	SOUTHERN CALIF. EDISON	5702 GASKELL RD WELL 9	15,262.95	15,262.95
1/18/2024	63993	SOUTHERN CALIF. EDISON	616 1/2 APPLEBLOSSOM ST	54.72	54.72
1/18/2024	63994	SOUTHERN CALIF. EDISON	962 10TH ST W	4,635.11	4,635.11
1/18/2024	63995	SOUTHERN CALIF. EDISON	3179 35TH ST W	1,645.34	1,645.34
1/18/2024	63996	SOUTHERN CALIF. EDISON	SCADA	19.05	19.05
1/18/2024	63997	SPARKLETTS	WATER	32.97	32.97
1/18/2024	63998	STANDARD SOLAR, INC.	PV ELECTRICITY SERVICE CHARGE	7,912.56	7,912.56
1/18/2024	63999	UMPQUA BANK	3476 (ATTACHMENT 3)	249.99	249.99
1/18/2024	64000	UMPQUA BANK	3542 (ATTACHMENT 4)	2,111.36	2,111.36
1/18/2024	64001	UMPQUA BANK	4038 ROSAMOND CSD GAS ACCOUNT	3,433.35	3,433.35
1/18/2024	64002	UMPQUA BANK	7121 (ATTACHMENT 5)	91.11	91.11
1/18/2024	64003	UMPQUA BANK	7744 (ATTACHMENT 6)	1,619.28	1,619.28
1/24/2024	64004	AT&T MOBILITY	CELL PHONES, NEW IPADS & INTERNET CHARGES & TRACKERS	1,864.29	1,864.29



Rosamond Community Services District  
Check/Voucher Register  
10101 - General Checking - Wells Fargo  
From 1/16/2024 Through 2/5/2024

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
1/24/2024	64005	CALDERON, FLORENCIO	RIGHT OF WAY AGREEMENT: APN 375-083-15-00-2	200.00	200.00
1/24/2024	64006	CANNON CORPORATION	SLUDGE DISPOSAL ALTERNATIVES ANALYSIS & SLUDGE MGT PLAN	256.00	256.00
1/24/2024	64007	CORBIN WILLITS SYSTEMS	SUPPORT FOR MOM HISTORY RETENTION	324.00	324.00
1/24/2024	64008	DIGITECH	875 PATTERSON RD: SECURITY MONITORING	31.99	131.97
1/24/2024		DIGITECH	MAIN BLD: SECURITY MONITORING	31.99	131.97
1/24/2024		DIGITECH	OPER. BLD: SECURITY MONITORING	31.99	131.97
1/24/2024		DIGITECH	WWO: SECURITY MONITORING	36.00	131.97
1/24/2024	64009	GEI CONSULTANTS, INC.	ADD'L DESIGN SVCS - ARSENIC REGIONAL CONSOLIDATION	7,699.00	7,699.00
1/24/2024	64010	GUTIERREZ, MARIO W.	RIGHT OF WAY AGREEMENT: APN 375-083-14-00-9	200.00	200.00
1/24/2024	64011	HAMNER JEWELL ASSOCIATES	UNDERGROUND WATER PIPELINE	3,690.50	3,690.50
1/24/2024	64012	JACK HENRY AND ASSOCIATES	BILLING ON BEHALF OF CUSI	81.50	81.50
1/24/2024	64013	KIMBALL MIDWEST	STOCK SUPPLIES	243.11	243.11
1/24/2024	64014	PAREDES, RODOLFO RESENDEZ	RIGHT OF WAY AGREEMENT: APN 375-083-13-00-6	100.00	100.00
1/24/2024	64015	ANGEL DURAN SANTOS & JACQUELINE ESMERALDA DURAN	RIGHT OF WAY AGREEMENT: APN 375-341-35-00-1	200.00	200.00
1/24/2024	64016	THE GAS COMPANY	UNIT A	344.18	752.02
1/24/2024		THE GAS COMPANY	UNIT B	407.84	752.02
1/24/2024	64017	THE GAS COMPANY	875 PATTERSON RD	301.74	301.74
1/24/2024	64018	THE GAS COMPANY	2700 20TH ST W	17.05	17.05
1/24/2024	64019	UNIVAR SOLUTIONS USA, INC.	347 GAL SODIUM HYPOCHLORITE	2,220.79	2,220.79
1/24/2024	64020	VELAZQUEZ, MARIA DELALUZ	RIGHT OF WAY AGREEMENT: APN 375-083-13-00-6	100.00	100.00
1/31/2024	64021	AFLAC INSURANCE	SUPPLEMENTAL EMPLOYEE INSURANCE	1,130.19	1,130.19
1/31/2024	64022	ANTELECOM, INC.	ADMIN OFFICE: 4G WIRELESS	75.00	75.00
1/31/2024	64023	AUTOZONE	CABIN AIR FILTER, DIESEL EXHAUST FLUID, FUNNEL, ETC.	78.30	255.65
1/31/2024		AUTOZONE	OIL FILTER, AIR FILTER 5W-30 OIL & CABIN AIR FILTER	177.35	255.65
1/31/2024	64024	CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PAYROLL REMITTANCE	14,904.31	14,904.31
1/31/2024	64025	CALPERS SUPPLEMENTAL INCOME 457 PLAN	PERS 457	4,440.15	4,440.15
1/31/2024	64026	CA STATE DISBURSEMENT UNIT	WITHHOLDING ORDER	424.60	424.60
1/31/2024	64027	EMPLOYMENT DEVELOPMENT DEPARTMENT	EMPLOYMENT TAX ACT	13.49	5,009.51
1/31/2024		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE DISABILITY INSURANCE	944.59	5,009.51
1/31/2024		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE INCOME TAX	3,660.04	5,009.51
1/31/2024		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE UNEMPLOYMENT TAX ACT	391.39	5,009.51
1/31/2024	64028	FAMCON PIPE & SUPPLY INC.	10 QTY 3/4 FEM COP FLARE X ULTRATITE	308.51	617.02
1/31/2024		FAMCON PIPE & SUPPLY INC.	300 QTY 3/4 POLY	308.51	617.02
1/31/2024	64029	HYDROPRO SOLUTIONS LLC.	24 QTY 5/8 METER & 24 QTY 5/8 3G REGISTER	6,696.85	6,696.85
1/31/2024	64030	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	9,668.19	22,806.55
1/31/2024		INTERNAL REVENUE SERVICE	MEDICARE	2,490.26	22,806.55
1/31/2024		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	10,648.10	22,806.55
1/31/2024	64031	KERN MACHINERY	JDC FLYWHEEL	269.51	269.51
1/31/2024	64032	ROSAMOND CSD	2700 20TH ST	174.00	174.00
1/31/2024	64033	ROSAMOND CSD	3179 35TH ST W	2,408.87	2,408.87
1/31/2024	64034	ROSAMOND CSD	WWTP (PHYDRO)	204.71	405.91
1/31/2024		ROSAMOND CSD	SEWER PLANT B POND	201.20	405.91
1/31/2024	64035	VULCAN MATERIALS COMPANY	COLD MIX	903.76	903.76

Rosamond Community Services District  
Check/Voucher Register  
10101 - General Checking - Wells Fargo  
From 1/16/2024 Through 2/5/2024

<u>Date</u>	<u>Check No.</u>	<u>Vendor Name</u>	<u>Transaction Description</u>	<u>Amount</u>	<u>Total</u>
Report Total				<u>239,920.92</u>	

**Rosamond Community Services District**  
**Summary Check/Transaction Register**  
**From 1/16/2024 Through 1/17/2024**

<u>Document Date</u>	<u>Document Number</u>	<u>Type of Payment</u>	<u>Amount</u>
1/17/2024	26510		0.00
1/17/2024	26511	Check	2,613.10
1/17/2024	26512	Check	1,747.08
1/17/2024	26513	Check	2,874.47
1/17/2024	26514	Check	4,140.70
1/17/2024	26515	Check	1,979.45
1/17/2024	26516	Check	1,152.07
1/17/2024	26517	Check	1,534.12
1/17/2024	26518	Check	1,564.72
1/17/2024	26519	Check	1,821.34
1/17/2024	26520	Check	3,549.94
1/17/2024	26521	Check	2,100.83
1/17/2024	26522	Check	2,507.57
1/17/2024	26523	Check	2,084.26
1/17/2024	26524	Check	956.30
1/17/2024	26525	Check	1,615.89
1/17/2024	26526	Check	1,471.98
1/17/2024	26527	Check	2,157.19
1/17/2024	26528	Check	1,873.03
1/17/2024	26529	Check	2,925.92
1/17/2024	26530		0.00
1/17/2024	26531	Check	3,497.46
1/17/2024	26532	Check	3,647.25
1/17/2024	26533		0.00
1/17/2024	26534	Check	2,966.01
1/17/2024	26535	Check	1,196.08
1/17/2024	26536	Check	145.19
1/17/2024	26537	Check	2,273.95
1/17/2024	26538	Check	<u>2,333.86</u>
Report Total			<u><u>56,729.76</u></u>

**PAYROLL 1/17/2024**

Document Date	Document Number	Amount
1/17/2024	26510	0.00
1/17/2024	26511	2,613.10
1/17/2024	26512	1,747.08
1/17/2024	26513	2,874.47
1/17/2024	26514	4,140.70
1/17/2024	26515	1,979.45
1/17/2024	26516	1,152.07
1/17/2024	26517	1,534.12
1/17/2024	26518	1,564.72
1/17/2024	26519	1,821.34
1/17/2024	26520	3,549.94
1/17/2024	26521	2,100.83
1/17/2024	26522	2,507.57
1/17/2024	26523	2,084.26
1/17/2024	26524	956.30
1/17/2024	26525	1,615.89
1/17/2024	26526	1,471.98
1/17/2024	26527	2,157.19
1/17/2024	26528	1,873.03
1/17/2024	26529	2,925.92
1/17/2024	26530	0.00
1/17/2024	26531	3,497.46
1/17/2024	26532	3,647.25
1/17/2024	26533	0.00
1/17/2024	26534	<u>2,966.01</u>
Total Direct Deposit		50,780.68
1/17/2024	26535	1,196.08
1/17/2024	26536	145.19
1/17/2024	26537	2,273.95
1/17/2024	26538	<u>2,333.86</u>
Total Checks Issued		5,949.08

**Total 56,729.76**

**Rosamond Community Services District**  
**Summary Check/Transaction Register**  
**From 1/29/2024 Through 1/31/2024**

<u>Document Date</u>	<u>Document Number</u>	<u>Type of Payment</u>	<u>Amount</u>
1/31/2024	26539		0.00
1/31/2024	26540	Check	3,147.54
1/31/2024	26541	Check	2,748.97
1/31/2024	26542	Check	3,262.07
1/31/2024	26543	Check	4,226.47
1/31/2024	26544	Check	2,043.67
1/31/2024	26545	Check	1,159.53
1/31/2024	26546	Check	1,598.34
1/31/2024	26547	Check	1,615.18
1/31/2024	26548	Check	2,004.66
1/31/2024	26549	Check	3,549.95
1/31/2024	26550	Check	2,553.11
1/31/2024	26551	Check	2,072.23
1/31/2024	26552	Check	2,098.93
1/31/2024	26553	Check	3,019.72
1/31/2024	26554	Check	1,671.08
1/31/2024	26555	Check	1,375.63
1/31/2024	26556	Check	2,595.11
1/31/2024	26557	Check	1,937.25
1/31/2024	26558	Check	2,925.93
1/31/2024	26559	Check	2,709.43
1/31/2024	26560	Check	3,026.89
1/31/2024	26561	Check	<u>3,102.21</u>
<b>Report Total</b>			<b>54,443.90</b>

**PAYROLL 1/31/2024**

Document Date	Document Number	Amount
1/31/2024	26539	0.00
1/31/2024	26540	3,147.54
1/31/2024	26541	2,748.97
1/31/2024	26542	3,262.07
1/31/2024	26543	4,226.47
1/31/2024	26544	2,043.67
1/31/2024	26545	1,159.53
1/31/2024	26546	1,598.34
1/31/2024	26547	1,615.18
1/31/2024	26548	2,004.66
1/31/2024	26549	3,549.95
1/31/2024	26550	2,553.11
1/31/2024	26551	2,072.23
1/31/2024	26552	2,098.93
1/31/2024	26553	3,019.72
1/31/2024	26554	1,671.08
1/31/2024	26555	1,375.63
1/31/2024	26556	2,595.11
1/31/2024	26557	1,937.25
1/31/2024	26558	2,925.93
1/31/2024	26559	2,709.43
1/31/2024	26560	3,026.89
1/31/2024	26561	<u>3,102.21</u>

Total Direct Deposit      54,443.90

Total Checks Issued      0.00

**Total 54,443.90**



ROSAMOND CSD  
Account Number: #### #### 3476



**Account Summary**

Billing Cycle		12/31/2023
Days In Billing Cycle		31
Previous Balance		\$116.59
Purchases	+	\$249.99
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$116.59
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE \$249.99**

**Credit Summary**

Total Credit Line	\$2,500.00
Available Credit Line	\$2,250.01
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

**Account Inquiries**

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Lost or Stolen Card: (866) 839-3485

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

**Payment Summary**

NEW BALANCE	<b>\$249.99</b>
MINIMUM PAYMENT	<b>\$249.99</b>
PAYMENT DUE DATE	<b>01/26/2024</b>

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

**Cardholder Account Summary**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/07	12/08	PPLN01	24037243341900018000010	AUTO PROS II ROSAMOND CA	\$51.75
12/07	12/10	PPLN01	24943013342010183171452	THE HOME DEPOT #6651 LANCASTER CA	\$198.24
12/18	12/18		0000000LBX2312185834011	PAYMENT - THANK YOU	\$116.59

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



**Account Number**  
#### #### 3476

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

<b>Closing Date</b> 12/31/23	<b>New Balance</b> \$249.99	<b>Total Minimum Payment Due</b> \$249.99	<b>Payment Due Date</b> 01/25/24
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AMOUNT OF PAYMENT ENCLOSED

\$

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



MAKE CHECK PAYABLE TO:



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

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ROSAMOND CSD  
 ROSAMOND CSD  
 Account Number: #### #### ## 3542



**Account Summary**

Billing Cycle 12/31/2023  
 Days In Billing Cycle 31  
 Previous Balance \$7,041.98  
 Purchases + \$2,181.35  
 Cash + \$0.00  
 Balance Transfers + \$0.00  
 Special + \$0.00  
 Credits - \$69.99  
 Payments - \$7,041.98  
 Other Charges + \$0.00  
 Finance Charges + \$0.00

**NEW BALANCE \$2,111.36**

**Credit Summary**

Total Credit Line \$50,000.00  
 Available Credit Line \$47,888.64  
 Available Cash \$0.00  
 Amount Over Credit Line \$0.00  
 Amount Past Due \$0.00  
 Disputed Amount \$0.00

**Account Inquiries**

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 Lost or Stolen Card: (866) 839-3485

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

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

**Payment Summary**

**NEW BALANCE \$2,111.36**  
**MINIMUM PAYMENT \$2,111.36**  
**PAYMENT DUE DATE 01/25/2024**

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

**Cardholder Account Summary**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/01	12/03	PPLN01	24943003336796683058624	HYATT REGENCY INDIAN WEL 7607761234 CA	\$965.12
12/01	12/03	PPLN01	24275393335900017742325	KERN DATA 888-8717205 CA	\$154.00
12/03	12/04	PPLN01	24692163337100976416991	AMZN Mktp US*L97M01FC3 Amzn.com/bill WA	\$30.30
12/04	12/05	PPLN01	24137463339001634528992	USPS PO 0566120560 ROSAMOND CA	\$68.00
12/05	12/06	PPLN01	24943003340898000139899	COSTCO WHSE #0762 LANCASTER CA	\$143.05
12/13	12/14	PPLN01	24906413347189302859585	Microsoft*365 msbill.info WA	\$190.00
12/13	12/14	PPLN01	24430993347400811000306	MICROSOFT*365 MSBILL.INFO WA	\$575.00
12/13	12/14	PPLN01	24431063347083716767145	AMZN MKTP US*X27D03FZ3 SEATTLE WA	\$28.09
12/13	12/14		74430993347828005185803	CREDIT VOUCHER	\$69.99
12/15	12/17	PPLN01	24431063349083740848620	APPLE.COM/BILL CUPERTINO CA	
12/18	12/18		0000000LBX2312185834007	AMZN MKTP US*SA2UF7203 SEATTLE WA	\$10.81
12/27	12/28	PPLN01	24011343361000055106649	PAYMENT - THANK YOU	\$7,041.98
12/28	12/29	PPLN01	24011343361000055106649	ZOOM.US 888-799-9886 WWW.ZOOM.US CA	\$15.99
12/28	12/29	PPLN01	24906413362190342600708	DNH*GODADDY.COM 480-5058855 AZ	\$2.99

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



**Account Number**  
 #### #### ## 3542

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AMOUNT OF PAYMENT ENCLOSED

**Closing Date** 12/31/23  
**New Balance** \$2,111.36  
**Total Minimum Payment Due** \$2,111.36  
**Payment Due Date** 01/25/24

\$

ROSAMOND CSD  
 3179 35TH STREET WEST  
 ROSAMOND CA 92560-5020



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 PO BOX 35142 - LB1181  
 SEATTLE WA 98124-5142

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ROSAMOND CSD  
Account Number: ##### 7121



**Account Summary**

Billing Cycle		12/31/2023
Days In Billing Cycle		31
Previous Balance		\$145.72
Purchases	+	\$91.11
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$145.72
Other Charges	+	\$0.00
Finance Charges	+	\$0.00
<b>NEW BALANCE</b>		<b>\$91.11</b>

**Credit Summary**

Total Credit Line	\$10,000.00
Available Credit Line	\$9,908.89
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

**Account Inquiries**

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

**Payment Summary**

NEW BALANCE	<b>\$91.11</b>
MINIMUM PAYMENT	<b>\$91.11</b>
PAYMENT DUE DATE	<b>01/25/2024</b>

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

**Cardholder Account Summary**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/06	12/07	PPLN01	24445003341001024547688	WALGREENS #7555 TEHACHAPI CA	\$25.97
12/18	12/18		000000L BX2312185834008	PAYMENT - THANK YOU	\$145.72-
12/18	12/19	PPLN01	24692163353102364668018	LOVE'S #0392 OUTSIDE TEHACHAPI CA	\$85.14

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

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



Account Number  
##### 7121

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

AMOUNT OF PAYMENT ENCLOSED

<b>Closing Date</b>	<b>New Balance</b>	<b>Total Minimum Payment Due</b>	<b>Payment Due Date</b>
12/31/23	\$91.11	\$91.11	01/25/24

\$

ROSAMOND CSD  
3179 35TH STREET WEST  
ROSAMOND CA 93580-5929



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

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



**Account Summary**

Billing Cycle		12/31/2023
Days In Billing Cycle		31
Previous Balance		\$2,367.86
Purchases	+	\$1,619.28
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$2,367.86
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE \$1,619.28**

**Credit Summary**

Total Credit Line	\$5,000.00
Available Credit Line	\$3,380.72
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

**Account Inquiries**

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

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

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

**Payment Summary**

NEW BALANCE	\$1,619.28
MINIMUM PAYMENT	\$1,619.28
PAYMENT DUE DATE	01/25/2024

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

**Cardholder Account Summary**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/03	12/03	PPLN01	24492153337713493057305	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$19.99
12/04	12/05	PPLN01	24055233338091153000024	BIG IRON LANDSCAPE MATER ROSAMOND CA	\$60.00
12/05	12/06	PPLN01	24692163339102575374728	AMZN Mktg US*VC6VG9PF3 Amzn.com/bill WA	\$43.29
12/05	12/06	PPLN01	24692163339102966523644	AMZN Mktg US*M48IF3CE3 Amzn.com/bill WA	\$301.80
12/06	12/06	PPLN01	24692163340103301586699	AMZN Mktg US*NR5GQ27G3 Amzn.com/bill WA	\$27.05
12/11	12/12	PPLN01	24692163345108595485297	USA*TECH-E-COMMERCE 800-766-8728 PA	\$402.22
12/13	12/14	PPLN01	24692163347100128772257	Amazon.com*485SK65M3 Amzn.com/bill WA	\$33.90
12/15	12/17	PPLN01	24431053350838003430243	O'REILLY 6127 ROSAMOND CA	\$360.93
12/18	12/18		0000000LBX2312185834009	PAYMENT - THANK YOU	\$2,367.86
12/19	12/20	PPLN01	24231683354091039222398	HARBOR FREIGHT TOOLS 2 LANCASTER CA	\$370.30

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



Account Number  
#### #### #### 7744

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

Closing Date

12/31/23

New Balance

\$1,619.28

Total Minimum Payment Due

\$1,619.28

Payment Due Date

01/25/24

\$

AMOUNT OF PAYMENT ENCLOSED



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



27931

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SEATTLE WA 98124-5142

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

4:30 PM Sewer Committee Meeting  
Monday January 22, 2024  
District Conference Room  
3179 35<sup>th</sup> Street West  
Rosamond, CA 93560

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

## Minutes

### CALL TO ORDER

### ROLL CALL

Director Rick Webb Present  
Vice President Ben Stewart Present

General Manager Kim Domingo Present  
Board Secretary/Dir. of Administration Sherri Timm Present  
John Houghton Director of Public Works Present

### PUBLIC COMMENTS

(At this time, any person may address the Committee on any subject within the District's jurisdiction which is not on the agenda. However, any non-agenda matter will be referred to staff for a report and/or action at a subsequent Committee 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 Committee on any agenda matter at the time that matter is discussed, prior to Committee consideration and action. Speakers are requested to limit comments to five (5) minutes.

None.

### DISCUSSION

#### **D 1. Sewer Camera Operations.** (Presenter John Houghton)

The Public Works Department has been conducting full scale sewer line camera operations since the beginning of the month. Problem areas have been identified and will be monitored

and prioritized to determine what area(s) need to be fixed first. Sewer line repairs and Pipeline Assessment Certification Program (PACP) certification for staff will need to be included in the FY2024-2025 budget.

**D 2 . SSMP Update.** (Presenter Kim Domingo)

GM Domingo had a recent meeting with Fischer Compliance. It was agreed upon to have Fischer Compliance re-write the Sewer System Management Plan (SSMP) into a more user friendly and straightforward plan. A table top exercise to assess the updated revision is scheduled to take place on January 29<sup>th</sup> with the Public Works staff.

**ADJOURNMENT**

A motion to adjourn the meeting at 5:04 PM was made by VP Stewart and seconded by Director Webb.

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

Respectfully Submitted:

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RCSD Board of Directors

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Secretary to the Board of Directors

*Rosamond Community Services District  
Sewer Committee Meeting Minutes  
Monday January 22, 2024 @ 4:30 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 35<sup>th</sup> Street West  
Rosamond, CA 93560

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

**Minutes**

**CALL TO ORDER**

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

**ROLL CALL**

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

General Manager (GM) Kim Domingo	Present
Director of Public Works John Houghton	Absent (arrived at 5:58 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 VP Stewart and seconded by Director Webb.  
**Motion passed 5/0, all ayes.**

### **PUBLIC COMMENTS**

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

None.

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

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

None.

### **CLOSED SESSION**

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

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

**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**

A motion was made by Director Webb and seconded by Director Wallis to come out of closed session at 6:27 PM.

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

Reportable Action: President Glennan stated there is no reportable action for today's closed session. However, a correction to the reportable action from the closed session held on January 10, 2024 needs to state the following: *A correction was made to the General Manager's employment contract.*

### **6:00 P.M. OPEN SESSION**

Open session re-convened at 6:28 PM.

## **PUBLIC COMMENTS**

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

None.

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

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

John Joyce – Rosamond News

Natalie Willis – Hydrostor

## **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

A motion to accept CC 1 was made by Director Webb and seconded by VP Stewart.

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

## **MINUTES**

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

A motion to approve M 1 was made by Director Webb and seconded by VP Stewart.

**Motion approved 5/0, all ayes.**

## **NEW BUSINESS**

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

Staff has identified four vehicles, described in the accompanying staff report, that are surplus equipment requiring disposal. Also described is the recommended disposal method.

District policy 8001.1 requires equipment book value to be determined by the Finance Department prior to Board approval of the disposal and method of disposal. The vehicles in question were found to be fully depreciated and have zero book value and serve no value to the District. Three of the vehicles are recommended for auction and one is recommended to advertise for bid.



A motion to approve disposal of the four vehicles described in the accompanying staff report as well as the recommendations for methods of disposal was made by Director Wallis and seconded by VP Stewart.

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

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

In 2018 the District divested itself of the powers of Parks & Recreation as a result of the failed Uniform Parcel Tax, Measure A that was on the ballot for a special election in March of that year.

For the last five years, the District has maintained the Parks & Receptions fund as a repository for the internal loans the Sewer Fund made to 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. 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 that have already been moved to there.

A motion to transfer all related budgeted FY 2023-2024 financial information from the Parks & Recreation fund to the General Fund to accurately match the accounting and financial reporting activities already moved to there was made by Director Washington and seconded by VP Stewart.

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

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

Staff received correspondence from the Kern Local Agency Formation Commission (LAFCo) seeking nominations to fill two Independent Special District Representative positions and one alternate position. LAFCo is asking for nominations from Special Districts and is being brought before the RCSD board for consideration. None of the Directors accepted a nomination to sit on the LAFCo board.

A motion was made to authorize GM Domingo to select a qualified nominee to represent the District board by Director Washington and seconded by Director Wallis.

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

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

President Glennan reported on a recently attended AVEK meeting which discussed the Delta Tunnel project.

### **GENERAL COUNSEL UPDATE**

John Komar, Esq – No report

### **GENERAL MANAGER UPDATE**

Kim Domingo reported on the following:

- 1) Staff is expecting the draft SSMP next week and plan to conduct a test drill to find out how the document will function in real time. Tentative schedule for board approval is April 2024.
- 2) Staff will be starting to evaluate departmental and capital budget needs for the new fiscal year in a more proactive approach to upcoming facility needs. This will provide an opportunity for the Budget Committee to meet ahead of the annual budget proceedings.
- 3) Attended a planning webinar that SCE hosted for a Public Safety Power Shutoff tabletop exercise. Power outages have an adverse effect on District facilities, and it is imperative that we are informed of the process so we may be able to understand and anticipate the conditions that would lead to an event.
- 4) GM Domingo virtually attended the AV Water Master Board Meeting. Of importance is the upcoming requirement to have our well meters and possible our wastewater effluent meter periodically certified to avoid any penalties that may be assessed.
- 5) Water Availability Planning - the District is realizing the benefits of the percolated treated effluent in its stored water accounting and staff is tabulating the District inventories of production water, carry over water and stored water. This information will be used for growth planning which will inform the budget and future connection and rate studies.

### **DIRECTOR OF ADMINISTRATION UPDATE**

Sherri Timm reported on the following:

- 1) Two fees associated with severely delinquent accounts, a \$20 door hanger fee and a \$45 service disconnection fee, will resume in February 2024. These fees were originally approved by board action in 2015 and were temporarily suspended as part of the Water Shutoff Protection Act during the pandemic.
- 2) Three additional customers have received help paying their bill by participating in LIHWAP. Staff has been doing excellent customer outreach to inform our account holders about the program, which will expire on March 31, 2024.
- 3) Kern County Election Board is seeking additional days for use of the board room as a polling site; March 19<sup>th</sup> for a special election and May 21<sup>st</sup> for a possible runoff election.
- 4) The Red Cross Blood Drive is tomorrow, January 25<sup>th</sup> from noon until 6:00 PM. We have met our goal of 45 donors.

**PUBLIC WORKS UPDATE**

John Houghton presented the Field Operations report and also discussed the sewer line camera operation.

**ADJOURNMENT**

A motion to adjourn at 7:01 PM was made by VP Stewart and seconded by Director Webb.  
**Motion passed 5/0 , all ayes.**

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.

Respectfully submitted:

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RCSD Board of Directors

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Secretary to the Board of Directors

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

11:00 AM Government/Community Relations Committee Meeting  
Thursday January 25, 2024  
Office of the General Manager  
3179 35<sup>th</sup> Street West  
Rosamond, CA 93560

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

**Minutes**

**CALL TO ORDER**

The meeting was called to order at 11:03 AM by Director Rick Webb.

**ROLL CALL**

Director Al Wallis – Present  
Director Rick Webb- Present

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

**PUBLIC COMMENTS**

(At this time, any person may address the Committee on any subject within the District’s jurisdiction which is not on the agenda. However, any non-agenda matter will be referred to staff for a report and/or action at a subsequent Committee 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 Committee on any agenda matter at the time that matter is discussed, prior to Committee consideration and action. Speakers are requested to limit comments to five (5) minutes.

None.

**DISCUSSION-**

**DI 1. Review renaming 35<sup>th</sup> Street West in honor of Barbara Speed.**

Director of Administration, Sherri Timm, provided a recap of the previous committee meeting discussion regarding renaming 35<sup>th</sup> street in honor of Barbara Speed. Kern County Director of Planning, Lorelei Oviatt, was previously contacted and said that 35<sup>th</sup> St West is a major road and because of 911 and addressing, the county does not support

changing the name. There is also an application fee. The matter was to be referred to RMAC.

Director Webb instructed GM Domingo to contact Greg Wood, who originally asked the District to consider the name change and let him know we would not be moving forward with his suggestion and to report to the board this will be referred back to RMAC. Other options to recognize former directors was discussed. Director Webb suggested we establish a wall of fame in the District board room to recognize community members and former directors. The committee needs to determine the criteria for recognition and present it to the board for consideration.

### **DI 2. Community Garden.**

Director Webb provided some background for the idea of a community garden at the District owned property located on Felsite Ave. Southern Kern Unified School District was interested in partnering with the RCSD in 2019 but the pandemic and a water issue at the property halted the project. The Felsite property was Quit Claimed to the District by Kern County but has restricted use for a park only. While a community garden is a worthwhile idea, the restricted use of the property and the fact that the District must limit its scope to water only does not make it a feasible project for the District to oversee. Director Webb and GM Domingo will research other community gardens in neighboring communities to inquire how they are funded and organized. They will report their findings back to the committee within 30 days.

### **ADJOURNMENT**

A motion was made to adjourn the meeting at 11:50 AM by Director Wallis and seconded by Director Webb.

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

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

*Rosamond Community Services District  
Government/Community Relations Committee Meeting – Minutes  
Thursday January 25, 2024@ 11:00 AM*

RCSD Board of Directors

Secretary to the Board of Directors

# STAFF REPORT

## Rosamond Community Services District

DATE: February 14, 2024  
TO: Board of Directors  
FROM: Kim Domingo, General Manager  
Subject: Disposal of Surplus Equipment – E-Waste

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### **RECOMMENDATION:**

Approve the disposal of surplus equipment including method of disposal.

### **BACKGROUND:**

Staff has identified the decommissioned surplus equipment requiring disposal below. District Policy 8001.1 requires the Board take action to approve the disposal of the surplus equipment and the method of disposal. The following tables show the equipment and book value. The proposed method of disposal is to recycle the items after removal of hard drives and/or batteries.

#### **DESKTOP PCs**

NAME	MODEL	DESCRIPTION	SERIAL NO.	ASSET TAG	BOOK VALUE
RCSD-01	0806-C1U	Lenovo ThinkCentre M70e Desktop PC	MJANAK8	N/A	0
RCSD-02	0806-C1U	Lenovo ThinkCentre M70e Desktop PC	MJANBE3	N/A	0
RCSD-03	0806-C1U	Lenovo ThinkCentre M70e Desktop PC	MJANBE1	N/A	0
RCSD-04	0806-C1U	Lenovo ThinkCentre M70e Desktop PC	MJANBD9	N/A	0
RSCD-07	0806-C1U	Lenovo ThinkCentre M70e Desktop PC	MJANAL0	N/A	0
RCSD-08	0806-C1U	Lenovo ThinkCentre M70e Desktop PC	MJANBE7	N/A	0
RCSD-10	0806-C1U	Lenovo ThinkCentre M70e Desktop PC	MJANBF2	N/A	0
RCSD-11	0806-C1U	Lenovo ThinkCentre M70e Desktop PC	MJANBF1	N/A	0
RCSD-12	0806-C1U	Lenovo ThinkCentre M70e Desktop PC	MJANBE8	N/A	0
RCSD-13	0806-C1U	Lenovo ThinkCentre M70e Desktop PC	MJANBE6	N/A	0
RCSD-14	0806-C1U	Lenovo ThinkCentre M70e Desktop PC	MJANAH6	N/A	0
RCSD-22	0806-C1U	Lenovo ThinkCentre M70e Desktop PC	MJUTDM7	N/A	0

#### **SERVERS**

NAME	MODEL	DESCRIPTION	SERIAL NO.	ASSET TAG	BOOK VALUE
DC00	HP-DL360G5	HP ProLiant DL360 5 <sup>th</sup> Generation	USE915N0R6	N/A	0
DC01	HP-DL380G5	HP ProLiant DL380 5 <sup>th</sup> Generation	USE914N7GC	N/A	0
FS00	HP-AiO1200R	HP All in One 12TB Storage Array	2UX91206BH	N/A	0
N/A	HP LVLDC-501	StorageWorks 1/8 G2 Tape Autoloader	435243-001	N/A	0

**OTHER**

NAME	MODEL	DESCRIPTION	SERIAL NO.	ASSET TAG	BOOK VALUE
ithaca	Series 150	ithaca receipt printer	KG003868177	_00986	0
ithaca	Series 150	ithaca receipt printer	KG003868175	_00978	0
ithaca	Series 150	ithaca receipt printer	KA503512325	_00991	0
CALCULATOR	EL-2196BL	10 KEY	N/A	1021	0
CALCULATOR	P23-DH V	10 KEY	N/A	906	0
IPHONE	A1533 (5S)	cell phone	N/A	N/A	0
IPHONE	A1533 (5S)	cell phone	N/A	940	0
IPHONE	A1778 (7)	cell phone	N/A	N/A	0
IPHONE	A1533 (5S)	cell phone	N/A	938	0
NEXTEL	A1533 (5S)	cell phone	N/A	939	0
NEXTEL	i305 MOTOROLA	cell phone	N/A	536	0
NEXTEL	i580 MOTOROLA	cell phone	N/A	N/A	0
NEXTEL	i580 MOTOROLA	cell phone	N/A	N/A	0
NEXTEL	i580 MOTOROLA	cell phone	N/A	N/A	0
NEXTEL	i580 MOTOROLA	cell phone	N/A	N/A	0
NEXTEL	i355 MOTOROLA	cell phone	N/A	N/A	0
NEXTEL	i580 MOTOROLA	cell phone	N/A	N/A	0
NEXTEL	i580 MOTOROLAc	cell phone	N/A	841	0
NEXTEL	i580 MOTOROLAc	cell phone	N/A	N/A	0
NEXTEL	i580 MOTOROLA	cell phone	N/A	847	0
NEXTEL	i355 MOTOROLA	cell phone	N/A	N/A	0
BLACKBERRY	83501	cell phone	N/A	848	0
BLACKBERRY	83501	cell phone	N/A	816	0
IPHONE	N/A	cell phone	F71VXOUFH	N/A	0

**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:**

None

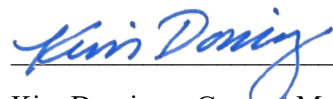
**LEGAL REVIEW:**

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: February 14, 2024

TO: Board of Directors

FROM: Kim Domingo, General Manager

Subject: Approval of Task Order 2024-1 with AECOM – Plan Check Services

---

### **RECOMMENDATION:**

Approve the Task Order 2024-1 scope and fee proposal for Plan Check Services and Authorize the President to Execute.

### **BACKGROUND:**

On December 13, 2023, the Board approved a Master Services Agreement (MSA) with AECOM for consultant services to be performed on a Task Order basis. The terms of the agreement are memorialized during the contract life, streamlining the authorization process for the consultant and staff.

The current budget includes funds for plan check services for development projects on an as-needed basis. Additionally, the developer is charged a fee for the required plan checking. Proposed Task Order 2024-1 will authorize plan check services on a time-and-materials basis not to exceed \$15,000.

### **ANALYSIS:**

AECOM has performed consultant services for the District in the past, including in its previous name, Boyle Engineering. The District will benefit from consultant competition for its various professional engineering needs, and AECOM is a qualified and capable participant. Approval of the Task Order will provide consultant options for staff to complete necessary reviews.

### **FISCAL REVIEW:**

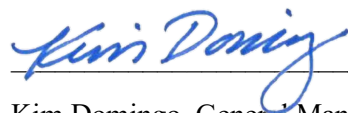
The costs for Task Order 2024-2 (AECOM) are in the current budget and are offset by development fees.

### **LEGAL REVIEW:**

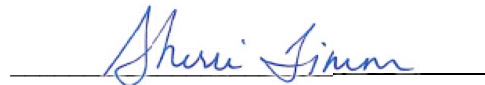
N/A

### **CONCLUSION:**

Approval is recommended.



Kim Domingo, General Manager



Sherri Timm, Director of Administration

### **ATTACHMENTS:**

Task Order 2024-1 (AECOM)

Attachment A

TASK ORDER 2024 – 1 (AECOM)

This Task Order is made this 14th day of February, 2024 by and between the parties per the terms and conditions set forth in the Master Services Agreement executed between the parties with the effective date of December 14, 2023 ("Agreement"), which incorporated this Task Order by reference.

1. The Consultant Contract Number for this Task Order is \_\_\_\_\_. The Consultant Job Number for this Task Order is \_\_\_\_\_. The Consultant Contract Number and Job Number shall be referenced in each invoice submitted by Consultant to District under this Task Order.

2. The Services to be performed by Consultant under this Task Order are as follows:

Plan check services on an as-needed basis per attached January 25, 2024 letter proposal  
\_\_\_\_\_  
\_\_\_\_\_

3. The Project Schedule is as follows:

Per attached January 25, 2024 letter proposal  
\_\_\_\_\_  
\_\_\_\_\_

4. The Compensation to be paid to Consultant for the performance of the Services under this Task Order is set forth as follows (appropriate rate sheet attached herein):

Time and materials not to exceed an amount of \$15,000 without written approval  
\_\_\_\_\_  
\_\_\_\_\_

5. Deliverables to be provided under this Task Order are as follows:

Per attached January 25, 2024 letter proposal  
\_\_\_\_\_  
\_\_\_\_\_

**DISTRICT**

\_\_\_\_\_  
Byron Glennan, President

\_\_\_\_\_  
Date

**CONSULTANT**

  
\_\_\_\_\_  
Daniel Cronquist, Project Director

2/7/2024

\_\_\_\_\_  
Date

January 25, 2024

Kim Domingo, P.E.  
General Manager  
Rosamond Community Services District  
3179 35th St West  
Rosamond, CA 93560

### **Proposal – Engineering Plan Checking Services**

AECOM Technical Services, Inc. (AECOM) is pleased to provide Rosamond Community Services District (RCSD or District) with this proposal for engineering plan checking services as described in the attached Exhibit A.

We look forward to working with the District on this important assignment.

Sincerely,



William C. Black, PE  
Project Manager



Dan Cronquist, PE  
Principal Engineer

---

Authorized by  
Kim Domingo, P.E.  
General Manager

Date

**EXHIBIT "A"**  
**ROSAMOND COMMUNITY SERVICES DISTRICT**  
**SCOPE OF WORK, SCHEDULE & FEE**  
**FOR**  
**ENGINEERING PLAN CHECK SERVICES**

**SCOPE OF WORK**

AECOM Technical Services, Inc. (AECOM) will conduct as needed engineering plan check services of various developer or capital improvement projects. Plan check services will consist of reviewing onsite and offsite development's plans and specifications, if any, including any planning reports, preliminary design reports, technical memoranda, cost estimates, and easement documents. Plans and specifications, if any, will be reviewed for general conformance with the Conditions of Approval, District Development Standards, and written agreements related to the project. The work will consist of a first, second, and third review (the "plan checks" or "plan review"). The plan review services will include one virtual meeting with the respective developer to answer plan review comments and address outstanding issues.

During construction of the proposed development, AECOM can review shop drawings as requested by the District.

AECOM's project manager will assign resources to complete the plan review(s) and will implement AECOM's ISO 9001 certified Quality Assurance and Quality Control Plan.

It is assumed that the plan review process will be handled electronically using pdf formatted documents. AECOM will redline the pdf plans and specifications, as applies, and transmit these comments to the District via email, or cloud storage solution such as Drop Box or One Drive. Once all comments have been addressed, AECOM will provide the District with a memo stating that the plans have been reviewed and are in conformance with the District's Development Standards and ready for District approval.

It is understood that the District will provide AECOM with all necessary project documentation to include, but not necessarily be limited to, the Conditions of Approval, the approved tentative map (if applicable), plans to be reviewed, report (or calculations) to be reviewed, and supporting documents necessary to facilitate the plan check.

**SCHEDULE**

AECOM will complete each plan review assignment (example: Tract XXXX Water and Sewer Plans) based on the following schedule.

**First Plan Review** to be completed and returned to the District with redlined drawings and comments not more than 30 working days from the date of written receipt of fee/budget approval.

**Second Plan Review** to be completed and returned to the District with redlined drawings and comments not more than 15 working days from the date of receipt of the second submittal. It is expected that modifications, other than those necessary in response to comments provided in the first plan review, will be minor in nature. Major changes may require additional review time not to exceed 20 working days.

**Final (Third) Plan Review** to be completed not more than 15 working days from the date of receipt of the third submittal. It is expected that all modifications noted in the first and second reviews will be complete. Further changes may require additional reviews.

**FEE**

Plan review services will be performed on a time and materials, not to exceed without prior authorization amount for each plan review assignment. Upon receipt of a plan review assignment, AECOM will review and estimate the level of effort anticipated for the review and will issue a request for a budget approval to the District. The initial budget request will cover up to three plan reviews and one virtual meeting. Plan reviews beyond a third plan check will require an additional budget authorization. The review of shop drawings, if requested during construction, will also be handled with a separate budget authorization.

Time and material expenses will be billed to the District based on the current rate schedule in the Master Services Agreement dated December 14, 2023.

# STAFF REPORT

## Rosamond Community Services District

DATE: February 14, 2024  
TO: Board of Directors  
FROM: Kim Domingo, General Manager  
Subject: Approval of Task Order 2024-2 with AECOM – Rosamond Blvd Utility Adjustments

---

### **RECOMMENDATION:**

Approve the Task Order 2024-2 scope and fee proposal for the Rosamond Blvd Utility Adjustment Project and Authorize the President to Execute.

### **BACKGROUND:**

On December 13, 2023, the Board approved a Master Services Agreement (MSA) with AECOM for consultant services to be performed on a Task Order basis. The terms of the agreement are memorialized during the contract life, streamlining the authorization process for the consultant and staff.

The project is needed because Kern County Public Works will be resurfacing Rosamond Boulevard from Stevenson Street to the east side of the Hwy 14 northbound on- and off-ramps. Water valve and sewer manhole access is required to be lowered ahead of construction per franchise agreement. Once street resurfacing is completed, the access will be raised back to grade. This Task Order will prepare the construction bid documents for the effort.

The current Capital Budget includes funds under Project Nos. 01243 and 02243. The total design fee is on a time-and-material basis not to exceed \$11,947.

### **ANALYSIS:**

AECOM has performed consultant services for the District in the past, including in its previous name, Boyle Engineering. The District will benefit from consultant competition for its various professional engineering needs, and AECOM is a qualified and capable participant. Approval of the Task Order will authorize the preparation of a bid package for the project.

### **FISCAL REVIEW:**

The costs for Task Order 2024-2 (AECOM) are in the current budget.

### **LEGAL REVIEW:**

N/A

### **CONCLUSION:**

Approval is recommended.



Kim Domingo, General Manager



Sherri Timm, Director of Administration

### **ATTACHMENTS:**

Task Order 2024-2 (AECOM)

Attachment A

TASK ORDER 2024 – 2 (AECOM)

This Task Order is made this 14th day of February, 2024 by and between the parties per the terms and conditions set forth in the Master Services Agreement executed between the parties with the effective date of December 14, 2023 ("Agreement"), which incorporated this Task Order by reference.

1. The Consultant Contract Number for this Task Order is \_\_\_\_\_. The Consultant Job Number for this Task Order is \_\_\_\_\_. The Consultant Contract Number and Job Number shall be referenced in each invoice submitted by Consultant to District under this Task Order.

2. The Services to be performed by Consultant under this Task Order are as follows:

Design services for the Rosamond Blvd Utility Adjustment Project per attached January 25, 2024 letter proposal  
\_\_\_\_\_  
\_\_\_\_\_

3. The Project Schedule is as follows:

Per attached January 25, 2024 letter proposal  
\_\_\_\_\_  
\_\_\_\_\_

4. The Compensation to be paid to Consultant for the performance of the Services under this Task Order is set forth as follows (appropriate rate sheet attached herein):

Time and materials not to exceed an amount of \$11,947 without written approval  
\_\_\_\_\_  
\_\_\_\_\_

5. Deliverables to be provided under this Task Order are as follows:

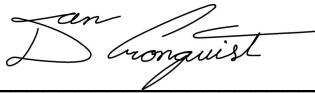
Per attached January 25, 2024 letter proposal  
\_\_\_\_\_  
\_\_\_\_\_

**DISTRICT**

\_\_\_\_\_  
Byron Glennan, President

\_\_\_\_\_  
Date

**CONSULTANT**

  
\_\_\_\_\_  
Daniel Cronquist, Project Director

2/7/2024

\_\_\_\_\_  
Date



January 25, 2024

Kim Domingo, P.E.  
General Manager  
Rosamond Community Services District  
3179 35th St West  
Rosamond, CA 93560

## **Proposal – Engineering Services: Rosamond Blvd. Utility Cover Adjustment**

AECOM Technical Services, Inc. (AECOM) is pleased to provide Rosamond Community Services District (RCSD or District) with this proposal for engineering services associated with lowering and raising water and sewer utility boxes and manholes to accommodate a road reconstruction project to be implemented by the County of Kern along Rosamond Blvd. between Hwy. 14 and Stevens St.

### **Scope of Work**

The Scope of Work identified below is for engineering design services only and does not cover bidding or construction engineering assistance work. Should the District need assistance with this work, AECOM is available and qualified to assist the District with these efforts.

### **Task Group 1 - Design**

#### **Task 1.1 - Kickoff Meeting & Site Visit**

AECOM personnel will meet with the District to discuss the project scope, budget, and schedule. Key milestones will be discussed. A visit to the project site will be scheduled to immediately follow the kickoff meeting. AECOM personnel will visit the site to gather information, take photographs, assess site constraints, and verify the location of the various utility covers from the plans provided by the County.

#### **Task 1.2 - Project Survey**

AECOM proposes to undertake the work using the County's Road Improvements Plans. No survey is included in the Scope.

#### **Task 1.3 - Preparation of Contract Documents - 60% Design**

AECOM will prepare the design to a 60% level for review by the District. Design work will consist of preparing a detail for lowering and raising of water valve boxes and sewer manholes. These details (4 estimated) will be supplemented by the County of Kern's Road Improvement Plans to be included in the construction bid package as an Appendix. This Appendix will serve to identify the location of each utility cover as verified in the field during the site visit. AECOM will prepare a construction bid package to include the following:



- District Front-End Contracting Documents (to be provided by District)
- Supplemental General Conditions (to be prepared by AECOM)
- Utility Cover Raising and Lowering Detail
- County Road Improvement Plans

AECOM does not anticipate the need for technical specifications as this aspect will be handled by notes in the referenced details. Utility covers are anticipated to be lowered a 3 ft to accommodate the road reconstruction work. The contractor will be required to survey and tie the location of each utility cover with a GPS coordinate for the purpose of locating after the paving work. The construction bid package will also include a requirement for the contractor to raise the utility covers to grade and provide concrete collars as they apply to the District's standards, after the County completes paving operations.

AECOM will also prepare an engineer's opinion of probable construction cost.

*Deliverables:*

- One (1) PDF copy of the 60% construction bid package.
- One (1) PDF copy of the Engineer's construction cost opinion.

*Assumptions:*

- AECOM assumes there are no utility conflicts associated with the work and thus no utility research is included in the scope of work.
- AECOM assumes review comments for the 60% deliverable will be handled via email and one phone call.
- AECOM will use the District's Standard Details as much as possible.
- AECOM will prepare the project supplemental general conditions using AECOM's standard CSI format. The District will furnish front-end documents (agreements, bonds, insurance, and general provisions).
- Details will be provided in 8-1/2 X 11 size paper using AECOM's standard CAD blocks and templates.
- Review meeting will be virtual over the phone or MS Teams.
- No survey or geotechnical work is included with this Scope.
- District will provide utility plans for the utilities within the project area.
- District of District's contractor to verify depth to top of water valve stems.
- AECOM assumes any information provided by the District to be true and correct.

*Task 1.4 - Design Progress Meeting and Preparation of Final Contract Documents*

AECOM will meet with the District over the phone or MS Teams to discuss the 60% design submittal and to receive comments from the District's review team. After the review meeting, District comments will be incorporated into the final design set as appropriate. AECOM will update the engineer's estimate of the probable construction cost, as necessary.

*Deliverables:*

- One (1) electronic copy of construction bid package (PDF)
- One electronic copy of the final cost estimate (PDF)



Task 1.5 - Project Management and Quality Control

AECOM's Project Manager will assign resources to complete the design within the given time and budget constraints. The Project Manager will also implement AECOM's ISO certified Quality Management Program procedures for the project which includes a review of project deliverables by qualified engineers who did not work on the project but who have experience in the design and analysis of street improvement projects.

**Schedule**

AECOM is available to commence work upon written authorization to proceed. AECOM proposes to complete the work in accordance with the schedule estimate identified below. AECOM will discuss the schedule with the District during the kickoff meeting and will adjust accordingly.

- Kickoff Meeting / Site Visit - One Week from Notice to Proceed.
- 60% Design - Four Weeks from Site Visit.
- 60% Design Review - Two Weeks by District assumed.
- Final Design - Two Weeks from Design Review Meeting.

**Fee**

The estimated fee for the defined scope is proposed on a Time and Materials basis, not-to-exceed without prior written approval amount of \$11,947. Refer to the attached budget estimate workbook for additional detail. AECOM proposes that the work be performed under our existing On Call Services agreement dated December 14, 2023.

We look forward to working with the District on this important Road Rehabilitation Project.

Sincerely,

William C. Black, PE  
Project Manager

Dan Cronquist, PE  
Principal Engineer

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Authorized by  
Kim Domingo, P.E.  
General Manager

Date

# Field Operations Report Sewer – January 31, 2024

MH From	MH To	LENGTH	Date_clean	CLEAN_NOTE	EQUIPMENT
895	928	277.28	1/25/2024	Clear	Jetter trailer
928	927	338.43	1/25/2024	Clear	Jetter trailer
927	899	349.61	1/25/2024	Clear	Jetter trailer
899	898	302.13	1/25/2024	Clear	Jetter trailer
829	896	138.40	1/25/2024	Wipes in line	Jetter trailer
931	898	351.55	1/25/2024	Clear	Jetter trailer
898	897	184.56	1/25/2024	Clear	Jetter trailer
896	930	273.34	1/25/2024	Wipes in line	Jetter trailer
930	931	341.56	1/25/2024	Clear	Jetter trailer
711	780	275.30	1/24/2024	Clear	Jetter trailer
780	781	396.84	1/24/2024	Clear	Jetter trailer
781	782	287.82	1/24/2024	Clear	Jetter trailer
712	783	361.09	1/24/2024	Clear	Jetter trailer
783	784	401.91	1/24/2024	Clear	Jetter trailer
901	925	361.30	1/24/2024	Clear	Jetter trailer
925	926	399.25	1/24/2024	Clear	Jetter trailer
203	131	233.01	1/22/2024	Heavy grit	Combo truck
131	126	360.00	1/22/2024	Hevy grit	Combo truck
1315	130	155.00	1/18/2024	Clear	Combo truck

Sewer Report: 5,781 feet cleaned Period 1/16 – 1/31

1. Repairs – 0
2. Calls from customers – 0
3. Sewer Camera footage – 705 ft
4. Illicit discharges -0
5. FOG inspections – 0
6. Pest Control measures – Boric acid
7. SSO 's – 0
8. Manhole inspections - 27
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. Public Works has been busy utilizing the sewer camera van to asses the sewer systems future needs and current condi

# Field Operations Report Water – January 31 ,2024

## LEAKS REPAIRED

<b>ADDRESS</b>	<b>Date</b>	
2335 Arboretum	1/18/2024	
3331 Garnet	1/18/2024	
3325 Garnet	1/18/2024	
3430 Garnet	1/18/2024	
3430 Garnet	1/20/2024	
3318 Jahon	1/24/2024	
3401 Huron	1/25/2024	
3279 Emerald	1/25/2024	
3027 Patti Rose	1/29/2024	
2752 Desert	1/29/2024	
3018 Richland	1/30/2024	
<b>11 Leaks Reported and Repaired</b>		

1. Work Orders- 52
2. Meter Reading - 0
3. Lock Offs - 0
4. Door Tags - 111
5. USA Dig Alert - 10
6. Main Breaks - 0
7. System Flushing - None
8. Graffiti - 4 Locations
9. Asphalt Patching - 0
10. Lead and Copper Rule service line investigations - 305/515 addresses



Water crew repairing a leak on Cold Creek ave





Staff removing graffiti on 15th st west.



Operator Juan De La Rosa checking system cl2 residual for public safety





Staff boarding up broken windows on 20th st building





Public Works assisted L.A County fire in the clean up of our 200th street property.

## 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. K. Hovanian and will be continuing development as planned on tract 7391. 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. There has recently been 8 meters installed on Andrew ave.
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.