

2015-2016 BUDGET WORKSHOP ROSAMOND COMMUNITY SERVICES DISTRICT

10AM-12PM
Wednesday, July 29, 2015
District Board Room
3179 35th Street West
Rosamond, CA 93560

Minutes

I. 1. President MacKay called the meeting to order @10am.

2. Flag Salute/Roll Call

President Ed MacKay
Vice President Alfred Wallis
Director Byron Glennan
Director Olaf Landsgaard
Director Dennis Shingledecker
General Manager Steve Perez
Assistant General Manager/Public Works Superintendent John Houghton
District Accountant, Brad Rockabrand, CPA
Legal Counsel, Allison Burns

II. 1. 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.)

III. Action Items

A. Discussion of 2015-2016 Budget- discussion held

IV. Adjournment –Motion made by Vice President Wallis, Seconded by Director Shingledecker to adjourn at 11:22am. Motion passed with 4 ayes, 1 absent (Glennan).

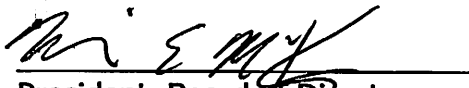
Requirements Regarding Disabled Access: In accordance with §54954.2(a), requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the RCSD Board Secretary/Assistant at least 48 hours in advance of the meeting to ensure availability of the requested service or accommodation. Please contact the Board

*Rosamond Community Services District
2015-2016 Budget Workshop – Minutes
Wednesday, July 29, 2015*


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.

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

	Water	Sewer	Street Lighting	LEAD # 2	Park	Park Maintenance	Sum of 15-16 Budget
Insurance - Liability	(80,000)	(75,000)	-	-	(6,500)	-	(161,500)
Office Expense	(21,726)	(19,651)	(150)	(20)	(30)	-	(41,577)
Office Supplies	(2,340)	(2,340)	-	-	(395)	-	(5,075)
Business Expense	(38,260)	(24,375)	(2,312)	-	(75)	-	(65,022)
Office Furniture & Equipment	(1,520)	(1,520)	-	-	(20)	-	(3,060)
Emergency Preparedness	(250)	(250)	-	-	-	-	(500)
Utilities	(14,012)	(14,012)	-	-	(2,050)	-	(30,074)
Principal Expense	(660,109)	(404,714)	(3,362)	(1,933)	(81,087)	-	(1,178,197)
Interest Expense	(104,518)	(175,361)	(172)	(100)	(4,152)	-	(285,333)
Discounts	-	-	-	-	-	-	-
Depreciation Expense - Noncash	(1,426,065)	(671,112)	-	-	(57,272)	-	(2,154,449)
Depreciation Expense - Noncash	(1,426,065)	(671,112)	-	-	(57,272)	-	(2,154,449)
CIP Write-Off	-	-	-	-	-	-	-
Net Operating Surplus (Deficit)	(1,184,327)	172,530	(48,745)	48,745	23,891	(5,501)	(993,407)
LESS: Capital Projects	(942,000)	(1,290,000)	-	-	-	-	(2,232,000)
ADD: Transfer from Reserve	-	-	-	-	-	-	-
Restricted	-	-	-	-	-	-	-
Assigned	326,632	154,554	-	-	-	-	481,186
Unrestricted	-	343,771	-	-	-	-	343,771
TRANSFERS:	-	-	-	-	-	-	-
To Street Lighting Fund	-	-	48,745	(48,745)	-	-	-
To Water Fund	114,344	-	-	-	(104,845)	-	(9,499)
Adjustments:	-	-	-	-	-	-	-
75% Depreciation Add Back	1,059,549	503,334	-	-	42,954	-	1,615,837
Increase (Decrease) in Net Position	(615,802)	(115,811)	-	-	(38,000)	(15,000)	(784,613)
Beginning Fund Balance (Audited)	23,947,619	14,756,325	(58,659)	(18,498)	(1,693,674)	(238,619)	36,684,494
Available Fund Balance (Budget 2015-2016)	23,331,817	14,640,514	(58,659)	(18,498)	(1,731,674)	(253,619)	35,909,881

	Water	Sewer	Street Lighting	LLAD # 2	Park	Park Maintenance	Sum of 15-16 Budget
Meters	-	-	-	-	-	-	-
Engineering	(10,400)	(500)	-	-	-	-	(10,900)
Electricity Expense	(239,400)	(130,000)	(82,875)	(14,625)	(125)	(2,375)	(469,400)
Utilities - Water	-	-	-	-	-	(20,000)	(20,000)
Utilities - Other Than Water	(7,310)	(11,290)	-	-	-	(2,100)	(20,700)
Equipment Leases	(6,500)	(6,500)	-	-	-	-	(13,000)
Operating Expenses	(960)	(3,840)	-	-	-	-	(4,800)
Purchased Water	(50,000)	-	-	-	-	-	(50,000)
Billing Expense	(42,775)	(9,886)	(1,750)	-	-	-	(54,411)
Operating Supplies	(800)	(920)	-	-	-	-	(1,720)
Parks Supplies & Maintenance	(3,500)	(3,500)	-	-	(30,650)	(114,465)	(152,115)
Pool Supplies & Maintenance	-	-	-	-	-	-	-
Security Services	-	-	-	-	-	-	-
Safety Supplies & Training	(5,300)	(5,380)	-	-	(100)	(100)	(10,880)
System Repair & Maintenance	(276,004)	(58,953)	-	-	-	(3,300)	(338,257)
System Tests	(6,750)	(20,900)	-	-	-	-	(27,650)
Uniforms	(4,500)	(4,500)	-	-	-	-	(9,000)
Auto & Truck Expense	(27,958)	(28,503)	-	-	(150)	-	(56,611)
Banked Water Expense	-	-	-	-	-	-	-
General and administrative	(2,124,720)	(1,110,533)	(41,712)	(45,966)	(149,528)	(73,916)	(3,546,375)
Accounting Consultants	(99,717)	(93,031)	(12,406)	(12,213)	(32,439)	(24,394)	(274,200)
Public Affairs	(7,236)	(7,236)	-	-	(25)	-	(14,497)
Legal Fees	(69,816)	(69,816)	(3,000)	(5,000)	(6,000)	(15,000)	(168,632)
Adjudication	(121,500)	-	-	-	-	-	(121,500)
Outside Services	(741,929)	(91,710)	(2,310)	(9,200)	(14,620)	(6,500)	(866,269)
Conservation Program	(16,815)	(539)	-	-	-	-	(17,354)
Advertising/Promotion	(368)	(368)	-	-	-	-	(736)
Bad Debt Expense	(2,250)	(2,250)	(500)	-	-	-	(5,000)
Building & Grounds Maintenance	(16,200)	(16,274)	-	-	-	-	(32,474)
Security Services	(2,790)	(4,890)	-	-	-	-	(7,680)
Computer Hardware	(4,095)	(4,095)	-	-	(80)	-	(8,270)
Computer Software	(3,625)	(3,625)	-	-	(205)	-	(7,455)
Computer Services/Consulting	(71,345)	(71,345)	-	-	(1,600)	-	(144,290)
Computer Licenses & Software	(2,100)	(2,100)	-	-	-	-	(4,200)
Election Expense	-	-	(17,500)	(17,500)	-	-	(35,000)
Dues & Subscriptions	(26,353)	(9,680)	-	-	-	-	(36,033)
Recruitment	-	-	-	-	-	-	-
Employment Costs	(1,385)	(2,390)	-	-	-	-	(3,775)
Employee Retention	(255)	(255)	-	-	-	-	(510)
Education - Conferences & Seminars	(4,636)	(4,636)	-	-	(250)	-	(9,522)
Training/Certification	(3,905)	(3,405)	-	-	-	-	(7,310)
Resource Material	(370)	(370)	-	-	-	-	(740)
Director Training/Seminars	(5,295)	(5,295)	-	-	-	-	(10,590)

	Water	Sewer	Street Lighting	LLAD # 2	Park	Park Maintenance	Sum of 15-16 Budget
Total Revenue	4,089,448	3,435,546	77,592	109,336	261,716	210,755	8,184,393
Operating Revenue	3,448,189	3,359,125	74,145	107,403	21,743	210,439	7,221,044
Customer Service Charges	1,241,000	2,866,000	72,000	-	-	-	4,179,000
Customer Usage Charges	1,983,443	65,000	-	-	-	-	2,048,443
Internal Service Charges	16,000	-	-	-	-	-	16,000
Internal Usage Charges	29,000	-	-	-	-	-	29,000
User Fees	-	-	-	-	-	-	-
County Service Area	-	-	-	-	-	210,439	210,439
Bulk Water Sales/Construction Water	11,000	-	-	-	-	-	11,000
Late Charges/Bank Charges	64,400	25,760	1,840	-	-	-	92,000
New Service Installation	-	-	-	-	-	-	-
Plan Check/Will Serve/Inspection Fees	2,500	2,500	-	-	-	-	5,000
Administration/Reconnection	79,940	8,360	-	-	-	-	88,300
Rent	-	-	-	-	16,200	-	16,200
Interest Income	3,906	39,505	305	-	3,943	-	47,659
Miscellaneous Income	17,000	17,000	-	-	-	-	34,000
Property Tax/Assessments	-	-	-	107,403	-	-	107,403
Designated Revenue	-	335,000	-	-	1,600	-	336,600
Discretionary Revenue	-	-	3,362	1,933	239,955	-	245,250
Property Tax/Assessments	-	-	3,362	1,933	239,955	-	245,250
Restricted Revenue	641,259	76,421	85	-	18	316	718,099
System Connection Fees	27,200	12,800	-	-	-	-	40,000
Conservation Fees	-	60,000	-	-	-	-	60,000
Quimby Fees	-	-	-	-	-	-	-
Grants	614,059	-	-	-	-	-	614,059
LAIF Interest	-	3,621	85	-	18	316	4,040
Total Expenses	(5,273,775)	(3,263,016)	(126,337)	(60,591)	(237,825)	(216,256)	(9,177,800)
Personnel Expenses	(1,040,833)	(1,196,699)	-	-	-	-	(2,237,532)
Salaries	(690,860)	(687,381)	-	-	-	-	(1,378,241)
Overtime Pay	(14,036)	(13,964)	-	-	-	-	(28,000)
Oncall/Pager Pay	(8,021)	(7,979)	-	-	-	-	(16,000)
Degree/Certification Pay	(10,970)	(10,914)	-	-	-	-	(21,884)
Holiday Pay	(29,147)	(28,996)	-	-	-	-	(58,143)
Vacation Pay	(38,342)	(38,144)	-	-	-	-	(76,486)
Sick Pay	(25,434)	(25,302)	-	-	-	-	(50,735)
Directors Pay	(26,529)	(26,391)	-	-	-	-	(52,920)
Payroll Tax Expense	(66,025)	(65,682)	-	-	-	-	(131,707)
Health Insurance	(175,085)	(174,177)	-	-	-	-	(349,262)
Workers Compensation	(31,687)	(31,523)	-	-	-	-	(63,210)
Other Benefits (Education Reimburse)	-	-	-	-	-	-	-
PERS Contribution	(86,697)	(86,247)	-	-	-	-	(172,944)
Less Capitalized Labor/Benefits	162,000	-	-	-	-	-	162,000
Direct Operating Expenses	(682,157)	(284,672)	(84,625)	(14,625)	(31,025)	(142,340)	(1,239,444)

Brad Rockabrand

From: Brad Rockabrand
Sent: Wednesday, August 19, 2015 3:03 PM
To: Olaf Landsgaard
Cc: aburns@sycr.com; 'DPalmer@SYCR.com'; John Houghton; Morrison McKay
Subject: RE: Budget Modifications

Good afternoon Director Landsgaard,

Thank you for your email.

In response to your requests:

\$7,500 added to GL 51-66200 - Graffiti
\$7,500 added to GL 51-62350 - Park Supplies & Maintenance
\$15,000 added to GL 05-62330 - Park Programs

1. \$30,000 to establish a volunteer program/insurance to address – I will add \$15,000 into Fund 05 (Parks) and Fund 51 (Park Maintenance) each. We can discuss more specific allocations tomorrow at the workshop.
 - a. Graffiti Abatement -\$7,500 (Fund 51)
 - b. Park Maintenance - \$7,500 (Fund 51)
 - c. Parks - \$7,500 (Fund 05)
 - d. Pool - \$7,500 (Fund 05)
2. \$150,000 for an interim manager, including his or her taxes, etc. – I will add \$150,000 salary plus related taxes, retirement, insurance, etc. I will assume all burden payments will mirror the current GM budgeted amount. This totals \$204,613 **added to amended personnel budget and reallocation was dropped in**
3. \$30,000 to be able to enter joint use agreements with – I can add this amount, but need further direction on to the function of each (i.e. water, sewer, parks). For now, I will add \$10,000 to each and assume Water, Sewer, Parks
 - a. Kern County **\$10,000 added to GL 01-63240 Independent Contractors**
 - b. Southern Kern Unified School District **\$10,000 added to GL 02-63240 Independent Contractors**
 - c. AVEK **\$10,000 added to GL 05-63240 Independent Contractors**
4. \$10,000 to cover insurance/permits for construction of Concrete slab for Skate Park – I will add \$10,000 to the Park Fund (Fund 05) **\$10,000 added to GL 05-62300 - Park Programs**
5. \$10,000 to cover establishing intern programs for – I will add \$10,000 and allocated it across water, sewer and parks.
 - a. Media relations **\$3,500 added to GL 01-67420 Recreation Programs**
 - b. Design **\$3,500 added to GL 02-67420 Recreation Programs**
 - c. Computer applications **\$3,000 added to GL 05-67420 Recreation Programs**
6. \$500,000 for an AVEK "raw" water turn out – I will add \$500,000 to the capital budget for a "raw" water turn out in the water budget. **Hard coded \$500,000 into water capital budget line item - also updated Capital Budget document in 08.19.15 Budget Folder**

As a reminder, please use your District issued email for any District related business. Your original email never came through, but was forwarded to me from John Houghton.

Thank you,

Brad Rockabrand, CPA
District Accountant
(661) 256-5812

Total added operating expenditures =
\$284,613
Total added capital expenditures =
\$500,000

From: Olaf Landsgaard <aerolex@qnet.com>
Date: August 15, 2015 at 11:07:31 AM PDT