

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

5:30PM Closed Session  
6PM Regular Board Meeting  
Wednesday August 14, 2019  
District Board Room  
3179 35<sup>th</sup> Street West  
Rosamond, CA 93560

## **MINUTES**

**President Wood called the meeting to order at 5:30PM.**

### **ROLL CALL**

President Greg Wood  
Vice President Rick Webb- **Excused Absence**  
Director Gregory Washington  
Director Byron Glennan  
Director Ben Stewart

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF THE AGENDA**

**Motion made by Director Stewart, Seconded by Director Washington to approve the agenda. Motion passed with 4 ayes, 1 absent (Webb).**

### **PUBLIC COMMENTS -None**

(At this time, any person may address the Board on any subject within the District's jurisdiction which is not on the agenda. However, any non-agenda matter will be referred to staff for a report and/or action at a subsequent Board meeting and no action can be taken on any such item discussed unless the action has been authorized under §54954.2(b) of the Government Code. Any person may also address the Board on any agenda matter at the time that matter is discussed, prior to Board consideration and action. Speakers are requested to limit comments to five (5) minutes.)

### **CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Government Code §54956.9 (d)(2)  
Three Potential Cases

**Motion made by Director Stewart, Seconded by Director Washington to go into closed session at 5:34PM. Motion passed with 4 ayes, 1 absent (Webb).**

**Motion made by Director Washington, Seconded by Director Stewart to come out of closed session at 6:32PM. Motion passed with 4 ayes, 1 absent (Webb).**

**PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION**

**No reportable action taken.**

**6:32 P.M. OPEN SESSION**

**Recessed at 6:32PM**

**Resumed at 6:36PM**

**PUBLIC COMMENTS- None**

(At this time, any person may address the Board on any subject within the District's jurisdiction which is not on the agenda. However, any non-agenda matter will be referred to staff for a report and/or action at a subsequent Board meeting and no action can be taken on any such item discussed unless the action has been authorized under §54954.2(b) of the Government Code. Any person may also address the Board on any agenda matter at the time that matter is discussed, prior to Board consideration and action. Speakers are requested to limit comments to five (5) minutes.)

**MINUTES**

**M 1. Approve August 5, 2019, Finance Committee Meeting Minutes**

**M 2. Approve July 24, 2019, Regular Board Meeting Minutes**

**M 3. Approve July 22, 2019, Finance Committee Meeting Minutes**

**M 4. Approve July 12, 2019, Strategic Plan Workshop Meeting Minutes**

**M 5. Approve June 26, 2019, Regular Board Meeting Minutes**

**Motion made by Director Washington, Seconded by Director Stewart to approve the Minutes. Motion passed with 4 ayes, 1 absent (Webb).**

**CONSENT CALENDAR**

**CC 1. Approve Check/Voucher Register dated 7/16/19 – 8/05/19**

**Motion made by Director Stewart, Seconded by Director Washington to approve the Consent Calendar. Motion passed with 4 ayes, 1 absent (Webb).**

**NEW BUSINESS**

- NB 1.** Approve the Southern California Edison Company Schedules LS-1 Option E, Energy Efficiency-Light Emitting Diode (LED) Fixture Replacement Rate Agreement.  
(Presenter: Steve Pere, General Manager)

**Motion made by Director Stewart, Seconded by Director Washington to approve the Southern California Edison Company Schedules LS-1 Option E, Energy Efficiency-Light Emitting Diode (LED) Fixture Replacement Rate Agreement. Motion passed with 4 ayes, 1 absent (Webb).**

- NB 2.** Approve the contract from AQUA Operations to review the operations at the Waste Water Treatment Plant facilities (WWTP) for a cost not to exceed \$3,000.00.  
(Presenter: Steve Perez, General Manager)

**Motion made by Director Stewart, Seconded by Director Glennan to approve the contract from AQUA Operations to review the operations at the Waste Water Treatment Plant facilities (WWTP) for a cost not to exceed \$3,000.00. Motion passed with 4 ayes, 1 absent (Webb).**

- NB 3.** Approve the contract with Northern Digital, Inc. for a SCADA system evaluation at the Waste Water Treatment Plant facilities (WWTP) for a cost not to exceed \$10,000.00.  
(Presenter: Steve Perez, General Manager)

**Motion made by Director Washington, Seconded by Director Stewart to approve the contract with Northern Digital, Inc. for a SCADA system evaluation at the Waste Water Treatment Plant facilities (WWTP) for a cost not to exceed \$10,000.00. Motion passed with 4 ayes, 1 absent (Webb).**

- NB 4.** Ratify the Temporary Right of Entry Agreement for Southern California Gas Company for A.P.N. 471-090-10-00-9. (Presenter: Steve Perez, General Manager)

**Motion made by Director Stewart, Seconded by Director Washington to ratify the Temporary Right of Entry Agreement for Southern California Gas Company for A.P.N. 471-090-10-00-9. Motion passed with 4 ayes, 1 absent (Webb).**

**DIRECTOR REPORTS/COMMENTS/FUTURE AGENDA ITEMS**

**Director Glennan made comments.**

**GENERAL COUNSEL UPDATE**

Joe Hughes, Esq.

**GENERAL MANAGER UPDATE**

Steve Perez

**A. Project Updates- See General Manager's Report**

**ASSISTANT GENERAL MANAGER UPDATE**

John Houghton

**CONSULTANT -FINANCE UPDATE**

Brad Rockabrand, CPA –EideBailly- Update provided

**DIRECTOR OF PUBLIC WORKS UPDATE**

Brach Smith

**DIRECTOR OF ADMINISTRATION UPDATE**

Lizette Guerrero, CMC, MBA- Update provided

**ADJOURNMENT** –Motion made by Director Stewart, Seconded by Director Washington to adjourn the meeting at 7:09PM. Motion passed with 4 ayes, 1 absent (Webb).

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 at least 48 hours in advance of the meeting to ensure availability of the requested service or accommodation. Please contact the Board Secretary by telephone at (661) 256-5808, Email: [lguerrero@rosamondcsd.com](mailto:lguerrero@rosamondcsd.com) or in writing at the Rosamond Community Services District, Attn: Board Secretary 3179 35<sup>th</sup> 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](http://317935thStreetWest.Rosamond,CA93560). In addition, any such writing may also be posted on the District's web site.

Respectfully submitted:

  
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Board of Directors  
Rosamond Community Services District

  
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Board Secretary

# **General Manager's Report**

## **Rosamond Community Services District**

**August 14, 2019**

### **WWTP Expansion Project –**

- **July 25, 2019 Bid Packages were sent out to Dodge Lead Center and Kern Builders Exchange**
- **August 6, 2019 complete bid package uploaded to Rosamond site – the size of the file presented some challenges otherwise it would have been done sooner.**
- **August 6, 2019 Non-Mandatory pre-bid site visit was held with seven prime contractors in attendance.**
- **August 9, 2019 Addendum No. 1 issued by Kennedy Jenks**
- **August 10, 2019 Addendum No. 1 uploaded to Dodge Lead Center and the Kern Builders Exchange and Rosamond CSD Website**
- **August 14, 2019 Open site visit for contractors and sub-contractors**
- **Bid opening Scheduled for August 27, 2019**
- **Construction Meeting (after contract award) to be held in the later part of September**
- **Grant for the WWTP – the Department of Water Resources has turned down our request for grant funding due to their assertion that our construction of the project was due to an enforcement action. Even though the project addresses a vital need to find ways to generate beneficial uses of water. (i.e. recharge of the adjudicated basin. Previously the water generated would have been lost to evaporation) Lahonton staff went to bat for the District arguing the beneficial use of the project outweighed the enforcement action**

**We have met with Kennedy Jenks regarding updated costs estimates that will be discussed in the upcoming work shop on Friday. I have already briefed Board Member Washington as he will be unable to attend the work shop.**

### **Financial Advisor –**

**Brad has been communicating with representatives of Fieldman, Rolapp & Associates and a tentative schedule of tasks has been proposed. A Bond<sup>i</sup> (Debt) Counsel and Placement Agent<sup>ii</sup> will be necessary and we will be going out to recommended firms for quotes. The tentative time line is as follows:**

**August 16, 2019 – November 18, 2019**

- **August 16, 2019 – Distribute requests for Legal Counsel and Placement Agent**
- **August 28, 2019 – Contract Approval of Financial Advisor**
- **August 30, 2019 – Selection of Legal Counsel and Placement Agent**
- **Week of September 9, 2019 – Distribution of initial Bank RFP**
- **Week of September 9, 2019 – Distribute first draft of legal documents**
- **Week of September 16, 2019 – Conference call to discuss legal documents and Bank RFP**
- **Week of September 23, 2019 – Send out Bank RFP**
- **Week of September 30, 2019 – Distribute Second Draft of legal documents**
- **Week of October 7, 2019 – Conference call to review second draft of legal documents**
- **Week of October 14, 2019 – Bank Proposals due, bids evaluated, and winning bidder selected**
- **November 13, 2019 – Board approves all required legal documents and approves the selection of the Bank**
- **November 18, 2019 – Bonds closing and funds transferred**

### **Strategic Plan –**

**We have been working to generate a working draft and have been going back and forth with Brent Ives to get the document in a draft form for the Boards review. I will be scheduling a Board Work Shop to review and discuss the draft.**

### **Succession Plan –**

**I have been working on a draft Succession Plan document and hope to have a draft for the Boards comments soon. The plan will have a re-organization component also and I will be in consultation with our attorneys.**

### **Water Acquisition –**

**We are still in discussions with water owners regarding the potential purchase of “one time” water. We may have come up with a plan to address our water needs, but several factors have to be settled before we move forward. We will meet again in one month to reassess the environment.**

### **Diamond Street Building –**

**Staff has received a bid from the structural Engineer to do a thorough analysis of the necessary repairs to the building. The proposal included the following:**

- **Geo technical investigation**
- **Field check existing building**
- **Repair solutions design**

- **Repair solutions repair drawings**
- **Northwest drainage solutions working drawings**
- **Kern County plan check processing**

❖ **Cost: \$14,500**

**This cost is in the ball park for this type of engagement, however it may be too steep for the District to absorb at this time. Keeping in mind this does not include the cost of construction. I would estimate a total cost of approximately \$50,000 - \$70,000 construction cost. I would anticipate the entire slab removed and re-poured, drainage to prevent the settling of the north wall again and support structure to “shore” up the north wall. In addition, the bathrooms would have to be brought up to ADA standards, paint, floor coverings and any other structural refurbishing necessary to bring the building up to contemporary standards.**

*Last Report –*

*A Certified Inspector has evaluated the building and determined the norther wall was sinking and the floor was uneven and cracked. Upon finding this the inspector recommended a Structural Engineer come out and evaluate the structure. It appears the footing on the northern side of the building needs to be supported, which may require the lifting of the building and performing repairs to the footing.*

*We met with the Structural Engineer who performed an onsite assessment of the building with the intent of providing the District with a proposal to do the full evaluation. After your Board has had an opportunity to evaluate and discuss the proposal we'll move forward per your Board's direction.*

**Miscellaneous –**

**Staff and I have been discussing various needs of the District such as lack of space for our records and record and emergency supply storage. The discussion has led to the inclusion of an EOC/Training, Board Room expansion, and Offices as we are running out of space. We have put together a floor plan and will be bringing that forward for committee review in the near future also.**

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<sup>i</sup> **We are not seeking a Bond; the Debt Counsel's function is very similar to Bond Counsel and will be providing necessary fiscal legal oversight.**

<sup>ii</sup> **A Placement Agent will be available to provide a distribution network of retail and institutional accounts that enables issuers to obtain competitive interest rates in the capital marketplace.**