

*Rosamond Community Services District
Regular Board Meeting – Minutes
Wednesday, June 28th, 2023 @ 6:00PM*

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

6:00 PM Regular Board Meeting
Wednesday, June 28, 2023
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 6:00 PM by President Glennan.

ROLL CALL

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

General Manager (GM) Kim Domingo	Present
Director of Public Works John Houghton	Absent
Director of Administration Sherri Timm	Present
Legal Counsel, John Komar, Esq.	Absent -represented by Alex Dominguez

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

GM Domingo announced due to circumstances that could have not been reasonably foreseen by the Board that requires immediate attention and possible action by the Board and that made it impracticable to provide notice, add NB 3 - Letter of Intent to participate in Kern County Multi-Jurisdictional Hazard Mitigation Planning.

A motion to approve the agenda with the addition of NB 3 was made by Director Webb and seconded by VP Stewart.

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.)

President Glennan made a comment as a member of the public.

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

CC 1 Review/Receipt of the check/voucher register dated June 6, 2023 through June 19, 2023 I Payroll (Checks) Dated June 6, 2023 I Payroll (Check) Dated June 6, 2023 I Payroll (Direct Deposit) dated June 7, 2023 I Payroll (Checks) dated June 7, 2023

A motion to approve CC1 was made by VP Stewart and seconded by Director Webb.

Motion passed 5/0, all ayes.

MINUTES

M 1. Approve June 14, 2023 Regular Board Meeting Minutes.

A motion to approve M1 was made by Director Webb and seconded by Director Washington.

Motion passed 5/0, all ayes.

Unfinished Business

U B 1. Fischer Compliance Task Order 2023-1 – Confirming Authorization of Optional Services. (GM Kim Domingo, Presenter)

The Board had previously approved an agreement with Fischer Compliance for the District's Sanitary Sewer Monitoring Plan on May 10th, 2023. The arrived at scope and fee arrangement made at that time did not specifically confirm that the optional tasks in the proposal were included in the authorization. The authorization of optional tasks is required to provide clarity to staff regarding Board intention, allowing the processing of invoices for the completion of the optional tasks.

A motion to approve Fischer Compliance Task Order 2023-1 – Confirming Authorization of Optional Services was made by Director Washington and seconded by VP Stewart.

Motion passed 5/0, all ayes.

New Business

N B 1. Resolution 2023-10 Modifying Policy 3042 – Employment of Outside Contractors and Consultants and Adopting Policy 3046 – Informal Bid Procedures (GM Kim Domingo, Presenter.)

On May 10, 2023, the Board elected to comply with CUPCCAA procedures to enable procurement flexibility. Under CUPCCAA, the District is able to procure construction contracts up to \$60,000 without bidding and up to \$200,000 using informal bid procedures. Since the District's current policy does not include procurement under CUPCCAA and one of the Act's requirements is to adopt an informal bid procedure policy, staff recommends to approve Resolution 2023-10, modifying Policy 3042 and adopting Policy 3046 which will satisfy the policy requirements for full implementation of CUPCCAA ahead of the new fiscal year.

A motion to adopt Resolution 2023-10 Modifying Policy 3042 – Employment of Outside Contractors and Consultants and Adopting Policy 3046 – Informal Bid Procedures was made by VP Stewart and seconded by Director Webb.

Motion passed 5/0, all ayes.

N B 2. Approve Non-Profit Activity on District Property – Red Cross Blood Drive, August 3, 2023, 12 pm – 6 pm (GM Kim Domingo, Presenter.)

The Red Cross has requested to conduct a community blood drive on Aug. 3rd using the District board room, conference room, kitchenette and public restrooms.

Per Policy 7010, Non-Profit Activity on District Property, approval for the event is required from the Board. District staff recommends approval of the event so that a community need can be addressed.

A motion to approve the Red Cross Blood Drive on August 3, 2023 using the District facilities was made by Director Wallis and seconded by Director Washington.

Motion passed 5/0, all ayes.

N B 3. Letter of Intent to Participate in the Kern County Multi-Jurisdictional Hazard Mitigation Planning Update (GM Kim Domingo, Presenter).

The Kern County Fire Department Office of Emergency Services is updating The Kern Multi-Jurisdiction Hazard Mitigation Plan. The District has been a part of the plan since 2005 and the most recent update was in 2019. Authorization to submit the Letter of Intent obligates staff effort to assist with updating the plan as described in the letter. Estimated staff time that will be spent is expected to be minimal. A motion to authorize your GM to sign and submit the letter is recommended.

A motion to authorize GM Domingo to sign and submit a Letter of Intent in favor of participation of Rosamond Community Services District in the Kern County Multi-Jurisdiction Hazard Mitigation Plan was made by VP Stewart and seconded by Director Webb.

Motion passed 5/0, all ayes.

PRESENTATIONS

PR 1. Water Reclamation Plant Project Update.

Chief Water Reclamation Plant Operator Ryan Becker provided an update. The contractor has been on site completing their punch list and the blower manufacturer has been on site, repairing the damaged blowers. Construction is coming to a close. From January 1st to June 26th, 2023, the plant has percolated 583 acre-feet of water back into the ground. Mr. Becker anticipates earning an annual pumping credit total of 1,114 this year.

DIRECTOR REPORTS/COMMENTS/FUTURE AGENDA ITEMS

Director Washington encouraged the Rosamond High School class of 2023 to learn about careers in water utilities through the apprenticeship program offered by the California Department of Water Resources. Exams are open until July 17th.

VP Stewart provided an AVEK meeting report.

Director Webb congratulated the District staff for the foresight and construction of the Rosamond Water Reclamation Plant(WRP). He also commended the WRP staff for a job well done.

President Glennan School is out, be more aware and observant to keep you and others safe.

GENERAL COUNSEL UPDATE

Alex Dominguez, for John Komar, Esq
No report.

GENERAL MANAGER UPDATE

Kim Domingo

- 1) Diamond Street property – no update.
- 2) 20th Street property – met with a potential renter and information was exchanged.
- 3) Water line at Tropico Middle School – staff assisted their design engineer with an alternate method water crossing application to the state.
- 4) GM Domingo will be on leave between July 3rd through 6th .

DIRECTOR OF ADMINISTRATION UPDATE

Sherri Timm

- 1) Reported a dramatic reduction in the number of delinquent customers being sent shutoff notices. 213 notices were mailed in May and 102 notices were mailed in June. 159 door hangers were delivered in May versus only 57 delivered in June.
- 2) 56 payment arrangements have been opened.
- 3) Receipt of one LIHWAP payment in the amount of \$847.00 was applied to a past due account in June.
- 4) Approximately \$20,000 in outstanding balances have been collected since the end of March 2023.

PUBLIC WORKS UPDATE

GM Domingo reviewed the current Field Operations Report.

ADJOURNMENT

A motion to adjourn the meeting at 6:45 PM was made by Director Webb and Seconded by Director Washington.

Motion passed 5/0, all ayes.

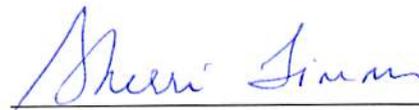
Requirements Regarding Disabled Access: In accordance with Government Code §54954.2(a), requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the RCSD Board Secretary at least 48 hours in 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



Board Secretary