

*Rosamond Community Services District
Regular Board Meeting – Agenda
Wednesday, February 28, 2024 @ 6:00 PM*

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

6:00 PM Regular Board Meeting
Wednesday, February 28, 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)

CONSENT CALENDAR

CC 1. Review and approve the check/voucher register dated February 6, 2024 through February 19, 2024 | Payroll (Direct Deposit) dated February 14, 2024 | Payroll (Checks) dated February 14, 2024.

CC 2. Receive and approve Cash Balances – December 2023.

CC 3. Receive and approve Reserve Balances – December 2023

CC 4. Receive and approve 2nd Quarter Treasurer’s Report.

Motion: _____ Second: _____

MINUTES

M1. Approve February 14, 2024 Regular Board Meeting Minutes.

Motion: _____ Second: _____

PRESENTATIONS

P 1. 30 Year Service Award to Juan De La Rosa.

P 2. 25 Year Service Award to John Houghton.

NEW BUSINESS

NB 1. Approve Task Order 2024-1 (KJ) to Kennedy Jenks for Water System Modeling. (Presenter GM Kim Domingo)

Motion: _____ Second: _____

Discussion

D 1. Strategic Plan Workshop Format and Agenda. (Presenter GM Kim Domingo)

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: February 28, 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 February 6, 2024 through February 19, 2024 | Payroll (Direct Deposit) dated February 14, 2024 | Payroll (Checks) dated February 14, 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 \$444,100.56 as follows:

Checks issued to vendors	\$387,336.32
Payroll direct deposit and checks	<u>56,764.24</u>
Total	\$444,100.56

Significant disbursements included the following payments:

- \$10,640.00 was paid to CUSI on February 7, 2024 for the Annual Maintenance and Technical Support
- \$31,783.74 was paid to Eide Bailly LLP on February 7, 2024 for January 2024 Accounting Services, Transition Services and Management Analyst
- \$34,455.20 was paid to SWRCB on February 7, 2024 for the Water System Annual Fees
- \$14,912.54 was remitted to the CalPERS on February 14, 2024 for required contributions
 - \$9,831.87 (Employer portion)
 - \$5,080.67 (Employee portion)
- \$4,497.07 was remitted to the Employment Development Department on February 14, 2024
 - \$ 51.25 (Employer portion)
 - \$4,445.82 (Employee portion)

- \$22,722.84 was remitted to the Internal Revenue Service on February 14, 2024
 - \$ 6,727.19 (Employer portion)
 - \$15,995.65 (Employee portion)
- \$175,560.00 was paid to Semitropic-Rosamond Water Bank Authority on February 14, 2024 for the 2024 Management and Maintenance fee
- \$14,386.67 was paid to Southern California Edison on February 14, 2024 for electricity usage at Well 9

DISCUSSION/ANALYSIS:

The check/voucher register dated February 6, 2024 through February 19, 2024 includes check numbers 64036 through 64084 (Attachment 1)

Payroll (Direct Deposit) number 26563 through 26574, 26575 (overflow), 26576 through 26589 were issued on February 14, 2024 in the amount of \$54,410.64. Payroll (Checks) number 26562, 26566 and 26590 were issued on February 14, 2024 in the amount of \$2,353.60 (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 February 6, 2024 through February 19, 2024

Attachment 2 – Payroll (Direct Deposit) dated February 14, 2024 and Payroll (Checks) dated February 14, 2024

Attachment 3 – Umpqua Business card ending in 3476

Rosamond Community Services District
 Check/Voucher Register
 10101 - General Checking - Wells Fargo
 From 2/6/2024 Through 2/19/2024

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
2/7/2024	64036	A-1 KLEAN RITE	PW BLD: JANITORIAL CLEANING	1,360.00	3,825.00
2/7/2024		A-1 KLEAN RITE	JANITORIAL CLEANING	1,360.00	3,825.00
2/7/2024		A-1 KLEAN RITE	RWW: JANITORIAL CLEANING	1,105.00	3,825.00
2/7/2024	64037	ANTELECOM, INC.	SOLAR WELL: 4G WIRELESS	75.00	225.00
2/7/2024		ANTELECOM, INC.	SOLAR ADMIN: 4G WIRELESS	75.00	225.00
2/7/2024		ANTELECOM, INC.	SOLAR POND: 4G WIRELESS	75.00	225.00
2/7/2024	64038	CLINICAL LABORATORY OF SAN BERNARDINO, INC.	SYSTEM TESTS	440.00	440.00
2/7/2024	64039	CORE & MAIN LP	INSTA-TITE	88.98	5,155.45
2/7/2024		CORE & MAIN LP	STOCK SUPPLIES	1,261.05	5,155.45
2/7/2024		CORE & MAIN LP	BEVEL TOOL, PROBE, INSTA SPOON & BILGE PUMP	519.45	5,155.45
2/7/2024		CORE & MAIN LP	1 QTY 850 CL HYDRANT & 2 QTY 6X1 1/16 RING GASKET	3,285.97	5,155.45
2/7/2024	64040	CUSI	ANNUAL MAINTENANCE & TECHNICAL SUPPORT: 03/31/24-3/31/25	10,640.00	10,640.00
2/7/2024	64041	EIDE BAILLY LLP	JAN 2024 ACCOUNTING SERVICES	24,333.00	31,783.74
2/7/2024		EIDE BAILLY LLP	JAN 2024 TRANSITION SERVICES	700.00	31,783.74
2/7/2024		EIDE BAILLY LLP	JAN 2024 MANAGEMENT ANALYST	6,750.74	31,783.74
2/7/2024	64042	GLENNAN, BYRON	MILEAGE REIMBURSEMENT: TO/FROM 2024 STATE OF THE COUNTY	107.20	107.20
2/7/2024	64043	GREATAMERICA FINANCIAL SERVICES	KYOCERA LEASE AGREEMENTS	395.11	395.11
2/7/2024	64044	INFOSEND, INC.	STATEMENT DATA PROCESSING	4,016.33	4,016.33
2/7/2024	64045	IRON MOUNTAIN INC.	STG & SHRED PKG B	319.00	319.00
2/7/2024	64046	IVR TECHNOLOGY GROUP	IVR FEES	252.74	252.74
2/7/2024	64047	KLEIN, DENATALE, GOLDNER, COOPER, ROSENLIEB & KIMBALL, LLP	GENERAL BUSINESS THROUGH 01/19/2024	2,737.50	2,737.50
2/7/2024	64048	LOOMIS	SAFEPOINT SERVICE	847.47	847.47
2/7/2024	64049	OFFICE DEPOT BUSINESS SOLUTIONS LLC	PENS, MULTI FOLD TOWELS, CORRECTION TAPE, ETC.	211.27	211.27
2/7/2024	64050	DANIEL REID CONSULTING SERVICES	JAN 2024 SERVICES, SUPPORT AND T&M INITIATIVES	2,715.68	2,715.68
2/7/2024	64051	SANI-STAR	JAN 2024 SERVICE FEE	200.00	200.00
2/7/2024	64052	SOUTHERN CALIF. EDISON	WELLS & TANKS	480.07	480.07
2/7/2024	64053	SOUTHERN CALIF. EDISON	2707 DIXIE ST (2700 20TH ST)	13.57	13.57
2/7/2024	64054	SWRCB ACCOUNTING OFFICE	WATER SYSTEM ANNUAL FEES 07/01/2023 - 06/30/2024	34,455.20	34,455.20
2/7/2024	64055	WASTE MANAGEMENT-KERN COUNTY	3179 35TH ST W: TRASH SERVICE	482.80	1,393.10
2/7/2024		WASTE MANAGEMENT-KERN COUNTY	875 PATTERSON RD: TRASH SERVICE	482.80	1,393.10
2/7/2024		WASTE MANAGEMENT-KERN COUNTY	875 PATTERSON RD: TRASH SERVICE	247.50	1,393.10
2/7/2024		WASTE MANAGEMENT-KERN COUNTY	PORT-O-LET	180.00	1,393.10
2/14/2024	64056	ARAMARK	EMPLOYEE UNIFORMS, MATS, TOWELS & 1ST AID KITS	1,466.33	1,466.33
2/14/2024	64057	ARC DOCUMENT SOLUTIONS, LLC	LF DOCUMENT SCAN - BW: ROSAMOND HIGH SCHOOL	166.47	166.47
2/14/2024	64058	AT&T TELECONFERENCE SERVICES	TELECONFERENCE	133.20	133.20
2/14/2024	64059	AT&T	STP	85.37	569.08
2/14/2024		AT&T	FAX	112.82	569.08
2/14/2024		AT&T	MAIN OFFICE	284.33	569.08
2/14/2024		AT&T	SCADA	57.19	569.08
2/14/2024		AT&T	TANK# 4	29.37	569.08
2/14/2024	64060	AUTOZONE	CABIN AIR FILTER	35.98	306.96
2/14/2024		AUTOZONE	DURALAST BATTERY, 8MM SOCKET & 10MM SOCKET	83.28	306.96
2/14/2024		AUTOZONE	CABIN AIR FILTER, WINDSHIELD FLUID & 2 QTY DURALAST SOCKETS	28.55	306.96

Rosamond Community Services District
 Check/Voucher Register
 10101 - General Checking - Wells Fargo
 From 2/6/2024 Through 2/19/2024

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
2/14/2024		AUTOZONE	#31 WINDSHIELD FLUID & BRAKE PADS	45.89	306.96
2/14/2024		AUTOZONE	E BRAKE CONTROL, FORD ADP BRAKE & BLK SILICONE	126.91	306.96
2/14/2024		AUTOZONE	AP CREDIT MEMO FROM INVOICE 5341508455	(96.59)	306.96
2/14/2024		AUTOZONE	AGILITY BRAKE CONTROL	82.94	306.96
2/14/2024	64061	BABCOCK LABORATORIES, INC.	SYSTEM TESTS	300.00	300.00
2/14/2024	64062	OVERFLOW		0.00	0.00
2/14/2024	64063	BURKE, WILLIAMS & SORENSEN, LLP	VILLA HOLDINGS, INC. (AD 1991-3)	758.22	7,912.61
2/14/2024		BURKE, WILLIAMS & SORENSEN, LLP	LORENZO, VENTON T. (AD 1991-3)	120.00	7,912.61
2/14/2024		BURKE, WILLIAMS & SORENSEN, LLP	MIRAFLO, OSCAR (AD 1991-3)	345.62	7,912.61
2/14/2024		BURKE, WILLIAMS & SORENSEN, LLP	NGUYEN, BINH (AD 1991-3)	90.00	7,912.61
2/14/2024		BURKE, WILLIAMS & SORENSEN, LLP	HORN ENTERPRISES (AD 1991-3)	60.00	7,912.61
2/14/2024		BURKE, WILLIAMS & SORENSEN, LLP	ROSAMOND HOLDINGS LLC (AD 1991-3)	531.00	7,912.61
2/14/2024		BURKE, WILLIAMS & SORENSEN, LLP	TEAGUE, KENNETH A., ET AL. (AD 1991-3)	60.00	7,912.61
2/14/2024		BURKE, WILLIAMS & SORENSEN, LLP	GRIMES, PATRICK S. (AD 1991-3)	940.36	7,912.61
2/14/2024		BURKE, WILLIAMS & SORENSEN, LLP	MILINOVICH, MICHAEL (AD 1991-3)	405.93	7,912.61
2/14/2024		BURKE, WILLIAMS & SORENSEN, LLP	HARRIS, EULA (AD 1991-3)	411.00	7,912.61
2/14/2024		BURKE, WILLIAMS & SORENSEN, LLP	REYES, FRANCISCO (AD 1991-3)	640.33	7,912.61
2/14/2024		BURKE, WILLIAMS & SORENSEN, LLP	REYES, SITILAY (AD 1991-3)	180.00	7,912.61
2/14/2024		BURKE, WILLIAMS & SORENSEN, LLP	PEREZ, BERNARDO (AD 1991-3)	989.17	7,912.61
2/14/2024		BURKE, WILLIAMS & SORENSEN, LLP	AZTEC FINANCIAL (AD 1991-3)	90.00	7,912.61
2/14/2024		BURKE, WILLIAMS & SORENSEN, LLP	GUZMAN, JOSE ET AL. (AD 1991-3)	103.50	7,912.61
2/14/2024		BURKE, WILLIAMS & SORENSEN, LLP	PEREZ, BERNARDO (AD 1991-3)	121.26	7,912.61
2/14/2024		BURKE, WILLIAMS & SORENSEN, LLP	MC CALISTER, RUFUS L. (AD 1991-3)	890.72	7,912.61
2/14/2024		BURKE, WILLIAMS & SORENSEN, LLP	GENERAL 1990-2 & 1991-3	275.50	7,912.61
2/14/2024		BURKE, WILLIAMS & SORENSEN, LLP	MONTEREY HOMES LLC (AD 1990-2/AD 1991-3)	450.00	7,912.61
2/14/2024		BURKE, WILLIAMS & SORENSEN, LLP	TIMBER PROPERTIES LTD (AD 1990-2/AD 1991-3)	450.00	7,912.61
2/14/2024	64064	CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PAYROLL REMITTANCE	14,912.54	14,912.54
2/14/2024	64065	CALPERS SUPPLEMENTAL INCOME 457 PLAN	PERS 457	4,360.41	4,360.41
2/14/2024	64066	CAPITAL ONE TRADE CREDIT	RENEWAL: 1 YR ADVANT	45.89	45.89
2/14/2024	64067	CA STATE DISBURSEMENT UNIT	WITHHOLDING ORDER	424.60	424.60
2/14/2024	64068	CUSI	SENDGRID UNLIMITED EMAILS	100.00	100.00
2/14/2024	64069	DOMINGO, KIM	SDI WITHHOLDING	283.04	283.04
2/14/2024	64070	EMPLOYMENT DEVELOPMENT DEPARTMENT	EMPLOYMENT TRAINING TAX	1.70	4,497.07
2/14/2024		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE DISABILITY INSURANCE	924.58	4,497.07
2/14/2024		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE INCOME TAX	3,521.24	4,497.07
2/14/2024		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE UNEMPLOYMENT TAX ACT	49.55	4,497.07
2/14/2024	64071	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	9,268.46	22,722.84
2/14/2024		INTERNAL REVENUE SERVICE	MEDICARE	2,550.16	22,722.84
2/14/2024		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	10,904.22	22,722.84
2/14/2024	64072	JACK HENRY AND ASSOCIATES	BILLING ON BEHALF OF CUSI	70.25	70.25
2/14/2024	64073	LEGAL SHIELD	LEGAL SHIELD	21.95	21.95
2/14/2024	64074	NORTHERN DIGITAL INC.	T&M SUPPORT	510.00	8,080.00
2/14/2024		NORTHERN DIGITAL INC.	T&M SUPPORT	7,570.00	8,080.00
2/14/2024	64075	OFFICE DEPOT BUSINESS SOLUTIONS LLC	AP CREDIT MEMO FROM INVOICE 346219765001	(22.25)	59.44

Rosamond Community Services District
 Check/Voucher Register
 10101 - General Checking - Wells Fargo
 From 2/6/2024 Through 2/19/2024

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
2/14/2024			2 QTY ROLLED PAPER TOWELS	81.69	59.44
2/14/2024	64076	OFFICE DEPOT BUSINESS SOLUTIONS LLC	BASE FEE REFUND	7,263.80	7,263.80
2/14/2024	64077	PMI ANTELOPE VALLEY	2024 MANAGEMENT & MAINTENANCE FEE	175,560.00	175,560.00
2/14/2024	64078	SEMITROPIC-ROSAMOND WATER BANK AUTHORITY	5702 GASKELL RD WELL 9	14,386.67	14,386.67
2/14/2024	64079	SOUTHERN CALIF. EDISON	ST. LIGHT & LLAD	9,480.61	9,480.61
2/14/2024	64080	SOUTHERN CALIF. EDISON	SCADA	21.11	21.11
2/14/2024	64081	SPARKLETT'S	WATER	41.96	41.96
2/14/2024	64082	STANDARD SOLAR, INC.	PV ELECTRICITY SERVICE CHARGE	9,241.44	9,241.44
2/14/2024	64083	UMPQUA BANK	3476 (ATTACHMENT 3)	226.02	226.02
2/14/2024	64084	Z AXIS IMAGES	JAN 2024 PR	4,468.60	4,468.60

Report Total

387,336.32

Rosamond Community Services District

Summary Check/Transaction Register

From 2/13/2024 Through 2/14/2024

<u>Document Date</u>	<u>Document Number</u>	<u>Type of Payment</u>	<u>Amount</u>
2/14/2024	26562	Check	975.08
2/14/2024	26563	Check	512.54
2/14/2024	26564	Check	854.24
2/14/2024	26565	Check	170.85
2/14/2024	26566	Check	1,025.08
2/14/2024	26567	Check	3,127.28
2/14/2024	26568	Check	2,263.11
2/14/2024	26569	Check	3,057.93
2/14/2024	26570	Check	4,438.28
2/14/2024	26571	Check	2,043.67
2/14/2024	26572	Check	98.65
2/14/2024	26573	Check	1,598.34
2/14/2024	26574	Check	2,030.80
2/14/2024	26575		0.00
2/14/2024	26576	Check	2,310.41
2/14/2024	26577	Check	3,549.95
2/14/2024	26578	Check	1,848.69
2/14/2024	26579	Check	2,072.22
2/14/2024	26580	Check	2,076.98
2/14/2024	26581	Check	3,472.16
2/14/2024	26582	Check	1,671.09
2/14/2024	26583	Check	1,500.09
2/14/2024	26584	Check	2,704.83
2/14/2024	26585	Check	1,937.25
2/14/2024	26586	Check	2,925.92
2/14/2024	26587	Check	2,709.43
2/14/2024	26588	Check	2,820.61
2/14/2024	26589	Check	2,615.32
2/14/2024	26590	Check	353.44
Report Total			56,764.24

PAYROLL 2/14/2024

Document Date	Document Number	Amount
2/14/2024	26563	512.54
2/14/2024	26564	854.24
2/14/2024	26565	170.85
2/14/2024	26567	3,127.28
2/14/2024	26568	2,263.11
2/14/2024	26569	3,057.93
2/14/2024	26570	4,438.28
2/14/2024	26571	2,043.67
2/14/2024	26572	98.65
2/14/2024	26573	1,598.34
2/14/2024	26574	2,030.80
2/14/2024	26575	0.00
2/14/2024	26576	2,310.41
2/14/2024	26577	3,549.95
2/14/2024	26578	1,848.69
2/14/2024	26579	2,072.22
2/14/2024	26580	2,076.98
2/14/2024	26581	3,472.16
2/14/2024	26582	1,671.09
2/14/2024	26583	1,500.09
2/14/2024	26584	2,704.83
2/14/2024	26585	1,937.25
2/14/2024	26586	2,925.92
2/14/2024	26587	2,709.43
2/14/2024	26588	2,820.61
2/14/2024	26589	<u>2,615.32</u>
Total Direct Deposit		54,410.64
2/14/2024	26562	975.08
2/14/2024	26566	1,025.08
2/14/2024	26590	<u>353.44</u>
Total Checks Issued		2,353.60

Total 56,764.24



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



Account Summary

Billing Cycle 01/31/2024
Days In Billing Cycle 31
Previous Balance \$249.99
Purchases + \$226.02
Cash + \$0.00
Balance Transfers + \$0.00
Special + \$0.00
Credits - \$0.00
Payments - \$249.99-
Other Charges + \$0.00
Finance Charges + \$0.00

NEW BALANCE \$226.02

Credit Summary

Total Credit Line \$2,500.00
Available Credit Line \$2,273.98
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

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

Payment Summary

NEW BALANCE \$226.02
MINIMUM PAYMENT \$226.02
PAYMENT DUE DATE 02/25/2024

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
01/04	01/05	PPLN01	24492164005000006176071	SP BIG FROG SUPPLY BIGFROGSUPPLY VA	\$226.02
01/23	01/23		0000000LBX2401232597011	PAYMENT - THANK YOU	\$249.99-

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
3476

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

AMOUNT OF PAYMENT ENCLOSED

Closing Date 01/31/24
New Balance \$226.02
Total Minimum Payment Due \$226.02
Payment Due Date 02/25/24

\$

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



MAKE CHECK PAYABLE TO:

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

25 0008 3476 0000 0000 00000000 00000000 0

STAFF REPORT

Rosamond Community Services District

DATE: February 07, 2024
TO: Board of Directors
FROM: Brad Rockabrand, CPA
SUBJECT: Cash Balances – December 2023

RECOMMENDATION:

By motion, discuss and receive Cash Balances – December 2023 report.

EXECUTIVE SUMMARY:

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

As of December 31, 2023, the District cash balances total \$6,542,674.52.

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

Water (Fund 01):	\$ 3,570,085.11
Sewer (Fund 02):	2,672,923.67
Street Lighting (Fund 03):	(2,387.72)
Lighting Assessment District (Fund 04):	131,340.39
Park (Fund 05):	0.00
Graffiti Abatement (Fund 06):	817.38
Park Maintenance (Fund 51):	0.00
General (Fund 99)	169,895.69
Total	<u>\$ 6,542,674.52</u>

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

DISCUSSION/ANALYSIS:

Not applicable

FISCAL IMPACT:

Not applicable

ENVIRONMENTAL IMPACT:

Not applicable

PRIOR BOARD REVIEW:

Not applicable

COMMISSION/COMMITTEE/BOARD REVIEW AND RECOMMENDATIONS:

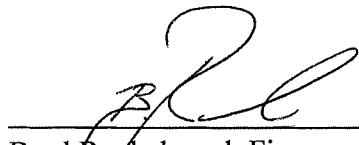
Not applicable

NOTIFICATION:

Not applicable



Kim Domingo, General Manager



Brad Rockabrand, Finance Consultant

ATTACHMENTS:

Attachment 1 – Normal Trial Balance – Cash Reconciliations

Rosamond Community Services District
Normal Trial Balance - Normal Trial Balance - Cash Reconciliations
From 12/1/2023 Through 12/31/2023

Account Title	Account Code	Debit Balance	Credit Balance
Water Service	01		
Cash Holding	10050	0.00	
Cash Holding - Wells Fargo	10060	0.00	
General Checking - Wells Fargo	10101	2,950,114.48	
Cal Trust - Debt Service	10163	<u>619,970.63</u>	
Water Service	Balance 01	3,570,085.11	
Sewer Service	02		
Cash Holding	10050	0.00	
Cash Holding - Wells Fargo	10060	0.00	
General Checking - Wells Fargo	10101	1,274,563.67	
Cal Trust - Debt Service	10163	<u>1,398,360.00</u>	
Sewer Service	Balance 02	2,672,923.67	
Street Lighting	03		
Cash Holding	10050	0.00	
Cash Holding - Wells Fargo	10060	0.00	
General Checking - Wells Fargo	10101		<u>2,387.72</u>
Street Lighting	Balance 03		2,387.72
Landscape & Lighting District #2	04		
Cash Holding - Wells Fargo	10060	0.00	
General Checking - Wells Fargo	10101	<u>131,340.39</u>	
Landscape & Lighting District #2	Balance 04	131,340.39	
Park Recreation & Development	05		
Cash Holding - Wells Fargo	10060	0.00	
General Checking - Wells Fargo	10101	0.00	
Cal Trust - Debt Service	10163	<u>0.00</u>	
Park Recreation & Development	Balance 05	0.00	
Graffiti Abatement	06		
General Checking - Wells Fargo	10101	<u>817.38</u>	
Graffiti Abatement	Balance 06	817.38	
Park Maintenance	51		
Cal Trust - Debt Service	10163	<u>0.00</u>	
Park Maintenance	Balance 51	0.00	
General Fund	99		
General Checking - Wells Fargo	10101	56,234.02	
Cal Trust - Debt Service	10163	<u>113,661.67</u>	
General Fund	Balance 99	169,895.69	
Report Total		<u>6,545,062.24</u>	<u>2,387.72</u>
Report Difference		<u>6,542,674.52</u>	

STAFF REPORT

Rosamond Community Services District

DATE: February 07, 2024
TO: Board of Directors
FROM: Brad Rockabrand, CPA
SUBJECT: Reserve Balances

RECOMMENDATION:

By motion, discuss and receive Reserve Balances – December 2023 report.

EXECUTIVE SUMMARY:

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

Pursuant to fiscal policy 3036.1:

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

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

This report, which reports on balances as of December 31, 2023, shows that District reserve balances total **\$28,275,817**.

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

General (Fund 99):	\$ 307,240.00
Water (Fund 01):	18,482,996.00
Sewer (Fund 02):	9,355,656.00
Street Lighting (Fund 03):	(2,234.00)
Lighting Assessment District (Fund 04):	131,340.00
Park (Fund 05):	0.00
Graffiti Abatement (Fund 06):	817.00
Park Maintenance (Fund 51):	0.00
Total	<u>\$28,275,817.00</u>

DISCUSSION/ANALYSIS:

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

Operations and Maintenance Fund:

Funded Status: (395%)

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

Reporting Period Changes: This reserve increased to (395%) due to the timing of cash flows in the quarter ended December 31. It will fluctuate up and down between reporting periods as the other reserves are funded and large, construction in progress expenses are paid. Both the water and sewer fund have begun making debt service payments towards loans. This coupled with the timing of collection of the water and sewer base fees during the quarter ended December 31 comprise these changes. Funds will be transferred to other reserves in January 2024 bringing this reserve back down.

Funding Plan: Not applicable.

Debt Service Fund:

Funded Status: 100%

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

service reserve requirements according to its agreements, however, this reserve has been established to ensure adequate financial resources are set aside to make the required debt service payments each year.

Funding Plan: Not applicable.

Repair and Replacement Fund:

Funded Status: 72%

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

Reporting Period Changes: This reserve increased to 72% due to interest earnings on reserve balances.

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

Rate Stabilization Fund:

Funded Status: 95%

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

Reporting Period Changes: This reserve will be funded upon collection of base fee revenues in December 2023.

Funding Plan: Not applicable.

Facilities Capacity Fee/Connection Fee Fund:

Funded Status: 92%

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

Funding Plan: This reserve will be funded upon collection of base fee revenues in December 2023.

Catastrophe/Emergency Fund:

Funded Status: 110%

Comments: Pursuant to District Policy 3036.1.6, this reserve is “intended to protect the District against financial impacts of unanticipated emergencies. At a minimum [it] will be set at

\$1,000,000.” This fund began being funded in fiscal year 2016-17 and as expected was fully funded by the end of fiscal year 2017-18.

Reporting Period Changes: This reserve is fully funded.

Funding Plan: This reserve is 110% funded.

Water Acquisition Fund:

Funded Status: 100%

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

Funding Plan: This reserve is 100% funded.

DISCUSSION/ANALYSIS:

Not applicable

FISCAL IMPACT:

Not applicable

ENVIRONMENTAL IMPACT:

Not applicable

PRIOR BOARD REVIEW:


Not applicable

COMMISSION/COMMITTEE/BOARD REVIEW AND RECOMMENDATIONS:

Not applicable

NOTIFICIATION:

Not applicable



Kim Domingo, General Manager



Brad Rockabrand, Finance Consultant

ATTACHMENTS:

Attachment 1 – Reserve Reconciliation

**ROSAMOND COMMUNITY SERVICES DISTRICT
RESERVE RECONCILIATION**

Fund	General	Water	Sewer	Street Lights	LLAD # 2	Parks	Graffiti	GASS 34	PM	Total
Reserve Requirements:										
Operations and Maintenance Fund	764	633,860	457,084	5,500	19,375	-	160	-	-	1,116,743
Debt Service Fund	113,307	617,327	1,395,686	-	-	-	-	-	-	2,126,320
Repair and Replacement Fund	28,918	10,744,551	2,962,850	-	-	-	-	-	-	13,736,319
Rate Stabilization Fund	-	657,448	462,605	-	-	-	-	-	-	1,120,053
Facilities Capacity Fee/Connection Fee	-	4,289,076	2,751,257	-	-	-	-	-	-	7,040,333
Emergency Fund	100,000	450,000	450,000	-	-	-	-	-	-	1,000,000
Water Acquisition	-	3,238,232	-	-	-	-	-	-	-	3,238,232
Total Reserve Requirements	242,989	20,630,495	8,479,482	5,500	19,375	-	160	-	-	29,378,000
Actual Reserves:										
Operations and Maintenance Fund	56,234	2,950,114	1,274,564	(2,388)	131,340	-	817	-	-	4,410,682
Debt Service Fund	113,662	619,971	1,398,360	-	-	-	-	-	-	2,131,992
Repair and Replacement Fund	29,121	6,823,926	2,971,310	-	-	-	-	-	-	9,824,357
Rate Stabilization Fund	-	596,541	463,898	-	-	-	-	-	-	1,060,439
Facilities Capacity Fee/Connection Fee	-	3,759,544	2,751,257	-	-	-	-	-	-	6,510,801
Emergency Fund	108,223	494,667	496,269	154	-	-	-	-	-	1,099,313
Water Acquisition	-	3,238,232	-	-	-	-	-	-	-	3,238,232
Total Actual Reserves	307,240	18,482,996	9,355,656	(2,234)	131,340	-	817	-	-	28,275,817
Variance	64,251	(2,147,499)	876,175	(7,734)	111,965	-	657	-	-	(1,102,184)
Reserve Funded Status:										
Operations and Maintenance Fund	7360%	465%	279%	-43%	678%	-	511%	-	-	395%
Debt Service Fund	100%	100%	100%	-	-	-	-	-	-	100%
Repair and Replacement Fund	101%	64%	100%	-	-	-	-	-	-	72%
Rate Stabilization Fund	-	91%	100%	-	-	-	-	-	-	95%
Facilities Capacity Fee/Connection Fee	-	88%	100%	-	-	-	-	-	-	92%
Emergency Fund	108%	110%	110%	-	-	-	-	-	-	110%
Water Acquisition	-	100%	-	-	-	-	-	-	-	100%
Total Reserve Funded Status	126%	90%	110%	-41%	678%	-	511%	-	-	96%

STAFF REPORT

Rosamond Community Services District

DATE: February 28, 2024

TO: Board of Directors

FROM: Brad Rockabrand, CPA

SUBJECT: 2nd Quarter Treasurer's Report

RECOMMENDATION:

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

EXECUTIVE SUMMARY:

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

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

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

This report, which reports on balances as of December 31, 2023 shows that District investments total **\$29,612,494.99**. All such investments are in government securities, certificates of deposit, or other approved investment vehicles.

The District investment balances went up from **\$29,338,386.14** by **\$274,108.85**. This increase is comprised of:

Emergency Reserve Increases:	\$	0.00
Depreciation Replacement:		0.00
Water Availability:		0.00
Water Connection Fee Reserve:		0.00
Sewer Connection Fee Reserve:		0.00
Debt Service Reserve:		0.00
Water Rate Stabilization Reserve:		0.00
Sewer Rate Stabilization Reserve:		0.00
Unrestricted Reserve:		0.00
Investment Interest Earnings:		<u>274,108.85</u>
Total		<u>\$ 274,108.85</u>

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

Cal Trust Short Term Fund:	\$	157,499.76
Cal Trust Medium Term Fund:		28,355,681.96
Local Agency Investment Fund:		<u>1,099,313.27</u>
Total		<u>\$ 29,612,494.99</u>

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

Water (Fund 01):	\$	15,532,881.63
Sewer (Fund 02):		12,209,504.20
Street Lighting (Fund 03):		184,942.22
LLAD # 2 (Fund 04):		311,523.33
Parks (Fund 05):		0.00
Park Maintenance (Fund 51):		0.00
General Fund (Fund 99):		<u>1,373,643.61</u>
Total		<u>\$ 29,612,494.99</u>

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

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

Nonrestricted:

Water (Fund 01):	\$ 8,708,955.83
Sewer (Fund 02):	9,238,194.38
Street Lighting (Fund 03):	184,942.22
LLAD # 2 (Fund 04):	311,523.33
Parks (Fund 05):	0.00
Park Maintenance (Fund 51):	0.00
General Fund (Fund 99):	<u>1,318,613.77</u>
Total	<u>\$ 19,762,229.53</u>

Assigned:

Water (Fund 01):	\$ 6,823,925.80
Sewer (Fund 02):	2,971,309.82
General (Fund 99):	<u>29,120.88</u>
Total	<u>\$ 9,824,356.50</u>

Restricted:

General (Fund 99):	\$ <u>25,908.96</u>
Total	<u>\$ 25,908.96</u>

FISCAL IMPACT:

Investment earnings for the quarter ended December 31, 2023 are:

Cal Trust Short Term Fund:	\$ 1,893.71
Cal Trust Medium Term Fund:	262,390.57
Local Agency Investment Fund:	<u>9,824.57</u>
Total	<u>\$ 274,108.85</u>

Year to date investment earnings are: **\$527,727.40** (*Amount reported net of accruals*)

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 – Cal Trust Investment Statement

Attachment 2 – Local Agency Investment Fund Statement

Attachment 3 – YTD Investment Earnings



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

Investment Account Summary

12/01/2023 through 12/31/2023

SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Dec 31 (\$)	Value on Dec 31 (\$)	Average Cost Amount (\$)	Cumulative Change in Value (\$)
ROSAMOND COMMUNITY SERVICES DISTRICT	20100019110					
CalTRUST Short Term Fund	20100019110	15,708.776	10.06	158,030.29	157,499.76	530.53
CalTRUST Medium Term Fund	20100019110	2,804,897.314	9.82	27,544,091.62	28,122,295.10	(578,203.48)
CalTRUST Liquidity Fund	20100019110	233,386.860	1.00	233,386.86	233,386.86	0.00
Portfolios Total value as of 12/31/2023				27,935,508.77		

DETAIL OF TRANSACTION ACTIVITY

Activity Description	Activity Date	Amount (\$)	Amount in Shares	Balance in Shares	Price per Share (\$)	Balance (\$)	Average Cost Amt (\$)	Realized Gain/(Loss) (\$)	
		ROSAMOND COMMUNITY SERVICES DISTRICT				Account Number: 20100019110			
CalTRUST Short Term Fund									
Beginning Balance	12/01/2023			15,647.955	10.03	156,948.99			
Accrual Income Div Reinvestment	12/29/2023	611.86	60.821	15,708.776	10.06	158,030.29	0.00	0.00	
Change in Value						469.44			
Closing Balance as of	Dec 31			15,708.776	10.06	158,030.29			
		ROSAMOND COMMUNITY SERVICES DISTRICT				Account Number: 20100019110			
CalTRUST Medium Term Fund									
Beginning Balance	12/01/2023			2,796,344.186	9.73	27,208,428.93			
Accrual Income Div Reinvestment	12/29/2023	83,991.72	8,553.128	2,804,897.314	9.82	27,544,091.62	0.00	0.00	
Change in Value						251,670.97			
Closing Balance as of	Dec 31			2,804,897.314	9.82	27,544,091.62			
		ROSAMOND COMMUNITY SERVICES DISTRICT				Account Number: 20100019110			
CalTRUST Liquidity Fund									
Beginning Balance	12/01/2023			232,291.800	1.00	232,291.80			
Accrual Income Div Reinvestment	12/29/2023	1,095.06	1,095.060	233,386.860	1.00	233,386.86	0.00	0.00	
Change in Value						0.00			
Closing Balance as of	Dec 31			233,386.860	1.00	233,386.86			

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

California State Treasurer
Flora Ma, CPA



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

January 04, 2024

[LAIF Home](#)
[rMIA Average Monthly Yields](#)

ROSAMOND COMMUNITY SERVICES DISTRICT

TREASURER
3179 35TH STREET WEST
ROSAMOND, CA 93560

[Tran Type Definitions](#)

Account Number: 16-15-004

December 2023 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	1,099,313.27
Total Withdrawal:	0.00	Ending Balance:	1,099,313.27

Rosamond Community Services District
Normal Trial Balance - Normal Trial Balance - YTD Investment Earnings
From 7/1/2023 Through 12/31/2023

Account Title	Account Code	Debit Balance	Credit Balance
Water Service	01		
Interest Income - LAIF Unrestricted	46930		273,093.06
Water Service	Total 01	0.00	273,093.06
Sewer Service	02		
Interest Income - LAIF Unrestricted	46930		213,703.36
Sewer Service	Total 02	0.00	213,703.36
Street Lighting	03		
Interest Income - LAIF Unrestricted	46930		3,302.79
Street Lighting	Total 03	0.00	3,302.79
Landscape & Lighting District #2	04		
Interest Income - LAIF Unrestricted	46930		5,565.65
Landscape & Lighting District #2	Total 04	0.00	5,565.65
Park Recreation & Development	05		
Interest Income - LAIF Unrestricted	46930	0.00	
Park Recreation & Development	Total 05	0.00	0.00
Park Maintenance	51		
Interest Income - LAIF Unrestricted	46930	0.00	
Interest Income - LAIF Restricted	46931	0.00	
Park Maintenance	Total 51	0.00	0.00
General Fund	99		
Interest Income - LAIF Unrestricted	46930		23,112.25
Interest Income - LAIF Restricted	46931		462.89
General Fund	Total 99	0.00	23,575.14
Report Total		0.00	519,240.02
Report Difference			519,240.02

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 35th 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	Present (arrived at 5:50 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 Webb and seconded by Director Washington.

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 was made to go into closed session at 5:32 PM by VP Stewart and seconded by Director Washington.

Motion passed 5/0, all ayes.

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

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

A motion to come out of closed session at 5:59 PM was made by Director Webb and seconded by Director Washington.

Motion passed 5/0, all ayes.

There was no reportable action taken.

6:00 P.M. OPEN SESSION

Meeting opened at 6:00pm.

PUBLIC COMMENTS

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

None.

VOLUNTARY PUBLIC ROLL-CALL VIA TELECONFERENCE

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

John Joyce – Rosamond News.

CONSENT CALENDAR

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

A motion was made to approve the Consent Calendar check/voucher review by VP Stewart and seconded by Director Webb.

Motion passed 5/0, all ayes.

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.

A motion was made to approve M1, M2, and M3 by VP Stewart and seconded by Director Webb.

Motion passed 5/0, all ayes.

NEW BUSINESS

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

A motion to approve the disposal of decommissioned surplus electronic equipment described on the accompanying staff report and method of disposal by recycling after removal of hard drives and batteries was made by Director Wallis and seconded by Director Washington.

Motion passed 5/0, all ayes.

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

A motion was made to approve task order 2024-1 with AECOM for plan check services on a time-and-materials basis not to exceed \$15,000 and authorize the Board President to execute the task order was made by VP Stewart and seconded by Director Wallis.

Motion passed 5/0, all ayes.

NB 3. Approval of Task Order 2024-2 with AECOM for Rosamond Boulevard Utility Adjustments (Presenter GM Kim Domingo)

A motion to approve task order 2024-2 scope and fee proposal with AECOM for the Rosamond Boulevard utility adjustments project on a time-and-materials basis not to exceed \$11,947 as described in the accompanying staff report and authorize the Board President to execute the task order was made by VP Stewart and seconded by Director Wallis.

Motion passed 5/0, all ayes.

DIRECTOR REPORTS/COMMENTS/FUTURE AGENDA ITEMS

Director Washington - presented a water perspective regarding statewide efforts for water sustainability, especially in water banking, desalination and water recycling. He also honored Charles A. Graves, Rosamond's first postmaster, for Black History Month.

VP Stewart – expressed appreciation for the staff's support of the recent blood drive.

Director Webb -discussed recent graffiti and asked staff to take pictures and send them to the Sheriff's Department. He also directed staff to seek repair options for vacant District properties so they appear to be occupied. Director Webb also requested a special board meeting to discuss strategic planning and long-term succession planning.

President Glennan – encouraged the public to look at the field operations report at the back the agenda packet to see how much the public works crew is accomplishing.

GENERAL COUNSEL UPDATE

John Komar, Esq – No report.

GENERAL MANAGER UPDATE

Kim Domingo reported on the following:

- 1) Kern County wants the District to consider operating the pool. This function is not within the District's governing jurisdiction.
- 2) Budget – staff had a very productive kickoff meeting. GM Domingo's goal is to firm up the budget process and not continue to have it solely based on trending projections. The finance committee will be an integral part of the process, along with board budget workshops.
- 3) The next Finance Committee meeting will discuss next steps needed for the Rosamond Foundation.

DIRECTOR OF ADMINISTRATION UPDATE

Sherri Timm reported on the following:

- 1) 143 Notice of Shutoff letters were mailed on February 8th
- 2) The \$20 Door Hanger fee charged to delinquent accounts resumed on February 14th. There were a total of 81 accounts charged.
- 3) The \$45 service disconnection fee will resume on March 5th.

- 4) The District has enhanced its 457 Plan and now offers a Roth option to all staff.
- 5) Kern County elections will be using the board room as a polling site on March 5th and 19th
- 6) The next blood drives to be held in the board room will be on June 5th and December 12th, 12pm to 6pm.

PUBLIC WORKS UPDATE

John Houghton reported on the following:

- 1) He expressed appreciation to staff regarding the preparation of the Operations Field Report.
- 2) In preparation of the Kern County road resurfacing project, the public works crew will be working on lowering utilities on Rosamond Blvd. every Tuesday and Wednesday until the work is completed.
- 3) There has been a substantial increase in graffiti. Public works relies on the community to report it by calling the District office. They will also paint over it if they see it.

Director Washington expressed appreciation for the public work's crew handling of graffiti abatement and encouraged staff to engage in outreach to local community groups on the topic. Director Webb stated he will attend the next RMAC and School Board meetings to share District graffiti abatement protocols.

ADJOURNMENT

A motion to adjourn the meeting at 6:21pm was made by Director Webb and seconded by Director Wallis.

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 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

Secretary to the Board of Directors

STAFF REPORT

Rosamond Community Services District

DATE: February 28, 2024

TO: Board of Directors

FROM: Kim Domingo, General Manager

Subject: Approval of Task Order 2024-1 with Kennedy Jenks – Water System Hydraulic Modeling

RECOMMENDATION:

Approve the Task Order 2024-1 scope and Not-to-Exceed fee proposal for the As-Needed Water System Hydraulic Modeling and Authorize the General Manager to Execute.

BACKGROUND:

On July 28, 2023, the Board approved a Master Services Agreement (MSA) with Kennedy Jenks 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 to verify the District's ability to provide water service to new connections, including the need for fire protection water at the minimum required pressure and rate of flow. In August of 2019 Kennedy Jenks prepared a hydraulic water model of the District's water system as a part of their scope of services for the Master Water Plan document. The water model can be used to check capacities of the existing water system and recommend improvements to correct deficiencies.

These services would be performed under budget item 01-65000, and specific services will be assigned to capital project codes as appropriate.

ANALYSIS:

Since Kennedy Jenks currently maintains the District water system hydraulic model, utilizing them to analyze specific proposed connections is cost effective, as the model would need to be re-built and calibrated in the event another consultant was utilized. Authorizing this Task Order results in cost savings to the District.

FISCAL REVIEW:

The costs for Task Order 2024-1 (KJ) can be accommodated in the current budget.

LEGAL REVIEW:

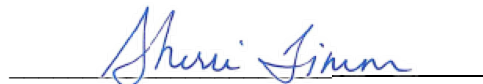
N/A

CONCLUSION:

Approval is recommended.



Kim Domingo, General Manager



Sherri Timm, Director of Administration

ATTACHMENTS:

Task Order 2024-1 (KJ)

Attachment A

TASK ORDER 2024-1 (KJ)

This Task Order is made this 28th 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 on the 28th day of July, 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:

As-Needed Water System Hydraulic Modeling in accordance with attached February 15, 2024 letter proposal

3. The Project Schedule is as follows:

This Task Order shall be in effect for the term of the Master Services Agreement. Schedule for the Services under this Task Order shall be as agreed between the parties.

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):

On a time-and-materials basis not to exceed \$20,000 in accordance with the attached February 14, 2024 letter proposal.

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

In accordance with the attached February 15, 2024 letter proposal.

DISTRICT

CONSULTANT

Kim Domingo

Ronald Walz

Date

Date

15 February 2024

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

Subject: Proposal for Engineering Services
As-Needed Hydraulic Modeling Services

Dear Mr. Domingo:

Kennedy Jenks Consultants (KJ) is pleased to submit this letter proposal to Rosamond Community Services District (District) for as-needed hydraulic modeling services. The District is requesting engineering support services from KJ for specific assignments that require updating/modifying the District's water system hydraulic model and/or utilizing the hydraulic model to evaluate the water system. This letter proposal provides a general scope of work and budget based on our discussion with the District.

Scope of Work

Kennedy Jenks will perform as-needed hydraulic modeling services and work closely with District staff. Our work is organized in tasks as described below:

Task 1 – Project Management and Quality Assurance and Quality Control (QA/QC)

This task addresses the management responsibilities associated with proper scheduling, budget control, invoice preparation and coordination with the District and the KJ team members. Additionally, each deliverable will receive a quality control review prior to submission to the District from a senior Kennedy Jenks engineer, not directly associated with the project, so that it is an independent review. All deliverables will be reviewed prior to submitting them to the District. QA/QC activities are integrated into Kennedy Jenks' project management system from project inception, through execution and final submission.

Task 2 – Meetings

At the District's request, KJ will attend meetings with the District to discuss assignments, progress of work, comments and feedback, action items, status of scope, schedule and budget, and review of risks. It is assumed that meetings will be held virtually.

Task 3 – Hydraulic Modeling Support

KJ will perform as-needed hydraulic modeling services for the District. At the District’s request, KJ will provide engineering support services on specific assignments that require updating/modifying the District’s water system hydraulic model and/or utilizing the hydraulic model to evaluate the water system.

Basis of Compensation

We propose that compensation for our services be on a time and materials basis in accordance with the January 1, 2023 Schedule of Charges seen in Appendix A. Payments will be made monthly based on invoices, which list actual costs and expenses. The total not-to-exceed fee for hydraulic modeling services is \$20,000. This amount will not be exceeded without prior written authorization from the District.

Terms and Conditions

The terms and conditions included in the Master Services Agreement (MSA), seen in Appendix B, executed between the District and KJ on July 28, 2023 will be adhered to as part of this Task Order, unless mutually agreed to be amended by the District and KJ. Prior to KJ starting any work, a Task Order (Attachment A of the MSA) will be completed and signed by the District and KJ.

We look forward to continuing our work with the District. If you have any questions regarding our proposal, please contact Connor Rutten at (626) 568-4308 or Rachel Druffel-Rodriguez at (858) 676-7532.

Very truly yours,

KENNEDY/JENKS CONSULTANTS, INC.



Connor Rutten, P.E.
Project Manager



Rachel Druffel-Rodriguez, P.E.
Client Service Manager

AUTHORIZATION:

ROSAMOND COMMUNITY SERVICES DISTRICT

By: _____
(Signature)

(Print Name)

Title: _____

Date: _____

APPENDIX A – SCHEDULE OF CHARGES

Client/Address: Rosamond Community Services District
 3179 35th St West
 Rosamond, CA 3560

Contract/Proposal Date: 15 February 2024

Schedule of Charges

January 1, 2023

PERSONNEL COMPENSATION

Classification	Hourly Rate
Engineer-Scientist-Specialist 1.....	\$150
Engineer-Scientist-Specialist 2.....	\$180
Engineer-Scientist-Specialist 3.....	\$200
Engineer-Scientist-Specialist 4.....	\$220
Engineer-Scientist-Specialist 5.....	\$240
Engineer-Scientist-Specialist 6.....	\$260
Engineer-Scientist-Specialist 7.....	\$285
Engineer-Scientist-Specialist 8.....	\$305
Engineer-Scientist-Specialist 9.....	\$320
Senior CAD-Designer	\$185
CAD-Designer	\$170
Senior CAD-Technician	\$155
CAD-Technician	\$140
Project Assistant.....	\$140
Administrative Assistant.....	\$120
Aide.....	\$95

In addition to the above Hourly Rates, an Associated Project Cost charge of \$9.74 per hour will be added to Personnel Compensation for costs supporting projects including telecommunications, software, information technology, internal photocopying, shipping, and other support activity costs related to the support of projects.

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- a. Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, contractors, and other outside services.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Project specific telecommunications and delivery charges.
- e. Special fees, insurance, permits, and licenses applicable to the work.
- f. Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

If prevailing wage rates apply, the above billing rates will be adjusted as appropriate.

Overtime for non-exempt employees will be billed at one and a half times the Hourly Rates specified above.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective January 1, 2023 through June 30, 2024. After June 30, 2024, invoices will reflect the Schedule of Charges currently in effect.

STAFF REPORT

Rosamond Community Services District

DATE: February 28, 2024
TO: Board of Directors
FROM: Kim Domingo, General Manager
Subject: Discussion Item – Strategic Plan Workshop Agenda

RECOMMENDATION:

Consider and discuss the draft Strategic Plan Workshop Agenda and provide direction to staff.

BACKGROUND:

On May 13, 2020, the Board adopted a 5-Year Strategic Plan (Plan) for the years 2019 through 2023. The Plan was developed by the Board and District Management Team. The forum was facilitated by BHI Management Consulting.

The Plan was to be reviewed annually and updated as appropriate, so that the 5-year planning horizon could be maintained. Staff has not found any updates to the Plan since its original adoption.

It is proposed that the District revisit the Plan, update it to include accomplishments, reconsider vision and goals, and incorporate the current Board desires and direction in the Plan within a 5-year projection. The attached agenda suggests the framework to conduct the Plan workshop.

ANALYSIS:

It is not intended to have a full Strategic Plan discussion at this time, but to establish the agenda that will be utilized for the workshop.

FISCAL REVIEW:

N/A

LEGAL REVIEW:

N/A

CONCLUSION:

Discuss and provide direction on the final workshop agenda.



Kim Domingo, General Manager



Sherri Timm, Director of Administration

ATTACHMENTS:

2019-2023 Strategic Plan
Draft Workshop Agenda



Rosamond Community Services District

**ROSAMOND COMMUNITY
SERVICES DISTRICT
5-YEAR STRATEGIC PLAN
FISCAL YEAR 2019-2023**

Approved: 05/13/2020

Board of Directors

Greg Wood, President
Rick Webb, Vice President
Byron Glennan, Director
Ben Stewart, Director
Gregory Washington, Director

District Management Team

Steve A. Perez, General Manager
Lizette Guerrero, Assistant General Manager
John Houghton, Director of Public Works
Brad Rockabrand, Consulting Accountant
Brach Smith, Manager of Public Works

Strategic Planning Consultant

Brent Ives, Principal, BHI Management Consulting



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Introduction

This Strategic Plan is a top level planning document for our organization to set clear direction over all operational aspects of its mission. It serves as a framework for decision making over a five-year period. It is a disciplined effort to produce fundamental decisions that shape what a District plans to accomplish by selecting a rational course of action. This planning process began with an environmental scan of the Rosamond Community Services District's (the District's) business environment including an objective assessment of the District's strengths, weaknesses, opportunities and threats. Input from various stakeholders was gathered and analyzed. Starting with that information, the District's Mission and Vision and the overall structure of this Strategic Plan were developed by the Board in workshop settings. Within the framework of that structure and the business environment, strategies and goals were developed to sustain, and where appropriate, improve the District over the next five years. At its highest level, this Strategic Plan addresses areas of concern while seeking to strengthen and build upon opportunities.

This plan also identifies actions, activities and planning efforts that are currently underway and which are needed for continued success in operations and management of the District, and provides for annual reviews and updates.

The strategic planning effort has focused on all of the following important areas:

- Ensuring the District's long-term financial health and stability;
- Sustaining a high performing, motivated and adaptable workforce;
- Sustaining sound administrative, operational maintenance management practices and good customer relations;
- Ensuring clear, concise and consistent communications with the Rosamond community; and
- Ensure the Community of Rosamond has a sufficient Water Supply to address the existing needs as well as the needs into the distant future.

Strategic Planning Definitions

1. Mission Statement: A declaration of the District's purpose, which succinctly describes why the District exists. All activities of the District should be in support of the Mission Statement. The Mission Statement is adopted by the Board of Directors. The Mission Statement is reviewed annually but is intended to be constant over the long term.
2. Vision Statement: A statement that articulates where the District wants to be over the life of the Strategic Plan. It outlines at the highest level the key changes that must be achieved by the Strategic Plan. The Vision creates and drives strategy and tactics identified elsewhere in the Strategic Plan. The Vision Statement is adopted by the Board of Directors. The Vision Statement is also reviewed annually and will typically change more frequently than the Mission Statement to reflect the direction of where the Board wants to take the District over the five-year time horizon of the Strategic Plan.
3. Strategic Elements: These are the primary areas of District operations, planning, and management that are addressed and supported by the Strategic Plan goals, providing balance for the Plan across the organization as a whole. These serve as the outline and organization of the Strategic Plan. The Strategic Elements are adopted by the Board of Directors. The Strategic Elements are reviewed annually but are intended, absent major new issues to be faced, to be relatively constant over the life of the five year Strategic Plan.
4. Objective and Strategy Statement: This is a concise statement associated with each Strategic Element that describes the objective of that element. It explains why that element is important to the District's overall strategy and finishes with a statement that describes how the Objective for that Element will be achieved through a strategy.
5. Strategic Goals: This is a short description of what will be needed to achieve the Vision. The goal statement is supported by a narrative that more briefly explains the nature of the goal and the issues that the goal intends to address. The Strategic Goals are prepared by management and accepted by the Board. The Strategic Goals may change from year-to-year at the annual update of the progress on each Strategic Element. The Strategic goals

straddle the line between policy (Board responsibility) and implementation (management responsibility) and as such are a collaborative effort of both the Board and management.

Strategic Plan Development

In FYE 2019, the District retained the services of BHI Management Consulting (BHI) to facilitate and coordinate the development of the District's five-year Strategic Plan. BHI first met with the Board of Directors in a workshop setting to discuss the important aspects of the Mission and Vision of the District.

The Board supported this process as a way to allow broad participation in the foundational work of the Strategic Plan. The Board reviewed all input, revisited and refined the existing Mission Statement and drafted a new Vision Statement for the District at this workshop.

A steering committee, consisting of Senior Management and staff, worked with BHI to develop the Strategic Goals that support each Strategic Element. Using this process, along with both external and internal input, the Strategic Plan was assembled in a way that best articulates the Board's Vision and Strategy for the District over the next five years. The resulting draft document and implementation plan was then brought back to the Board for review and approval.

Continuation of the Planning Process

A key part of the Strategic Planning process is to conduct an annual review to update the Plan. Accordingly, an annual update of the strategic plan was built into the plan to ensure that it would be updated each year. These reviews allow for regular maintenance of the Plan so that it reflects the actual progress and conditional needs of the District. The reviews will be documented and followed up with by either a Plan supplement or an updated Plan. A five-year planning horizon will be maintained with each review effort developing a new fifth year of actions, projects and initiatives.

DISTRICT MISSION

To enhance the quality of life in the community by providing the essential services of safe drinking water, treatment and disposal of sewage in an environmentally effective and fiscally responsible manner.

DISTRICT STRATEGIC VISION

In five years the Rosamond Community Services District will be able to say ...

- *We are using our denitrified water in a beneficially acceptable manner.*
- *We have strategically crafted water acquisitions, additional sources and developed storage of additional water supplies to serve the community.*
- *We continue to produce water and wastewater capacity for growth.*
- *We have improved our public image through the utilization of public outreach via newsletters, social media and public meetings.*
- *We have collaborated with staff to create an active succession plan for key positions and created a professional development plan for our employees.*
- *We have established a fair and equitable rate process.*

Primary Goal

Provide a Safe, Abundant and Reliable Water Supply

The Rosamond Community Services District is committed to maintaining a safe, abundant and reliable water supply to meet the community needs of today and in the future! The District will develop a strategy to maintain a water supply and a water reclamation process that will serve to provide the water needs of the District for many years to come. In addition, we will produce reclaimed water in the safest and most technologically accepted manner possible. Every attempt will be made to purchase additional water resources in the most economical manner possible.

Strategic Elements

Strategic Elements represent the vital areas of the District's operation and management wherein strategy is established through Strategic Goals. They ensure that the implementation of strategy work to be performed in support of the Mission and Vision are comprehensive in nature and properly cover all areas of the District. Strategic Elements are derived from the foundational Mission and Vision statements of the District. They are linked to action and results through the Strategic Goals written in each area and the Strategic Work Plan. The Strategic Work Plan contains the supportive actions and initiatives organized and prioritized by year within the Plan period. It presents each Strategic Goal and consolidates actions in tabular form in Table 1 - Strategic Plan "At-a-Glance" (pg. 14).

The Strategic Elements are:

- 1.0 Create Deliberate Fiscal Resources
- 2.0 Conduct Succession Planning
- 3.0 Manage Administrative, Operational, Maintenance Needs
- 4.0 Improve Community Communication
- 5.0 Maintain our Water and Waste Water Systems
- 6.0 Develop a Long Range Water Securitization Plan

1.0 Create Deliberate Fiscal Resources

***Objective/Strategy:** The District's objective is to ensure financial stability and accountability through prudent fiscal management and responsible financial stewardship. The District will maintain high standards that allow for the cost effective delivery of services, programs and available resources that maximize value to our employees and customers.*

1.1 Establish Deliberate Fiscal Reserves

The District will establish reserve funds specifically for the enhancement of our waste water treatment and the generation of beneficial use water. In addition, establish reserves to address catastrophic or unforeseen events and to fund the depreciation costs of maintaining our vital infrastructure. Be ever diligent to ensure the fiscal resources of the District are maintained at adequate levels to respond to unanticipated infrastructure and employee needs and revenue depleting legislative actions.

1.2 Non-Traditional Revenue

The District will explore the generation of additional revenue from non-traditional sources, such as solar. In addition, explore the options of a partial liquidation of investment assets to prevent borrowing to accomplish our capital improvement projects. As a result saving rate payers the need to pay interest and fees attached to borrowing money. Revenues generated can be used to increase our Reserves and our General Fund.

1.3 Solar Mitigation

Develop a plan to establish a solar Power Purchase Agreement (PPA) at no out of pocket expense to the District to reduce the high cost of electricity in the District. The addition of solar will reduce the overall cost of electricity for the District's Water Reclamation Plant and translate into significant revenue savings for our rate payers. In addition, explore the possibility of providing a "Community Option" to produce and sell lower cost electricity to our Community.

2.0 Conduct Succession Planning

***Objective/Strategy:** This is an essential part of our long term strategy. The outcomes desired herein are smooth transitions between those with corporate knowledge and those moving into positions of greater responsibility. It is the desire of the District to develop a well-trained, dedicated and reliable workforce.*

2.1 Plan Establishment

Establish a plan that values self- evaluation, training, education, and personal development. Organize the District's valuable employee resources to provide for a staff that is well trained, educated and prepared to transition into greater roles of responsibility. Internal career growth should be a clearly developed plan.

2.2 Management Reorganization

The District will begin with the reorganization of the management structure and later meet and confer with the union officials to discuss the succession strategy for represented employees.

2.3 Employee Development

The District will identify individuals that desire to achieve greater roles of responsibility and focus on their enhanced development through opportunities in education, training and mentoring.

3.0 Manage Administrative, Operational and Maintenance Needs

***Objective/Strategy:** The District will assure that the Administrative, Operational and Maintenance needs support the District's primary goal. We must stay current on technology, processes and legislation.*

3.1. Employee Education

The District will encourage staff and Board Members to attend regular conferences and trainings to address legal and legislative updates. In addition, the District will encourage staff attendance at various conferences to become more informed on new and improved technologies and processes that will allow for the efficient and effective operation of District systems and resources.

3.2. Analyze Personnel Needs

The District will analyze personnel and educational needs on a regular basis and ensure those needs are addressed in the next available budget.

4.0 Improve Community Communications

***Objective/Strategy:** Our objective is to provide timely, relevant and factual information to all constituents of Rosamond. We will carefully consider how to best engage, communicate and connect with our community. The actions and initiatives in this goal will be a consistent effort to keep our customers informed. The District will do a better job informing customers of policy changes and actions taken or to be taken.*

We will use professional services to assist us in ensuring timely and accurate information is reaching the public via a variety of media outlets available to us.

4.1 Training

The District will initiate training for the Board and District staff that will enhance the decision making process and production of information. It is crucial to communicate information that is accurate and consistent.

Areas of public relations training will include:

- **Social Media:** Training Board members and appropriate staff in the most effective ways to communicate via social media, including Facebook and other outlets.
- **Media Relations:** Training staff in handling media requests, how to proactively work toward positive media and other topics that will be intended to place the RCSD in a positive light.
- **Crisis Communications:** When a crisis occurs and involves the community of Rosamond and the District, there are specific ways to handle communications so as to avoid further problems and avoid further confusion.

4.2 Outside Media

The District will establish a relationship with an outside public relations group to inform our constituents of the necessary operations of the District. In addition, the public relations group will convey the District's messages in local media outlets and establish a presence in the social media sector.

4.3 Video Outreach

The District will develop video outreach for our community by producing a video of each District's Board meeting. It will be the intent of the District to post the video on local media outlets with high visibility.

5.0 Maintain our Water and Waste Water Systems

***Objective/Strategy:** The District will properly maintain the water and waste water infrastructure to avoid unnecessary costs to our customers. Proper predictive and preventative maintenance will extend the life of our infrastructure and prevent, to a large degree, potential catastrophic failures. On an annual basis District staff will review our infrastructure maintenance schedule and make any recommendations to include capital needs and ensure these needs are included in the Capital Improvement Plan (CIP) budget.*

5.1. Proactive Maintenance

Establish water and waste water management plans to provide for the scheduling of Predictive and Preventative maintenance of our infrastructure. The goal of our maintenance will be to extend the life of our infrastructure and minimize catastrophic failures which will reduce unnecessary costs to our rate payers.

5.2. Data and Maintenance

Predictive and Preventative maintenance requires up to date record keeping and proper scheduling. Management staff will ensure all data are uploaded to facilitate the ease of retrieval and notification of pending maintenance requirements thus extending the infrastructure life span. All records and data with regard to the maintenance of our infrastructure will be maintained on a regular basis.

6.0 Develop a Long Range Water Securitization Plan

***Objective/Strategy:** The District will establish a water supply strategy that will serve the community of Rosamond for years to come. A secure affordable water supply is a focus of the District and necessary due to the Antelope Valley water basin adjudication. The adjudication effects resulted in an approximate loss of 2,600 ac/ft. of water available to the District. Two essential requirements of the District water purchasing effort is to purchase water on a “one-time” basis when the fee is low as well as purchasing affordable “water rights” for long term use.*

6.1 Water Security

The District will establish a supply of water for the community that will address long term and short term needs. The District will focus on the needs of the existing rate payers as a priority. Future development will be required to provide water for their development(s) or pay the District to secure water for them.

6.2 Water Acquisition

The District will negotiate the purchase of two types of water availability, “one-time” or “carry-over” water and “long term” or “Water Rights”. Both types of water purchases will be made at the best possible market price to save rate payers from rate increases to cover the cost.

6.3 Water Efficiency

The District is committed to ensuring the mandated water reduction of 20% by the State of California. Although the District is currently at a 42% reduction from the baseline year a constant evaluation will be conducted to ensure State compliance.

Table 1 –The Strategic Plan “At a Glance”

<i>STRATEGIC ELEMENTS</i>	<i>STRATEGIC GOALS</i>	<i>Estimated Completion Date (Fiscal Year)</i>
<i>1.0 Create Deliberate Fiscal Resources</i>		
1.1 Financial Reserves	Establish Financial Reserves to address our Infrastructure, unanticipated and emergency needs.	Spring 2021
1.2 Generation of Revenue from Non-traditional Sources	Non-fee or tax revenue generated from the production of electricity from solar.	Fall 2020
1.3 Cost Avoidance of Electricity	Establish solar power to offset the high cost of electricity throughout the District	Spring 2021
<i>2.0 Succession Planning</i>		
2.1 Staff Education and Training	Establish a training and education development plan for our employees.	Fall 2020
2.2 District Reorganization	Begin the reorganization of the Management Structure of the District and prepare to meet with employee representatives to discuss future succession planning.	2019 –2020
2.3 Staff Self-Evaluation	Identify individuals who wish to move to areas of greater responsibility and promote their growth.	Spring 2020
<i>3.0 Manage Administrative, Operational and Maintenance Needs</i>		
3.1 District Personnel – Management and Staff Development	All District staff, including Board Members will be encouraged to participate in educational forums, classes and discussions to stay up to date with changing technologies, laws, regulations and methods.	Summer 2019-2124

3.2 Training and Education	It will be the Districts desire to ensure our work force is well trained and educated.	Early 2020
4.0 Improve Community Communication		
4.1 General Partners - Transparency	The District will partner with a Public Relations group well versed in developing and disseminating information to the public.	2019 – 2024
4.2 Distribution of Information Methods	The use of print, electronic and video media will be considered when reaching out to our constituents.	Spring 2019
4.3 Video Coverage of Board Meetings	The District will explore the use of digital recording to bring the meetings to the public via media outlets with high visibility.	2020 - 2021
5.0 Water and Waste Water Systems		
5.1 Water and Waste Water Management Plans	Establish well thought out plans to govern the maintenance of our water and waste water infrastructure and keep it in proper working order.	Fall 2019
5.2 Predictive and Preventative Maintenance Plans	Our plans will be developed in such a manner as to predict and perform preventative maintenance to minimize premature degradation of our infrastructure.	Fall 2020
5.3 Establish Proper Staffing for Proper maintenance scheduling.	Determine sufficient staffing levels to accomplish the maintenance tasks required to keep our system in appropriate working order.	2019 - 2021
6.0 Water Securitization Plan		
6.1 Budget consideration for the purchase of a short and long term water supply.	Determine the cost of obtaining a sufficient amount of water to meet the current and long term water needs of the public.	Early 2019 – On going
6.2 Establish a sufficient water supply necessary to meet the needs of the community at large and the needs of the development community.	Our primary goal is to ensure our current rate payers have an affordable and reliable supply of water when water is plentiful and at times of draught. Our secondary goal is to establish a quantity of water for future development. We will create a water inventory that will consist of long term water rights and also maintain a quantity of “one-time” water for unanticipated use. It will be the intent of the District to require new development to provide or pay for the provision of water prior to issuance of a “Will Serve” letter.	2019 - 2021

Rosamond Community Services District
Strategic Planning Workshop

Draft Agenda

March 6, 2024, 5 p.m.

1. Mission Statement Review (30 minutes)
 - a. Discussion
 - b. Recommended Update and Redraft

2. Strategic Plan Status (15 minutes)
 - a. Accomplishments
 - b. Still Outstanding
 - i. Progress
 - ii. Projected Completion

3. Plan Element Update (45 minutes)
 - a. Discuss Each Element (see attached)
 - b. Proposed Changes

4. Plan Implementation (30 minutes)
 - a. "At a Glance" Scorecard
 - b. Standing Committees
 - i. Monitor Progress
 - ii. Provide Input

5. Adjourn

Field Operations Report Sewer – February 21, 2024

FID	MH From	MH To	LENGTH	Date_clean	CLEAN_NOTE
169	648	647	230.01	2/13/2024	Medium grit
1085	657	655	301.58	2/13/2024	Heavy grit
1087	656	655	298.15	2/13/2024	Heavy grit, debris in channel
1088	1322	654	301.64	2/13/2024	Heavy grit, debris in channel
1089	654	653	182.95	2/13/2024	Heavy grit
1090	653	652	116.42	2/13/2024	Heavy grit
1091	652	651	298.38	2/13/2024	Heavy grit
1093	651	650	299.95	2/13/2024	Heavy grit
1094	650	649	300.30	2/13/2024	Medium grit
1095	649	1323	300.00	2/13/2024	Medium grit
1240	655	1322	300.15	2/13/2024	Heavy grit
1283	1274	657	76.83	2/13/2024	Heavy grit

Sewer Report: 3,001 feet cleaned Period 1/31 – 2/21

1. Repairs – 0
2. Calls from customers – 0
3. Sewer Camera footage – 61 ft
4. Illicit discharges -0
5. FOG inspections – 0
6. Pest Control measures – Boric acid
7. SSO 's – 0
8. Manhole inspections - 17
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. The Public Works dept dealt with a lot of storm water flooding and influent into our sewer system.

Field Operations Report Water – February 21, 2024

LEAKS REPAIRED

ADDRESS	Date	
3085 Summer Breeze	2/2/2024	
4341 Knox ave	2/7/2024	
1424 Bedford	2/12/2024	
2018 Westwind	2/15/2024	
2836 Trakell	2/15/2024	
2716 Summerchas	2/15/2024	
6 Leaks Reported and Repaired		

1. Work Orders- 92
2. Meter Reading - 2/13
3. Lock Offs - 18
4. Door Tags - 80
5. USA Dig Alert - 14
6. Main Breaks - 0
7. System Flushing - None
8. Graffiti - 4 Locations
9. Asphalt Patching - 0
10. Lead and Copper Rule service line investigations - 404/515 addresses
11. Rosamond blvd Project : 7/22 Sewer manholes 0/33 Water valve cans



Grit that was pulled out of our sewer system on phlox ave



Flooding on 30th st from Janine to Patti Rose st



Flooding at intersection of Sundance st and Marble st



New pipeline being tied into our system on Christy ave at the Legacy development

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. No new reportable action.
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 and just ran water mains on Pamela and Christy ave. 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. No new reportable action.