

REGULAR MEETING OF THE BOARD OF DIRECTORS ROSAMOND COMMUNITY SERVICES DISTRICT

6PM Closed Session
7PM Regular Board Meeting
Tuesday, April 3, 2018
District Board Room
3179 35th Street West
Rosamond, CA 93560

Teleconference location
590 SW 139th Avenue
Beaverton, OR 97006

Agenda

CALL TO ORDER

ROLL CALL

President Dennis Shingledecker
Vice President Russell Williford- Teleconference
Director Byron Glennan
Director Olaf Landsgaard
Director Ed MacKay

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

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

CLOSED SESSION

1. Conference with Legal Counsel – Existing Litigation
Pursuant to Government Code section 54956.9(a),
PERB Case No. LA-CE-1176-M
American Federation of State, County & Municipal Employees Local 1902 v.
Rosamond Community Services District

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

7:00 P.M. OPEN SESSION

BOARD SECRETARY

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PUBLIC COMMENTS

MINUTES

- M 1.** Approve March 6, 2018 Regular Board Meeting Minutes

CONSENT CALENDAR

- CC 1.** Approve Check/Voucher Register dated 2/27/18 – 3/12/18

- CC 2.** General Manager met the goals set forth in his 2017 contract

NEW BUSINESS

- NB 1.** Discussion and action regarding the future of Parks and Recreation. (Presenter: Ronald Smith, General Manager)
- NB 2.** Approve the amended Stradling, Yocca, Carlson & Rauth Agreement for Legal Services. (Presenter: Ronald Smith, General Manager)

- NB 3.** Appropriate \$150,000 to the Sewer Fund for Capital Improvement Budget. (Presenter: Ronald Smith, General Manager)
- NB 4.** Cancel the Board Meeting scheduled on June 5, 2018 due to the Board Room is being used as a polling site for the Statewide Direct Primary Election. (Presenter: Ronald Smith, General Manager)
- NB 5.** Approve the Executive Management Salary Schedule. (Presenter: Ronald Smith, General Manager)
- NB 6.** Approve the Mid-Management Salary Schedule. (Presenter: Ronald Smith, General Manager)
- NB 7.** Adopt **Resolution No. 2018-05**, amending the Administrative Handbook, adopting a Management Analyst job description. (Presenter: Ronald Smith, General Manager)

DIRECTOR REPORTS/COMMENTS/FUTURE AGENDA ITEMS

GENERAL COUNSEL UPDATE

Allison Burns, Esq.

GENERAL MANAGER UPDATE

Ronald Smith

ASSISTANT GENERAL MANAGER UPDATE

John Houghton

DIRECTOR OF FINANCE UPDATE

Brad Rockabrand, CPA

DIRECTOR OF PUBLIC WORKS UPDATE

Brach Smith

DIRECTOR OF ADMINISTRATION/BOARD SECRETARY UPDATE

Lizette Guerrero, CMC

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/Assistant at least 48 hours in advance of the meeting to

*Rosamond Community Services District
Regular Board Meeting – Agenda
Tuesday, April 3, 2018*

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.

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.

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

6PM Closed Session
7PM Regular Board Meeting
Tuesday, March 6, 2018
District Board Room
3179 35th Street West
Rosamond, CA 93560

Minutes

President Shingledecker called the meeting to order at 6:00PM.

ROLL CALL

President Dennis Shingledecker
Vice President Russell Williford
Director Byron Glennan
Director Olaf Landsgaard
Director Ed MacKay

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

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

BOARD SECRETARY

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PUBLIC COMMENTS

Received.

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code §54957.6

District Negotiator: Ronald Smith and Jeffrey Dinkin

Employee Organization: AFSCME Local 1902

Public comments received.

Motion made by Director MacKay, Seconded by Director Landsgaard to go into closed session at 6:14PM. Motion passed with 5 ayes.

Motion made by Director MacKay, Seconded by Vice President Williford to come out of closed session at 7:03PM. Motion passed with 5 ayes.

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

No reportable action taken.

7:00 P.M. OPEN SESSION

BOARD SECRETARY

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PUBLIC COMMENTS

Received.

MINUTES

M 1. Approve February 20, 2018 Regular Board Meeting Minutes

Motion made by Vice President Williford, Seconded by Director MacKay to approve the Minutes. Motion passed with 5 ayes.

CONSENT CALENDAR

CC 1. Approve Check/Voucher Register dated 2/13/18 – 2/26/18

CC 2. Cash Balances- January 2018

Motion made by Director MacKay, Seconded by Director Glennan to approve the Consent Calendar. Motion passed with 5 ayes.

NEW BUSINESS

NB 1. Approve Ronald Smith’s Employment Contract. (Presenter: Allison Burns, General Counsel)

Motion made by Director MacKay, Seconded by Director Landsgaard to approve Ronald Smith’s Employment Contract. Motion passed based on the following Roll Call Vote:

Roll Call:

Vice President Russell Williford:	Nay
Director Olaf Landsgaard:	Aye
Director Byron Glennan:	Nay
Director Ed MacKay	Aye
President Dennis Shingledecker	Aye

NB 2. Authorize Director Glennan attend the Kern County Water Summit on March 7, 2018. (Presenter: Ronald Smith, General Manager)

Motion made by Director MacKay, Seconded by Director Landsgaard to authorize Director Glennan attend the Kern County Water Summit on March 7, 2018. Motion passed with 5 ayes.

NB 3. Nominate a Director to the CSDA Board of Directors, Seat A for the 2019-2021 term. (Presenter: Ronald Smith, General Manager)

Motion made by Director Landsgaard, Seconded by Director MacKay to nominate Director Glennan to the CSDA Board of Directors, Seat A for the 2019-2021 term. Motion passed with 5 ayes.

NB 4. Nominate a Director for the Special District Representative on Kern LAFCo with a term ending May 2022. (Presenter: Ronald Smith, General Manager)

Motion made by Director Glennan, Seconded by Director MacKay to nominate Vice President Williford to the Special District Representative on Kern LAFCo with a term ending May 2022. Motion passed with 5 ayes.

NB 5. Sponsor the Annual Appreciation Dinner for the Kern County Sheriff’s Deputies of the Rosamond Sub-Station. (Presenter: Ronald Smith, General Manager)

Motion made by Director Landsgaard, Seconded by Vice President Williford to be a gold sponsor for the Annual Appreciation Dinner for the Kern County Sheriff’s Deputies of the Rosamond Sub-Station.

DIRECTOR REPORTS/COMMENTS/FUTURE AGENDA ITEMS

Director’s Glennan, MacKay, Landsgaard, and Williford gave reports.

GENERAL COUNSEL UPDATE

Allison Burns, Esq. - Update provided

GENERAL MANAGER UPDATE

Ronald Smith- Update provided

ASSISTANT GENERAL MANAGER UPDATE

John Houghton

DIRECTOR OF PUBLIC WORKS UPDATE

Brach Smith- Update provided

DIRECTOR OF ADMINISTRATION/BOARD SECRETARY UPDATE

Lizette Guerrero, CMC

ADJOURNMENT - President Shingledecker adjourned the meeting at 7:44PM.

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Respectfully submitted:

President, Board of Directors
Rosamond Community Services District

Board Secretary

STAFF REPORT

Rosamond Community Services District

DATE: March 20, 2018
TO: Board of Directors
FROM: Brad Rockabrand, Director of Finance
Prepared by: Julie Lopez-Olmos, Senior Accounting Specialist
SUBJECT: Review of the check/voucher register dated February 27, 2018 through March 12, 2018 | Payroll (Checks) dated March 7, 2018 | Payroll (Direct Deposits) dated March 7, 2018

RECOMMENDATION:

By motion, receive and file.

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 \$106,445.29 as follows:

Checks issued to vendors	\$66,389.34
Payroll direct deposit and checks	<u>40,055.95</u>
Total	\$106,445.29

Significant disbursements included the following payments:

- \$10,450.00 was paid to CUSI on February 28, 2018 for annual maintenance and technical support from 03/31/18 – 03/31/19
- \$8,966.34 was remitted to CalPERS on March 7, 2018 for required contributions
 - \$5,642.23 (Employer portion)
 - \$3,324.11 (Employee portion)
- \$1,959.70 was remitted to the Employment Development Department on March 7, 2018
 - \$ 0.00 (Employer portion)
 - \$1,959.70 (Employee portion)

- \$12,856.04 was remitted to the Internal Revenue Service on March 7, 2018
 - \$4,378.47 (Employer portion)
 - \$8,477.57 (Employee portion)

DISCUSSION/ANALYSIS:

The check/voucher register dated February 27, 2018 through March 12, 2018 includes check numbers 55705 through 55746 (Attachment 1)

Payroll (Checks) numbered 22678 through 22680 were issued on March 7, 2018 in the amount of \$1,651.51. Payroll (Direct Deposit) number 22681 through 22701 were issued on March 7, 2018 in the amount of \$38,404.44 (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 February 27, 2018 through March 12, 2018

Attachment 2 – Payroll (Checks) dated March 7, 2018 and (Direct Deposit) dated March 7, 2018

Attachment 3 – Wells Fargo Business Card ending in 1153

Rosamond Community Services District
Check/Voucher Register
10101 - General Checking - Wells Fargo
From 2/27/2018 Through 3/12/2018

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
2/28/2018	55705	AT&T MOBILITY	CELL PHONES & IPAD INTERNET CHARGES	983.93	983.93
2/28/2018	55706	AUTOZONE	#28 & #29 OIL & AIR FILTER & 5W20 OIL	78.24	204.82
2/28/2018		AUTOZONE	#22 & #23 OIL FILTER, WINDSHIELD WASHER FLUID & 5W30 OIL	45.10	204.82
2/28/2018		AUTOZONE	#23 CONTROL ARM	75.06	204.82
2/28/2018		AUTOZONE	#23 COMMERCIAL BULBS	6.42	204.82
2/28/2018	55707	CHEVRON AND TEXACO UNIVERSAL CARD	GAS FOR DISTRICT VEHICLES	3,121.40	3,121.40
2/28/2018	55708	CUSI	ANNUAL MAINTENANCE & TECHNICAL SUPPORT 03/31/18 - 03/31/19	10,450.00	10,450.00
2/28/2018	55709	FEDERAL EXPRESS	WIRELESS RADIO & PERB	22.56	22.56
2/28/2018	55710	JACK HENRY AND ASSOCIATES	BILLING ON BEHALF OF CUSI	174.50	174.50
2/28/2018	55711	NBS	BOUNDARY & LEVY AUDIT PHASE 1 OF LLAD NO.2	27.00	27.00
2/28/2018	55712	OFFICE DEPOT	BLACK & SILVER SHARPIES, AA BATTERIES, 951 CYAN INK, ETC.	201.58	201.58
2/28/2018	55713	SAGE STAFFING	TEMP STAFFING	649.07	649.07
2/28/2018	55714	SMITH, RON	PER DIEM ALLOWANCE: CALPELRA MANAGING COLLECTIVE BARGANING	259.00	388.50
2/28/2018		SMITH, RON	PER DIEM ALLOWANCE: CSDA PROPOSITION 26 & 218 RATE SETTING	129.50	388.50
2/28/2018	55715	WELLS FARGO BUSINESS CARD	1153 (ATTACHMENT 3)	2,569.38	2,569.38
3/7/2018	55716	3D IMAGING SYSTEMS	KYOCERA MAINTENANCE AGREEMENTS & OVERAGES	513.97	513.97
3/7/2018	55717	ANTELECOM, INC.	ADMIN OFFICE 4G WIRELESS	152.00	679.95
3/7/2018		ANTELECOM, INC.	STP: 4G WIRELESS & ROUTER RENTAL	71.95	679.95
3/7/2018		ANTELECOM, INC.	SOLAR WELL: 4G WIRELESS	152.00	679.95
3/7/2018		ANTELECOM, INC.	SOLAR ADMIN: 4G WIRELESS	152.00	679.95
3/7/2018		ANTELECOM, INC.	SOLAR POND: 4G WIRELESS	152.00	679.95
3/7/2018	55718	CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PAYROLL REMITTANCE	8,966.34	8,966.34
3/7/2018	55719	CALPERS SUPPLEMENTAL INCOME 457 PLAN	PERS 457	1,959.62	1,959.62
3/7/2018	55720	CA STATE DISBURSEMENT UNIT	WITHHOLDING ORDER	178.15	178.15
3/7/2018	55721	CORE & MAIN LP	20 QTY 5/8 X 3/4 METER ADAPTER	240.67	240.67
3/7/2018	55722	EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE DISABILITY INSURANCE	544.42	1,959.70
3/7/2018		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE INCOME TAX	1,415.28	1,959.70
3/7/2018	55723	GEI CONSULTANTS, INC.	JAN 18 CDPH ARSENIC GRANT, RECYCLED WATER PLAN, ETC.	6,929.26	6,929.26
3/7/2018	55724	GLENNAN, BYRON	MILEAGE REIMBURSEMENT: TO/FROM ACWA REGION 7 BOARD MTG	163.50	163.50
3/7/2018	55725	GREATAMERICA FINANCIAL SERVICES	KYOCERA LEASE AGREEMENTS	391.63	391.63
3/7/2018	55726	INTERFACE SECURITY SYSTEMS LLC	FIRE ALARM MONITORING: 02/22/18 - 05/21/18	225.69	225.69
3/7/2018	55727	IRON MOUNTAIN INC.	STG & SHRED PKG	149.00	149.00
3/7/2018	55728	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	4,099.10	12,856.04
3/7/2018		INTERNAL REVENUE SERVICE	MEDICARE	1,659.78	12,856.04
3/7/2018		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	7,097.16	12,856.04
3/7/2018	55729	KERNDATA.COM	INTERNET ACCESS + 4 USERS	154.00	154.00
3/7/2018	55730	KIMBALL MIDWEST	FUSION BATT TERM, BAT CABLES AND SMOOTH THREAD SEAL	1,057.43	1,057.43
3/7/2018	55731	LOOMIS	ARMORED CAR COURIER SERVICE	615.62	1,232.15
3/7/2018		LOOMIS	ARMORED CAR COURIER SERVICE	616.53	1,232.15
3/7/2018	55732	MISSION LINEN SUPPLY	MATS, TOWELS & MOP	91.42	91.42
3/7/2018	55733	NICHOLS CONSULTING	STATE MANDATED COST CONSULTING SERVICES	2,589.00	2,589.00
3/7/2018	55734	OFFICE DEPOT	BINDERS, PINK PAPER, MULTI-FOLD TOWELS & FLOOR MAT	89.85	100.08
3/7/2018		OFFICE DEPOT	MECHANICAL COMFORT PENCILS	10.23	100.08
3/7/2018	55735	OLMOS, JULIE A. LOPEZ	REIMBURSEMENT: COSTCO SUPPLIES & MILEAGE	38.58	38.58

Rosamond Community Services District
 Check/Voucher Register
 10101 - General Checking - Wells Fargo
 From 2/27/2018 Through 3/12/2018

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
3/7/2018	55736	DANIEL REID CONSULTING SERVICES	FEB 18 SERVICES AND SUPPORT	1,700.00	1,700.00
3/7/2018	55737	ROSAMOND DISPOSAL	3179 35TH ST WEST: TRASH SERVICE	176.25	1,223.32
3/7/2018		ROSAMOND DISPOSAL	2235 40TH STREET: TRASH SERVICE	176.25	1,223.32
3/7/2018		ROSAMOND DISPOSAL	875 PATTERSON RD: TRASH SERVICE	176.25	1,223.32
3/7/2018		ROSAMOND DISPOSAL	817 PATTERSON RD: TRASH SERVICE	694.57	1,223.32
3/7/2018	55738	ROSAMOND CSD	JW PARK: N. IRRIGATION MTR	617.30	1,409.42
3/7/2018		ROSAMOND CSD	JW PARK: S. IRRIGATION MTR	604.10	1,409.42
3/7/2018		ROSAMOND CSD	JW PARK: POOL & RESTROOMS	118.13	1,409.42
3/7/2018		ROSAMOND CSD	2645 DIAMOND ST	69.89	1,409.42
3/7/2018	55739	ROSAMOND ROTARY CLUB	K. COUNTY SHERIFFS DEPUTIES ANNUAL APPRECIATION DINNER	500.00	500.00
3/7/2018	55740	ROSAMOND CSD	#1 CONSERVATION MTR	33.53	918.11
3/7/2018		ROSAMOND CSD	#2 CONSERVATION MTR	48.65	918.11
3/7/2018		ROSAMOND CSD	#3 CONSERVATION MTR	62.00	918.11
3/7/2018		ROSAMOND CSD	3179 35TH ST W	773.93	918.11
3/7/2018	55741	SANI-STAR	FEB 2018	200.00	200.00
3/7/2018	55742	SMITH, BRACH	MILEAGE REIMBURSEMENT: DISTRICT TOUR W/KENNEDY JENKS	17.44	17.44
3/7/2018	55743	SOUTHERN CALIF. EDISON	POOL 2235 40TH ST W	166.04	166.04
3/7/2018	55744	THE TIRE STORE	#30 2QTY FLAT TIRE REPAIRS	20.00	30.00
3/7/2018		THE TIRE STORE	#26 FLAT TIRE REPAIR	10.00	30.00
3/7/2018	55745	USA BLUEBOOK	LAB SUPPLIES	281.21	281.21
3/7/2018	55746	VULCAN MATERIALS COMPANY	COLD MIX	674.88	674.88

Report Total

66,389.34

Rosamond Community Services District

Summary Check/Transaction Register

From 3/6/2018 Through 3/7/2018

<u>Document Date</u>	<u>Document Number</u>	<u>Type of Payment</u>	<u>Amount</u>
3/7/2018	22678	Check	493.01
3/7/2018	22679	Check	343.97
3/7/2018	22680	Check	814.53
3/7/2018	22681	Check	407.27
3/7/2018	22682	Check	407.26
3/7/2018	22683	Check	2,077.08
3/7/2018	22684	Check	2,305.72
3/7/2018	22685	Check	1,223.32
3/7/2018	22686	Check	1,736.81
3/7/2018	22687	Check	2,347.15
3/7/2018	22688	Check	2,686.22
3/7/2018	22689	Check	1,274.17
3/7/2018	22690	Check	4,093.05
3/7/2018	22691	Check	1,055.06
3/7/2018	22692	Check	1,659.78
3/7/2018	22693	Check	1,249.99
3/7/2018	22694	Check	1,686.68
3/7/2018	22695	Check	1,770.36
3/7/2018	22696	Check	1,946.03
3/7/2018	22697	Check	2,714.05
3/7/2018	22698	Check	2,989.50
3/7/2018	22699	Check	1,329.63
3/7/2018	22700	Check	2,021.38
3/7/2018	22701	Check	<u>1,423.93</u>
Report Total			<u><u>40,055.95</u></u>

PAYROLL 03/07/18

<u>Document</u>	<u>Document</u>	<u>Amount</u>
3/7/2018	22681	407.27
3/7/2018	22682	407.26
3/7/2018	22683	2,077.08
3/7/2018	22684	2,305.72
3/7/2018	22685	1,223.32
3/7/2018	22686	1,736.81
3/7/2018	22687	2,347.15
3/7/2018	22688	2,686.22
3/7/2018	22689	1,274.17
3/7/2018	22690	4,093.05
3/7/2018	22691	1,055.06
3/7/2018	22692	1,659.78
3/7/2018	22693	1,249.99
3/7/2018	22694	1,686.68
3/7/2018	22695	1,770.36
3/7/2018	22696	1,946.03
3/7/2018	22697	2,714.05
3/7/2018	22698	2,989.50
3/7/2018	22699	1,329.63
3/7/2018	22700	2,021.38
3/7/2018	22701	<u>1,423.93</u>
Total Direct Deposit		38,404.44
3/7/2018	22678	493.01
3/7/2018	22679	343.97
3/7/2018	22680	<u>814.53</u>
Total Checks Issued		1,651.51
Total		<u>40,055.95</u>



Prepared For	ROSAMOND CSD
Account Number	1153
Statement Closing Date	02/14/18
Days in Billing Cycle	33
Next Statement Date	03/14/18

For 24-Hour Customer Service Call:
800-225-5935

Inquiries or Questions:
Wells Fargo SBL PO Box 29482
Phoenix, AZ 85038-8650

Credit Line	\$10,000
Available Credit	\$7,430

Payments:
Payment Remittance Center PO Box 77033
Minneapolis, MN 55480-7733

Payment Information

New Balance	\$2,569.38
Current Payment Due (Minimum Payment)	\$51.00
Current Payment Due Date	03/07/18

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-225-5935 for payoff information.

Account Summary

Previous Balance		\$35.47
Credits	-	\$0.00
Payments	-	\$35.47
Purchases & Other Charges	+	\$2,569.38
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$2,569.38

Rate Information

Your rate may vary according to the terms of your agreement.

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	16.490%	.04517%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	25.240%	.06915%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

TOTAL *FINANCE CHARGE* BILLED IN 2017 \$0.00

TOTAL *FINANCE CHARGE* PAID IN 2017 \$0.00

See reverse side for important information.

5596 0007 YTG 1 7 10 180214 0

1 0 5921 0300 BXIK 01DQ5596

27466

DETACH HERE

Detach and mail with check payable to "Wells Fargo" to arrive by Current Payment Due Date.

Make checks payable to: Wells Fargo

2-1

2/18



Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
01/16	01/16	2449215D0S1DBGDS7	PAYPAL *SACRAMENTOR 402-935-7733 CA		399.00
01/16	01/16	2449215D0S1DF4BF6	PAYPAL *CALPELRA 402-935-7733 CA		750.00
01/23	01/23	2420298D90GRR98V7	CALIFORNIA SPECIAL DISTRI916-4427887 CA		625.00
01/23	01/23	2469216D72XD61E8A	CHEVRON 0204577 PALMDALE CA		8.15
01/23	01/23	2475542D84YHR60HZ	RESORT AT SQUAW CREEK OLYMPIC VALLE CA		197.44
01/30	01/30	2475542DF4M9M6B0Y	KAWADA HOTEL LOS ANGELES CA		138.05
01/30	01/30	7485620DE26RZE38F	PAYMENT THANK YOU	35.47	
01/31	01/31	2475542DG4MA2AMVY	KAWADA HOTEL LOS ANGELES CA		22.00
02/01	02/01	2420298DH0VYXLGYF	California Special Distri916-442-7887 CA		225.00
02/10	02/10	2443106DT0RKT5PS4	ADOBE SYSTEMS, INC. 408-536-6000 CA		179.88
02/13	02/13	2422443DX2Y3K4QAA	EASY EGG CAFE LANCASTER CA		24.86

Wells Fargo News

Remember there are no foreign transaction fees when you make international purchases or use your card for purchases while travelling outside of the U.S. With your Wells Fargo Business Card, you can take your business anywhere around the world and have the confidence you'll get:

-No foreign transaction fees on your purchases

-Enhanced security with chip card technology

"No foreign transaction fees" applies to business credit cards issued by Wells Fargo and this account in particular. For information on other Wells Fargo credit and debit cards, please see your account agreement or visit wellsfargo.com.

Rosamond Community Services District Mid-Management Salary Schedule

Position	Time Base (hours)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Engineer*	2080	\$ 74,129.64	\$ 75,982.88	\$ 77,882.45	\$ 79,829.51	\$ 81,825.25	\$ 83,870.88	\$ 85,967.66	\$ 88,116.85	\$ 90,319.77	\$ 92,577.76	\$ 94,892.21
Accounting Supervisor*	2080	\$ 61,700.08	\$ 63,242.58	\$ 64,823.65	\$ 66,444.24	\$ 68,105.34	\$ 69,807.98	\$ 71,553.18	\$ 73,342.01	\$ 75,175.56	\$ 77,054.95	\$ 78,981.32
Management Analyst*	2080	\$ 61,700.08	\$ 63,242.58	\$ 64,823.65	\$ 66,444.24	\$ 68,105.34	\$ 69,807.98	\$ 71,553.18	\$ 73,342.01	\$ 75,175.56	\$ 77,054.95	\$ 78,981.32
IT Supervisor*	2080	\$ 59,717.32	\$ 61,210.25	\$ 62,740.51	\$ 64,309.02	\$ 65,916.75	\$ 67,564.67	\$ 69,253.78	\$ 70,985.13	\$ 72,759.76	\$ 74,578.75	\$ 76,443.22
Human Resources Supervisor*	2080	\$ 56,647.24	\$ 58,063.42	\$ 59,515.01	\$ 61,002.88	\$ 62,527.95	\$ 64,091.15	\$ 65,693.43	\$ 67,335.77	\$ 69,019.16	\$ 70,744.64	\$ 72,513.26

* vacant

Rosamond Community Services District Executive Management Salary Schedule

Position	Time Base (hours)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
General Manager		Negotiated - Current Salary \$160,000										
Assistant General Manager	2080	\$ 90,992.45	\$ 93,267.26	\$ 95,598.94	\$ 97,988.92	\$ 100,438.64	\$ 102,949.61	\$ 105,523.35	\$ 108,161.43	\$ 110,865.46	\$ 113,637.10	\$ 116,478.03
Director of Finance*	2080	\$ 78,203.40	\$ 80,158.49	\$ 82,162.45	\$ 84,216.51	\$ 86,321.92	\$ 88,479.97	\$ 90,691.97	\$ 92,959.27	\$ 95,283.25	\$ 97,665.33	\$ 100,106.96
Director of Administration/Board Secretary	2080	\$ 77,244.60	\$ 79,175.72	\$ 81,155.11	\$ 83,183.99	\$ 85,263.59	\$ 87,395.17	\$ 89,580.05	\$ 91,819.56	\$ 94,115.04	\$ 96,467.92	\$ 98,879.62
Director of Public Works	2080	\$ 77,244.60	\$ 79,175.72	\$ 81,155.11	\$ 83,183.99	\$ 85,263.59	\$ 87,395.17	\$ 89,580.05	\$ 91,819.56	\$ 94,115.04	\$ 96,467.92	\$ 98,879.62

* vacant

**ROSAMOND COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2018-05**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
ROSAMOND COMMUNITY SERVICES DISTRICT
AMENDING 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, the Board of Directors adopted an Administrative Handbook on February 12, 2014 via 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 via Resolution 2015-22 and a set of revisions by Resolution 2015-27 on November 17, 2015 and a set of revisions on September 6, 2016 and a set of revisions by Resolution 2017-04 on February 7, 2017 and a set of revisions by Resolution 2017-05 on March 7, 2017;

WHEREAS, the Board desires to adopt a job description from Series 2000, Job Descriptions, 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:

- 1.0 Adopt a Job Description (Management Analyst): Job Description- Management Analyst is hereby adopted, in its entirety, and hereby is added to current job description in Series 2000 of the Administrative Code. The adopted job description, Management Analyst is attached hereto and incorporated herein by reference.
- 2.0 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.
- 3.0 Effective Date: This Resolution shall become effective as of the date of adoption.
- 4.0 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.

6.0 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 3rd day of April, 2018.

By: _____
President, Board of Directors
Rosamond Community Services District

ATTEST:

By: _____
Secretary, Board of Directors
Rosamond Community Services District

Exhibit A

Rosamond Community Services District

JOB DESCRIPTION

MANAGEMENT ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Definition

Under general direction, coordinates, participates in accounting activities in the Finance Department; to perform advanced level professional accounting duties; to maintain a variety of accounts and general ledgers; to maintain financial records; to assist in the coordination and preparation of the monthly budget report; coordinate and perform aspects of the Accounting Division which includes general ledger, accounts payable, work order management/cost accounting, and accounts receivable; coordinates, participates in utility billing activities in the Customer Service Department; oversees the establishment of new accounts, closing accounts, connecting new services, terminating existing services, reading meters and resolving issues with water usage and billings; and to perform a variety of tasks to assure ongoing customer service improvement.

Supervision Received and Exercised

Receives direction from the Director of Administration and the Director of Finance or others as assigned. This position supervises employees in the Finance and Customer Service departments.

Essential Functions:

1. Performs difficult analytical studies of organizational structures, systems, procedures, policies and practices; proposes new administrative policies and organizational procedures, as approved; coordinates the implementation of adopted recommendations.
2. Prepares financial, statistical and analytical reports for the Director of Finance.
3. Assists the Finance Department with daily/monthly bank reconciliations; records transactions, general ledger accounts, and subsidiary accounts.
4. Assists with the management of all accounting functions such as the accounting system, payroll, accounts payable, accounts receivable, processing and issuance of payments and cash receipts; reviews requests for purchases that require purchase orders and accounting system approval.
5. Implements and coordinates new policies or revisions to existing policies and procedures.

6. Prepares financial documents and publications, reviews content, and ensures that all documents/publications are prepared in accordance with strict government-mandated requirements; reviews and ensures the accuracy of financial data.
7. Analyzes proposed and existing legislation and interprets implications on operations and cost to organization affected; assists in the development of legislative recommendations and other appropriate actions, formulates and recommends the group's reaction to such legislation; interprets; existing legislation and ensures cost/effective compliance throughout the group.
8. Prepares and reviews federal, state, and /or non-profit grant application proposals; assists departments in developing grant proposals; interfaces with governmental groups regarding requirements for obtaining funds; monitors implemented grants to verify compliance with operating and administrative objectives; prepares and reviews grant reports.
9. Coordinates multiple projects on an ongoing basis; manages workflows of staff required for document production, develops and coordinates quality control standards and procedures; develops, maintains, and enforces timelines for projects; establishes and enforces target dates and deadlines for project collaborators; coordinates reviews; assembles final documents; collaborates with multiple departments and personnel during completion of projects.
10. Provides support to other departments.
11. Prepares department budget, analyzes budgets and programs; reviews and approve/deny expenditure requests.
12. Reviews departments' monthly expenditures; prepares monthly reports for management.
13. Establishes policies, procedures, and timelines associated with the production and distribution of financial documents and publications; reviews and analyzes production data.
14. Prepares written reports and correspondence on a variety of administrative, fiscal and budget items, including agenda items.
15. Assists with the coordination of year end audits; meets with outside auditors to provide information and resolve problems; explains procedures to auditors and serves as a reference for inquiries.
16. Plans, prioritizes, assigns, and reviews the work of staff responsible for establishing new accounts, closing accounts, connecting new services or meters, terminating services, reading meters and resolving issues with water usage and billings and of staff responsible for assisting the Finance and Administration Departments.
17. Establishes schedules and methods for providing quality customer services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
18. Audits daily cash reports; billing reports.

19. Assign, coordinate or perform re-reads; check for leaks on bills questioned by customers; re-read accounts with unusually high consumptions prior to submittal of bills.
20. Edits and adjusts customer account records; generate billing statements for mailing.
21. Makes/reviews adjustments or changes to accounts regarding miscellaneous fees or charges applied.
22. Reviews/closes daily transactions.
23. Prepare delinquent reminders and set dates for service shut-off for non-payment.
24. Identifies opportunities for improving service delivery methods and procedures; implements improvements.
25. Responds to and resolves difficult and sensitive citizen inquiries and complaints regarding water service.
26. Processes delinquent reports; identifies/processes collection accounts.
27. Supervises staff in the Finance and Customer Service Departments.
28. Participates in the selection of department staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; evaluation of staff.

Additional Duties:

1. Processes payroll and prepare monthly, quarterly & annual tax deposits and compliance reporting.
2. Processes lockbox/night drop payments, submits remote deposits and prepares manual deposits.
3. Researches payment discrepancies.
4. Provides general assistance and information to the public via telephone or in person.
5. Turn off water to customers with unpaid balances; verify that service remains off after disconnecting water for past due accounts.
6. Establish new accounts; coordinate turn-on; assign new customer account numbers and locations; terminate closing accounts; resolve service complaints.
7. Operates a cash register and credit card terminal; computes change and issues receipts.
8. Prepares and enters information into computer for new utility accounts, new meter installations and locations; maintains accuracy of all customer service billing records and makes changes as necessary.

9. Generates service orders for Public Works Operators and makes a record of fieldwork completed.
10. Serves as receptionist and operates the District switchboard as necessary.
11. Distributes District-wide mail.
12. Provides vacation or temporary relief as required.
13. Performs other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Generally accepted accounting principles and procedures and their application to a variety of accounting transactions and problems; government accounting principles and practices; principles and practices of payroll, accounts payable, work order management, cost accounting, and accounts receivable; grant writing and monitoring; principles and practices of budgeting; principles and practices of auditing; automated financial management systems; financial research and report preparation methods and techniques; cash handling procedures; laws regulating public finance and fiscal operations; computer equipment and various software systems; modern office methods, practices, procedures, and equipment; staff motivation and recognition techniques.

Operations, services and activities of a water meter reading and customer service program; principles of supervision, training and performance evaluation; meters and meter reading techniques; district boundaries and jurisdictions; modern and complex principles and practices of customer billing; modern office procedures, methods and equipment including computers; principles of business letter writing and basic report preparation; pertinent Federal, State and local laws, codes and regulations.

Ability to:

Supervise, coordinate, and prepare accounting activities; assist in the development and implementation of accounting system modifications; analyze and interpret financial and accounting records; analyze and interpret complex utility billing records and coordinate with Customer Service billing staff; interpret and explain District financial policies and practices; work independently in the absence of close supervision; select, supervise, train and evaluate staff; possess time management skills; prepare a variety of complex financial statements, reports and analyses; apply Federal, State and local laws and regulations pertaining to accounting and auditing work; examine and verify a wide variety of financial documents and reports; conduct sound audits of financial records; operate computers and word processing systems and related

software programs; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work; maintain physical condition appropriate to the performance of assigned duties and responsibilities; maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; maintain effective audio-visual discrimination and perception needed for making observations.

Understand billing procedures; supervise, organize and review the work of lower level staff; possess time management skills; interpret and explain District policies and procedures; determine when to terminate water service on delinquent accounts; resolve sensitive customer service complaints tactfully and effectively; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including District officials and the general public; maintain physical condition appropriate to the performance of assigned duties and responsibilities; maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience

Bachelor's degree (B.A.) from four-year college or university with major course work in accounting, finance or public administration; seven-years' work experience in accounting, finance or public administration; a valid Certified Public Accountant License (CPA) or Master's degree (M.A) in accounting, finance, public administration is desired.

Language Skills:

Must be able to read, write and speak fluent English. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge and training on use of Microsoft Word, Excel, Power Point programs.

Certificates, Licenses, Registrations:

A valid California Certified Public Accountant License is considered desirable, but not required.

Other Qualifications:

Valid Class C California driver's license and a satisfactory driving record.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit for long periods of time; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl.

The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.