

REGULAR MEETING OF THE BOARD OF DIRECTORS ROSAMOND COMMUNITY SERVICES DISTRICT

7PM Regular Board Meeting
Tuesday, September 6, 2016
District Board Room
3179 35th Street West
Rosamond, CA 93560

Agenda

CALL TO ORDER

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

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

MINUTES

M 1. Approve August 30, 2016, Special Board Meeting Minutes

M 2. Approve August 16, 2016, Special Board Meeting Minutes

M 3. Approve August 16, 2016, Regular Board Meeting Minutes

CONSENT CALENDAR

CC 1. Approve Check/Voucher Register 08/02/2016 - 08/29/2016

CC 2. Approve Check/Voucher Register 08/02/2016 - 08/29/2016- Related Party

NEW BUSINESS

NB 1. Update Classification and Compensation (Presenter: Ronald Smith, General Manager)

A. Approve the Salary Schedule for the Facility Maintenance Worker and Water Bank Operator.

B. Adopt **Resolution 2016-100**, amending the Administrative Handbook.

NB 2. Adopt **Resolution No. 2016-103**, adopting a Conflict-of-Interest Code. (Presenter: Ronald Smith, General Manager)

NB 3. Rate Study (Presenter: Ronald Smith, General Manager)

A. Discussion and action to accept the rate study.

B. Discussion and action to set a public hearing for November 1, 2016 at 7:00pm for the proposed increase in the water and sewer service fees.

C. Discussion and action to direct Staff to mail the notices to customers and property owners as required under Proposition 218 and to take any and all other action as required by law for the notice and hearing prior to consideration of the proposed increases in the water and sewer rates.

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 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.

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

6 p.m. Special Board Meeting
Tuesday, August 30, 2016
District Board Room
3179 35th Street West
Rosamond, CA 93560

Minutes

President Wallis called the meeting to order at 6:00 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

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PUBLIC COMMENTS

None

PUBLIC HEARING

PH 1. 2016-2017 Final Budget Adoption (Presenter: Ronald Smith, General Manager)

A. Public Hearing Regarding Adoption of Budget.

1. Brief presentation from District Staff.
2. Opening of public hearing.
3. Receipt of public testimony.
4. Closing of the public hearing.

B. Adopt Resolution No. 2016-102, to approve and adopt a Final Budget for Fiscal Year 2016-2017.

Motion made by Director MacKay, Seconded by Vice President Landsgaard to re-open the public hearing and take public testimony. Motion passed with 5 ayes.

Motion made by Director Glennan, Seconded by Vice-President Landsgaard to approve the proposed final budget as presented. Motion passed based on the following Roll Call Vote:

Vice-President Landsgaard	<u>aye</u>	Director Shingledecker	<u>nay</u>
Director Glennan	<u>aye</u>	Director MacKay	<u>nay</u>
President Wallis	<u>aye</u>		

CLOSED SESSION

1. Conference with Legal Counsel - Anticipated Litigation
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2):
(one potential case)

Motion made by Director MacKay, Seconded by Director Shingledecker to go into closed session at 6:25 p.m. Motion passed with 5 ayes.

Motion made by Director MacKay, Seconded by Director Shingledecker to come out of closed session at 6:49 p.m. Motion passed with 5 ayes.

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

No reportable action taken.

ADJOURNMENT – Without objection, the meeting was adjourned at 6:49 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.

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Respectfully submitted:

President, Board of Directors
Rosamond Community Services District

Board Secretary

BUDGET WORKSHOP ROSAMOND COMMUNITY SERVICES DISTRICT

1 p.m. to 3 p.m. - Budget Workshop
Tuesday, August 16, 2016
District Board Room
3179 35th Street West
Rosamond, CA 93560

Minutes

Vice President Landsgaard called the meeting to order at 1:04 p.m.

ROLL CALL

President Alfred Wallis **-absent**
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 4 ayes, 1 absent (Wallis).

BOARD SECRETARY

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PUBLIC COMMENTS

None

NEW BUSINESS

NB 1. Discussion of 2016-2017 Budget. (Ronald Smith, General Manager)

Staff was given direction to prepare a final budget with the proposed reductions.

ADJOURNMENT – Motion made by Director MacKay, Seconded by Director Shingledecker to adjourn at 2:23 p.m. Motion passed with 4 ayes, 1 absent (Wallis).

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.

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Respectfully submitted:

President, Board of Directors
Rosamond Community Services District

Board Secretary

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

7PM Regular Board Meeting
Tuesday, August 16, 2016
District Board Room
3179 35th Street West
Rosamond, CA 93560

Minutes

Vice President Landsgaard called the meeting to order at 7:01 p.m.

ROLL CALL

President Alfred Wallis - **absent**
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 excuse President Wallis's absence. Motion passed with 4 ayes, 1 absent (Wallis).

Motion made by Director Shingledecker, Seconded by Director MacKay to approve the agenda. Motion passed with 4 ayes, 1 absent (Wallis).

BOARD SECRETARY

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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 August 1, 2016, Special Board Meeting Minutes

M 2. Approve July 19, 2016, Regular Board Meeting Minutes

Motion made by Director MacKay, Seconded by Director Shingledecker to approve M 1. Motion passed with 4 ayes, 1 absent (Wallis).

Motion made by Director Shingledecker, Seconded by Director Glennan to approve M 2. Motion passed with 4 ayes, 1 absent (Wallis).

CONSENT CALENDAR

CC 1. Approve Check/Voucher Register 06/28/2016 - 08/01/2016

CC 2. Approve Check/Voucher Register 06/28/2016 - 08/01/2016- Related Party

Motion made by Director Glennan, Seconded by Director MacKay to approve CC 1. Motion passed with 4 ayes, 1 absent (Wallis).

Motion made by Director Glennan, Seconded by Director MacKay to approve CC 2. Motion passed with 3 ayes, 1 recusal (Landsgaard) as Vice President Landsgaard's brother owns Karls Hardware and 1 absent (Wallis).

NEW BUSINESS

NB 1. Adopt **Resolution No. 2016-99**, authorizing agreement with Bank of the West to participate in the CSDA District Purchasing Card Program.
(Ronald Smith, General Manager)

Motion made by Director Glennan, Seconded by Director MacKay to adopt Resolution No. 2016-99, authorizing agreement with Bank of the West to participate in the CSDA District Purchasing Card Program. Motion passed based on the following Roll Call Vote:

Vice-President Landsgaard	<u>aye</u>	Director Shingledecker	<u>aye</u>
Director Glennan	<u>aye</u>	Director MacKay	<u>aye</u>
President Wallis	<u>absent</u>		

- NB 2.** Adopt **Resolution No. 2016-101**, approving the Stipulated Settlement Agreement by and between the Rosamond Community Services District and Anil Gupta and accepting a Deed in Lieu of Judicial Foreclosure for the property identified as Kern County Assessor’s Parcel Number 473-130-28-00-8 and to authorize execution of all such documents necessary to complete the terms of the Stipulated Settlement Agreement. (Ronald Smith, General Manager)

Motion made by Director Glennan, Seconded by Director Shingledecker to adopt Resolution No. 2016-101, approving the Stipulated Settlement Agreement by and between the Rosamond Community Services District and Anil Gupta and accepting a Deed in Lieu of Judicial Foreclosure for the property identified as Kern County Assessor’s Parcel Number 473-130-28-00-8 and to authorize execution of all such documents necessary to complete the terms of the Stipulated Settlement Agreement. Motion passed based on the following Roll Call Vote:

Vice-President Landsgaard	<u>aye</u>	Director Shingledecker	<u>aye</u>
Director Glennan	<u>aye</u>	Director MacKay	<u>aye</u>
President Wallis	<u>absent</u>		

- NB 3.** Approve the change in billing structure from “Deferred” to 30-day billing for legal services for delinquent assessment matters in Assessment District No.’s 1990-2, 1991-3, and 1994-4. (Ronald Smith, General Manager)

Motion made by Director Glennan, Seconded by Director Shingledecker to approve the change in billing structure from “Deferred” to 30-day billing for legal services for delinquent assessment matters in Assessment District No.’s 1990-2, 1991-3, and 1994-4. Motion passed with 4 ayes, 1 absent (Wallis).

- NB 4.** Discussion and action to sponsor the Rosamond Chamber of Commerce September Fest for a cost not to exceed \$3,500. (Ed MacKay, Director)

Motion made by Director MacKay, Seconded by Director Glennan to sponsor the Rosamond Chamber of Commerce September Fest in the amount of \$500, for a cost not to exceed \$2,500. Motion passed with 4 ayes, 1 absent (Wallis).

DIRECTOR REPORTS/COMMENTS/FUTURE AGENDA ITEMS

Director MacKay and Vice President Landsgaard gave reports.

GENERAL COUNSEL UPDATE

Allison Burns, Esq.- **none**

GENERAL MANAGER UPDATE

Ronald Smith- **update provided**

ASSISTANT GENERAL MANAGER UPDATE

John Houghton- **absent**

DIRECTOR OF FINANCE UPDATE

Brad Rockabrand, CPA- **absent**

DIRECTOR OF PUBLIC WORKS UPDATE

Brach Smith- **absent**

DIRECTOR OF ADMINISTRATION/BOARD SECRETARY UPDATE

Lizette Guerrero, CMC- **none**

ADJOURNMENT – Motion made by Director Glennan, Seconded by Director Shingledecker to adjourn at 7:28 p.m. Motion passed with 4 ayes, 1 absent (Wallis).

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Respectfully submitted:

Vice-President, Board of Directors
Rosamond Community Services District

Board Secretary

STAFF REPORT

Rosamond Community Services District

DATE: September 6, 2016

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 August 2, 2016 through August 29, 2016
Check/voucher register-related party dated August 2, 2016 through August 29, 2016
Payroll (Checks) dated August 07, 2016, Payroll (Checks) dated August 10, 2016,
Payroll (Direct Deposits) dated August 10, 2016, Payroll (Checks) dated August 18,
2016, Payroll (Checks) dated August 24, 2016, and Payroll (Direct Deposits) dated
August 24, 2016

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 \$358,407.45 as follows:

Checks issued to vendors	\$269,611.60
Checks issued to related party	261.78
Payroll checks	616.44
Payroll direct deposits and checks	43,480.10
Payroll checks	5,850.38
Payroll direct deposits and checks	<u>38,587.15</u>
Total	<u>\$358,407.45</u>

Significant disbursements included the following payments:

- \$10,922.61 was paid to GEI Consultants, Inc. on August 2, 2016 for regional arsenic compliance

- \$8,234.39 was paid to CalPERS on August 10, 2016 for required contributions
 - \$5,160.12 (Employer portion)
 - \$3,074.27 (Employee portion)
- \$11,091.24 was paid Dunn Rite Electric on August 10, 2016 for well repairs at 16012 West Gaskell Road
- \$2,232.51 was remitted to the Employment Development Department on August 10, 2016
 - \$ 353.58 (Employer portion)
 - \$1,878.93 (Employee portion)
- \$13,769.46 was remitted to the Internal Revenue Service on August 10, 2016
 - \$4,602.71 (Employer portion)
 - \$9,166.75 (Employee portion)
- \$14,064.53 was paid to Rain For Rent on August 10, 2016 for water bank supplies
- \$10,600.03 was paid to Rosamond Solar, LLC on August 10, 2016 for energy service revenue
- \$15,402.70 was paid Southern California Edison on August 18, 2016 for electricity usage for the wells and tanks
- \$29,770.08 was paid to Stradling Yocca Carlson & Rauth on August 18, 2016 for water rights program, general, employment matters and special projects for the period of May 2016, general, employment matters, special projects, special litigation projects, water rights program and special projects for the period of June 2016
- \$995.78 was remitted to the Employment Development Department on August 18, 2016
 - \$ 22.48 (Employer portion)
 - \$973.30 (Employee portion)
- \$4,135.34 was remitted to the Internal Revenue Service on August 18, 2016
 - \$ 778.80 (Employer portion)
 - \$3,356.54 (Employee portion)
- \$27,399.45 was paid to ACWA/JPIA on August 23, 2016 for employee insurance
- \$8,135.96 was paid to CalPERS on August 23, 2016 for required contributions
 - \$5,106.69 (Employer portion)
 - \$3,029.27 (Employee portion)
- \$1,753.02 was remitted to the Employment Development Department on August 23, 2016
 - \$ 70.16 (Employer portion)
 - \$1,682.86 (Employee portion)
- \$11,651.79 was remitted to the Internal Revenue Service on August 23, 2016
 - \$4,034.06 (Employer portion)
 - \$7,617.73 (Employee portion)
- \$17,370.00 was paid to Vavrinek, Trine, Day & Co., LLP on August 23, 2016 for July 2016 accounting services

DISCUSSION/ANALYSIS:

The check/voucher register dated August 2, 2016 through August 29, 2016, includes check numbers 53530 through 53545, 53546 spoiled, 53547 through 53562, 53564 through 53627 (Attachment 1).

The check/voucher register-related party dated August 2, 2016 through August 29, 2016, includes check numbers 53563 (Attachment 1).

Payroll (Checks) numbered 21613 through 21614 were issued on August 7, 2016 in the amount of \$616.44. Payroll (Direct deposit) numbered 21618 through 21625, 21627 through 21634, and 21636 through 21644 were issued on August 10, 2016 in the amount of \$38,779.85. Payroll (Checks) numbered 21615 through 21617, 21626, 21635 and 21645 through 21646 were issued on August 10, 2016 in the amount of \$4,700.25. Payrolls (Checks) 21647 through 21648 were issued on August 18, 2016 in the amount of \$5,850.38. Payroll (Direct deposit) number 21649 through 21654, 21656 through 21663, and 21665 through 21672 were issued on August 24, 2016 in the amount of \$36,537.32. Payroll (Checks) 21655, 21664 and 21673 through 21674 were issued on August 24, 2016 in the amount of \$2049.83 (Attachment 2).

FISCAL IMPACT:

Not applicable

ENVIRONMENTAL IMPACT:

Not applicable

PRIOR BOARD REVIEW:

Not applicable

COMMISSION/COMMITTEE/BOARD REVIEW AND RECOMMENDATIONS:

Not applicable

NOTIFICIATION:

Not applicable

ATTACHMENTS:

Attachment 1 – Check/voucher register dated August 2, 2016 through August 29, 2016 and Check/voucher register-related party dated August 2, 2016 through August 29, 2016

Attachment 2 – Payroll (Checks) dated August 7, 2016, Payroll (Direct Deposits) and Payroll (Checks) dated August 10, 2016, Payroll (checks) dated August 18, 2016 and Payroll (Direct Deposits) and Payroll (Checks) dated August 24, 2016

Attachment 3 – Bank of the West Business Card ending in 0135

Attachment 4 – Wells Fargo Business Card ending in 2231

Attachment 5 – Wells Fargo Business Card ending in 4895

Attachment 6 – Wells Fargo Business Card ending in 4903

Rosamond Community Services District
 Check/Voucher Register
 10101 - General Checking - Wells Fargo
 From 8/2/2016 Through 8/29/2016

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
8/2/2016	53530	3D IMAGING SYSTEMS	JUN 16 COPIER MAINTENANCE AGREEMENTS	975.25	1,950.50
8/2/2016		3D IMAGING SYSTEMS	JUL 16 COPIER MAINTENANCE AGREEMENTS	975.25	1,950.50
8/2/2016	53531	ANTELECOM, INC.	ADMIN OFFICE: 4G WIRELESS	300.00	1,269.95
8/2/2016		ANTELECOM, INC.	STP: 4G WIRELESS & ROUTER RENTAL	69.95	1,269.95
8/2/2016		ANTELECOM, INC.	SOLAR WELL: 4G WIRELESS	300.00	1,269.95
8/2/2016		ANTELECOM, INC.	SOLAR ADMIN: 4G WIRELESS	300.00	1,269.95
8/2/2016		ANTELECOM, INC.	SOLAR POND: 4G WIRELESS	300.00	1,269.95
8/2/2016	53532	ANTELOPE VALLEY RESOURCE CONSERVATION DISTRICT	STORAGE OF PLANTS	1,985.00	1,985.00
8/2/2016	53533	AUTOZONE	CRAIN TRUCK HEAVY DUTY BATTERY	238.63	238.63
8/2/2016	53534	BC LABORATORIES, INC.	SYSTEM TESTS	30.00	30.00
8/2/2016	53535	FEDERAL EXPRESS	ARSENIC	7.20	7.20
8/2/2016	53536	GEI CONSULTANTS, INC.	REGIONAL ARSENIC COMPLIANCE	10,922.61	10,922.61
8/2/2016	53537	GREATAMERICA FINANCIAL SERVICES	KYOCERA LEASE AGREEMENTS	434.73	434.73
8/2/2016	53538	HD SUPPLY WATERWORKS, LTD	2 QTY 16 VIC COUPLING	1,305.38	1,388.43
8/2/2016		HD SUPPLY WATERWORKS, LTD	12 QTY LUBE	83.05	1,388.43
8/2/2016	53539	KERN COUNTY AUDITOR-CONTROLLER-COUNTY CLERK	LAFCO'S OPERATING COSTS	2,025.00	2,025.00
8/2/2016	53540	MEJIA, BRANDON JAMES	RCSD OFFICES - LANCSAPE	500.00	500.00
8/2/2016	53541	O'DONNELL HEATING & AIR INC.	1 QTY CAN R134A REFRIGERANT	275.50	625.50
8/2/2016		O'DONNELL HEATING & AIR INC.	OFFICES: PREVENTTIVE MAINTENANCE	350.00	625.50
8/2/2016	53542	OFFICE DEPOT	COPY PAPER, RUBBERBANDS, PACKING TAPE, ETC.	156.36	156.36
8/2/2016	53543	PROACTIVE WORK HEALTH SERVICES	PRE EMPLOYMENT PHYSICALS	250.00	250.00
8/2/2016	53544	RAIN FOR RENT	SUPPLIES	657.20	657.20
8/2/2016	53545	DANIEL REID CONSULTING SERVICES	JULY 2016 SERVICES, SUPPORT, T&M INITATIVES	1,900.00	1,900.00
8/2/2016	53546	OVERFLOW		0.00	0.00
8/2/2016	53547	ROSAMOND CSD	40TH ST: N. IRRIGATION MTR	876.85	4,555.62
8/2/2016		ROSAMOND CSD	40TH ST W: S. IRRIGATION MTR	1,048.60	4,555.62
8/2/2016		ROSAMOND CSD	40TH ST W: POOL & RESTROOMS	356.25	4,555.62
8/2/2016		ROSAMOND CSD	40TH & ORANGE ST	283.59	4,555.62
8/2/2016		ROSAMOND CSD	40TH & PACIFIC AVE	155.82	4,555.62
8/2/2016		ROSAMOND CSD	HOOK & FERNWOOD	279.05	4,555.62
8/2/2016		ROSAMOND CSD	35TH & TANGLEWOOD	83.49	4,555.62
8/2/2016		ROSAMOND CSD	35TH & ORANGE	170.06	4,555.62
8/2/2016		ROSAMOND CSD	35TH & IMPERIAL	41.16	4,555.62
8/2/2016		ROSAMOND CSD	WESTWIND CT	83.49	4,555.62
8/2/2016		ROSAMOND CSD	HASTINGS & UNITED ST	321.14	4,555.62
8/2/2016		ROSAMOND CSD	UNITED & HEATHERFIELD	406.08	4,555.62

Rosamond Community Services District
 Check/Voucher Register
 10101 - General Checking - Wells Fargo
 From 8/2/2016 Through 8/29/2016

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
8/2/2016		ROSAMOND CSD	HOOK & WYANDOTTE	105.92	4,555.62
8/2/2016		ROSAMOND CSD	HOOK & SCHERER	52.16	4,555.62
8/2/2016		ROSAMOND CSD	UNITED ST	117.38	4,555.62
8/2/2016		ROSAMOND CSD	ORANGE & MONJE	112.61	4,555.62
8/2/2016		ROSAMOND CSD	2645 DIAMOND ST	61.97	4,555.62
8/2/2016	53548	ROSAMOND CSD	BULK WATER METER	696.86	1,087.31
8/2/2016		ROSAMOND CSD	#1 CONSERVATION METER	20.00	1,087.31
8/2/2016		ROSAMOND CSD	#2 CONSERVATION METER	20.00	1,087.31
8/2/2016		ROSAMOND CSD	#3 CONSERVATION METER	20.00	1,087.31
8/2/2016		ROSAMOND CSD	3179 35TH ST W	330.45	1,087.31
8/2/2016	53549	SANI-STAR	JULY 16 SERVICE FEE	200.00	200.00
8/2/2016	53550	SOUTHERN CALIF. EDISON	3750 ORANGE ST A	24.30	170.40
8/2/2016		SOUTHERN CALIF. EDISON	35TH ST W & ORANGE	24.30	170.40
8/2/2016		SOUTHERN CALIF. EDISON	2009 1/2 WESTWIND CT	24.44	170.40
8/2/2016		SOUTHERN CALIF. EDISON	2100 40TH ST W A	24.44	170.40
8/2/2016		SOUTHERN CALIF. EDISON	2400 40TH ST W A	24.30	170.40
8/2/2016		SOUTHERN CALIF. EDISON	3503 W TANGLEWOOD PED	24.18	170.40
8/2/2016		SOUTHERN CALIF. EDISON	35TH ST W & FIREBUSH	24.44	170.40
8/2/2016	53551	TERMINIX INTERNATIONAL	2235 40TH ST W: PEST CONTROL SERVICE	30.00	30.00
8/2/2016	53552	THE TIRE STORE	LAWN MOWER TIRE	30.37	30.37
8/10/2016	53553	ANTELOPE VALLEY RESOURCE CONSERVATION DISTRICT	STORAGE OF PLANTS	1,985.00	1,985.00
8/10/2016	53554	AV WATER MANAGEMENT	BACKFLOW TEST & PARTS: 875 PATTERSON RD	463.81	613.81
8/10/2016		AV WATER MANAGEMENT	BACKFLOW TEST & CERTIFICATION: 875 PATTERSON RD	150.00	613.81
8/10/2016	53555	BOOT BARN, INC.	ANNUAL BOOTS: M. GILARDONE & L. HANSON	400.00	400.00
8/10/2016	53556	CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PAYROLL REMITTANCE	8,234.39	8,234.39
8/10/2016	53557	CALPERS SUPPLEMENTAL INCOME 457 PLAN	PERS 457	390.00	390.00
8/10/2016	53558	DIGITECH	875 PATTERSON RD: FIRE ALARM MONITORING	59.99	187.95
8/10/2016		DIGITECH	875 PATTERSON RD: SECURITY MONITORING	31.99	187.95
8/10/2016		DIGITECH	2645 DIAMOND ST: SECURITY MONITORING	31.99	187.95
8/10/2016		DIGITECH	MAIN BLD: SECURITY MONITORING	31.99	187.95
8/10/2016		DIGITECH	OPER BLD: SECURITY MONITORING	31.99	187.95
8/10/2016	53559	DUNN RITE ELECTRIC	REPAIRS TO WELL @ 16012 W. GASKELL RD	11,091.24	11,091.24
8/10/2016	53560	EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE DISABILITY INSURANCE	6.47	2,232.51
8/10/2016		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE INCOME TAX	2.26	2,232.51
8/10/2016		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE UNEMPLOYMENT TAX	44.57	2,232.51
8/10/2016		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE DISABILITY INSURANCE	508.56	2,232.51
8/10/2016		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE INCOME TAX	1,361.64	2,232.51

Rosamond Community Services District
 Check/Voucher Register
 10101 - General Checking - Wells Fargo
 From 8/2/2016 Through 8/29/2016

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
8/10/2016		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE UNEMPLOYMENT TAX	309.01	2,232.51
8/10/2016	53561	GRANDEL, JEFF	FLEET TRUCK WASH	550.00	550.00
8/10/2016	53562	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	38.59	13,769.46
8/10/2016		INTERNAL REVENUE SERVICE	MEDICARE	20.84	13,769.46
8/10/2016		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	89.14	13,769.46
8/10/2016		INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	4,525.45	13,769.46
8/10/2016		INTERNAL REVENUE SERVICE	MEDICARE	1,723.98	13,769.46
8/10/2016		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	7,371.46	13,769.46
8/10/2016	53563	SEE RELATED PARTY		0.00	0.00
8/10/2016	53564	KERNDATA.COM	INTERNET ACCESS + 4 USERS	154.00	154.00
8/10/2016	53565	LEGAL SHIELD	LEGAL SHIELD	132.50	132.50
8/10/2016	53566	MISSION LINEN SUPPLY	EMPLOYEE UNIFORMS	380.32	380.32
8/10/2016	53567	MISSION LINEN SUPPLY	RUGS, MATS, TOWELS & MOP	76.00	76.00
8/10/2016	53568	QUINN RENTAL SERVICES	CAT EXCAVATOR RENTAL	2,738.24	2,738.24
8/10/2016	53569	RAIN FOR RENT	SUPPLIES	14,064.53	14,064.53
8/10/2016	53570	ROSAMOND DISPOSAL	2235 40TH ST: TRASH SERVICE	189.26	496.08
8/10/2016		ROSAMOND DISPOSAL	875 PATTERSON RD: TRASH SERVICE	189.26	496.08
8/10/2016		ROSAMOND DISPOSAL	3179 35TH ST WEST: TRASH SERVICE	117.56	496.08
8/10/2016	53571	ROSAMOND SOLAR, LLC	ENERGY SERVICE REVENUE	10,600.03	10,600.03
8/10/2016	53572	SAFETY NETWORK TRAFFIC SIGNS, INC.	07/03/16 - 07/12/16 28IN. REFLECTIVE CONES	125.00	125.00
8/10/2016	53573	SIDES, ROGER	14 DAYS BACKHOE RENTAL	1,540.00	1,540.00
8/10/2016	53574	SOUTHERN CALIF. EDISON	POOL 2235 40TH ST W	849.75	849.75
8/10/2016	53575	TRANS UNION LLC	CREDIT INQUIRIES: 06/26/16 - 07/25/16	258.93	258.93
8/10/2016	53576	USA BLUEBOOK	BLACK POLY TUBING	171.19	171.19
8/18/2016	53577	AT&T	INTERNET SERVICE	1,750.93	1,881.81
8/18/2016		AT&T	STP	54.70	1,881.81
8/18/2016		AT&T	SCADA	36.85	1,881.81
8/18/2016		AT&T	COMMUNITY CTR	19.97	1,881.81
8/18/2016		AT&T	TANK# 4	19.36	1,881.81
8/18/2016	53578	AVEK WATER AGENCY	SYSTEM TESTS	20.00	20.00
8/18/2016	53579	AV WATER MANAGEMENT	BACK FLOW TEST: 2235 40TH ST WEST	400.00	400.00
8/18/2016	53580	BANK OF THE WEST	0135 (SEE ATTACHMENT 3)	804.95	804.95
8/18/2016	53581	CLINICAL LABORATORY OF SAN BERNARDINO, INC.	SYSTEM TESTS	223.00	223.00
8/18/2016	53582	DEPARTMENT OF JUSTICE	FINGERPRINT APPS	32.00	32.00
8/18/2016	53583	EMPLOYEE RELATIONS INC.	PRE EMPLOYMENT INQUIRY	28.85	28.85
8/18/2016	53584	FEDERAL EXPRESS	LLAD NO. 2	7.97	7.97
8/18/2016	53585	GALA REPRO-GRAPHICS	1000 QTY #10 ENVELOPES LEFT BOTTOM WINDOW BLUE INK	134.06	134.06

Rosamond Community Services District
 Check/Voucher Register
 10101 - General Checking - Wells Fargo
 From 8/2/2016 Through 8/29/2016

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
8/18/2016	53586	HARBOR FREIGHT TOOLS	MANIFOLD GAUGE SET	59.94	59.94
8/18/2016	53587	IRON MOUNTAIN INC.	STORAGE & SHRED PKG	139.00	139.00
8/18/2016	53588	JACK HENRY AND ASSOCIATES	BILLING ON BEHALF OF CUSI	203.00	203.00
8/18/2016	53589	LOOMIS	ARMORED CAR COURIER SERVICE	116.92	116.92
8/18/2016	53590	MILES CHEMICAL COMPANY	200 GAL SODIUM HYPOCHLORITE	630.25	3,387.25
8/18/2016		MILES CHEMICAL COMPANY	190 GAL SODIUM HYPOCHLORITE	561.50	3,387.25
8/18/2016		MILES CHEMICAL COMPANY	500 GAL SODIUM HYPOCHLORITE	1,414.00	3,387.25
8/18/2016		MILES CHEMICAL COMPANY	270 GAL SODIUM HYPOCHLORITE	781.50	3,387.25
8/18/2016	53591	MOORE, CAROLINE T.	CONSULTING AGREEMENT 2016 POOL SEASON, INSURANCE PER AGREEMENT	4,745.00	4,745.00
8/18/2016	53592	OLMOS, JULIE A. LOPEZ	REIMBURSEMENT: COSTCO SUPPLIES & MILEAGE	71.69	71.69
8/18/2016	53593	PETRO LOCK, INC.	DIESEL	711.92	711.92
8/18/2016	53594	QUESTYS SOLUTION	JULY 2016	350.00	700.00
8/18/2016		QUESTYS SOLUTION	AUG 2016	350.00	700.00
8/18/2016	53595	SOUTHERN CALIF. EDISON	WELLS & TANKS	15,402.70	15,402.70
8/18/2016	53596	SOUTHERN CALIF. EDISON	5702 GASKELL RD WELL 9	9,144.61	9,144.61
8/18/2016	53597	SOUTHERN CALIF. EDISON	2645 DIAMOND ST	27.34	103.17
8/18/2016		SOUTHERN CALIF. EDISON	1000 HASTINGS AVE PED	25.23	103.17
8/18/2016		SOUTHERN CALIF. EDISON	1037 HOOK AVE PED	25.23	103.17
8/18/2016		SOUTHERN CALIF. EDISON	1000 HEATHERFIELD AVE #A	25.37	103.17
8/18/2016	53598	SOUTHERN CALIF. EDISON	3179 35TH ST W	1,246.13	1,246.13
8/18/2016	53599	SOUTHERN CALIF. EDISON	SCADA	27.89	27.89
8/18/2016	53600	STRADLING YOCCA CARLSON & RAUTH	WATER RIGHTS PROGRAM	207.00	29,770.08
8/18/2016		STRADLING YOCCA CARLSON & RAUTH	GENERAL	7,000.00	29,770.08
8/18/2016		STRADLING YOCCA CARLSON & RAUTH	EMPLOYMENT MATTERS	2,434.00	29,770.08
8/18/2016		STRADLING YOCCA CARLSON & RAUTH	SPECIAL PROJECTS	165.00	29,770.08
8/18/2016		STRADLING YOCCA CARLSON & RAUTH	GENERAL	7,418.08	29,770.08
8/18/2016		STRADLING YOCCA CARLSON & RAUTH	EMPLOYMENT MATTERS	2,876.00	29,770.08
8/18/2016		STRADLING YOCCA CARLSON & RAUTH	SPECIAL PROJECTS	4,762.50	29,770.08
8/18/2016		STRADLING YOCCA CARLSON & RAUTH	SPECIAL LITIGATION PROJECTS	4,439.00	29,770.08
8/18/2016		STRADLING YOCCA CARLSON & RAUTH	WATER RIGHTS PROGRAM	276.00	29,770.08
8/18/2016		STRADLING YOCCA CARLSON & RAUTH	SPECIAL PROJECTS	192.50	29,770.08
8/18/2016	53601	EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE DISABILITY INSURANCE	91.62	995.78
8/18/2016		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE INCOME TAX	881.68	995.78
8/18/2016		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE UNEMPLOYMENT TAX	22.48	995.78
8/18/2016	53602	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	2,577.74	4,135.34
8/18/2016		INTERNAL REVENUE SERVICE	MEDICARE	295.24	4,135.34

Rosamond Community Services District
 Check/Voucher Register
 10101 - General Checking - Wells Fargo
 From 8/2/2016 Through 8/29/2016

Date	Check No.	Vendor Name	Transaction Description	Amount	Total
8/18/2016		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	1,262.36	4,135.34
8/23/2016	53603	ACWA/JPIA	EMPLOYEE INSURANCE	27,399.45	27,399.45
8/23/2016	53604	AFLAC INSURANCE	SUPPLEMENTAL EMPLOYEE INSURANCE	1,329.84	1,329.84
8/23/2016	53605	ARROW ENGINEERING SERVICES, INC.	SURVEYING SERVICES FOR SOUTH OF GASKELL RD NEAR 165TH ST W	1,860.00	1,860.00
8/23/2016	53606	AT&T MOBILITY	CELL PHONES & IPAD INTERNET CHARGES	879.41	879.41
8/23/2016	53607	AT&T	FAX	74.40	280.01
8/23/2016		AT&T	MAIN OFFICE	205.61	280.01
8/23/2016	53608	AUTOZONE	#22 EIKO MINI BULBS	3.75	7.45
8/23/2016		AUTOZONE	#19 RADIATOR DRAIN	3.70	7.45
8/23/2016	53609	CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PAYROLL REMITTANCE	8,135.96	8,135.96
8/23/2016	53610	CALPERS SUPPLEMENTAL INCOME 457 PLAN	AP INVOICES	390.00	390.00
8/23/2016	53611	EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE DISABILITY INSURANCE	474.61	1,753.02
8/23/2016		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE INCOME TAX	1,208.25	1,753.02
8/23/2016		EMPLOYMENT DEVELOPMENT DEPARTMENT	STATE UNEMPLOYMENT TAX	70.16	1,753.02
8/23/2016	53612	EXPERT AUTOMOTIVE	#24 REPL ENGINE COOLING FAN/ASSY COMPRESSOR DRIER & EXP VALVE	1,912.33	1,912.33
8/23/2016	53613	GEI CONSULTANTS, INC.	URBAN WATER MGMT PLAN	8,077.50	8,077.50
8/23/2016	53614	INTERFACE SECURITY SYSTEMS LLC	QUARTERLY FIRE ALARM MONITORING: 08/22/16 - 11/21/16	225.72	225.72
8/23/2016	53615	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX	3,583.67	11,651.79
8/23/2016		INTERNAL REVENUE SERVICE	MEDICARE	1,529.24	11,651.79
8/23/2016		INTERNAL REVENUE SERVICE	SOCIAL SECURITY	6,538.88	11,651.79
8/23/2016	53616	KIMBALL MIDWEST	NYLON LOCK NUT, COUPLING PVC, MALE PVC ADAPTER, ETC.	319.66	319.66
8/23/2016	53617	MURPHY & EVERTZ, LLP	AV GROUNDWATER ADJUDICATION	484.50	484.50
8/23/2016	53618	ROSAMOND CHAMBER OF COMMERCE	SPONSOR: 40TH ANNUAL WILLIAM KETCHUM MEMORIAL ARMED FORCES	500.00	500.00
8/23/2016	53619	SOUTHERN CALIF. EDISON	SEWER	3,658.02	3,658.02
8/23/2016	53620	SOUTHERN CALIF. EDISON	ST LIGHTS	6,230.56	7,098.05
8/23/2016		SOUTHERN CALIF. EDISON	LLAD	867.49	7,098.05
8/23/2016	53621	THE GAS COMPANY	875 PATTERSON RD	32.14	32.14
8/23/2016	53622	THE GAS COMPANY	2235 40TH ST W	14.30	28.99
8/23/2016		THE GAS COMPANY	2645 DIAMOND ST	14.69	28.99
8/23/2016	53623	THE TIRE STORE	TRACTOR TIRE	174.05	174.05
8/23/2016	53624	VAVRINEK, TRINE, DAY & CO., LLP	JUL 16 ACCOUNTING SERVICES	17,370.00	17,370.00
8/23/2016	53625	WELLS FARGO BUSINESS CARD	2231 (ATTACHMENT 4)	11.00	11.00
8/23/2016	53626	WELLS FARGO BUSINESS CARD	4895 (ATTACHMENT 5)	65.66	65.66
8/23/2016	53627	WELLS FARGO BUSINESS CARD	4903 (ATTACHMENT 6)	18.25	18.25

Report Total

269,611.60

Rosamond Community Services District
Check/Voucher Register - AGENDA CHECK REPORT RELATED PARTY
10101 - General Checking - Wells Fargo
From 8/2/2016 Through 8/29/2016

<u>Date</u>	<u>Check No.</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
8/10/2016	53563	KARL'S HARDWARE	MAINTENANCE	99.17	261.78
8/10/2016		KARL'S HARDWARE	PARKS	101.53	261.78
8/10/2016		KARL'S HARDWARE	SEWER	40.38	261.78
8/10/2016		KARL'S HARDWARE	WATER	<u>20.70</u>	261.78
Report Total				<u>261.78</u>	

Rosamond Community Services District
Summary Check/Transaction Register
From 8/4/2016 Through 8/7/2016

<u>Document Date</u>	<u>Document Number</u>	<u>Type of Payment</u>	<u>Amount</u>
8/7/2016	21613	Check	524.99
8/7/2016	21614	Check	<u>91.45</u>
Report Total			<u>616.44</u>

SUPPLEMENTAL PAYROLL
8/7/2016

Document		
<u>Date</u>	<u>Document Number</u>	<u>Amount</u>
8/7/2016	21613	524.99
8/7/2016	21614	<u>91.45</u>
Total Checks Issued		<u>616.44</u>

Rosamond Community Services District

Summary Check/Transaction Register

From 8/8/2016 Through 8/10/2016

<u>Document Date</u>	<u>Document Number</u>	<u>Type of Payment</u>	<u>Amount</u>
8/10/2016	21615	Check	221.51
8/10/2016	21616	Check	812.74
8/10/2016	21617	Check	814.52
8/10/2016	21618	Check	407.26
8/10/2016	21619	Check	271.52
8/10/2016	21620	Check	1,634.37
8/10/2016	21621	Check	675.81
8/10/2016	21622	Check	687.22
8/10/2016	21623	Check	2,054.48
8/10/2016	21624	Check	1,261.61
8/10/2016	21625	Check	1,592.32
8/10/2016	21626	Check	659.57
8/10/2016	21627	Check	2,620.85
8/10/2016	21628	Check	2,794.31
8/10/2016	21629	Check	1,415.00
8/10/2016	21630	Check	1,054.81
8/10/2016	21631	Check	931.14
8/10/2016	21632	Check	3,793.21
8/10/2016	21633	Check	1,568.74
8/10/2016	21634	Check	1,096.51
8/10/2016	21635	Check	770.34
8/10/2016	21636	Check	1,576.71
8/10/2016	21637	Check	1,743.56
8/10/2016	21638	Check	1,958.56
8/10/2016	21639	Check	3,533.34
8/10/2016	21640	Check	1,329.20
8/10/2016	21641	Check	1,103.93
8/10/2016	21642	Check	1,438.65
8/10/2016	21643	Check	1,307.95
8/10/2016	21644	Check	928.79
8/10/2016	21645	Check	216.63
8/10/2016	21646	Check	<u>1,204.94</u>
Report Total			<u><u>43,480.10</u></u>

PAYROLL 08/10/16

Document Date	Document Number	Amount
8/10/2016	21618	407.26
8/10/2016	21619	271.52
8/10/2016	21620	1,634.37
8/10/2016	21621	675.81
8/10/2016	21622	687.22
8/10/2016	21623	2,054.48
8/10/2016	21624	1,261.61
8/10/2016	21625	1,592.32
8/10/2016	21627	2,620.85
8/10/2016	21628	2,794.31
8/10/2016	21629	1,415.00
8/10/2016	21630	1,054.81
8/10/2016	21631	931.14
8/10/2016	21632	3,793.21
8/10/2016	21633	1,568.74
8/10/2016	21634	1,096.51
8/10/2016	21636	1,576.71
8/10/2016	21637	1,743.56
8/10/2016	21638	1,958.56
8/10/2016	21639	3,533.34
8/10/2016	21640	1,329.20
8/10/2016	21641	1,103.93
8/10/2016	21642	1,438.65
8/10/2016	21643	1,307.95
8/10/2016	21644	<u>928.79</u>

Total Direct Deposit 38,779.85

8/10/2016	21615	221.51
8/10/2016	21616	812.74
8/10/2016	21617	814.52
8/10/2016	21626	659.57
8/10/2016	21635	770.34
8/10/2016	21645	216.63
8/10/2016	21646	<u>1,204.94</u>

Total Checks Issued 4,700.25

Total 43,480.10

Rosamond Community Services District

Summary Check/Transaction Register

From 8/18/2016 Through 8/18/2016

<u>Document Date</u>	<u>Document Number</u>	<u>Type of Payment</u>	<u>Amount</u>
8/18/2016	21647	Check	331.50
8/18/2016	21648	Check	<u>5,518.88</u>
Report Total			<u><u>5,850.38</u></u>

SUPPLEMENTAL PAYROLL
8/18/2016

Document		
<u>Date</u>	<u>Document Number</u>	<u>Amount</u>
8/18/2016	21647	331.50
8/18/2016	21648	<u>5,518.88</u>
Total Checks Issued		<u>5,850.38</u>

Rosamond Community Services District

Summary Check/Transaction Register

From 8/22/2016 Through 8/24/2016

<u>Document Date</u>	<u>Document Number</u>	<u>Type of Payment</u>	<u>Amount</u>
8/24/2016	21649	Check	1,798.70
8/24/2016	21650	Check	185.76
8/24/2016	21651	Check	289.14
8/24/2016	21652	Check	2,054.49
8/24/2016	21653	Check	1,330.98
8/24/2016	21654	Check	1,666.46
8/24/2016	21655	Check	258.45
8/24/2016	21656	Check	2,411.28
8/24/2016	21657	Check	2,821.22
8/24/2016	21658	Check	1,415.00
8/24/2016	21659	Check	1,054.81
8/24/2016	21660	Check	227.82
8/24/2016	21661	Check	3,820.10
8/24/2016	21662	Check	2,096.57
8/24/2016	21663	Check	1,096.52
8/24/2016	21664	Check	255.91
8/24/2016	21665	Check	1,708.08
8/24/2016	21666	Check	1,769.47
8/24/2016	21667	Check	1,958.56
8/24/2016	21668	Check	3,533.35
8/24/2016	21669	Check	1,141.80
8/24/2016	21670	Check	1,129.82
8/24/2016	21671	Check	1,383.18
8/24/2016	21672	Check	1,644.21
8/24/2016	21673	Check	134.76
8/24/2016	21674	Check	<u>1,400.71</u>
Report Total			<u><u>38,587.15</u></u>

PAYROLL 08/24/16

Document Date	Document Number	Amount
8/24/2016	21649	1,798.70
8/24/2016	21650	185.76
8/24/2016	21651	289.14
8/24/2016	21652	2,054.49
8/24/2016	21653	1,330.98
8/24/2016	21654	1,666.46
8/24/2016	21656	2,411.28
8/24/2016	21657	2,821.22
8/24/2016	21658	1,415.00
8/24/2016	21659	1,054.81
8/24/2016	21660	227.82
8/24/2016	21661	3,820.10
8/24/2016	21662	2,096.57
8/24/2016	21663	1,096.52
8/24/2016	21665	1,708.08
8/24/2016	21666	1,769.47
8/24/2016	21667	1,958.56
8/24/2016	21668	3,533.35
8/24/2016	21669	1,141.80
8/24/2016	21670	1,129.82
8/24/2016	21671	1,383.18
8/24/2016	21672	<u>1,644.21</u>

Total Direct Deposit 36,537.32

8/24/2016	21655	258.45
8/24/2016	21664	255.91
8/24/2016	21673	134.76
8/24/2016	21674	<u>1,400.71</u>

Total Checks Issued 2,049.83

Total 38,587.15



49712100 - 007081 - 0001 - 0002 - 2

BANKCARD CENTER
PO BOX 84043
COLUMBUS GA 31908-4043



BANKCARD CENTER
PO BOX 4025
ALAMEDA CA 94501-0425



ROSAMOND CSD
3179 35TH STREET WEST
ROSAMOND CA 93560

**N0007061

Account Number XXXX-XXXX -0135

Payment Due Date AUG 22, 2016

Amount Due \$804.95

Current Balance \$804.95

Please detach and return with your payment

Amount Enclosed \$

⑆5868 250 13⑆55693 20000 360 135⑈

⑆0000080495⑆

CORPORATE ACCOUNT SUMMARY

ROSAMOND CSD XXXX-XXXX-0135 Company Total	Previous Balance	Purchases + & Other Debits	Cash Advances	Finance Charges	Credits	Payments	New Balance
	\$621.70	\$804.95	\$0.00	\$0.00	\$0.00	\$621.70	\$804.95

CARDHOLDER NEW ACTIVITY SUMMARY

ROSAMOND CSD XXXX-XXXX-2224 Credit Limit \$50,000	Purchases and Other Debits	Cash Advances	Credits	Total Activity
	\$774.95	\$0.00	\$0.00	\$774.95

FINANCE CHARGE SUMMARY

	Average Daily Balance	Daily Periodic Rate	Corresponding Annual Percentage Rate	Periodic Finance Charge
PURCHASES	\$0.00	0.0233%	08.49%	\$0.00
CASH ADVANCES	\$0.00	0.0493%	18.00%	\$0.00

For Customer Service, Call: 1-866-432-8161	Account Number XXXX-XXXX- 0135		Account Summary	
			Previous Balance	\$621.70
			Purchases & Other Charges	\$804.95
	Statement Date	Payment Due Date	Cash Advances	\$0.00
JUL 28, 2016	AUG 22, 2016	Cash Advance Fees	\$0.00	
Send Payments to: BANKCARD CENTER PO BOX 4025 ALAMEDA CA 94501-0425 All other inquiries can be sent to: BANKCARD CENTER PO BOX 84043 COLUMBUS GA 31908-4043	Credit Limit	Available Credit	Late Charge	\$0.00
	\$50,000	\$49,195.05	Finance Charges	\$0.00
			Credits	\$0.00
	Amount Due	Disputed Amount	Payments	\$621.70
\$804.95	\$0.00	New Balance	\$804.95	

49712100 - 007061 - 0002 - 0002 - 2

Statement Date	JUL 28, 2016	Payment Due Date	AUG 22, 2016
Credit Limit	\$50,000	Amount Due	\$804.95
Cash Advance Balance	\$0.00	New Balance	\$804.95
Available Credit	\$49,195.05		
ROSAMOND CSD			
XXXX-XXXX -0135			

CORPORATE ACCOUNT ACTIVITY

ROSAMOND CSD XXXX-XXXX -0135		TOTAL CORPORATE ACTIVITY \$591.70 CR		
Posting Date	Transaction Date	Reference Number	Transaction Description	Amount
06-30	06-30		ANNUAL MEMBERSHIP FEE	30.00
07-11	07-11	00114032375020300000000	PAYMENT - THANK YOU	621.70 CR

CARDHOLDER ACTIVITY

ROSAMOND CSD XXXX-XXXX -2224		PURCHASES \$774.95	CASH ADVANCES \$0.00	CREDITS \$0.00	TOTAL ACTIVITY \$774.95
Posting Date	Transaction Date	Reference Number	Transaction Description	Amount	
06-29	06-28	75418236180027581719005 Tran: 994049420	DNH*GODADDY.COM 480-5058855 AZ Tax ID: 860850417 Mer Zip: 85260	2.99	
06-30	06-30		ANNUAL MEMBERSHIP FEE	30.00	
07-15	07-14	55432866196000223545021	COSTCO.COM *ONLINE 800-955-2292 WA Tax ID: 911223280 Mer Ref: 47442563 Mer Zip: 98027	110.00	
07-15	07-14	55309596196200116730481	SWIMOUTLET.COM 08006914065 CA Tax ID: 912121915 Mer Ref: 11673048 Mer Zip: 95008 Origin Zip: 95008 Dest Cty: USA	74.77	
07-15	07-14	55417346197151971949690	TELEFLORACOM PICKS RCV 800-8229547 CA Tran: ci1609007100 Tax ID: 954604723 Mer Zip: 90064	74.19	
07-15	07-14	55429506196894887814914	SOUNDETHICS.COM SOUNDE 3128236414 IL Tax ID: 770510487 Mer Ref: 88781491 Mer Zip: 60073 Origin Zip: 60073 Dest Zip: 60073 Dest Cty: USA	126.00	
07-20	07-19	55500806201200000111502	PENNY WISE PRINTING 04024576605 NE Tax ID: 470830180 Mer Ref: 0000011150 Mer Zip: 68112 Origin Zip: 68112 Dest Zip: 93560 Dest Cty: USA	109.00	
07-25	07-23	55131586206091261034750	MSFT * E01002G2TR 800-642-7676 NV Tax ID: 911144442 Mer Ref: 26103475 Mer Zip: 89119 Origin Zip: 89119 Dest Cty: USA	248.00	



Prepared For	ROSAMOND CSD
Account Number	2231
Statement Closing Date	08/12/16
Days in Billing Cycle	29
Next Statement Date	09/14/16

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

Inquiries or Questions:
WF Business Direct PO Box 29482
Phoenix, AZ 85038-8650

Credit Line	\$10,000
Available Credit	\$9,989

Payments:
Payment Remittance Center PO Box 6426
Carol Stream, IL 60197-6426

Payment Information

New Balance	\$11.00
Current Payment Due (Minimum Payment)	\$11.00
Current Payment Due Date	09/02/16

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		\$1,021.39
Credits	-	\$0.00
Payments	-	\$1,021.39
Purchases & Other Charges	+	\$11.00
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$11.00

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	15.490%	.04243%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.240%	.06641%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
07/30	07/30	7485620K524XDKTWK	PAYMENT THANK YOU	1,021.39	
08/08	08/08	2416405KERBGK83N4	EXXONMOBIL 97622468 LANCASTER CA		11.00

See reverse side for important information.

2-1
23-1



Prepared For	ROSAMOND CSD
Account Number	4895
Statement Closing Date	08/12/16
Days in Billing Cycle	29
Next Statement Date	09/14/16

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

Inquiries or Questions:
WF Business Direct PO Box 29482
Phoenix, AZ 85038-8650

Credit Line	\$5,000
Available Credit	\$4,934

Payments:
Payment Remittance Center PO Box 6426
Carol Stream, IL 60197-6426

Payment Information

New Balance	\$65.66
Current Payment Due (Minimum Payment)	\$25.00
Current Payment Due Date	09/02/16

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		\$557.49
Credits	-	\$0.00
Payments	-	\$557.49
Purchases & Other Charges	+	\$65.66
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$65.66

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	15.490%	.04243%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.240%	.06641%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
07/26	07/26	2469216K100633FZT	THE UPS STORE 2531 LANCASTER CA		56.62
07/30	07/30	7485620K524XDKTYD	PAYMENT THANK YOU	557.49	
08/06	08/06	2469216KB00B1FMPM	Amazon.com AMZN.COM/BILL WA		9.04

See reverse side for important information.



Prepared For	ROSAMOND CSD
Account Number	4903
Statement Closing Date	08/12/16
Days in Billing Cycle	29
Next Statement Date	09/14/16

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

Inquiries or Questions:
WF Business Direct PO Box 29482
Phoenix, AZ 85038-8650

Credit Line	\$3,500
Available Credit	\$3,481

Payments:
Payment Remittance Center PO Box 6426
Carol Stream, IL 60197-6426

Payment Information

New Balance	\$18.25
Current Payment Due (Minimum Payment)	\$18.25
Current Payment Due Date	09/02/16

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		\$0.00
Credits	-	\$0.00
Payments	-	\$0.00
Purchases & Other Charges	+	\$18.25
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$18.25

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	15.490%	.04243%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.240%	.06641%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
07/25	07/25	2475542JZ7L2Q411Y	JIM S CB RADIOS AND ELECT MOJAVE CA		18.25

See reverse side for important information.

**ROSAMOND COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2016-100**

**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;

WHEREAS, the Board desires to revise and adopt job descriptions from Series 2000, Job Descriptions, within the Administrative Code Handbook as set forth in the attachment A hereto.

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

- 1.0 Revise Job Description (USA / Facility Maintenance): Job Description-USA/Facility Maintenance is hereby revised, in its entirety, and hereby replaces the current job description in Series 2000 of the Administrative Code. The revised job description, Facility Maintenance Worker is attached hereto and incorporated herein by reference.
- 2.0 Adopt Job Description (Water Bank Operator): Job Description- Water Bank Operator is hereby adopted in its entirety and added to Series 2000 of the Administrative Code and is attached hereto and incorporated herein by reference.
- 3.0 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.
- 4.0 Effective Date: This Resolution shall become effective as of the date of adoption.

5.0 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 6th day of September, 2016.

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

ATTEST:

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

Rosamond Community Services District

JOB DESCRIPTION

FACILITIES MAINTENANCE WORKER

*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

/Facilities Maintenance Worker performs the most complex and specialized work tasks, under only general supervision, while exercising broader discretion and independent judgment within established guidelines. Under general supervision, performs a variety of semi-skilled and skilled tasks in the construction, alteration, maintenance and repair of District buildings and facilities; and performs related duties as assigned.

Supervision Exercised and Received

Direct supervision is received from the Director of Public Works or others as assigned.

Essential Functions:

1. Performs a variety of maintenance functions in the areas of carpentry, plumbing, , custodial, painting, and minor electrical repair.
2. Installs, assembles, relocates, and repairs office equipment, including clocks, appliances, and furniture.
3. Ensures preparedness of meeting rooms, including Board room, and conference rooms as appropriate, including the addition or rearrangement of furniture; set-up, maintains, adjusts and repairs lighting and room thermostats.
4. Does rough carpentry work associated with the remodeling of offices and buildings, including constructing forms, repairing dry wall, plaster, roofing, doors and broken tiles and repair or replacement of window frames and broken windows; paints, stains, patches, builds and installs furniture and cabinets.
5. Troubleshoots and maintains plumbing systems, toilets, faucets, and drains in building and other District facilities; replaces piping and exercises pumps and valves to flush drainage systems.
6. Performs minor electrical repairs to and including lighting, light fixtures and pumps.
7. Performs duties related to custodial work on the interior and exterior of District facilities including cleaning of room, halls, restrooms, offices and District property.

8. Completes building and site inspections and equipment monitoring and testing associated with a preventive maintenance program; maintains records and makes reports of work conducted or planned.
9. Assists in monitoring and coordinating the work of contracted maintenance services, such as for landscaping, janitorial work, solar heating, or concrete replacement; review and verifies work referenced on contractor invoices.
10. May assist in orienting or training new personnel; makes recommendations on improvements to job procedures.
11. Maintains and washes district vehicles.
12. Regular attendance at the work site.

Additional Duties:

1. 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:

Methods and techniques of skilled and semi-skilled maintenance used in carpentry, plumbing, electrical work, custodial work and heating and air conditioning repair.
Equipment and tools used in the area of work assigned. Occupational hazards and safe work practices. Standard maintenance service contracts and invoicing procedures.

Ability to:

Perform building and equipment maintenance troubleshooting and repair work.
Work independently in the absence of direct supervision. Perform a variety of manual tasks for extended period of time. Assist in forecasting equipment replacements needed. Read building plans and blueprints, electrical schematics, and piping system diagrams. Knowledge in operating hand and power tools and ability to drive a District vehicle in a safe manner. Help oversee the work of contracted service providers. Understand and carry out oral and written instructions. 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, 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:

High school diploma or general education degree (GED); college or vocational school coursework in skilled trades. Four years of experience in carpentry, plumbing, electrical, custodial.

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 algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume.

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 of operating a computer and Microsoft software.

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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee is

occasionally required to sit. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 60 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.

While performing the duties of this Job, the employee is regularly exposed to indoor and outdoor environment; exposure to noise, dust, grease, smoke, fumes, solvents, gases and all types of temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; work at heights. The employee is frequently moving mechanical parts. The employee is occasionally exposed to extreme cold and extreme heat. The noise level in the work environment is usually loud.

Rosamond Community Services District

JOB DESCRIPTION

WATER BANK OPERATOR

*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 immediate supervision, the Water Bank Operator performs a variety of semi-skilled and skilled duties in the inspection, installation, maintenance and repair of the water banking system, and performs a variety of tasks relative to assigned area of responsibility.

Supervision Received and Exercised

Supervision is received from the Director of Public Works. This position has no supervisor responsibilities.

Essential Functions:

1. Installs and repairs water mains, meters, check valves and filter stations; taps water mains; performs ground excavation work; mixes, rakes, and spreads asphalt and/or concrete, and patches and/or repairs excavations.
2. Locates, identifies and marks water banking system facilities, including valves, filter stations and wells; advises the USA Locates organization; **assists in updating District's** water mapping and atlas functions.
3. Inspects, operates and exercises gate valves to prevent freeze ups; flushes wells and water mains to remove sediment; takes water samples for testing.
4. Works closely with outside contractors in directing the construction of ponds and aluminum surface mains.
5. Operates backhoe, front-end loader, dump truck, or vector truck; routinely inspects and performs minor maintenance on assigned vehicles and equipment; removes and replaces defective parts.
6. Utilizes hand and power tools applicable to the work, including jackhammer, pipe locator, welding and cutting equipment.
7. Maintains accurate records and logs of work performed; including service orders, and accounting for time and materials used on various jobs.
8. Performs all work in accordance with established safety policies and procedures; including OSHA regulations relating to trench shoring and working in confined spaces.

9. Performs weed abatement duties at well sites and reservoirs; trims trees and shrubs, mows grass, maintains irrigation systems and sprinklers; and applies fertilizer and pulls weeds.
10. May perform related duties in area of water distribution and sewer collection system maintenance, either during normal working hours or during after-hours call-outs.
11. Regular attendance at the work site.

Additional Duties:

1. May assist in orienting or training new personnel; makes recommendations on improvements to job procedures.
2. 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:

Methods and techniques of general construction, maintenance and repair relating to the water distribution and water banking systems, wells, main lines, filter stations, and water meters. Operational characteristics of mechanical equipment and tools used in the area of work assigned. District service area and locations of facilities and equipment. Valve and water line operation. Principles and procedures of record keeping. Basic mathematical principles.

Ability to:

Operate a variety of vehicular and stationary mechanical equipment including backhoes, dump trucks, front-end loaders, and vector trucks in a safe and effective manner. The use of standard construction hand and power tools and equipment. Learn and perform a variety of construction, maintenance and repair work on water banking facilities. Learn and apply techniques of plumbing, painting, welding and electrical maintenance and repair. Learn and perform concrete finishing and repair. Perform heavy manual labor for extended periods of time in a variety of climatic conditions. Lift and carry items weighing up to 60 pounds without assistance. Read and understand engineering plans, blueprints, schematics, maps, or sketches. Work alone or as a member of a crew. Understand and carry out oral and written instructions. 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, 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:

High school diploma or general education degree (GED); and at least one (1) year experience in the installation, repair, and maintenance of water services, mains, meters, valves, hydrants, and related facilities or training; or equivalent combination of education and experience.

Language Skills:

Must be able to read, write and speak fluent English. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have basic knowledge and training on use of Microsoft computer programs.

Certificates, Licenses, Registrations:

Possession of, or ability to obtain within 1 year of appointment, a valid Water D1 Distribution System Operator Certificate issued by the State of California Department of Health Services is desired. May be required to obtain a higher grade as job requires.

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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and /or move up to 40 pounds and frequently lift and/or move up to 60 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.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions in field and construction site environment; exposure to noise, dust, grease, smoke, fumes and gases. The employee is frequently exposed to wet and/or humid conditions and moving mechanical parts. The employee is occasionally exposed to extreme cold and extreme heat. The employee will regularly travel from site to site. The noise level in the work environment is usually noisy.

Rosamond Community Services District Salary Schedule

NON EXEMPT STEP SCHEDULE													
Position	Time Base (hours)	Step 1 (Hourly Rate)	Yearly	Step2 (Hourly Rate)	Yearly	Step 3 (Hourly Rate)	Yearly	Step 4 (Hourly Rate)	Yearly	Step 5 (Hourly Rate)	Yearly	Step 6 (Hourly Rate)	Yearly
Water Bank Operator	2080	\$ 21.92	\$ 45,593.60	\$ 23.02	\$ 47,873.28	\$ 24.17	\$ 50,266.94	\$ 25.38	\$ 52,780.29	\$ 26.64	\$ 55,419.31	\$ 27.98	\$ 58,190.27
Facility Maintenance Worker	2080	\$ 18.79	\$ 39,083.20	\$ 19.73	\$ 41,037.36	\$ 20.72	\$ 43,089.23	\$ 21.75	\$ 45,243.69	\$ 22.84	\$ 47,505.87	\$ 23.98	\$ 49,881.17

*Proposed Salary Schedule 09/06/16

**ROSAMOND COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2016-103**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
ROSAMOND COMMUNITY SERVICES DISTRICT
ADOPTING A CONFLICT-OF-INTEREST CODE**

WHEREAS, the Rosamond Community Services District (the “District”) is a public agency of the State of California formed under the Community Services District Law (Government Code Section 61000, *et seq.*) and a local government agency subject to the requirements of the Political Reform Act of 1974 (Government Code Section 81000, *et seq.*) (the “Act”); and

WHEREAS, Section 87300 of the Act requires all local government agencies to adopt and promulgate conflict-of-interest codes pursuant to the provisions of the Act; and

WHEREAS, the California Fair Political Practices Commission has adopted Section 18730 of Title 2 of the California Code of Regulations, which contains the terms of a standard conflict-of-interest code that can be incorporated by reference.

WHEREAS, the District previously adopted a Conflict-of-Interest Code in 2011 (“2011 Code”) via Resolution 2011-6; and

WHEREAS, the Board of Directors has reviewed the 2011 Code and determined that the 2011 Code is in need of modification; and

WHEREAS, the District desires to adopt a revised conflict-of-interest code to update certain designated positions and improve clarity.

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

Section 1. Adoption: The Board of Directors hereby adopts the Conflict-of-Interest Code attached hereto as **Exhibit “A”** and incorporated herein by this reference. The Conflict-of-Interest Code in Exhibit “A” shall replace and supersede the previously adopted Conflict-of-Interest Code.

Section 2. County Review: The Administrative Director, or his/her designee, is directed to forward the adopted Conflict-of-Interest Code to the Board of Supervisors of the County of Kern for review and approval.

Section 3. Effective Date: This Resolution shall become effective as of the date of adoption.

Section 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 of Directors 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.

Section 5. Incorporation of Recitals: The Recitals set forth above are incorporated herein and made an operative part of this Resolution by this reference.

PASSED, APPROVED AND ADOPTED by the Rosamond Community Services District Board of Directors, at a meeting held on this 6^h day of September, 2016.

President, Board of Directors
Rosamond Community Services District

ATTEST:

Secretary, Board of Directors
Rosamond Community Services District

EXHIBIT “A”

ROSAMOND COMMUNITY SERVICES DISTRICT CONFLICT-OF-INTEREST CODE

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. (Gov. Code § 87300.) The Fair Political Practices Commission has adopted a regulation (Section 18730 of Title 2 of the California Code of Regulations) (“CCR § 18730”) that contains the terms of a standard conflict of interest code and may be incorporated by reference in an agency’s code. After public notice and hearing, the standard code in CCR § 18730 may be amended by the Fair Political Practices Commission to conform to any amendments in the Political Reform Act. Therefore, the terms of CCR § 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated herein by this reference. CCR § 18730, along with the attached appendices designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the Rosamond Community Services District.

Designated employees shall file their statements with the Director of Administration of the Rosamond Community Services District, who will retain the statements and make the statements available for public inspection. (Gov. Code § 81008.)

APPENDIX A

OFFICIALS WHO MANAGE INVESTMENTS **(Gov. Code § 87200)**

For informational purposes only: It has been determined that the positions listed below are officials who manage public investments as defined by Section 18701(b) of Title 2 of the California Code of Regulations. Therefore, the positions below are *not* subject to this Code because said positions are instead subject to the disclosure requirements of Government Code Section 87200. An individual holding one of the positions listed below may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Section 87200.

Members of the Board of Directors
General Manager
Director of Finance

DESIGNATED EMPLOYEES **(Gov. Code §87302)**

It has been determined that the positions listed below participate in the making of decisions which may foreseeably have a material effect on a financial interest pursuant to Government Code Section 87302. Each person holding a designated position shall file a statement disclosing his/her interests reportable under the category to which his/her position is assigned in **Appendix “B”**.

Position	Disclosure Category
Assistant General Manager	1
General Counsel	1
Director of Public Works	1
Director of Administration	5
Consultants	*

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation:

The General Manager may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this Section. Such determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code § 81008.)

APPENDIX B

DISCLOSURE CATEGORIES

Individuals holding designated positions must report their interests according to their assigned disclosure category set forth below:

Category 1: Full Disclosure	A designated employee in this category must report all reportable interests in real property within the District's jurisdiction, as well as reportable investments, business positions and sources of income, including gifts, loans and travel payments.
Category 2: Full Disclosure excluding real property	A designated employee in this category must report all reportable investments, business positions and sources of income, including gifts, loans and travel payments.
Category 3: Only Real Property	A designated employee in this category must report all reportable interests in real property within the District's jurisdiction.
Category 4: General Contracting For Entire District	A designated employee in this category must report all reportable investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the District.
Category 5: General Contracting For Specific Department	All investments, business positions, and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the employee's department or area of authority.



Consulting
Engineers and
Scientists



Sewer and Water Utility Rate Analysis

Rosamond Community Services District

Submitted to:

Rosamond Community Services District
3179 35th Street West
Rosamond, CA 93560

Submitted by:

GEI Consultants, Inc.
101 North Brand Blvd, Suite 1780
Glendale, CA 91203

August 31, 2016

Project No. 1509840



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Appendix A: 2015 RCSD Audit

Appendix B: 2016 RCSD Budget

1. Executive Summary

Rosamond Community Services District (“RCSD” or “District”) contracted with GEI to perform a comprehensive analysis of utility rates for both its water and sewer funds. The analysis considers customer types and usages, and projected future expenses, to develop recommended rate structures that will cover expenses and that will distribute the burden of cost proportionately to the cost of providing service. This analysis provides the District with recommended rate structures that will meet the requirements of California Proposition 218 and the California Constitution.

The last Water and Sewer Rate Study was completed in 2009. Significant changes have occurred since the last study which have impacted RCSD’s cost to provide water and sewer service to its customers. These changes include the following:

- Adjudication of the Antelope Valley Groundwater Basin, which will result in a court mandated precipitous ramp down of the District’s groundwater pumping allowances from 2885 acre-feet/year (afy) to 404 afy. This reduction in groundwater pumping will be offset by costly imported water from the State Water Project.
- The need to establish a fund for groundwater banking to meet RCSD’s water demands during dry years.
- Incorporating new Capital Improvement & Replacement program into rates for the study period.
- New requirements for Chromium 6 which may require blending with purchased (imported) water.

The impact of these changes has been projected based on the best information available, however if the variables involved in these changes are significantly different from the assumptions in the study, it would be prudent to revisit the rates before the next 5-year period has expired.

Certain other agencies are able to impose cost increases upon RCSD with short notice. Since these costs are outside the control of RCSD, it is difficult or impossible for RCSD to include the cost increases in a multi-year rate study. RCSD does not want to overestimate future costs as this may unnecessarily raise rates. State Law (AB3030) allows for a remedy for this situation. RCSD will create and authorize a Pass-Through Charge when the multi-year rate study is implemented. RCSD will inform customers about the Pass-Through Charge and what conditions will necessitate the charge being billed to customers.

GEI has not had independent review of this study performed by any Certified Public Accountant nor Attorney. While the model of expenses and revenues were performed with engineering principles, we expect that both the District’s financial advisor and legal advisor will provide a review of any proposed rate increases before putting them into effect. In addition, we have been

informed that the revisions made to the calculations used for this study have been reviewed by both the District's financial advisor and legal advisor.

This study was originally created in 2015 using data available from that period. The study was originally submitted in the fall of 2015. Since that time, the study has been revised multiple times to include expense modifications as suggested by the District's financial advisor and public works staff. While 2017 will now be the first year that new rates are adopted, the study still assumes a 2016 baseline to avoid major reworking and recreation of the model.

2. Introduction

2.1 Background

RCSD is a special District located in southeast Kern County, California that was created in 1966 by a vote of the citizens of the Rosamond community to provide water, sewer, and street lighting services. In 1998 voters added graffiti abatement and parks and recreation to the District's services, and in 2009, RCSD constructed a wastewater collection system and treatment plant to produce and provide tertiary water. As of its most recent budget, the District served an approximate population of 19,400 people. The water and sewer systems are operated as separate utilities with separate enterprise funds.

The District serves approximately 5,000 sewer and water customers. In 2014, the District's customers consumed approximately 2,540 acre-feet of water, which follows a general downward trend aligned with conservation efforts and increased water costs. In 2009, prior to the institution of new rates, that consumption was approximately 3,100 acre-feet.

As mentioned in the Executive Summary, a number of factors will increase the District's cost to provide water service to its customers. The most significant contributor is the adjudication of the Antelope Valley Groundwater Basin. Groundwater is RCSD's lowest-cost water supply, which will be substantially reduced due to "rampdown" of the District's groundwater production rights, forcing the District to use more costly sources of supply.

The cost to provide sewer service to RCSD's customers has been relatively stable over the past five years, and is anticipated to remain stable over the next five years, with moderate increases due to inflation.

This rate study includes recommendations to allocate rates based on the reasonable cost to serve each customer in the system, as required by California State Law.

2.2 General Rate Policies

The rates being put forth in this study have been developed using a cost-of-service model. These costs were broken down into fixed costs to operate and maintain the water and sewer system, the fixed costs to provide water to individual customers, and the variable costs of providing quantities of water to (and accommodating sewage flows of) each user. Cost categorizations were made by RCSD financial and public works staff.

2.3 Financial Reserves

Currently, District policy recommends the set aside of reserves for four major categories, which are:

- General operating reserves for unexpected loss, or to demonstrate fiscal strength for financing, etc. Since 2009, sufficient revenues have not been available to fund this reserve.
- Capital reserves for capital improvements and emergency maintenance. This fund was started in fiscal year 2014/2015 and continues to grow as a percentage of depreciation, annually.
- Rate stabilization reserve to avoid large disruptions to rates due to large increases in the cost of service. To date, sufficient revenues have not been available to fund this reserve.
- Debt reserve fund required by most long term debt, to provide a reserve that will ensure payment

Reserves for these funds have been included within the proposed 2015 budget, and are reflected in the costs of service used to calculate rates.

2.4 Inflation

An inflation rate of 3% was used in this study to project increases in most cost categories of the systems for future years. This number is intended to cover the increased costs of materials, personnel, administration, and other similar costs. Electric prices and purchased (imported) water costs were inflated at 8% per year, which reflects the trend in price increases for these items over the last several years. The Antelope Valley East Kern Water Agency (AVEK), which imports water to the region from the State Water Project (SWP) has seen a year over year increase in pricing averaging 7.4% from 2012 to 2016, with the most recent pricing going up by 8%. AVEK also projected future increases to be around 8% annually over the next several years.

2.5 Population Changes

In reviewing customer data for both the water and sewer customers, RCSD has seen an increase of approximately 80 customers per year for both systems. This represents an approximate 1.6% year over year increase in the population served. Over that same time period, water usage has decreased or remained relatively flat, even with the increase in users.

It is difficult to determine the exact reason for the reduction in demand, which may be attributable to permanent changes in water use behavior or to temporary conservation measures due to State mandates related to the current drought. For the purposes of the model, the same 1.6% increase in population was used for the recommended scenario, along with a corresponding 1.6% increase in customer water use. Additional alternative scenarios were evaluated with varying population and demand projections to illustrate the “worst case” possibilities and determine their effect on net revenue. The results are discussed later in this report.

3. Water System

3.1 Water Supply

RCSD’s current water supply comes from local groundwater. The District also has the option to purchase imported State Water Project (SWP) water from AVEK. Currently, RCSD has the capability to pump groundwater without restriction. However, due to the recent adjudication, RCSD’s groundwater pumping allowance will be significantly reduced in comparison to its consumption requirements, and as such, it will have to purchase a significant amount of water from AVEK in the future. The adjudication takes effect with 2016 considered the first year, and with subsequent “rampdowns” of RCSD’s groundwater production rights occurring from 2018 to 2022. RCSD’s anticipated groundwater production rights for the following 7 years are reflected in the table below:

Table 3.1.1: Allowable Pumping Volumes

Annual Pumping Allowance by Adjudication								
Year	2015	2016	2017	2018	2019	2020	2021	2022
Allowable Pumping Rate (AF)	2,885	2,885	2,885	2,389	1,893	1,397	901	404

RCSD has historically budgeted each year for groundwater banking to increase water reliability. The District has an agreement in place with the Semitropic-Rosamond Water Bank Authority to provide “First Priority Right” to specific interests in the stored water recovery unit, as well as rights in Willow Springs Water Bank for delivery, storage, and recovery and return capacity.

During the current drought period, due to reduced surface water supplies from the SWP, it was not feasible to bank water. However the District will continue to budget for water banking each year in order to have funds set aside to bank water in years that it is available. While banking of water will help to prevent spikes in purchase costs, it should be noted that the cost to deliver banked water, which includes the original purchase price, put fees, take fees, and pumping costs, is higher than the standard AVEK treated water rate. Where banked water will be of use to the District is to help avoid the replenishment scenario discussed in Section 3.5.2.

3.2 Existing Water Rates

The existing water rates for the District were developed based on the recommendations in the 2009 Rate Study, and are as shown in the table below:

Table 3.2.1: Existing RCSD Service Charge

Service Charge	
Meter Size	Base Rate
5/8"	\$ 20.00
3/4"	\$ 20.68
1"	\$ 31.20
1.5"	\$ 51.16
2"	\$ 82.49
3"	\$ 210.46
4"	\$ 225.09
6"	\$ 247.68

Table 3.2.2: Existing RCSD Water Commodity Rates

Commodity Rates		
Tier	Max HCF	Cost/HCF
Tier 1	15	\$ 2.24
Tier 2	30	\$ 2.37
Tier 3	50	\$ 2.55
Tier 4	>50	\$ 2.74

3.3 Historical Water Use

The District has seen a reduction in water use over the past five years, which is likely due in part to internal conservation efforts, and in part from an external State mandate for conservation to address the current drought conditions. Below is a table showing the historical water use for the past 6 years.

Table 3.3.1: Historical Water Use

Year	Water Pumped (AF)	Percent Change
2009	3,173	
2010	3,022	(4.8)
2011	2,873	(4.9)
2012	2,976	3.6
2013	2,998	0.7
2014	2,885	(3.8)

For the purposes of this study, water use was increased proportional to the increase in customer base. Because the costs of supplying water are directly passed on through the commodity rates, fluctuations in water usage will have less of a financial impact on the water fund moving forward. More information on demand projection is provided in Section 3.6.

3.4 Cost of Service

To determine the cost of service now and over the next 5 years, multiple sources of data were used. These included past audits of the District, the current annual budget (fiscal year 2016), consideration of the groundwater adjudication, and research into imported water costs. These data sources were combined to create an estimate of the different system costs moving forward. There are three types of costs to service a water system. These costs are as follows:

- Fixed Costs – These costs are the same for each customer and generally include items such as administration, meter reading, and billing
- Capacity Costs – These costs are affected by the capacity requirements of each customer based on water meter size, and include repair and maintenance costs, a portion of the capital improvement/depreciation costs, and meter repair costs.
- Commodity Costs – These costs are directly affected by the amount of water consumed by the customers and include electrical costs, pumping costs, a portion of the depreciation costs, and water purchase costs.

Table 3.4.1 outlines the actual water system costs for 2015. As shown in the table, these costs have been allocated into one or more of the three categories listed above, per the direction of RCSD finance and public works staff.

Table 3.4.1: RCSD Water System Costs (2015 Audited Figures)

	Fixed	Capacity	Commodity	Purchase	Total
Expenses					
Salaries and Wages	752,816	-	422,487	-	1,175,302
Holiday, sick, and vacation pay	(54,449)	-	-	-	(54,449)
Repairs and Maintenance	-	169,777	606,848	-	776,625
Utility and Business Expenses	-	65,155	9,138	-	74,293
General and Administrative Expenses	16,875	211,360	-	-	228,235
Office and employment expenses	2,287	376,952	-	-	379,239
Office Supplies	6,008	19,350	-	-	25,358
Outside Services	5,015	24,750	-	-	29,765
Principal Expense	-	-	-	-	-
Interest Expense	-	40,061	-	-	40,061
Depreciation	-	362,599	1,087,796	-	1,450,394
Total Expenses	728,552	1,270,004	2,126,268	-	4,124,823
Total Service Revenue Required	728,552	1,270,004	2,126,268	-	4,124,823

3.4.1 Fixed and Capacity Costs

As shown above, the fixed costs are split into two categories, the first being a non-scaling cost that is apportioned equally to each customer, and the second scaling based on capacity. The

commonly accepted method for scaling capacity costs is through the use of the meter capacity ratio. The ratio of capacity is calculated by dividing the large meter capacity by the base meter capacity. This results in a hydraulic capacity ratio that is used to calculate equivalent meters. The actual number of meters by size is multiplied by the corresponding capacity ratio to arrive at the number of equivalent meters.

Table 3.4.2 shows the equivalent capacity for the different meter sizes in use within the District, as well as the number of meters and meter equivalents for each category. As noted previously, a population increase of 1.6%, or approximately 80 customers per year, was used to project the system users for 2020.

Table 3.4.2: Existing and Projected Water Meters in RCSD System

Meter Size	Capacity - GPM	Meter Cap Ratio	2015	2015	2016	2016
			No. Meters	No. Equivalent Meters	No. Meters	No. Equivalent Meters
5/8" METER	15	1	4634	4634	4714	4714
3/4" METER	30	1	33	33	33	33
1" METER	50	1.67	68	113.56	68	113.56
1 1/2" METER	100	3.33	25	83.25	25	83.25
2" METER	160	5.33	44	234.52	44	234.52
3" METER	500	10	7	70	7	70
4" METER	1000	16.66	10	166.6	10	166.6
6" METER	1600	33.33	5	166.65	5	166.65
		Total	4826	5502	4906	5582

Customer related costs are fixed expenses that relate to operational support activities including accounting, water billing, customer service and administrative and technical support. The customer related costs are essentially common-to-all costs that are independent of user class characteristics. The base service charge provides a mechanism for recovering a portion of the fixed costs and ensures a stable source of user revenues for the utility. Between the 2009 rate study and now, more detailed cost analysis has been performed to determine the effect of a reduction in usage on costs. From that analysis, a more functional approach to cost allocation and recovery was used for this rate study. The effect of this analysis is that the base service cost to cover fixed costs is higher, while the commodity cost per unit of water used is lower.

For the purposes of this model, a standard inflation rate of 3% was used to project future cost increases for both the fixed and capacity costs. In addition to these costs, the District has historically seen an average capital improvement investment of \$750,000 per year into its water system, resulting in additional depreciation of \$37,500 per year.

The fixed costs in the system are apportioned equally to each metered customer, while the capacity costs are apportioned based on the meter capacity ratio of each customer. The fixed and capacity charges are added together to establish the monthly “Base Rates” for each meter size. In order to maintain revenues commensurate with expenses, the base 2016 rates were established and then an inflationary factor of 3% was used to set rates for years 2017-2020, as shown in Table 3.4.3.

Table 3.4.3: Existing and Proposed Base Service Charges

Service Charge Meter Size	Proposed Service Charge Base Rates					
	Current	2016	2017	2018	2019	2020
5/8"	\$ 20.00	\$ 33.02	\$ 33.53	\$ 34.06	\$ 34.63	\$ 35.16
3/4"	\$ 20.68	\$ 33.02	\$ 33.53	\$ 34.06	\$ 34.63	\$ 35.16
1"	\$ 31.20	\$ 46.59	\$ 47.33	\$ 48.10	\$ 48.92	\$ 49.69
1.5"	\$ 51.16	\$ 80.23	\$ 81.53	\$ 82.87	\$ 84.33	\$ 85.67
2"	\$ 82.49	\$ 120.75	\$ 122.73	\$ 124.77	\$ 126.99	\$ 129.03
3"	\$ 210.46	\$ 215.36	\$ 218.93	\$ 222.61	\$ 226.60	\$ 230.28
4"	\$ 225.09	\$ 350.29	\$ 356.13	\$ 362.14	\$ 368.66	\$ 374.67
6"	\$ 247.68	\$ 688.03	\$ 699.53	\$ 711.37	\$ 724.23	\$ 736.07

It is noted that this is a relatively major increase in the charges for the lowest use customers. This is in response to the requirements of the State of California, as interpreted during recent lawsuits including Capistrano Taxpayers Association, Inc. v. City of San Juan Capistrano, which found that water rates must correspond to the actual cost of providing service at a given level of usage.

3.4.2 Commodity Costs

As a result of the proposed increase in fixed costs, the current commodity costs would be reduced for some users. The highest tier users will see an increase in commodity costs as a result of the increased cost of water from AVEK.

Commodity costs as determined by RCSD staff include the costs of pumping and electrical, as well as a portion of the system depreciation. Over the next seven years that cost will gradually increase to reflect the additional cost of imported SWP water, as RCSD's groundwater production rights are reduced. The unit cost of pumped groundwater has been projected to increase eight percent (8%) annually, in keeping with escalating electric utility costs.

The cost of imported SWP water was set based on AVEK's treated water rate of \$485 per acre-foot for calendar year 2016. Based on historical trends over the past 5 years, as well as AVEK's predicted future rate increases, an 8% annual increase was used to predict future pricing. It should be noted that this pricing is for treated, delivered water. In addition to the increase in unit cost for imported water, the share of imported water will increase as the district shifts from groundwater to SWP water as its majority source of supply. The table below shows the anticipated demand for imported water and the associated costs.

Table 3.4.4: Existing and Proposed Pumping Requirements and Costs

Annual Pumping Allowance by Adjudication								
Year	2015	2016	2017	2018	2019	2020	2021	2022
Allowable Pumping Rate (AF)	2,885	2,885	2,885	2,389	1,893	1,397	901	404
Acre Feet Needed per year	2,440	2,489	2,539	2,590	2,642	2,695	2,749	2,804
Number of AF to buy	-	-	-	201	749	1,298	1,848	2,400
Cost per AF	485	524	566	611	660	713	770	832
Total Purchase Price	-	-	-	122,811	494,340	925,474	1,422,960	1,996,800

Other situations were evaluated as well during the study, including the purchase of replenishment water to cover over pumping, as well as the delivery of untreated water to the water banks, and

the additional fees required to cover the water banking costs. The results were not fiscally prudent and were discarded.

Using the assumptions listed above to maintain the same tiers, each individual user is given credit for their portion of the water rights to be pumped from the system. Users in Tier 1 are assumed to obtain water at the lowest purchase price (i.e. pumped groundwater) and users in Tiers 2, 3, and 4 incrementally use more higher-cost SWP water, as their higher demand results in the need for SWP water. The projected commodity rates for 2016-2020 were determined by allowing for the projected 2020 pumping allowance. Each user is allocated costs based on tier for the overall commodity costs. In addition each user in the upper tiers is allocated additional purchase costs to cover the additional expense incurred for the AVEK water purchases. The inflation factor used to project the expenses involved with water delivery was used to compute rates for the remaining years.

Table 3.4.5: Proposed Commodity Charge
Proposed Commodity Rate Structure (\$/HCF)

Tier	Current	2016	2017	2018	2019	2020
Tier 15	2.24	2.13	2.16	2.19	2.42	2.91
Tier 30	2.37	2.49	2.55	2.80	3.08	3.40
Tier 50	2.55	2.83	2.91	3.11	3.34	3.59
Tier >50	2.74	3.32	3.45	3.58	3.72	3.88

As noted, these commodity rates are lower at the lowest tier, because a larger portion of the cost of service has been designated as fixed costs than in prior studies. Also note that the first three hundred cubic feet (3 HCF) for each user are included in the base charge, which continues the existing practice by RCSD.

3.5 Revenue vs. Expenses

3.5.1 Standard Scenario

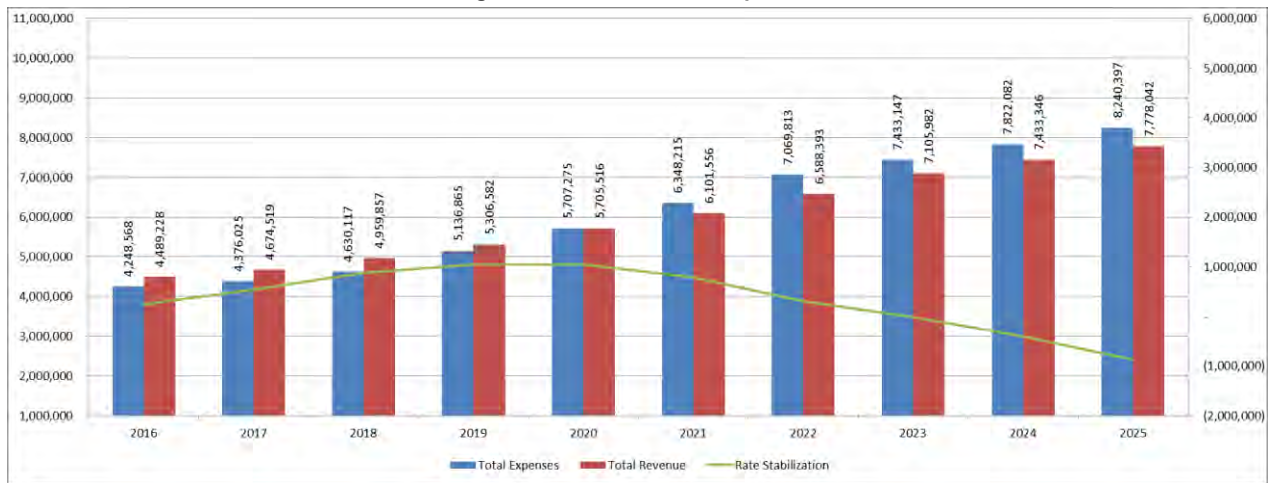
Based on the rates shown above, expected rampdown due to adjudication, the required blending to meet Chromium 6 requirements and assumed AVEK pricing at today's rates for supply with an 8% annual increase, the projected revenues and expenses for the next 5 years would be as shown in Table 3.5.1:

Table 3.5.1: Projected Revenue vs Expenses, 2016-2020

	2016	2017	2018	2019	2020
Fixed Expenses	2,058,512	2,120,267	2,183,875	2,249,391	2,316,873
Commodity Expense - Pumped	2,190,056	2,255,758	2,323,431	2,393,134	2,464,928
Commodity Expense - Purchased	-	-	122,811	494,340	925,474
Total Expenses	4,248,568	4,376,025	4,630,117	5,136,865	5,707,275
Revenue - Base Rate	2,106,624	2,170,764	2,237,556	2,308,500	2,378,616
Revenue - Usage	2,339,995	2,461,018	2,679,436	2,955,089	3,283,778
Revenue - Other	42,609	42,737	42,865	42,993	43,122
Total Revenue	4,489,228	4,674,519	4,959,857	5,306,582	5,705,516
Net Revenue	240,660	298,494	329,740	169,717	(1,759)
Rate Stabilization	240,660	539,154	868,894	1,038,611	1,036,852

As seen in Figure 3.5.1, the effect of setting rates based on actual costs to deliver water results in a surplus that diminishes as changes in cost structure are realized due to the adjudication.

Figure 3.5.1: Revenue vs. Expense

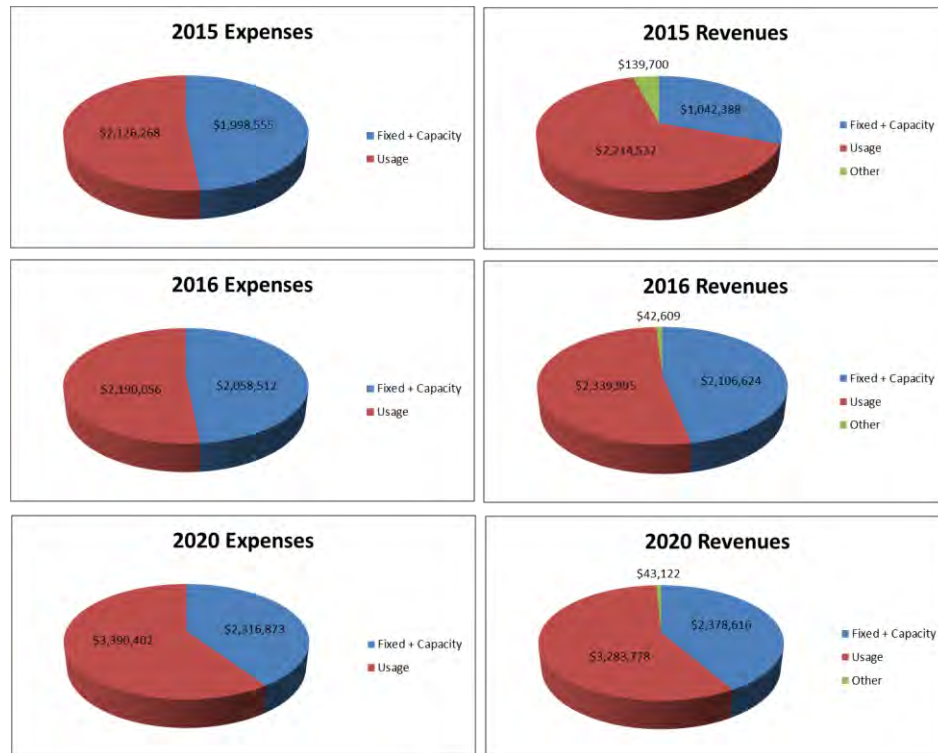


Because the forecasted cost of purchased water over pumped water starting in 2018 is significantly higher, the first few years allow the District to build up a sizeable cushion to protect itself against a worst case scenario (See below for a breakdown of that scenario). Assuming the variables continue, by 2020 the costs of purchasing water at the projected rates (not shown) would cause the system to return to a negative annual net revenue. A new rate study should be scheduled in 2020 for implementation in 2021 to properly adjust to trends in water costs.

Assumptions for this scenario include a 1:1 pumped groundwater-to-imported water blending ratio beginning in 2020, with water purchased from AVEK for all needs at \$485/acre-foot, increasing with inflation of 8%, while fixed expenses were increased at 3%.

The combination of charts below show how the adjustment to the 2020 adjudication levels for commodity costs affects the distribution of revenues over time, with original revenues outweighing those costs, but reaching equivalency in 2020. It can be seen how the projected 2015 revenue and expense categories did not match up. This resulted in the larger users paying a greater share of the costs, in proportion to their expense to the system.

Figure 3.5.2: Revenue and Expense Categories - 2016 and 2020



3.5.2 Replenishment Scenario

In evaluating the District’s net revenues for the next 5 years and beyond, it must be recognized that the District must project a great deal of unknown variables. The District has multiple facilities and water delivery vehicles that may be online within the next couple of years, which would help to assuage cost increases, while at the same time, the District will be subject to the constraints of the water that AVEK is capable of delivering. If it is found that AVEK does not have the water available for blending and/or for consumption in the long term as the adjudication begins to impact RCSD, then the District would have to pump and replenish the aquifer at a premium rate, currently \$700 per acre foot. In addition, prices for 2015 saw an 8% increase year over year. Water purchase costs have historically increased at a rate well above inflation.

To determine the impact of a worst-case scenario, an evaluation was done using the proposed water rates, with assumptions of \$700 initial reimbursement price, increased 8% annually. The results of this scenario are shown in the table below:

Table 3.5.2: Projected Revenue vs Expenses, 2016-2024, Replenishment Case

	2016	2017	2018	2019	2020
Fixed Expenses	2,058,512	2,120,267	2,183,875	2,249,391	2,316,873
Commodity Expense - Pumped	2,190,056	2,255,758	2,323,431	2,393,134	2,464,928
Commodity Expense - Purchased	-	-	177,081	712,299	1,333,046
Total Expenses	4,248,568	4,376,025	4,684,387	5,354,824	6,114,847
Revenue - Base Rate	2,106,624	2,170,764	2,237,556	2,308,500	2,378,616
Revenue - Usage	2,339,995	2,461,018	2,679,436	2,949,064	3,283,778
Revenue - Other	42,609	42,737	42,865	42,993	43,122
Total Revenue	4,489,228	4,674,519	4,959,857	5,300,557	5,705,516
Net Revenue	240,660	298,494	275,470	(54,267)	(409,331)
Rate Stabilization	240,660	539,154	814,624	760,357	351,026

This scenario shows how much more quickly the costs to provide water accelerate if these less optimistic scenarios are realized. As seen in the table, expenses begin to exceed revenues in this scenario by 2019. However, this scenario does allow for the buildup of the rate stabilization fund in the initial years while the District is still allowed to pump groundwater from the aquifer. In 2020, the overall fund still projects a positive balance. The expenses of purchased water in the worst case scenario would use up the remainder of the surplus some time in 2021, wherein a new study should have been completed and rate revisions implemented.

While the recommended water rates were not set based on a worst case scenario, it should provide some confidence that the proposed rates accurately reflect a reasonable reflection of costs, while still allowing the District to protect against insolvency even in less favorable conditions.

3.6 Growth Scenarios

In order to determine the validity of the model and rates for different population and usage projections, multiple scenarios were run with different water usage growth projections. Table 3.6.1 below shows the results of some different scenarios:

Table 3.6.1: Effect on Revenues from Demand Growth or Reductions

Water Use Variance Check				
Annual Water Demand Growth Rate	1.65%	0%	5%	-5%
2020 Projected Net Revenue	\$ (1,759.00)	\$ (27,963.00)	\$ 34,880.00	\$ (99,836.00)
Change in Revenue from 1.65% Growth	\$ -	\$ (26,204.00)	\$ 36,639.00	\$ (98,077.00)
Change as a percentage of Revenue	0%	-0.46%	0.64%	-1.72%

As can be seen in the table, even a 5% increase or decrease each year (which would be approximately 28% increase/decrease over those 5 years) in system demand will have a

relatively minor effect on the overall revenues of the system. This provides further evidence that the rates will now be tied to the costs of providing service to each customer.

3.7 Customer Effects

As is the case in most areas, a majority of the District’s customers are residential users. Through analyzing the function of each cost, it was determined that system costs were mostly fixed and that as a result the overall cost increases necessary to continue providing water to the District will fall on those customers. However, this represents the methodology that most closely ties rates to the reasonable costs of supplying water to each customer.

The Table below shows a selection of existing customers representing various meter sizes and usages, to show how different customer classes would be affected under the proposed 2016 rates, as compared to the current rates.

Table 3.7.1: Change in Water Bill Various Customers

Meter Size	Average Usage	2016 Base Rate (Monthly)	2016 Consumption Charge	Total Bill (Monthly)	Current Consumption Charge	Current Service Charge	Current Monthly Bill	2016 Change
5/8" METER	3	33.02	-	33.02	-	20.00	20.00	13.02
3/4" METER	8	33.02	10.65	43.67	17.92	20.00	37.92	5.75
1" METER	15	46.59	25.56	72.15	33.60	20.00	53.60	18.55
1 1/2" METER	33	80.23	84.78	165.01	76.16	31.20	107.36	57.65
2" METER	53	120.75	165.93	286.68	266.06	82.49	348.55	(61.87)
3" METER	126	215.36	408.20	623.56	466.12	82.49	548.61	74.95
4" METER	251	350.29	823.04	1,173.33	808.58	225.09	1,033.67	139.66
6" METER	1040	688.03	3,441.49	4,129.52	2,970.21	247.68	3,217.89	911.63

1. Note that Capacity Charges for larger meters were modified due to a mathematical error in the 2009 study, resulting in lower costs for 2" meters and above.

4. Wastewater System

4.1 Sewer Collection and Treatment

Costs to operate and maintain the sewer system are much less dynamic and more predictable than that of the water system. The existing sewer system contains approximately 70 miles of collection and transmission piping. The treatment facility is a series of evaporation ponds. The mechanical portions of the system include a bar screen and grinder, influent pumps and an automatic sampler. The process has continued to function within regulatory requirements, and no changes to the treatment methods are planned at this time.

4.2 Existing Sewer Rates

Currently, the base rate for all customers is \$39.80 per month. There is also an HCF charge, based on metered water usage. For those customers that are not metered through RCSD's water system, estimated usage rates are used to determine the HCF charge. Customers are categorized within three categories: Residential, Commercial I, and Commercial II. Commercial II customers are identified as those classes of customers that discharge Fat, Oil, and Grease (FOG), which increase the costs of maintenance on the sewer system. The HCF charges range from \$0.13/HCF for the Residential and Commercial I users to \$0.52/HCF for the Commercial II users.

Overall costs to the sewer system users are relatively low, due to the ability of the District to use ponds as the treatment method, which are a low cost method of treatment.

4.3 Cost of Service

As outlined in the previous study, a majority of the sewer system costs are fixed, including administration and the costs of maintaining the system and funding repair and replacement. Commodity based costs, that are based on usage, include the costs of maintenance items such as cleaning of the sewers.

4.3.1 Fixed Costs

Because of the treatment method for the wastewater within the District, a large portion of the costs of the system are fixed. These costs include administrative costs as well as the costs to fund repair and replacement initiatives. The fixed costs are apportioned equally to each user group.

A breakdown of the 2015 actual costs for the sewer fund illustrates the apportionment of fixed costs versus commodity costs, as provided by RCSD staff:

Table 4.4.1: 2015 Sewer System Costs (2015 Audited Figures)

	Fixed	Variable	Total
Expenses			
Salaries and Wages	703,514		703,514
Holiday, sick and vacation pay	86,418		86,418
Repairs and Maintenance	98,812	116,750	215,562
Utilities and Business Expenses	70,701		70,701
General and Administrative Expenses	131,963		131,963
Office and employment expenses	306,825		306,825
Office Supplies	19,882		19,882
Outside Services	21,804		21,804
Interest Expense	175,061		175,061
Depreciation	674,151		674,151
Total Expenses	2,289,129	116,750	2,405,879
Total Service Revenue Required	2,289,129	116,750	2,405,879

Upon review of the prior study, and reviews of revenues collected since the enactment of the recommended rates, it was discovered that the previous fixed rates had been set based on the number of connections, without factoring in that some residential connections are charged for multiple accounts (i.e. duplexes or apartments). Upon accounting for these additional accounts, the fixed costs per customer are reduced.

4.3.2 Commodity Costs

The commodity costs for the system include those costs that vary based on the discharge to the system. Those costs include pumping costs as well as the cleaning of the sewer system. Because of the additional FOG loading from the Commercial II group, that group creates a higher cost of maintenance. Per previous studies,¹ the estimated impact of that group is four (4) times that of a typical residential or standard Commercial I user; therefore, the commodity cost charged to that user group has been set at four times the commodity cost for the other user types.

The District makes a reasonable effort to determine the wastewater discharge from each customer. Where water meters are available, the District uses water meter data to estimate the discharge. Where there is no meter data available, the District has estimates based on the user category.

The District has consistently seen approximately 13 Commercial II users over the past 5 years. For the past 3 years, those users have been billed approximately 10,944 HCF. Overall billed flow for low strength users (Residential and Commercial I) has increased proportionately to the

¹ 2009 Rosamond CSD Rate Study

increase in users, and the same increase of approximately 80 users per year is reflected in the projected revenues for the sewer system.

Since the time of the last study, commodity costs for the sewer system have risen approximately 50%. Because these costs are mostly in the electric and chemical category, and the historical increase outpaces inflation, we would expect the same approximate 8% annual increase that was used in the water rate scenarios to hold true for commodity costs. In order to continue to collect fees reflective of these costs, we recommend an adjustment of the collected rates to match the projected 2020 costs of service. The table below illustrates that projected fixed and commodity rates for the sewer system over the next 5 years.

Table 4.5.1: Proposed Sewer Rates, 2016-2020

Proposed Sewer Rate Schedule						
	Current	2016	2017	2018	2019	2020
Base Rate						
Residential	39.80	33.81	35.12	36.47	37.87	39.31
Commercial I	39.80	33.81	35.12	36.47	37.87	39.31
Commercial II	39.80	33.81	35.12	36.47	37.87	39.31
Commodity Charge (\$/HCF)						
Residential	0.13	0.23	0.24	0.26	0.28	0.29
Commercial I	0.13	0.23	0.24	0.26	0.28	0.29
Commercial II	0.52	0.92	0.96	1.04	1.12	1.16

As mentioned above, fixed costs per customer have been reduced from the prior rates, due to the multi-user connections throughout the system.

4.4 Revenues vs. Expenses

The table below shows the projected revenues, expenses, and net revenue for each year through 2020 based on the rates proposed above.

Table 4.5.2: Sewer Revenue vs. Expenses

	2016	2017	2018	2019	2020
Fixed Expenses	2,417,459	2,552,282	2,693,927	2,842,740	2,999,083
Variable Expense	126,090	136,177	147,071	158,837	171,544
Total Expenses	2,543,549	2,688,459	2,840,998	3,001,577	3,170,627
Revenue - Base Rate	2,417,688	2,552,244	2,693,664	2,842,524	2,998,728
Revenue - Usage	126,402	133,826	147,103	160,743	168,931
Revenue - Other	46,603	46,743	46,883	47,024	47,165
Total Revenue	2,590,693	2,732,813	2,887,650	3,050,291	3,214,824
Net Revenue	47,144	44,354	46,652	48,714	44,197
Total Position	47,144	91,499	138,150	186,864	231,062

Future years for sewer expenses and revenue include a 2% projected increase to cover system expansion, including reclaimed water.