



**MINUTES  
BOARD OF DIRECTORS  
ROSSMOOR COMMUNITY SERVICES DISTRICT**

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, August 8, 2017**

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**A. ORGANIZATION**

**1. CALL TO ORDER: 7:01 P.M.**

- 2. ROLL CALL:** Directors Casey, DeMarco, Nitikman  
President Maynard  
Director Kahlert had an excused absence

**3. PLEDGE OF ALLEGIANCE**

**4. PRESENTATIONS:**

**a. Orange County Sheriff's Department Lieutenant Jeff Puckett: Quarterly Crime Statistics**

Lt. Jeff Puckett reported on the second quarter crime statistics for 2017 in Rossmoor. He stated that there had been a slight increase in crime as compared to the previous year at this time; however, factoring in the many unlocked vehicles and doors, most of the incidents could have been prevented by locking and securing valuables. He mentioned some recent catalytic converter thefts being monitored by the Sheriff's Department to see if a trend developed. The catalytic converters are stolen for the valuable platinum they contain which is extracted at nearby recycling centers.

Director DeMarco had questions relative to investigative technology used and possible leads. Lt. Puckett stated that he was not at liberty to divulge information related to the ongoing investigation. He was in contact with his law enforcement counterparts and would keep the District updated on any further developments.

Director Nitikman had questions related to the data contained in the report. Lt. Puckett stated that he could provide additional data points upon request.

Director Casey had questions as to how to prevent the catalytic converter thefts. Lt Puckett stated that the Neighborhood Watch was one of the most effective tools at their disposal. The report was received and filed.

**B. ADDITIONS TO AGENDA—None**

**C. PUBLIC FORUM:**

Kevin Pearce reported that the restriping of Bradbury Road had been completed by the County and they have included a brand new dedicated bike lane. He also reported on the status of the Coalition Against LA Fitness interest group. He encouraged all those opposed to the LA Fitness Center project in the Shops at Rossmoor, whether they were residents of Rossmoor, Los Alamitos or Seal Beach to attend the very important Seal Beach City Council Meeting on Monday, September 11<sup>th</sup> and opine.

**D. REPORTS TO THE BOARD:**

**1. RECEIVE AND FILE: QUARTERLY STATUS REPORT**

The General Manager reported on the second quarter status report related to the District's Goals and Objectives. Brief discussion ensued. The report was received and filed.

**2. RECEIVE AND FILE: QUARTERLY RECREATION REPORT**

Recreation Superintendent Chris Argueta presented the Second Quarter Recreation Report to the Board. Brief discussion ensued relative to special event attendance, future programs and fundraising goals for the 2017 Rossmoor Winter Festival. The report was received and filed.

**3. RECEIVE AND FILE: QUARTERLY TREE REPORT**

Tree Consultant Mary Kingman presented the Second Quarter Tree Report to the Board. Brief discussion ensued relative to the tree loss mitigation efforts for various tree diseases. The report was received and filed.

**4. RECEIVE AND FILE: GENERAL MANAGER'S ANNUAL REPORT TO THE BOARD**

General Manager James D. Ruth presented the General Manager's Annual Report to the Board. Brief discussion ensued. The Board praised the report for its thoroughness and the many accomplishments outlined therein. The report was received and filed.

**E. CONSENT CALENDAR:**

**1a. MINUTES REGULAR BOARD MEETING—July 11, 2017**

**2. REVENUE AND EXPENDITURE REPORT—June 2017**

Motion by Director Nitikman seconded by Director Casey to approve the items on the Consent Calendar as submitted. Motion passed unanimously 4-0.

**F. PUBLIC HEARING—None**

**G. RESOLUTIONS—None**

**ORDINANCES—None**

## **H. REGULAR CALENDAR:**

### **1. DISCUSSION AND POSSIBLE ACTION RE: EXTENSION OF AGREEMENT TO PROVIDE AUDITING SERVICE WITH ROGERS, ANDERSON, MALODY & SCOTT, LLP**

Staff recommendation to extend the current agreement with Rogers, Anderson, Malody & Scott, LLP (RAMS) for provision of auditing services for the District for at least one year in order to schedule a timely audit for year ending June 2017. Additional recommendation to approve attached proposal from Rogers, Anderson, Malody & Scott, LLP for an additional three-year engagement for a nominal increase in fees.

The General Manager reported that the current vendor has provided a highly responsive level of service since 2005. It is deemed prudent to maintain continuity with the auditing function since the current vendor has a thorough working familiarity with the fiscal functions of the District. Moreover, the District would have to extend the agreement for at least one year in order to schedule a timely audit for year ending June 2017.

Discussion ensued relative to the proposal. Director Nitikman opined that the current auditor had been with the District for 12 years and perhaps it would be prudent to solicit bids from other firms. President Maynard stated that he was not sure what the best practice was for similar agencies and the Board had not directed staff to solicit bids. The General Manager agreed to research best practice at similar agencies.

Motion by Director DeMarco seconded by Director Casey to approve the extended agreement with Rogers, Anderson, Malody and Scott, LLP for provision of auditing services for the District; direct the Audit Committee to research agency best practice with regard to the retention of Auditing Firms and bring their recommendation back to the Board along with General Counsel's opinion at the next board meeting for consideration. Motion passed 3-1, with Director Nitikman voting No.

### **2. DISCUSSION AND POSSIBLE ACTION RE: RENEWAL OF PROFESSIONAL SERVICES AGREEMENT TO PROVIDE TENNIS INSTRUCTION AT ROSSMOOR PARK-FERNANDO MOLINA**

Recommendation to authorize General Manager to execute a new Professional Service Agreement to provide tennis instruction by Mr. Fernando Molina.

The General Manager reported that for the past several years the District has had a Professional Services Agreement with Mr. Fernando Molina for the provision of tennis instruction at Rossmoor Park. At your June 9, 2015 Board meeting, the Board approved a new one-year agreement with two one-year Extended Terms with Mr. Molina. Mr. Molina has been in full compliance with the terms of his initial one-year agreement and he is requesting a renewal of his agreement for the first of two one-year Extended Terms. However, Mr. Molina did not timely request a renewal pursuant to the terms of the initial one-year agreement, which requires 60 days written request by Mr. Molina prior to the expiration of the Agreement. Such a timely request would have allowed the Board to simply extend this Agreement by one year. Accordingly, General Counsel has prepared a new Professional Services Agreement which is attached for your consideration. This new Professional Services Agreement contains the identical provisions as in the previous Agreement, and should be executed by all parties prior to Mr. Molina assuming duties under the Agreement.

Discussion ensued relative to the reason behind what appeared to be a reduction in the number of hours Mr. Molina was providing instruction. Mr. Molina stated that he had been dealing with some health issues which had affected his availability, however, he had recovered and was working on building his clientele. Motion by Director DeMarco seconded by Director Nitikman Motion passed 4-0.

**3. DISCUSSION AND POSSIBLE ACTION RE: APPROVE EXTENDED HOURS REQUEST FOR USE OF RUSH PARK FOR ANNUAL SCHOOL GHOUL 5K RUN: GUS QUINONEZ**

Direct the General Manager on how to proceed with event request for use of Rush Park prior to 8:00am for the Annual School Ghoul 5k Run/Walk event scheduled for **two consecutive days: Event Set Up Date, Saturday, 10/28 at 3 p.m. (applicant will provide overnight security) and the School Ghoul Run Event Date, Sunday, 10/29 from 7:00 a.m. to 12:00 p.m.** If approved, this event would also be taking place at the same time Calvary Church has use of the Rush Park Auditorium. Due to this conflict, District staff is requiring the applicant to inform participants that overflow parking is available at the Shops at Rossmoor pending approval from the Shops.

The General Manager reported that there is some urgency to their event request to utilize Rush Park as the start and finish line as the County is requiring District acknowledgement of the event prior to issuing required County permits to the permittee. The request is only for the use of Rush Park since the District has no jurisdiction over the public right-of-way.

Discussion ensued relative to the proposal and potential parking conflicts with the church tenants. Staff responded that the School Ghoul organizers had always been respectful of the other tenants and typically utilized street parking and left the parking lot for the churchgoers. It was the consensus of the Board that the event was desirable and beneficial to the Rossmoor Community. Motion by Director Nitikman seconded by Director DeMarco to approve the extended hours request for the use of Rush Park for the 2017 School Ghoul Run Event on October 28<sup>th</sup> and October 29th. Motion passed 4-0.

**4. CHURCH OF CHRIST EXTENDED HOURS FACILITY REQUEST FOR USE OF RUSH PARK AUDITORIUM AND KITCHEN ON THANKSGIVING DAY HOLIDAY**

Staff recommendation to approve the extended hours facility request by the Church of Christ for use of Rush Park Auditorium and Kitchen on the Thanksgiving Day holiday. The Church of Christ has submitted a request for use of the Rush Park Auditorium and Rush Park Kitchen for a church meeting on Thanksgiving Day, Thursday, November 23, 2017 from 9 am to 10 pm. There will be approximately 100 people in attendance. A mandatory staff attendant will be present to oversee the event.

Discussion ensued relative to the request and costs for the mandatory staff attendant. Staff responded that a staff attendant was mandatory for the Rush Park Auditorium and the cost was negligible. Motion by Director Nitikman seconded by Director DeMarco to approve the extended hours facility request by the Church of Christ for use of the Rush Park Auditorium and Kitchen on Thanksgiving Day. Motion passed 4-0.

**5. DISCUSSION AND POSSIBLE ACTION RE: RUSH PARK BOND REINVESTMENT.**

The District's bond covenant on the Rush Park Bond requires that Fund 20 Reserve Account maintain a balance of \$362,000. Per bond covenant, one half of that amount

may be invested in a two-year U.S. Agency note, currently valued at \$188,127, (which has matured and was yielding 0.46%) and the other half be invested in a three- year U.S. Agency note, valued at \$175,000 (currently yielding 0.80% ytm and maturing in June 2018). Mr. Steve Almond, the District's Financial Consultant recommended the District purchase another two-year U.S. Agency note in the amount of \$187,000. The interest rates have increased since 2015 when the last note was purchased from 0.46% to approximately 1.40%.

Discussion ensued. The Board inquired as to why an Investment Committee had not been scheduled prior to bringing the item to the full Board for its consideration. Staff responded that there was not much investment time left and this would be the final investment before paying off the bond. Further discussion ensued relative to purchasing 1 yr or 2 yr bonds rather than a three-year bond. Accountant Kathy Bell responded that each time a bond is purchased there is a commission involved which should be considered.

It was the consensus of the Board to send the item to the Investment Committee and bring their recommendation back to the Board for its consideration at the next regular board meeting. The General Manager agreed.

#### **I. GENERAL MANAGER ITEMS:**

The General Manager reported that the District has received a notice from Edison stating that our applications for LED Upgrades for parks, facilities and street lights has been reviewed and accepted for processing. Doc Rivers, CEO Express Energy Services is waiting for a letter from the SCE processing team assigning a project number and authorization to proceed.

Staff has scheduled a Parks & Facilities Committee for August 15<sup>th</sup> at 10:00 a.m. to review our proposed changes to our fees and services schedule which will be submitted to the Board at your September 12<sup>th</sup> meeting. We are still in the process of studying the feasibility of developing a wedding package to promote the use of the Rush Park Auditorium.

Year-End Report—Thanks to the Board for their leadership and great support—special congratulations to our staff who have been so instrumental in achieving the high level of services to our community.

The Foster Rd/Hedwig Rd Bike Route parking restrictions issue was presented by County staff at a recent OCPW traffic committee on July 20<sup>th</sup>. The Committee voted 2-2 regarding staff's recommendation to remove the parking restrictions. The report and recommendation will now be submitted to the County Board of Supervisors for a final decision on the removal of the restrictions.

Regarding the Shops at Rossmoor Proposed Fit Club Issue, the contractor has appealed the planning commission decision rejecting the CUP. A hearing before the Seal Beach City Council is scheduled for September 11<sup>th</sup> at 7 p.m.

The Annual Audit by RAMS will be conducted on August 15<sup>th</sup>—Results will be presented to the Audit Committee toward the end of September and to our Board at the October 10<sup>th</sup> meeting.

#### **J. BOARD MEMBER ITEMS:**

Director Nitikman reported that the RHA had recently installed a bench at Kempton Park and encouraged the public to see the new addition. He requested that an educational legend be created and garden markers installed to identify the Kempton Park native plants. Director Nitikman asked staff to explore the installation of a pergola plaque, similar to the one at the Bolsa Chica Wetlands. He also requested that tree identification badges and an identification guide be created to identify the various tree species in Rossmoor Parks as well as a plate legend identifying memorial tree recipients. The General Manager agreed to discuss the subject with District Tree Consultant Mary Kingman for discussion at a future Tree Committee Meeting.

Director DeMarco praised General Manager Ruth on his annual report, stating that the report was very impressive and thorough, leaving no doubt as to what the District has accomplished over the past year. He requested that the General Manager and staff research the feasibility of installing a solar powered LED switch for crosswalks in Rossmoor as well as solar LED Stop Signs. He added that they appeared to be relatively low maintenance. He thanked Kevin Pearce for his energy and leadership on the Coalition Against LA Fitness movement and encouraged those interested to opine at the next Seal Beach City Council meeting on Monday, September 11<sup>th</sup>. He also commended RCSD Staff for their file management accomplishments and encouraged everyone to attend the final concert/movie of the summer on Friday, August 18<sup>th</sup>.

Director Casey requested that District Staff research the possibility of upgrading the irrigation system to be more efficient. He also praised staff for their records management efforts and inquired as to how many public records were digitized. The Administrative Assistant responded that most records were digitized and the rest were destroyed according to the District's Policy and Retention Schedule.

President Maynard had comments relative to the Bradbury Road restriping. While he was happy that the restriping had been done and a bike lane was added, he opined that the old lines had not been completely removed and were still visible under certain lighting, which he considered to be a safety hazard. He requested that the General Manager inquire as to when the County would be doing the next slurry sealing and if Bradbury Road to the schedule as a priority. He concluded that school would be back in session soon and urged everyone to be careful with the additional Back-to-School traffic.

**K. CLOSED SESSION—None**

**L. ADJOURNMENT:**

Motion by Director Casey, seconded by Director DeMarco to adjourn the regular meeting at 8:33 p.m. Motion passed 4-0.

**SUBMITTED BY:**

**James D. Ruth**  
**General Manager**