

*Rosamond Community Services District  
Regular Board Meeting – Agenda  
Wednesday, June 26, 2024 @ 5:30PM*

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

5:30PM Closed Session  
6:00 PM Regular Board Meeting  
Wednesday, June 26, 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: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

**PUBLIC COMMENTS**

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**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, 2 Cases (Govt. Code, § 54956.9(d)(2)(3)).**

**CS 2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Govt. Code, § 54956.8.) Description of Property: Easements for water pipeline  
Agency Negotiator: Kim Domingo  
Negotiation Parties: RCSD and property owners  
Under Negotiation: Price and terms**

**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**

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**VOLUNTARY PUBLIC ROLL-CALL VIA TELECONFERENCE**

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

**CONSENT CALENDAR**

**CC 1** Review of the check/voucher register dated June 4, 2024 through June 17, 2024 | Payroll (Direct Deposit) dated June 5, 2024 | Payroll (Checks) dated June 5, 2024.

**CC 2** By motion, discuss and receive Cash Balances May 2024 report.

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

**MINUTES**

- M1.** Approve June 12, 2024 Regular Board Meeting Minutes.
- M2.** Approve June 18, 2024 Sewer Committee Meeting Minutes.
- M3.** Approve June 18, 2024 Government & Community Relations Committee Meeting Minutes.

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

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

**GENERAL COUNSEL UPDATE**

John Komar, Esq

**GENERAL MANAGER UPDATE**

Kim Domingo

**DIRECTOR OF ADMINISTRATION UPDATE**

Sherri Timm

**PUBLIC WORKS UPDATE**

John Houghton

**ADJOURNMENT**      Time: \_\_\_\_\_      Motion: \_\_\_\_\_      2nd: \_\_\_\_\_

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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. A complete agenda packet containing all accompanying reports for this agenda is available by contacting the Board Secretary [stimm@rosamondcsd.com](mailto:stimm@rosamondcsd.com) or 661-256-3411, or in person or writing to Rosamond Community Services District, Attn: Board Secretary 3179 35<sup>th</sup> Street West, Rosamond, CA 93560.

Board meetings are subject to audio recording.

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

6:00 PM Regular Board Meeting  
Wednesday, June 12, 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 6:00PM by President Glennan.

**ROLL CALL**

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

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

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF THE AGENDA**

A motion was made to approve the agenda by Director Washington and seconded by Director Stewart.

**Motion passed 3 ayes. Directors Webb and Wallis absent.**

## **PUBLIC COMMENTS**

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Byron Glennan made comments as a member of the public.

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

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Amanda Ortiz– Rosamond News  
Darrylanne Zarate - NBS

## **CONSENT CALENDAR**

CC 1 Receive Check/Voucher Register dated May 14, 2024 Through June 3, 2024|  
Payroll (Direct Deposit) dated May 22, 2024.

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

**Motion passed 3 ayes. Directors Webb and Wallis absent.**

## **MINUTES**

- M 1.** Approve April 24, 2024 Regular Board Meeting Minutes.
- M2.** Approve May 13, 2024 Government/Community Relations Committee Meeting Minutes.
- M3.** Approve May 13, 2024 Finance Committee Meeting Minutes.
- M4.** Approve May 16, 2024 Budget Workshop Meeting Minutes.
- M5.** Approve May 22, 2024 Regular Board Meeting Minutes.

A motion to approve M1 through M5 was made by Director Washington and seconded by Director Stewart.

**Motion passed 3 ayes. Directors Webb and Wallis absent.**

**PUBLIC HEARING**

**PH 1.** Confirming The Assessment and Ordering the Levy for the Landscape and Lighting Assessment District No.2 For Fiscal Year 2024/25..  
(General Manager Kim Domingo and Darrylanne Zarate, Manager, NBS presenting)

**A.** Public Hearing regarding the adoption of **Resolution No. 2024-7**

- 1) Opening of public hearing. Time: 6:07 PM
- 2) Brief presentation from District Staff.
- 3) Receipt of public testimony - None
- 4) Closing of the public hearing. Time: 6:10 PM.

**B.** Adopt **Resolution No. 2024-7**, confirming the assessment and ordering the levy for the Landscape and Lighting Assessment District No.2 for Fiscal Year 2024/25.

A motion to adopt Resolution No. 2024-7 was made by Director Stewart and seconded by Director Washington.

**Motion passed 3 ayes. Directors Webb and Wallis absent.**

**New Business**

**NB 1.** Identify Apparent Low, Responsive and Responsible Bid and Approve Agreement with Lyles Utility Contractors, for Trakel Tract Water Services Replacement Project. (Kim Domingo, presenter)

A motion to approve NB1 was made by Director Stewart and seconded by Director Washington.

**Motion passed 3 ayes. Directors Webb and Wallis absent.**

**NB 2.** Approve Agreements with Chiquita Canyon, LLC, for the Development of the WWTP Ponds to Receive Leachate (Kim Domingo, presenter)

A motion to approve NB2 subject to the approval by District counsel and GM Domingo was made by Director Stewart and seconded by Director Washington.

**Motion passed 3 ayes. Directors Webb and Wallis absent.**

**NB 3.** Approve Resolution 2024-6 Amending the Administrative Handbook Adopting Amended Water Reclamation Operator I Job Description. (Sherri Timm, presenter)

A motion to approve NB 3 was made by Director Washington and seconded by Director Stewart.

**Motion passed 3 ayes. Directors Webb and Wallis absent.**

**NB 4.** Approve Task Order No. 2024-1 (QK) for QK for Miscellaneous Survey and Easement Work for the Arsenic Consolidation Project. (Kim Domingo, presenter)

A motion to approve NB4 was made by Director Stewart and seconded by Director Washington.

**Motion passed 3 ayes. Directors Webb and Wallis absent.**\_\_\_\_\_

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

Director Washington thanked GM Domingo and the staff at the Water Reclamation Plant for the recent tour. He was impressed by the three staff members and the cleanliness of the plant. Possible internships at the plant or summer apprenticeships for local youth could help build tomorrows workforce.

Director Stewart appreciated the Water Reclamation Plant tour and enjoyed meeting the staff. He wishes all a Happy Father's Day.

President Glennan spoke of a tour of the Lancaster Treatment Plant he attended with 40 students many years ago and suggested that perhaps a tour of the District's Water Reclamation Plant for local students could be arranged.

### **GENERAL COUNSEL UPDATE**

John Komar, Esq  
No report.



### **GENERAL MANAGER UPDATE**

Kim Domingo reported he will be attending the following events:  
CSDA Leadership Conference on June 23rd- June 25<sup>th</sup>.  
Palmdale Water District Pure Water ground breaking on June 20<sup>th</sup>.  
He also provided information on the Water Master Draft Annual Report of Basin.  
He also thanked the Public Works crew for clearing the tumbleweeds along 35<sup>th</sup> Street.

### **DIRECTOR OF ADMINISTRATION UPDATE**

Sherri Timm reported 20 accounts were shut off for non-payment on June 4<sup>th</sup>.  
One Payment Arrangement was shut off on June 11<sup>th</sup> for non-payment.  
The Red Cross Blood Drive had approximately 40 donors and 32 persons registered online.  
There have been two facility use requests:  
East Kern Economic Alliance – July 11<sup>th</sup> 2-4:00 PM.  
Kern Council of Governments- July 30<sup>th</sup> 11:00 AM – 1:00 PM

### **PUBLIC WORKS UPDATE**

John Houghton presented two field operations reports.

### **ADJOURNMENT**

A motion to adjourn the meeting at 6:53 PM was made by Director Stewart and seconded by Director Wahington.

**Motion passed 3 ayes. Directors Webb and Wallis absent.**

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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.

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

3:30 PM Government/Community Relations Committee Meeting  
Tuesday June 18<sup>th</sup>, 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**

The meeting was called to order at 3:30 PM by Director Wallis.

**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**

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None.

**DISCUSSION-**

**D 1. Risk Assessment - Emergency Management Plan (EMP) Update**

(Kim Domingo, Presenter).

Staff is reporting back and provided a copy of the 2014 EMP to the committee. A plan of attack or “what if” strategies should be developed. The plan should be reimbursable by FEMA and recordkeeping is very important.

The plan should clarify what the GM’s authorization for emergency purchases would be and include a procurement policy.  
An inventory of existing radios needs to be completed.  
Next steps- GM Domingo will begin to review, update and identify processes with the District staff in the next 60 days.

**ADJOURNMENT**

A motion to adjourn the meeting at 3:55 PM was made by Director Webb.

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Respectfully submitted:

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RCSD Board of Directors

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RCSD Board Secretary

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*Rosamond Community Services District  
Government/Community Relations Committee Meeting – Minutes  
Tuesday June 18<sup>th</sup>, 2024@ 3:30 PM*

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

4:30 PM Sewer Committee Meeting  
Tuesday June 18<sup>th</sup>, 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**

The meeting was called to order at 4:30 PM by Director Webb.

**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**

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None.

## **DISCUSSION**

### **D 1. Sewer cleaning - Timeline for getting the entire system cleaned.**

John Houghton reported the EPA is vague regarding the frequency of cleaning, but the general rule of thumb is every 5 years. He said that since 2023, 41% of the District's system has been cleaned but will need to double check these numbers and work with GM Domingo to provide a timeline of cleaning the entire system to meet the 5 year goal.

## **ADJOURNMENT**

A motion to adjourn at 4:55 PM was made by Director Stewart.

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Respectfully submitted:

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RCSD Board of Directors

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RCSD Board Secretary

# Field Operations Report Sewer – June 17, 2024

FID	MH From	MH To	LENGTH	Date_clean	CLEAN_NOTE
255	99	100	260.84	6/10/2024	Clear
256	100	66	288.57	6/10/2024	Clear
295	320	321	262.35	6/10/2024	Clear
298	312	353	231.91	6/10/2024	Clear
299	353	322	229.06	6/10/2024	Clear
300	321	322	318.24	6/10/2024	Clear
301	322	352	247.75	6/10/2024	Clear
302	310	323	120.92	6/10/2024	Clear
303	323	324	262.04	6/10/2024	Clear
304	324	325	276.62	6/10/2024	Clear
305	311	324	222.20	6/10/2024	Clear
1009	352	323	243.89	6/10/2024	Clear
283	161	182	200.64	5/30/2024	Clear
284	182	162	201.67	5/30/2024	Clear
285	150	162	263.93	5/30/2024	Clear
286	162	155	269.95	5/30/2024	Clear
287	149	155	264.25	5/30/2024	Clear
288	155	317	270.99	5/30/2024	Clear
289	316	317	264.53	5/30/2024	Clear
290	315	356	290.31	5/30/2024	Clear
291	356	317	287.57	5/30/2024	Clear
292	318	319	195.47	5/30/2024	Clear
293	317	318	268.37	5/30/2024	Clear
294	319	320	257.30	5/30/2024	Clear
296	313	354	389.81	5/30/2024	Clear
297	354	320	389.08	5/30/2024	Clear
1007	314	355	290.70	5/30/2024	Clear
1008	355	318	285.29	5/30/2024	Clear

Sewer Report: 6,955 feet cleaned Period 5/29 – 6/12

1. Calls from customers – 0
2. Sewer Camera footage – 0 ft
3. Illicit discharges - 0
4. FOG inspections – 0
5. Pest Control measures – Boric acid
6. SSO 's – 0
7. Manhole inspections - 31
8. We are still communicating with Edison to have power moved closer to our lift station on Apple blossom Ave. A service request has been initiated.

# Field Operations Report Water – June 17, 2024

<b>ADDRESS</b>	<b>Date</b>
2019 Campbell	6/3/2024
2025 Windcurrent	6/3/2024
3236 Marble	6/3/2024
3673 Jasmine	6/4/2024
3144 Arrowhead	6/4/2024
3406 Amber	6/5/2024
3231 Marble St	6/9/2024
3313 Garnet	6/10/2024
3243 Poplar	6/10/2024
2900 Trakell	6/10/2024
3113 Myrtle	6/10/2024
3119 Myrtle	6/10/2024
2100 Windflower	6/11/2024
3446 Quiet Splendor	6/11/2024

## 14 Leaks Repaired

1. Work Orders- 65
2. Meter Reading - 6/13
3. Lock Offs - 6/4
4. Door Tags - 6/19
5. USA Dig Alert - 24
6. Main Breaks - 0
7. System Flushing - Gold Stone Lane , Silver Ridge Ct , Gold Crest Lane
8. Graffiti - 2 Locations
9. Asphalt Patching - 0





**Staff addressing a leak on Trakell st**



We are preparing to clean and bring Tank 5 back online

## Development and Construction

1. Hill View Homes is continuing tract 6306 next to our public works bldg. They have started the next phase of construction with 6 more homes that just had meters installed and passed sewer lateral inspection. They have sewer manholes with concrete we have requested them to clean out.
2. K. Hovanian is continuing development as planned on tract 7391. They have completed their Monte Rosa model homes and have already made a few sales.
3. Legacy Homes is continuing tract 6455 development as planned. They have passed 10 new sewer laterals on new lots.
4. Tropico Middle School is continuing development to the school addition. New portable buildings are being set. They have ran a new sewer lateral and manhole to the southwest building and poured a new manhole to tie into our sewer and eliminate the septic.
5. The Crossings condominium park is currently expanding on Sedona and Rosamond Blvd. There is construction going on now and will be tying into our sewer and water system. They are adding 18 units. Gall bros construction has potholed our water main and will be tapping in soon. We just had a job walk to go over plans.
6. Rosamond school district is planning to tie into our water system at the High School as part of the Arsenic consolidation program. The Public Works staff has potholed our water main in multiple areas to determine size in preparation.
7. Bowman Asphalt has been awarded the raising of utilities and is in progress.
8. Trakell tract will begin construction to install new service lines soon.



Sewer cleaning in progress on Stevenson st.



Bowman Asphalt Construction raising our sewer manholes after paving.