

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

5:30PM Closed Session  
6PM Regular Board Meeting  
Wednesday, February 10, 2021  
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**

### **ROLL CALL**

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

General Manager Steve A. Perez  
Assistant General Manager/Board Secretary Lizette Guerrero  
Director of Public Works John Houghton  
Public Works Manager Brach Smith  
Legal Counsel, Joe Hughes, Esq.

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF THE AGENDA**

### **PUBLIC COMMENTS**

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**CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Government Code §54956.9 (d)(2)  
Two Potential Cases
  
2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
Pursuant to Government Code Section 54956.8  
APN: 375-23-027, 375-23-028, 375-23-029, 375-23-030, 375-01-002, 375-01-018,  
375-01-017, 375-01-016 and 375-01-015  
Agency negotiator: Steve Perez, General Manager  
Negotiating party: Dennis Greer  
Under negotiation: Price and Terms of payment
  
3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
Pursuant to Government Code Section 54956.8  
APN: 3256-006-900 and 3256-0006-901 and 3256-006-902  
Agency negotiator: Steve Perez, General Manager  
Negotiating party: District and potential sellers  
Under negotiation: Price and Terms of payment
  
4. CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
Pursuant to Government Code Section 54956.8  
APN: 258-074-03  
Agency negotiator: Steve Perez, General Manager  
Negotiating party: Vickie Ryan, Berkshire Hathaway  
Under negotiation: Price and Terms of payment

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

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

**PUBLIC COMMENTS**

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**MEETING MINUTES**

- MM 1. Approve February 1, 2021 Sewer Committee Meeting Minutes
  
- MM 2. Approve January 27, 2021, Regular Board Meeting Minutes

**MM 3.** Approve January 25, 2021, Water Committee Meeting Minutes

**MM 4.** Approve January 25, 2021, Government/Public Affairs Committee Meeting Minutes

**CONSENT CALENDAR**

**CC 1.** AP 1/19/2021- 2/1/2021

**PRESENTATIONS**

**PR 1.** Water Reclamation Plant Project Update (Presenter: Brach Smith, Public Works Manager)

**PR 2.** Demonstration Garden (Presenter: Rick Webb, Board of Director)

**NEW BUSINESS**

**NB 1.** Nominate a candidate to the CSDA Board of Directors, Central Valley, Seat A for the 2022-2024 term. (Presenter: Steve Perez, General Manager)

**NB 2.** Discuss trash collection issues in Rosamond. (Presenter: Greg Wood, Board of Director)

**NB 3.** Approve the rebranding of the RCSD to include the Logo. (Presenter: Greg Wood, Board of Director)

**NB 4.** Adopt **Resolution 2021-1**, Amending the Purchasing and Expense Authorization Policy of the Administrative Handbook. (Presenter: Steve Perez, General Manager)

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

**GENERAL COUNSEL UPDATE**

Joe Hughes, Esq.

**GENERAL MANAGER UPDATE**

Steve Perez

**ASSISTANT GENERAL MANAGER UPDATE**

Lizette Guerrero, MBA, CMC

**PUBLIC WORKS UPDATE**

John Houghton/Brach Smith

## **ADJOURNMENT**

Requirements Regarding Disabled Access: In accordance with §54954.2(a), requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the RCSD Board Secretary at least 48 hours in advance of the meeting to ensure availability of the requested service or accommodation. Please contact the Board Secretary by telephone at (661) 256-5808, Email: [lguerrero@rosamondcsd.com](mailto:lguerrero@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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5:30PM Closed Session  
6PM Regular Board Meeting  
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3179 35<sup>th</sup> Street West  
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Teleconference #  
1-877-411-9748  
Access Code: 5150560

## **Minutes**

**Vice-President Glennan called the meeting to order at 5:40PM.**

### **ROLL CALL**

President Rick Webb- **Absent**  
Vice President Byron Glennan  
Director Ben Stewart- **Teleconference**  
Director Alfred Wallis  
Director Greg Wood- **Teleconference**

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF THE AGENDA**

**Motion made by Director Wood, Seconded by Director Stewart to approve the agenda.  
Motion passed based on the following Roll Call Vote:**

<b>President Webb:</b>	<b>Absent</b>
<b>Vice President Glennan:</b>	<b>Aye</b>
<b>Director Wallis:</b>	<b>Aye</b>
<b>Director Stewart:</b>	<b>Aye</b>
<b>Director Wood:</b>	<b>Aye</b>

**PUBLIC COMMENTS – None**

(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.)

**CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Government Code §54956.9 (d)(2)  
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2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
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3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
Pursuant to Government Code Section 54956.8  
APN: 3256-006-900 and 3256-0006-901 and 3256-006-902  
Agency negotiator: Steve Perez, General Manager  
Negotiating party: District and potential sellers  
Under negotiation: Price and Terms of payment

**Motion made by Director Wallis, Seconded by Director Wood to go into closed session at 5:43PM. Motion passed based on the following Roll Call Vote:**

<b>President Webb:</b>	<b>Absent</b>
<b>Vice President Glennan:</b>	<b>Aye</b>
<b>Director Wallis:</b>	<b>Aye</b>
<b>Director Stewart:</b>	<b>Aye</b>
<b>Director Wood:</b>	<b>Aye</b>

**Motion made by Director Wood, Seconded by Director Stewart to come out of closed session at 5:50PM. Motion passed based on the following Roll Call Vote:**

<b>President Webb:</b>	<b>Absent</b>
<b>Vice President Glennan:</b>	<b>Aye</b>
<b>Director Wallis:</b>	<b>Aye</b>
<b>Director Stewart:</b>	<b>Aye</b>
<b>Director Wood:</b>	<b>Aye</b>

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

**No reportable action taken.**

**Recessed at 5:51PM**

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

**PUBLIC COMMENTS-None**

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**MEETING MINUTES**

**MM 1.** Approve January 13, 2021, Regular Board Meeting Minutes

**Motion made by Director Wood, Seconded by Director Stewart to approve the Meeting Minutes. Motion passed based on the following Roll Call Vote:**

<b>President Webb:</b>	<b>Absent</b>
<b>Vice President Glennan:</b>	<b>Aye</b>
<b>Director Wallis:</b>	<b>Aye</b>
<b>Director Stewart:</b>	<b>Aye</b>
<b>Director Wood:</b>	<b>Aye</b>

**CONSENT CALENDAR**

**CC 1.** AP 12/01/2020- 1/18/2021

**CC 2.** Reserve Balances

**CC 3.** 2<sup>nd</sup> Quarter Treasurer’s Report

**CC 4.** Cash Balances December 2020

**CC 5.** Cash Balances November 2020

**CC 6.** Cash Balances October 2020

**Motion made by Director Wood, Seconded by Director Stewart to approve the Consent Calendar. Motion passed based on the following Roll Call Vote:**

<b>President Webb:</b>	<b>Absent</b>
<b>Vice President Glennan:</b>	<b>Aye</b>

**Director Wallis:** Aye  
**Director Stewart:** Aye  
**Director Wood:** Aye

**PRESENTATIONS**

**PR 1.** Water Reclamation Plant Project Update (Presenter: Brach Smith, Public Works Manager)

**PR 2.** Demonstration Garden (Presenter: Rick Webb, Board of Director)

**Item tabled**

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

**GENERAL COUNSEL UPDATE**

John Komar, Esq.

**GENERAL MANAGER UPDATE**

Steve Perez

**ASSISTANT GENERAL MANAGER UPDATE**

Lizette Guerrero, MBA, CMC- **Absent**

**DIRECTOR OF PUBLIC WORKS UPDATE**

John Houghton

**PUBLIC WORKS MANAGER UPDATE**

Brach Smith

**ADJOURNMENT** - Motion made by Director Wallis, Seconded by Director Wood to adjourn the meeting at 6:27PM. Motion passed based on the following Roll Call Vote:

**President Webb:** Absent  
**Vice President Glennan:** Aye  
**Director Wallis:** Aye  
**Director Stewart:** Aye  
**Director Wood:** Aye

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Respectfully submitted:

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Board of Directors  
Rosamond Community Services District

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Board Secretary

## SEWER COMMITTEE MEETING

4:00PM Sewer Committee Meeting  
Monday, February 1, 2021  
District Conference Room  
3179 35<sup>th</sup> Street West  
Rosamond, CA 93560

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

### Minutes

**Director Wood called the meeting to order at 4:01PM.**

#### **ROLL CALL**

Director Greg Wood- **Teleconference**

Director Ben Stewart- **Teleconference**

#### **PUBLIC COMMENTS**– None

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#### **DISCUSSION**

**DI 1. SSO Plan Update**

**Discussion held.**

**DI 2. SSMP Update**

**Discussion held.**

**DI 3. Industrial Waste Program Update**

**Discussion held.**

**ADJOURNMENT - Motion made by Director Stewart, Seconded by Director Wood to adjourn the meeting at 4:59PM.**

*Rosamond Community Services District  
Sewer Committee Meeting – Minutes  
Monday, February 1, 2021 @4:00PM*

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Respectfully submitted:

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Board of Directors  
Rosamond Community Services District

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Board Secretary

## WATER COMMITTEE MEETING

9:00AM Water Committee Meeting  
Monday, January 25, 2021  
District Conference Room  
3179 35<sup>th</sup> Street West  
Rosamond, CA 93560

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

### Minutes

**Director Webb called the meeting to order at 9:03AM.**

#### **ROLL CALL**

Director Rick Webb- **Teleconference**  
Director Byron Glennan

#### **PUBLIC COMMENTS**– None

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#### **DISCUSSION**- (Presenters: Steve Perez and Lizette Guerrero)

**DI 1.** Long term water supply

**Discussion held.**

**DI 2.** Arsenic Consolidation Project Update

**Discussion held.**

**DI 3.** Development of Corner lot- 35<sup>th</sup> St West

**Discussion held.**

**ADJOURNMENT** - Motion made by Director Glennan, Seconded by Director Webb to adjourn the meeting at 9:45AM.

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Respectfully submitted:

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Board of Directors  
Rosamond Community Services District

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Board Secretary

## GOVERNMENT/PUBLIC AFFAIRS COMMITTEE MEETING

11:00AM Government/Public Affairs Committee Meeting  
Monday, January 25, 2021  
District Conference Room  
3179 35<sup>th</sup> Street West  
Rosamond, CA 93560

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

### Minutes

**Director Webb called the meeting to order at 11:01AM.**

#### **ROLL CALL**

Director Rick Webb- **Teleconference**  
Director Alfred Wallis

#### **PUBLIC COMMENTS**– None

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#### **DISCUSSION**- (Presenters: Steve Perez and Lizette Guerrero)

**DI 1.** State Legislation Updates

**Discussion held.**

**DI 2.** Community Outreach

**Discussion held.**

**ADJOURNMENT - Motion made by Director Webb, Seconded by Director Wallis to adjourn the meeting at 11:35AM.**

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*Rosamond Community Services District  
Government/Public Affairs Committee Meeting – Minutes  
Monday, January 25, 2021 @ 11:00AM*

availability of the requested service or accommodation. Please contact the Board Secretary by telephone at (661) 256-5808, Email: [lguerrero@rosamondcsd.com](mailto:lguerrero@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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Respectfully submitted:

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Board of Directors  
Rosamond Community Services District

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Board Secretary

# STAFF REPORT

## Rosamond Community Services District

DATE: February 10, 2021  
TO: Board of Directors  
FROM: Brad Rockabrand, CPA  
Prepared by: Julie Lopez-Olmos, Senior Accounting Clerk  
SUBJECT: Review of the check/voucher register dated January 19, 2021 through February 1, 2021 | Payroll (Direct Deposit) dated January 20, 2021

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### RECOMMENDATION:

By motion, receive and file.

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### EXECUTIVE SUMMARY:

The District's check/voucher register includes all disbursement transactions, actual checks as well as electronic, for the periods referenced above. Total disbursements were \$1,374,140.40 as follows:

Checks issued to vendors	\$1,331,982.64
Payroll direct deposit	<u>42,157.76</u>
Total	\$1,374,140.40

Significant disbursements included the following payments:

- \$11,674.68 was remitted to CalPERS on January 20, 2021 for required contributions
  - \$8,438.41 (Employer portion)
  - \$3,236.27 (Employee portion)
- \$6,925.71 was remitted to the Employment Development Department on January 20, 2021
  - \$3,043.24 (Employer portion)
  - \$3,882.47 (Employee portion)
- \$17,817.59 was remitted to the Internal Revenue Service on January 20, 2021
  - \$ 5,026.69 (Employer portion)
  - \$12,790.90 (Employee portion)

- \$1,215,577.99 was paid to Pacific Hydrotech on January 20, 2020 for the WWTP Rehabilitation payment number 13
- \$48,021.40 was paid to Core & Main LP January 27, 2021 for 180 qty. 5/8 x 3/4 meters and 1000 qty. rubber meter washers

DISCUSSION/ANALYSIS:

The check/voucher register dated January 19, 2021 through February 1, 2021 includes check numbers 59633 through 59651, 59210 void, 59652 through 59667 (Attachment 1)

Payroll (Direct Deposit) number 24467 through 24486 was issued on January 20, 2021 in the amount of \$42,157.76 (Attachment 2)

FISCAL IMPACT:

Not applicable

ENVIRONMENTAL IMPACT:

Not applicable

PRIOR BOARD REVIEW:

Not applicable

COMMISSION/COMMITTEE/BOARD REVIEW AND RECOMMENDATIONS:

Not applicable

NOTIFICATION:

Not applicable

ATTACHMENTS:

Attachment 1 – Check/voucher register dated January 19, 2021 through February 1, 2021

Attachment 2 – Payroll (Direct Deposit) dated January 20, 2021

Rosamond Community Services District  
 10101 - General Checking - Wells Fargo  
 Check/Voucher Register  
 From 1/19/2021 Through 2/1/2021

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
1/20/2021	59633	AFLAC INSURANCE	SUPPLEMENTAL EMPLOYEE INSURANCE	1,071.22	1,071.22
1/20/2021	59634	AFSCME LOCAL 1902	UNION DUES	797.41	797.41
1/20/2021	59635	AT&T MOBILITY	CELL PHONES, IPAD INTERNET CHARGES & TRACKERS	1,942.48	1,942.48
1/20/2021	59636	BOOT BARN, INC.	ANNUAL BOOTS: T. JENKINS 10/23/2020	200.00	800.00
1/20/2021		BOOT BARN, INC.	ANNUAL BOOTS: D. HERRERA 12/11/2020	200.00	800.00
1/20/2021		BOOT BARN, INC.	ANNUAL BOOTS: S. TAPIA 12/12/2020	200.00	800.00
1/20/2021		BOOT BARN, INC.	ANNUAL BOOTS: M. BROADDUS: 12/23/2020	200.00	800.00
1/20/2021	59637	CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PAYROLL REMITTANCE	11,674.68	11,674.68
1/20/2021	59638	CALPERS SUPPLEMENTAL INCOME 457 PLAN	PERS 457	1,586.11	1,586.11
1/20/2021	59639	CA STATE DISBURSEMENT UNIT	WITHHOLDING	399.68	399.68
1/20/2021	59640	EMPLOYMENT DEVELOPMENT DEPARTMENT	EMPLOYMENT TRAINING TAX	50.72	6,925.71
1/20/2021		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE DISABILITY INSURANCE	788.50	6,925.71
1/20/2021		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE INCOME TAX	3,093.97	6,925.71
1/20/2021		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE UNEMPLOYMENT TAX ACT	2,992.52	6,925.71
1/20/2021	59641	FINANCIAL CREDIT NETWORK, INC.	COLLECTION FEE ACCOUNT	22.51	22.51
1/20/2021	59642	GET HOOKED CRANE SERVICE INC.	BOOMTRUCK AND PREVAILING WAGE	313.75	313.75
1/20/2021	59643	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	7,764.21	17,817.59
1/20/2021		INTERNAL REVENUE SERVICE	MEDICARE	1,905.54	17,817.59
1/20/2021		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	8,147.84	17,817.59
1/20/2021	59644	JACK HENRY AND ASSOCIATES	BILLING ON BEHALF OF CUSI	230.75	230.75
1/20/2021	59645	KIMBALL MIDWEST	STOCK SUPPLIES	236.45	236.45
1/20/2021	59646	PACIFIC HYDROTECH	WWTP REHABILITATION PAYMENT 13	1,215,577.99	1,215,577.99
1/20/2021	59647	SOUTHERN CALIF. EDISON	WELLS & TANKS	740.52	740.52
1/20/2021	59648	SOUTHERN CALIF. EDISON	5702 GASKELL RD WELL 9	9,374.14	9,374.14
1/20/2021	59649	SOUTHERN CALIF. EDISON	3179 35TH ST WEST	1,247.96	1,247.96
1/20/2021	59650	SOUTHERN CALIF. EDISON	SCADA	17.28	17.28
1/20/2021	59651	USA BLUEBOOK	10 QTY RHINO HYBRID RAIL MARKING	1,672.17	1,672.17
1/27/2021	59210	KIM, MIHYANG	CUSTOMER REFUND	(198.84)	(198.84)
1/27/2021	59652	KIM, MIHYANG	CUSTOMER REFUND	198.84	198.84
1/27/2021	59653	ANTELECOM, INC.	ADMIN OFFICE: 4G WIRELESS	75.00	150.00
1/27/2021		ANTELECOM, INC.	ADMIN OFFICE: 4G WIRELESS	75.00	150.00
1/27/2021	59654	ANTELOPE VALLEY WATERMASTER	ADMINISTRATIVE ASSESSMENTS CY 2021 PER PRODUCTION RIGHTS	2,772.10	2,772.10
1/27/2021	59655	BOOT BARN, INC.	ANNUAL BOOTS: L. WARNE 10/16/2020	200.00	200.00
1/27/2021	59656	CALIFORNIA CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP: 02/02/2021 - 02/02/2022	649.00	649.00
1/27/2021	59657	CONTRABAND CONTROL SPECIALISTS, INC.	D&A FIELD COLLECTION SERVICE	334.78	334.78
1/27/2021	59658	CORE & MAIN LP	180 QTY 5/8 X 3/4 METERS AND 1000 QTY RUBBER MTR WASHERS	48,021.40	48,021.40
1/27/2021	59659	CORBIN WILLITS SYSTEMS	SE ENHANCEMENT/SERVICE CHG	324.00	324.00
1/27/2021	59660	GALA REPRO-GRAPHICS	2000 QTY GOLD ENV. & 2500 QTY #9 INSIDE TINT RETURN ENV.	782.78	782.78
1/27/2021	59661	KENNEDY/JENKS CONSULTANTS	PLAN CHECK THROUGH 01/01/2021	1,565.00	1,565.00
1/27/2021	59662	OFFICE DEPOT	9V BATTERIES, DRY ERASE MARKERS, BOXES, PENS, ETC.	99.82	99.82
1/27/2021	59663	SOUTHERN CALIF. EDISON	SEWER	3,898.07	3,898.07
1/27/2021	59664	THE GAS COMPANY	UNIT A	276.81	362.20
1/27/2021		THE GAS COMPANY	UNIT B	85.39	362.20

Rosamond Community Services District  
10101 - General Checking - Wells Fargo  
Check/Voucher Register  
From 1/19/2021 Through 2/1/2021

<u>Date</u>	<u>Check No.</u>	<u>Vendor Name</u>	<u>Transaction Description</u>	<u>Amount</u>	<u>Total</u>
1/27/2021	59665	THE GAS COMPANY	875 PATTERSON RD	173.64	173.64
1/27/2021	59666	THE GAS COMPANY	2700 20TH S W	28.36	28.36
1/27/2021	59667	USA BLUEBOOK	10 QTY RHINO HYBRID RAIL MARKING	<u>173.09</u>	173.09
Report Total				<u>1,331,982.64</u>	

**Rosamond Community Services District**  
**Summary Check/Transaction Register**  
**From 1/19/2021 Through 1/20/2021**

<u>Document Date</u>	<u>Document Number</u>	<u>Type of Payment</u>	<u>Amount</u>
1/20/2021	24467	Check	2,378.10
1/20/2021	24468	Check	1,341.85
1/20/2021	24469	Check	2,547.10
1/20/2021	24470	Check	1,779.12
1/20/2021	24471	Check	3,374.97
1/20/2021	24472	Check	1,409.66
1/20/2021	24473	Check	1,666.53
1/20/2021	24474	Check	3,115.44
1/20/2021	24475	Check	1,155.65
1/20/2021	24476	Check	1,609.31
1/20/2021	24477	Check	1,815.43
1/20/2021	24478	Check	3,100.02
1/20/2021	24479	Check	1,359.78
1/20/2021	24480	Check	2,415.43
1/20/2021	24481	Check	1,721.48
1/20/2021	24482	Check	2,049.62
1/20/2021	24483	Check	3,221.94
1/20/2021	24484	Check	1,567.74
1/20/2021	24485	Check	1,945.89
1/20/2021	24486	Check	<u>2,582.70</u>
<b>Report Total</b>			<u><u>42,157.76</u></u>

## PAYROLL 01/20/2021

Document Date	Document Number	Amount
1/20/2021	24467	2,378.10
1/20/2021	24468	1,341.85
1/20/2021	24469	2,547.10
1/20/2021	24470	1,779.12
1/20/2021	24471	3,374.97
1/20/2021	24472	1,409.66
1/20/2021	24473	1,666.53
1/20/2021	24474	3,115.44
1/20/2021	24475	1,155.65
1/20/2021	24476	1,609.31
1/20/2021	24477	1,815.43
1/20/2021	24478	3,100.02
1/20/2021	24479	1,359.78
1/20/2021	24480	2,415.43
1/20/2021	24481	1,721.48
1/20/2021	24482	2,049.62
1/20/2021	24483	3,221.94
1/20/2021	24484	1,567.74
1/20/2021	24485	1,945.89
1/20/2021	24486	<u>2,582.70</u>

Total Direct Deposit      42,157.76

Total Checks Issued      0.00

**Total 42,157.76**



**California Special  
Districts Association**  
*Districts Stronger Together*

**DATE:** January 28, 2021  
**TO:** CSDA Voting Member Presidents and General Managers  
**FROM:** CSDA Elections and Bylaws Committee  
**SUBJECT:** **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT A**

---

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2022 - 2024 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.  
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

**Nomination Procedures:** Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 29, 2021. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814  
Fax: 916.442.7889  
E-mail: [amberp@csda.net](mailto:amberp@csda.net)

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on May 28, 2021. All votes must be received through the system no later than 5:00 p.m. July 16, 2021. The successful candidates will be notified no later than July 20, 2021. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2021.

#### Expiring Terms

(See enclosed map for Network breakdown)

**Northern Network** Seat A – Ralph Emerson, GM, Garberville Sanitary District\*  
**Sierra Network** Seat A – Noelle Mattock, Director, El Dorado Hills Community Services District\*  
**Bay Area Network** Seat A – Chad Davisson, GM, Ironhouse Sanitary District\*  
**Central Network** Seat A – Vacant  
**Coastal Network** Seat A – Elaine Magner, Director, Pleasant Valley Recreation and Park District\*  
**Southern Network** Seat A – Jo MacKenzie, Director, Vista Irrigation District\*

**This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely.** *Electronic Ballots will be emailed to the main contact in your district May 28, 2021. All votes must be received through the system no later than 5:00 p.m. July 16, 2021.*

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail [Amberp@csda.net](mailto:Amberp@csda.net) by **March 29, 2021** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on May 28, 2021 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. July 16, 2021.

The successful candidates will be notified no later than July 20, 2021. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2021.

(\* = Incumbent is running for re-election)

If you have any questions, please contact Amber Phelen at [amberp@csda.net](mailto:amberp@csda.net).



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2021 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Network: \_\_\_\_\_ (see map)

Telephone: \_\_\_\_\_  
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

**Return this form and a Board resolution/minute action supporting the candidate  
and Candidate Information Sheet by mail or email to:**

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732

amberp@csda.net

***DEADLINE FOR RECEIVING NOMINATIONS – March 29, 2021***



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

\_\_\_\_\_  
\_\_\_\_\_

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

\_\_\_\_\_  
\_\_\_\_\_

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

\_\_\_\_\_  
\_\_\_\_\_

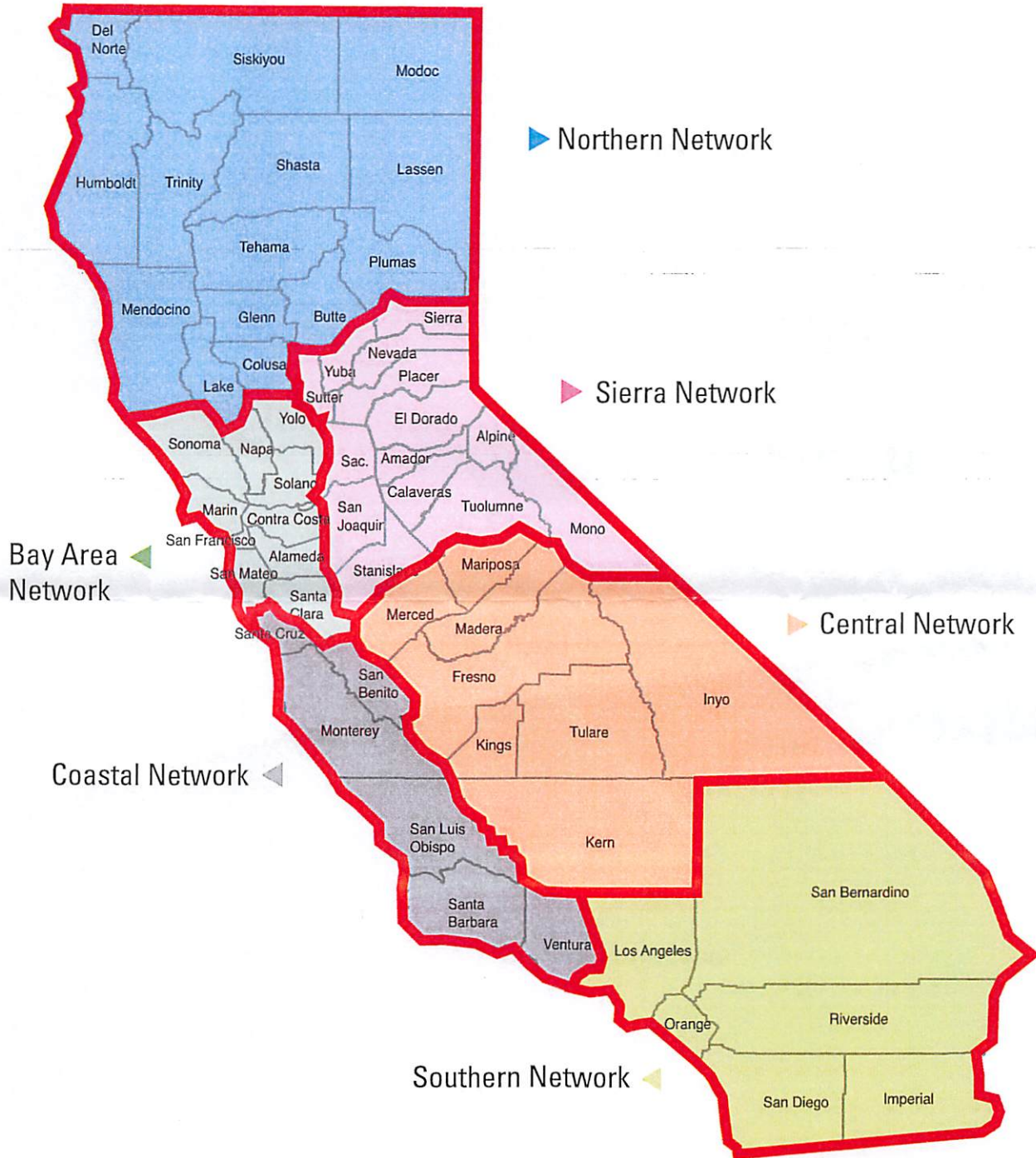
4. List civic organization involvement:

\_\_\_\_\_  
\_\_\_\_\_

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



California Special Districts Association  
**DISTRICT NETWORKS**



**ROSAMOND COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2021-1**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
ROSAMOND COMMUNITY SERVICES DISTRICT  
AMENDING THE PURCHASING AND EXPENSE  
AUTHORIZATION POLICY OF THE ADMINISTRATIVE  
HANDBOOK**

**WHEREAS**, the Rosamond Community Services District (“District”) is a public agency of the State of California formed by the Community Services District Law under Section 61000 et seq. of the Government Code; and

**WHEREAS**, pursuant to Section 61045(g) of the Government Code, the Board of Directors shall adopt policies for the operation of the District including, but not limited to, administrative and personnel policies; and

**WHEREAS**, on March 12, 2020, Governor Newsom issued an Executive Order to further enhance the Government’s ability to respond to COVID-19 pandemic; and

**WHEREAS**, the Governor’s Order allows local and state emergency administrators to act quickly to protect public health; and

**WHEREAS**, as the spread of COVID-19 continues worldwide, the State of California continues to declare new actions designed to protect public health and safety; and

**WHEREAS**, the Board of Directors adopted an Administrative Handbook on February 12, 2014, by Resolution 2014-1; and a set of revisions of the Administrative Handbook on March 11, 2015, by Resolution 2015-1; and a set of revisions on August 26, 2015, by Resolution 2015-22; and a set of revisions on November 17, 2015, by Resolution 2015-27; and a set of revisions on September 6, 2016, by Resolution 2017-04; and a set of revisions on February 7, 2017, by Resolution 2017-05; and a set of revisions on March 7, 2017, by Resolution 2017-05; and a set of revisions on February 6, 2018, by Resolution 2018-02; and a set of revisions on August 7, 2018, by Resolution 2018-15; and a set of revisions on October 2, 2018, by Resolution 2018-17; and a set of revisions on January 15, 2019, by Resolution 2018-20; and a set of revisions on June 26, 2019, by Resolution 2018-27; and a set of revisions on July 24, 2019, by Resolution 2019-1; and a set of revisions on September 25, 2019, by Resolution 2019-2; and a set of revisions on October 9, 2019; and a set of revisions on April 8, 2020, by Resolution 2020-8; and

**WHEREAS**, due to the continued impacts of COVID-19, the Board has determined that it is in the best interest of the District to modify certain provisions of Policy 3040 to allow District Management to more efficiently operate and manage the District, move quickly to protect public health, and to continue to provide essential services to the community during the COVID-19 pandemic.

**WHEREAS**, the Board desires to amend Policy Number 3040, Purchasing and Expense Authorization, within the Administrative Code Handbook, as set forth in the Exhibit A hereto.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Rosamond Community Services District as follows:

1. Amend Policy 3040, Purchasing and Expense Authorization: Policy Number 3040 is hereby adopted in its entirety and hereby added to the Administrative Handbook as set forth in “Exhibit A” which is attached hereto and incorporated herein by reference.
2. Conflicts: To the extent there is any express or implied conflict between the present Employee Handbook and the Administrative Handbook, the language of the Administrative Handbook shall take precedence in resolving the conflict. District staff is hereby directed to review the Employee Handbook to ensure that no express or implied conflicts exist. If any conflicts are found to exist staff is directed to bring that conflict to the attention of the Board at the next regular meeting so that the conflict may be resolved.
3. Effective Date: This Resolution shall become effective as of the date of adoption.
4. Severability: If any section, subsection, clause or phrase in this Resolution is for any reason held invalid, the validity of the remainder of this Resolution shall not be affected thereby. The Board hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof be held invalid.
5. Incorporation of Recitals: The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rosamond Community Services District held this 10<sup>th</sup> day of February, 2021.

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

ATTEST:

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

**“EXHIBIT A”**

# ADMINISTRATIVE HANDBOOK-

## 3000 SERIES- FINANCE

---

### Rosamond Community Services District

#### 3040- Purchasing and Expense Authorization

**POLICY TITLE:** Purchasing and Expense Authorization

**POLICY NUMBER:** 3040

#### **3040.1 Approval for Commitments of District Funds**

**3040.1.1** Recurring operating or capital purchases or expenditures that are included in the approved budget may be approved by department managers.

**3040.1.2** Non-recurring operational purchases for less than \$5,000 made for the District by staff shall be authorized by the department manager or General Manager prior to purchase. Non-recurring operational purchases greater than \$5,000 shall be approved by the General Manager and shall be in conformance with the approved District operational budget.

**3040.1.3** Prior approval by the Board of Directors is required for all commitments of District funds that are not included in the approved operational budget and exceed \$25,000.

**3040.1.4** Emergency purchases may be approved by the General Manager or the Assistant General Manager to meet the requirements of the District operations. The emergency purchase information must be presented to the appropriate party for approval, according to the above requirements, on the next business day or as soon as possible after the purchase.

**3040.1.5** Splitting or separating purchases into smaller units for the purpose of evading the provisions of this policy is prohibited.

**3040.1.6** Prior approval by Board of Directors is required for all Real Estate transactions.

#### **3040.2 Approval of Invoice and Payments**

**3040.2.1** Invoices with approved purchase requisitions and packing slips will be matched by Accounts Payable and entered for payment processing. All other invoices will be reviewed and approved according to the approval levels in section 3040.1 and then entered for payment processing.

**3040.2.2** Payments for all approved invoices will be reviewed by the Treasurer or other person as designated by the Treasurer.

**3040.2.3** Request for checks not supported by an approved invoice must have approval per section 3040.1.

**3040.2.4** Checks for amounts of \$50,000 or less may be signed by the General Manager, Assistant General Manager, Treasurer and/or members of the Board of Directors.

# **ADMINISTRATIVE HANDBOOK-**

## **3000 SERIES- FINANCE**

**3040.2.5** Checks greater than \$50,000 requires at least one Board member signature.

**3040.2.6** All checks require two signatures.

**3040.2.7** A listing of all checks issued since the last Board meeting will be presented at each Board meeting for review by the Board of Directors.

### **3040.3 Petty Cash**

**3040.3.1** A "petty cash" fund shall be maintained in the District office having a maximum balance-on-hand of \$150.00. The custodian of this fund will be the Treasurer or other person designated by the Treasurer.

**3040.3.2** Petty cash may be advanced to District staff for amounts up to \$100.00 for the purpose of procuring item(s) or service(s) appropriately relating to District business. Receipts and remaining funds shall be returned to the custodian of the petty cash fund when the purchase is completed

**3040.3.3** No personal checks shall be cashed in the petty cash fund

**3040.3.4** The petty cash fund shall be included in the District's annual independent accounting audit.

**3040.3.5** District employees may receive reimbursement for "out of pocket" expenses from the petty cash fund if the amount is less than \$50.00 and is related to District business. This reimbursement must be supported by valid receipts. When a receipt is not obtainable, the requested reimbursement shall be approved by the Treasurer or General Manger.

**3040.3.6** Reimbursements for the General Manager shall be reported on the consent calendar with copies of the appropriate receipts.