

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

7PM Regular Board Meeting
Tuesday, July 19, 2016
District Board Room
3179 35th Street West
Rosamond, CA 93560

Minutes

President Wallis called the meeting to order at 7:00 p.m.

ROLL CALL

President Alfred Wallis
Vice President Olaf Landsgaard
Director Dennis Shingledecker
Director Byron Glennan
Director Ed MacKay

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

Motion made by Director MacKay, Seconded by Director Shingledecker, to approve the agenda. Motion passed with 5 ayes.

BOARD SECRETARY

This portion of the agenda allows an individual the opportunity to address the Board on any item NOT ON THE AGENDA regarding District business. State law prohibits the District from taking any action on any items not on the agenda, unless authorized under §54954.2(b) of the Government Code, and your matter may be referred to the General Manager. An individual may also address the Board on any agenda item at the time the matter is discussed, and prior to Board consideration or action. Speakers will be limited to five (5) minutes. Your time will start when you approach the podium, and you will be given a 30 second warning before your time expires. If you choose to ask a question during this time, any response by the Board will not extend your time. Questions may be referred to the General Manager to be answered at a later time after the meeting. In order to allow for a smooth and orderly meeting, and allow each speaker the ability to address the Board, disruptions from the audience will not be tolerated and you could be asked to leave. We appreciate your cooperation in this democratic process.

PUBLIC COMMENTS

None.

MINUTES

M 1. Approve July 5, 2016 Regular Board Meeting Minutes

Motion made by Director Shingledecker, Seconded by Vice President Landsgaard to approve the minutes. Motion passed with 5 ayes.

NEW BUSINESS

NB 1. Discussion and action regarding Fiscal Year 2016-2017 Final Budget. (Ronald Smith, General Manager)

Staff was given direction to schedule a Budget Workshop.

DIRECTOR REPORTS/COMMENTS/FUTURE AGENDA ITEMS

Director's Glennan, MacKay and Landsgaard made comments.

GENERAL COUNSEL UPDATE

Allison Burns, Esq. - none

GENERAL MANAGER UPDATE

Ronald Smith- none

ASSISTANT GENERAL MANAGER UPDATE

John Houghton- update provided

DIRECTOR OF PUBLIC WORKS UPDATE

Brach Smith- update provided

DIRECTOR OF ADMINISTRATION/BOARD SECRETARY UPDATE

Lizette Guerrero, CMC- none

ADJOURNMENT - Without objection, the meeting was adjourned at 8:14 p.m.

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/Assistant at least 48 hours in advance of the meeting to ensure availability of the requested service or accommodation. Please contact the Board Secretary/ Assistant by telephone at (661) 256-5808, Email: lguerrero@rosamondcsd.com or in writing at the Rosamond Community Services District, Attn: Board Secretary/Assistant; 3179 35th Street West, Rosamond, CA 93560.


Rosamond Community Services District

Regular Board Meeting – Minutes


Tuesday, July 19, 2016

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:



President, Board of Directors
Rosamond Community Services District



Board Secretary

Rosamond Community Services District
Normal Trial Balance - Normal Trial Balance - Annual Budget: P L
From 7/1/2013 Through 3/31/2014

Account Code	Account Title	16-17 Budget	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 51
40200	Property Taxes	252,800			3,536		249,264	
40910	Prop 1A Proceeds	-						
41400	Assessment Fees	163,433				163,433		
41500	Quimby Fees	-						
41510	Park Development Fees	-						
41600	Impact Fees	-						
41700	Grants	-						
41710	Grant - Safe Drinking water	230,000	230,000					
42100	Service Charges - Water	1,301,000	1,301,000					
42110	Service Charges - Internal Use Water	17,000	17,000					
42150	Usage Charges - Water	1,578,000	1,578,000					
42160	Usage Charges - Internal Use Water	5,000	5,000					
42200	Service Charges - Sewer	2,892,000		2,892,000				
42230	Usage Charges - Sewer	69,000		69,000				
42250	Service Charges - Septic Sludge	375,000		375,000				
42300	Service Charges - Street Lighting	75,000			75,000			
42410	RV Dumping Charges	3,000					3,000	
42500	Late Charges/Bank Charges	96,000	67,200	26,880	1,920			
42600	Annexation Fees	-						
42700	Administration/Reconnection Fees	30,000	22,500	7,500				
42705	Reconnection Fees	15,000	15,000					
42710	Fines							
42720	Public Records Request Fee							
42730	Credit Check/Account Start Up Fee	4,000	3,000	1,000				
42740	Delinquent Lien Fee							
42750	Door Hanger Fee	36,000	36,000					
42760	Broken Lock Fee							
42770	Meter Tampering Fee							
42800	Plan Check/Will Serve/Inspection Fees	3,000	1,500	1,500				
42900	Bulk Water Sales	11,000	11,000					
43000	Permits	2,000	1,000	1,000				
43100	Conservation Fees	60,000	18,000	42,000				

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43110	Conservation Fees - Programs							
43220	Parks & Recreation Programs	7,500					7,500	
43230	Parks & Recreation - County Service Area	246,919					114,200	132,719
43235	Refreshment Sales							
43240	Independent Contractor Program Fees							
43400	Dirt Sales							
44200	System Connection Fees	40,000	27,200	12,800				
44300	Installation Fees							
44500	Scrap Metal Sales							
44900	Realized Gain on Investments							
45000	Rent	16,200					16,200	
46910	Interest	7,010	1,044	856	164	32	3,951	963
46930	Interest Income - LAIF Unrestricted	55,757	9,170	20,071	222	393	22,514	3,387
46931	Interest Income - LAIF Restricted	9,375	197	8,513	135		29	501
46935	Interest Income - Parks & Recreation Notes							
46937	Interest Income - Zions Loan Retention	100	89	11				
46950	Contributed Plant							
46953	Contributed Capital - Foundation							
46955	Contributed Capital - Other							
46957	Grants							
46970	Gain on Sale of Fixed Assets							
46980	Legal Settlement							
46990	Donations from the Foundation							
46995	Miscellaneous Revenue	8,500	4,250	4,250				
60100	Salaries & Wages	(1,327,071)	(770,885)	(449,818)			(69,654)	(36,714)
60111	Degree/Certification	(22,048)	(16,103)	(3,998)			(1,805)	(142)
60210	Call In	(3,760)	(3,554)	(206)			-	-
60211	On Call Salary	(3,650)	(2,847)	(803)			-	-
60212	Pager	(4,800)	(2,579)	(1,778)			(132)	(311)
60300	Directors Fees	(52,920)	(26,460)	(26,460)			-	-
60405	Combined Payroll Tax Expense		-	-			-	-
60410	Social Security Expense	(97,840)	(56,578)	(33,844)			(4,780)	(2,638)

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60420	Medicare Expense	(22,882)	(13,232)	(7,915)			(1,118)	(617)
60430	State Unemployment Tax Expense	(13,020)	(6,293)	(3,255)			(3,190)	(282)
60500	Retirement Expense	(157,982)	(88,637)	(56,534)			(8,173)	(4,638)
60600	Life Insurance	-	-	-			-	-
60700	Medical Insurance	(401,711)	(251,237)	(133,298)			(6,149)	(11,027)
60800	Workers Compensation Insurance	(34,954)	(21,996)	(10,383)			(1,565)	(1,010)
60900	Overtime	(30,600)	(8,896)	(20,123)			(1,066)	(515)
61000	Vacation	(66,200)	(37,734)	(23,170)			(3,310)	(1,986)
61100	Sick Leave	(52,700)	(30,039)	(18,445)			(2,635)	(1,581)
61150	Holiday	(79,169)	(47,428)	(27,970)			(1,491)	(2,280)
61950	Construction in Progress - Contra Account	22,500	22,500	-			-	-
61955	Reimbursed Labor Costs	7,500	6,600	900			-	-
61960	Water Bank Labor - Contra Account	130,000	130,000	-			-	-
61970	William Fisher Memorial Water Company - Contra Account	10,550	10,550	-			-	-
62300	Repairs & Maintenance	(435,936)	(210,593)	(225,043)	-	-	-	(300)
62310	Repairs & Maintenance - Chlorine	(36,700)	(18,700)	(15,000)			(3,000)	-
62315	Small Tools	(5,000)	(2,500)	(2,500)	-	-	-	-
62330	Parks Programs	-	-	-	-	-	-	-
62350	Park Supplies & Maintenance	(35,000)	-	-	-	-	(35,000)	-
62355	CSA Supplies & Maintenance	(10,000)	-	-	-	-	-	(10,000)
62360	Pool Supplies & Maintenance	(18,000)	-	-	-	-	(18,000)	-
62400	Power	(235,511)	(142,734)	(88,019)	-	-	-	(4,758)
62405	Solar Power	(82,627)	(48,750)	(33,877)				
62500	Purchased Water	(50,000)	(50,000)					
62550	Parks Water	(33,965)					(23,000)	(10,965)
62560	Pool Water	(2,000)					(2,000)	
62600	Systems Tests	(50,000)	(33,370)	(16,630)				
62700	Street Light Power	(92,438)			(81,345)	(11,093)		
62900	Equipment Leasing/Rental	(28,378)	(13,130)	(15,248)				
63000	Meters							
63110	Banked Water - Contribution							
63120	Bank Water - Evaporation							

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63160	Banked Water - Recovery Fees							
63170	Banked Water - Withdrawals							
63240	Independent Contractor Expenses							
63250	Security - Operations							
64000	Advertising/Public Relations	(260)	(130)	(130)				
64150	Trash Removal Expense	(8,286)	(738)	(5,251)			(246)	(2,051)
64160	Natural Gas Operating Expense	(1,312)	(197)	(1,049)				(66)
64250	Phone Expense	(10,236)	(5,118)	(5,118)				
64300	Automotive Expense	(18,000)	(7,200)	(7,200)			(1,800)	(1,800)
64310	Vehicle Wash	(6,202)	(3,101)	(3,101)				
64320	Gasoline	(26,083)	(11,998)	(11,998)				(2,087)
64330	Diesel	(3,977)	(2,068)	(1,909)				
64500	Billpay - Transaction Charges for Checks	(2,080)	(1,040)	(1,040)				
64501	Billpay - Transaction Charges for Credit Cards							
64550	Billing Expense	(57,679)	(43,836)	(12,113)	(1,730)			
64600	Bad Debt Expense	(1,633)	(637)	(996)				
64700	Bank Charges	(17,880)	(7,331)	(8,761)	(1,788)			
64710	Bank Charge - Suspense							
64800	Cash Over/Short							
64900	Realized Loss on Investments							
65000	Consultant Fees	(216,155)	(39,808)	(155,185)		(14,108)	(7,054)	
65030	Public Affairs Consultant Fees	(3,578)	(1,503)	(1,503)			(572)	
65040	Human Resources Consultant Fees	(222)	(111)	(111)				
65100	Conservation	(17,500)	(17,500)					
65200	Computer Services	(51,033)	(19,180)	(31,853)				
65210	Computer Hardware	(8,531)	(3,210)	(4,434)			(887)	
65220	Computer Software	(8,366)	(3,325)	(5,041)				
65230	Computer Support/Licenses	(23,528)	(10,760)	(12,502)			(266)	
65300	Cross Connection Inspection	(11,530)	(10,030)	(1,100)			(400)	
65500	Dues	(33,801)	(27,717)	(6,084)				
65510	Subscriptions	(8,454)	(5,157)	(3,297)				
65550	Education Reimbursement							

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Account Code	Account Title	16-17 Budget	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 51:
65600	Education - Employees	(700)	(350)	(350)				
65610	Conferences/Seminars - Employees	(11,759)	(6,665)	(4,967)	(127)			
65620	Training - Employees	(5,104)	(4,960)	(144)				
65630	Certification - Employees	(1,615)	(1,615)					
65640	Resource Materials - Employees							
65650	Education - Directors	(60)	(60)					
65660	Conferences - Directors	(20,610)	(16,694)	(3,916)				
65670	Training - Directors							
65680	Certification - Directors							
65690	Resource Materials - Directors							
65700	Election Expense							
65800	Emergency Preparedness	(420)	(210)	(210)				
65810	Safety	(13,690)	(6,845)	(6,845)				
66000	Info Bulletins							
66100	Liability Insurance	(106,420)	(61,930)	(40,041)				
66200	Graffiti						(4,449)	
66500	Recruitment	(898)	(449)	(449)				
66550	Employee Retention	(1,352)	(676)	(676)				
66560	Employee Physicals	(304)	(152)	(152)				
66570	Safety Drug Testing	(2,273)	(1,091)	(1,182)				
66580	Background Checks	(18)	(9)	(9)				
66590	Finger Printing	(77)						
66600	Buildings & Grounds Maintenance	(21,182)	(13,086)	(8,096)			(77)	
66610	Janitorial	(9,866)	(4,585)	(5,281)				
66710	Legal fees	(224,046)	(111,632)	(110,022)				
66715	Legal Postings	(2,259)	(1,310)	(949)		(2,392)		
66720	Accounting & Auditing Fees	(24,200)	(14,717)	(8,031)	(406)	(213)	(439)	(394)
66721	Accounting & Finance Services	(250,000)	(90,000)	(90,000)	(13,500)	(13,500)	(37,000)	(6,000)
66730	Adjudication	(25,000)	(25,000)					
66750	Chromium 6	(1,444)	(1,444)					
66800	Licenses & permits	(28,102)	(843)	(26,697)			(562)	
66900	Business Expense	(32,077)	(21,900)	(7,828)	(261)		(2,088)	

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67000	Office Supplies	(6,266)	(2,945)	(3,321)				
67010	Postage & Shipping	(2,696)	(1,950)	(746)				
67020	Copier Expense	(20,461)	(11,505)	(8,956)				
67030	Office Expense	(3,076)	(2,950)	(110)	(16)			
67050	Furniture and Equipment							
67200	Rent							
67410	Recreation Event Supplies							
67420	Recreation Programs							
67435	Refreshments Expense							
67500	Operating Fees	(230)	(28)	(202)				
67800	Operating Supplies	(6,886)	(5,980)	(906)				
68000	Taxes	(111)	(111)					
68200	Security - G&A	(3,797)	(1,063)	(2,734)				
68450	Property Tax Collection Fees	(3,181)					(3,181)	
68460	County Services Area Administration Fees	(12,346)					(5,710)	(6,636)
68500	Telephone	(4,556)	(2,278)	(2,278)				
68700	Travel & Milles							
68800	Uniforms	(8,955)	(5,015)	(3,940)				
68910	Utilities - Water	(8,326)	(5,579)	(1,998)				(749)
68920	Utilities - Electricity	(9,760)	(4,880)	(4,880)				
68930	Utilities - Natural Gas	(1,678)	(839)	(839)				
69000	Interest	(7,010)	(1,044)	(856)	(164)	(32)	(3,951)	(963)
69010	Interest Expense - Zions Bank Note Payable	(43,988)	(39,017)	(4,971)	-	-	-	-
69030	Interest Expense - State Revolving Fund Loan	(151,657)	-	(151,657)	-	-	-	-
69040	Interest Expense - Deutsche (LaSalle) Bank Note Payable	-	-	-	-	-	-	-
69050	Interest Expense - Wood Class Adjudication	-	-	-	-	-	-	-
69100	Principal	(176,576)	(21,495)	(17,626)	(3,373)	(25,690)	(81,332)	(27,060)
69110	Principal Expense - Zions Bank Note Payable	(150,841)	(133,796)	(17,045)	-	-	-	-
69130	Principal Expense - State Revolving Fund Loan	(382,878)	-	(382,878)	-	-	-	-
69140	Principal Expense - Deutsche (LaSalle) Bank Note Payable	-	-	-	-	-	-	-
69150	Principal Expense - Wood Class Adjudication	-	-	-	-	-	-	-
69160	Principal Expense - Water Bank JPA	(250,000)	(250,000)	-	-	-	-	-

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69600	Discounts							
70100	Depreciation Expense - Noncash	(2,165,462)	(1,450,394)	(666,400)			(48,668)	
70200	CIP Write-Off							
99998	Bank Charges							
99999	Bank Charges							
		(447,257)	(935,262)	381,000	(21,733)	96,830	31,908	-