

# ROSSMOOR

COMMUNITY SERVICES DISTRICT



## Regular Meeting of the Board Agenda Package

**January 12, 2016**

PUBLIC COPY

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AGENDA  
BOARD OF DIRECTORS  
ROSSMOOR COMMUNITY SERVICES DISTRICT

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, January 12, 2016**

**7:00 p.m.**

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*This agenda contains a brief description of each item to be considered. Except as provided by law; no action shall be taken on any item not appearing in the agenda. To speak on an item, complete a Speaker Request Form(s) identifying the item(s) and topic and deposit it in the speaker request box. To speak on a matter not appearing in the agenda, but under the jurisdiction of the Board of Directors, you may do so during Public Comments at the beginning of the meeting. Speaker request forms must be deposited prior to the beginning of Public Comments. When addressing the Board, it is requested that you state your name for the record. Address the Board as a whole through the President. Comments to individual Directors or staff are not permitted. Speakers are limited to three (3) minutes per item with nine (9) minutes cumulative for the entire meeting. Supporting documentation is available for review in the Rush Park main office, 3001 Blume Drive, Rossmoor, 90720—9:00 am - 5:00 pm, Monday-Friday. The Agenda is available online at: <http://www.rossmoor-csd.org>. Meetings are broadcast live on LATV-3 and may also be viewed on Vimeo.com or on our website at <http://www.rossmoor-csd.org>.*

**A. ORGANIZATION**

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Burgess, Casey, DeMarco, Maynard  
President Kahlert
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS
  - a. Proclamation re: Park Superintendent Omero Perez for 22 Years of Exemplary Service to the District.
  - b. Proclamation re: Recreation Superintendent Chris Argueta for Outstanding Achievement with Winter Festival.
  - c. Mr. John Cox, ValleyCrest Landscape Co. re: Drought Measures Update.
  - d. President Kahlert (2015) State of the District Address
5. ELECTION OF OFFICERS

**B. ADDITIONS TO AGENDA – None**

*In accordance with Section 54954 of the Government Code (Brown Act), action may be taken on items not on the agenda, which was distributed, if:*

*A majority of the Board determines by formal vote that an emergency exists per Section 54956.5 (for example, work stoppage or crippling disaster which severely impairs public health and/or safety); or*

*Two-thirds (2/3) of the Board formally votes or, if less than 2/3 of members are present, all of the Board members present vote, that there is a need to take immediate action, which arose after the agenda was posted.*

**C. PUBLIC FORUM**

*Any person may address the Board of Directors at this time upon any subject within the jurisdiction of the Rossmoor Community Services District; however, any matter that requires action may be referred to Staff at the discretion of the Board for a report and action at a subsequent Board meeting.*

**D. REPORTS TO THE BOARD-None**

**E. CONSENT CALENDAR**

1. MINUTES.

a. Regular Board Meeting of December, 8, 2015.

2. NOVEMBER 2015 REVENUE AND EXPENDITURE REPORT.

*Consent items are expected to be routine and non-controversial, to be acted upon by the Board of Directors at one time. If any Board member requests that an item be removed from the Consent Calendar, it shall be removed by the President so that it may be acted upon separately.*

**F. PUBLIC HEARING-None.**

**G. RESOLUTIONS**

1. RESOLUTION NO. 16-01-12-01 LIST OF OFFICIALS AUTHORIZED TO TRANSACT BUSINESS WITH THE DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTION.

2. RESOLUTION NO. 16-01-12-02 REJECTION OF GOVERNMENT CLAIM—MERCURY INSURANCE GROUP.

3. RESOLUTION NO. 16-01-12-03 REJECTION OF GOVERNMENT CLAIM—BRENT WOOD.

**ORDINANCES**-None

**H. REGULAR CALENDAR**

1. REPORT OF THE TREES/PARKWAYS COMMITTEE RE: RESIDENT REQUEST TO TRIM PARKWAY TREE BY PRIVATE ARBORIST.

2. REPORT OF THE TREES/PARKWAYS COMMITTEE RE: RESIDENT REQUEST FOR REMOVAL OF PARKWAY TREE.

**I. GENERAL MANAGER ITEMS**

*This part of the Agenda is reserved for the General Manager to provide information to the Board on issues that are not on the Agenda, and/or to inform the Board that specific items may be placed on a future Agenda. No Board action may be taken on these items that are not on the Agenda.*

**J. BOARD MEMBER ITEMS**

*This part of the Agenda is reserved for individual Board members briefly to make general comments, announcements, reports of his or own activities, and requests of staff, including that specific items be placed on a future Agenda. The Board may not discuss or take action on items not on the Agenda.*

**K. CLOSED SESSION-None**

**ADJOURNMENT**

*It is the intention of the Rossmoor Community Services District to comply with the Americans With Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the District will attempt to accommodate you in every reasonable manner.*

*Please contact the District Office at (562) 430-3707 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.*


*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 [3001 Blume Drive, Rossmoor, CA 90720](#). In addition, any such writing may also be posted on the District's web site at [www.rossmoor-csd.org](http://www.rossmoor-csd.org).*

**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for the January 12, 2016, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:

  
\_\_\_\_\_  
JAMES D. RUTH  
General Manager

Date  \_\_\_\_\_

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4**

**Date:** January 12, 2016  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** PRESENTATIONS FOR MEETING OF JANUARY 12, 2016

**RECOMMENDATION:**

Receive presentations.

**BACKGROUND:**

The report reflects the order of presentations for your Regular January Meeting of the Board.

- a. Proclamation re: Park Superintendent Omero Perez for 22 Years of Exemplary Service to the District.
- b. Proclamation re: Recreation Superintendent Chris Argueta for Outstanding Achievement with Winter Festival.
- c. Mr. John Cox, ValleyCrest Landscape Co. re: Drought Measures Update.
- d. Board President William Kahlert re: 2015 State of the District Address.

**ATTACHMENTS:**

1. Proclamation re: Park Superintendent Omero Perez.
2. Proclamation re: Recreation Superintendent Chris Argueta.
3. 2015 State of the District.

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4a**

**Date:** January 12, 2016  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** PROCLAMATION RE: PARK SUPERINDENDENT OMERO PEREZ

**RECOMMENDATION:**

Present Proclamation.

**BACKGROUND:**

Park Superintendent Omero Perez is the longest serving employee of the District. In his capacity as Park Superintendent, has been responsible for the care and maintenance of the District's parks and facilities. He has worked tirelessly for 22 years to preserve and maintain all of the District's property. He is to be commended for 22 years of exemplary service to the District.

**ATTACHMENTS:**

1. Proclamation re: Park Superintendent Omero Perez.





## PROCLAMATION of APPRECIATION

PARK SUPERINTENDENT

**OMERO PEREZ**

**WHEREAS**, Omero Perez began his employment with the Rossmoor Community Services District in 1994. In his current capacity as Park Superintendent, Mr. Perez has been responsible for the care and maintenance of the District's parks and facilities, and

**WHEREAS**, Mr. Perez has dedicated 22 years of faithful service to the Rossmoor Community and is the District's longest serving employee. He has worked tirelessly to preserve and maintain all of the District's property and has been invaluable as an operational coordinator for community special events and board meetings, and

**WHEREAS**, Omero Perez has been an integral part of the Capital Improvement Projects Committee and a key contributor to the planning and implementation of projects such as the Montecito Center upgrade, Rossmoor Community Center renovation, Rush Park Canopy Project and more recently, the turf replacement and park irrigation upgrades, and

**WHEREAS**, Mr. Perez has consistently proven his ability to forge positive relationships with his supervisors, coworkers, residents and community leaders and he is respected and beloved by everyone he encounters. His willing and cooperative spirit, consideration for others and positive nature is truly exemplary, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Rossmoor Community Services District desires by this Proclamation to acknowledge and commend Park Superintendent Omero Perez for his thoughtful leadership, unwavering dedication and outstanding service to the Rossmoor Community Services District and the entire community of Rossmoor.

**ADOPTED**, This 12<sup>th</sup> day of January, 2016.

**ATTEST:**



\_\_\_\_\_  
Bill Kahlert, President of the Board  
Rossmoor Community Services District

\_\_\_\_\_  
James D. Ruth, General Manager  
Rossmoor Community Services District

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4b**

**Date:** January 12, 2016  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** PROCLAMATION RE: RECREATION SUPERINDENDENT CHRIS ARQUETA

**RECOMMENDATION:**

Present Proclamation.

**BACKGROUND:**

Recreation Superintendent Chris Argueta, who was recently appointed to that post, was given the responsibility for developing the District's first Winter Festival. The task had a very short timeline and needed his full attention to bring together all of the elements which resulted in an outstanding event. The festival was well attended and many participants remarked on what a wonderful time they and their families experienced. Superintendent Argueta is to be commended for a job well done.

**ATTACHMENTS:**

1. Proclamation re: Recreation Superintendent Chris Argueta.



## PROCLAMATION of APPRECIATION

RECREATION SUPERINTENDENT

**CHRIS ARGUETA**

**WHEREAS**, Chris Argueta began his employment with the Rossmoor Community Services District in 2010. He was hired as a part time Recreation Coordinator and Maintenance Assistant and successfully performed a variety of recreation and maintenance tasks within this dual capacity, and

**WHEREAS**, During his over five years of service, Chris Argueta has been an integral part of the Parks and Facilities Committee and a key contributor to the planning and implementation of capital improvement projects such as the Rush Park Tot Lot and Picnic Canopy projects, the Rossmoor Park community center and playground renovations, and a variety of notable community projects, and

**WHEREAS**, In his current capacity as a full time Recreation Superintendent, Mr. Argueta has been an essential component in the success of the District's youth programs, sporting events, community events and special events, and

**WHEREAS**, In the latter part of 2015 Chris Argueta was assigned the significant responsibility of developing the District's first annual Winter Festival. The task was complex with an extremely short timeline, challenging deadlines and required full focus to successfully conduct the variety of elements involved, and

**WHEREAS**, Despite these many challenges and against all odds, Chris Argueta succeeded in organizing a truly outstanding event. The Winter Festival was well attended, well run, highly praised and enjoyed by all who attended.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Rossmoor Community Services District desires by this Proclamation to acknowledge and commend Recreation Superintendent Chris Argueta for demonstrating excellent leadership skills and outstanding service to the Rossmoor Community Services District and the Rossmoor community.

**ADOPTED**, This 12<sup>th</sup> day of January, 2016.

**ATTEST:**



Bill Kahlert, President of the Board  
Rossmoor Community Services District

James D. Ruth, General Manager

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4c**

**Date:** January 12, 2016  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** MR. JOHN COX, VALLEYCREST LANDSCAPE CO. RE:  
DROUGHT MEASURES UPDATE

**RECOMMENDATION:**

Receive Presentation.

**BACKGROUND:**

Mr. Cox will update the Board and the community on drought measures taken by ValleyCrest Landscape Co. on behalf of the District.

**ATTACHMENTS**-None

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4d**

**Date:** January 12, 2016  
**To:** Honorable Board of Directors  
**From:** Board President William Kahlert  
**Via:** General Manager  
**SUBJECT:** 2015 STATE OF THE DISTRICT ADDRESS

**RECOMMENDATION:**

Receive presentation.

**BACKGROUND:**

It is customary for the President of the Board to deliver a State of the District Address as the final act prior to election of Board Officers for the coming year.

**ATTACHMENTS:**

1. 2015 State of the District Address.

# STATE OF THE DISTRICT 2015

*Presented By:*

**William Kahlert, Board President  
Rossmoor Community Services District**

I am very proud to report that the Rossmoor Community Services District had a very productive and successful year. The District achieved and maintained a very solid fiscal position and implemented numerous efficiencies while accomplishing several facility improvements during calendar year 2015.

Our Board of Directors has been highly instrumental in the initiation and implementation of the following actions in an effort to maintain and enhance the quality of life that our residents enjoy.

In order to accomplish the District's goals and objectives, a sound policy environment is essential. In cooperation with our General Counsel, the Board converted eight Park and Facilities Use policies to ordinances which resulted in more effective management capability of the District's property.

The Board also adopted revised District's goals and objectives in keeping with our changing environment. At the direction of the Board, staff developed a formal bidding and contracting procedure to ensure consistency with the District's bidding process. The Board also adopted an alcohol use policy for the District's parks and facilities.

Most of the District's accomplishments were also made possible by a sound financial plan. First, the District once again received an unmodified audit report from our independent auditors, the highest rating possible. Also, after conducting a survey of other comparable agencies, the District updated its fee schedule in order to more adequately recover a larger portion of our operation and maintenance costs.

Further, at the direction of the Board, the District paid down the remaining bond debt on the Rossmoor Signature Wall one year early; saving our property owners \$9,100 in property assessments. This was consistent with the early pay down of \$495,000 for the Rush Park Bond in 2015.

Upon completion of the conversion of Use of District Property policies to ordinances, the District successfully negotiated For Profit Use for our parks and facilities with the Happy Hour Fit Club, the Long Beach Boot Camp and with Lindsey Marks which has thus far has generated an \$8,000 increase in revenue this year. The Board also approved a Long Term User agreement with the Children's Garden Preschool which provides an additional \$24,000 in annual revenue. Other current agreements include the R.A.S.C.A.L.S. After School Program at Rossmoor Park and Lil' Cottonwood Preschool at Montecito Center.

The District's Recreation Program also had an eventful year. A major accomplishment this year was the planning and implementation of the first annual Rossmoor Winter Festival. The event was a huge success, drawing approximately 1,500 attendees, with excellent community volunteer participation. Summer public events offering Movies and Concerts in the Park, as well as, Shakespeare in the Park also had record breaking attendance during this year and will continue to be offered this summer.

The District's fields were also busy being used by sports leagues such as LAGSL and YSO providing a recreational outlet for youngsters, as well as, the tennis, basketball and volleyball courts being heavily used by the young and adults alike.

The District's Capital Improvement Program also saw major activity. A noteworthy project was the construction and installation of a new 24' by 36' permanent picnic canopy structure at Rush Park. The canopy was officially dedicated in November when it became available to Rossmoor residents for reserved use for a fee. Another major project was the repair of a large damaged panel of the Rossmoor Signature Wall. The project

was paid for from reserves dedicated to the repair and maintenance of the Wall, thus there was no impact to the District's operating budget.

In response to the drought, the District installed approximately 1,000 water efficient irrigation nozzles and valves at all parks in addition to two new automated smart controllers. This, in addition to our cutback in water usage resulted in a reduction of water consumption by 60% and an estimated annual cost savings of approximately \$45,000. Another drought measure was the replacement of large areas of turf at Rush, Rossmoor, Kempton and Foster parks with drought tolerant plants. The plan was implemented at a cost of \$17,000 which was fully reimbursable from state grant funds.

A renewed long-term agreement was approved by the Board with ValleyCrest Landscape Co. This firm partners with the District in the care and maintenance of our turf and landscape.

The District also implemented several information technology upgrades. The outdated phone system was modernized and converted to a digital VOIP system with voice mail and automated features while still retaining a backup analog phone line. The District's obsolete RCSR facilities reservation software was also replaced with a 'cloud' based system known as Rec Desk. The new system has built in administrative, scheduling and invoicing features allowing for streamlining of our website and online reservations.

A significant customer service upgrade was the development of a credit card payment system. This now provides for payments to the District by cash, check or credit cards.

A major asset of the community is the District's urban forest. The District aggressively monitored the health of park and parkway trees which were negatively impacted by mandated drought measures. Several initiatives were developed to inform residents that it is legal and appropriate to continue to water trees. Also, the District increased its mobile watering of young trees to insure their survivability.

Timely dead tree removal and replanting of new trees was a tree program priority this year. The District also renewed its agreement with West Coast arborist who partners with the District and County in the care and trimming of park and parkway trees.

The District also received a designation of Tree City USA for the fifth consecutive year in recognition of its management of the urban forest.

Other initiatives of the District included acting as a conduit and spokesperson for the community with issues associated with other agencies such as Southern California Gas Co., OCTA, Caltrans, the cities of Los Alamitos, Seal Beach, Long Beach and the County of Orange on matters of great importance to the residents of Rossmoor.

Maintaining a strong and ongoing relationship with the Orange County Sheriff's Department and the Orange County Fire Authority also serves as a means of providing a safe environment for the residents of Rossmoor. Rossmoor continues to be a safe community with excellent response times for service by our Orange County Sheriff's Department. During this past year most calls for service were due to crimes of opportunity where residents left doors and windows unlocked and keys and valuables in their automobiles. Residents are encouraged to be vigilant and take appropriate precautions to prevent such activity.

This is but a snapshot of the State of the District. The Board and staff of the District are proud of the accomplishments for 2015 and hope you are, as well. We look forward to an even more productive year in 2016. Thank you for the opportunity to serve the great community of Rossmoor.

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-5**

**Date:** January 12, 2016  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** ELECTION OF OFFICERS: PRESIDENT, FIRST VICE PRESIDENT  
AND SECOND VICE PRESIDENT.

**RECOMMENDATION:**

That the Board of Directors take the following actions in the order indicated:

1. Election of President - conducted by the Administrative Assistant; and
2. Election of First Vice President - conducted by the newly elected President; and
3. Election of Second Vice President - conducted by the newly elected President.

**BACKGROUND:**

District Policy No. 4040, Board Officers and Terms of Office provides that the term for Board Officers shall be one year, and that the elections for these officers shall take place at the first Board meeting in January for the succeeding year. Officers shall serve until their successors are elected.

The current officers are as follows:

William Kahlert, President

Tony DeMarco, 1st Vice President

Ron Casey, 2<sup>nd</sup> Vice President

**ATTACHMENTS:**

1. Policy No. 4040 Board Officers and Terms of Office.



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-1a.**

**Date:** January 12, 2016  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** MINUTES: REGULAR MEETING OF DECEMBER 8, 2015

**RECOMMENDATION:**

Approve the Minutes of the Regular Meeting of December 8, 2015 as prepared by the Board's Secretary/General Manager.

**BACKGROUND:**

The report reflects the actions of the Board at their Regular December 8, 2015 Meeting of the Board as recorded by the Board's Secretary/General Manager.

**ATTACHMENTS:**

1. Minutes-Regular Meeting of December 8, 2015 Prepared by the Board's Secretary/General Manager.



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

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, December 8, 2015**

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**A. ORGANIZATION**

**1. CALL TO ORDER: 7:00 P.M.**

**2. ROLL CALL:** Directors Burgess, Casey, DeMarco, Maynard  
President Kahlert

**3. PLEDGE OF ALLEGIANCE**

**4. PRESENTATIONS:**

a. Mr. John Cox, ValleyCrest Landscape Co. re: Drought Measures Update.

Mr. John Cox was unable to attend. The presentation was continued to a future board meeting.

b. Mr. Mark Nitikman, President Rossmoor Homeowners Association re: Update on Landscape Demonstration Project at Kempton Mini-Park.

Mark Nitikman informed the Board that he was still gathering project bids, diagrams and materials for the Kempton Mini-Park Landscape Demonstration Project. Once all the information had been obtained he would submit the complete designs to the RHA Board for discussion and input. In January the full design proposals would be submitted to both the RCSD and RHA Boards for approval.

President Kahlert stated that he was looking forward to seeing the design concepts for Kempton Park at the January Board Meeting. The report was received and filed.

**B. ADDITIONS TO AGENDA—None**

**C. PUBLIC FORUM:**

Resident Joyce Bloom opined relative to her agenda request to hire a private arborist to aesthetically trim the parkway tree in front of her residence. She criticized WCA for what she perceived to be inadequate tree trimming practices. She stated that she should have the right to select her own arborist if she was paying for them to trim the tree.

Discussion ensued relative to current policies and ordinances governing the trimming of parkway trees. Further discussion was deferred until agenda item H-1 which specifically dealt with Ms. Bloom's request.

**D. REPORTS TO THE BOARD—None**

**E. CONSENT CALENDAR**

Director Burgess requested that Item E-2, Revenue and Expenditure Report be pulled from the Consent Calendar at this time.

**1a. MINUTES REGULAR BOARD MEETING—November 10, 2015**

Motion by Director DeMarco, seconded by Director Casey to approve the Item E-1a. Minutes of the Regular Board Meeting of November 10, 2015 on the Consent Calendar as submitted. Motion passed 5-0.

**2. REVENUE AND EXPENDITURE REPORT—September 2015**

Director Burgess requested that Item E-2, Revenue and Expenditure Report be pulled from the Consent Calendar at this time.

Director Burgess had questions relative to whether the audit adjustments reflected October numbers or November numbers. Kathy Bell stated that the \$32,000 he was referring to was shown coming out of the October Audit Adjustments.

Motion by Director Casey, seconded by Director Burgess to approve the Item E-2 Revenue and Expenditure Report on the Consent Calendar as submitted. Motion passed 5-0.

**F. PUBLIC HEARING—None**

**G. RESOLUTIONS:**

**1. RESOLUTION NO. 15-12-08-01**

Recommendation to approve Resolution No. 15-12-08-01 by reading the title only and waiving further reading as follows:

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT FOR THE EARLY RETIREMENT OF ROSSMOOR WALL CERTIFICATES OF PARTICIPATION IN 2016**

And approve:

**AMENDMENT NO. 1 TO INSTALLMENT SALE AGREEMENT DATED AS OF MAY 1, 1998 BY AND BETWEEN THE ROSSMOOR COMMUNITY SERVICES PUBLIC**

**IMPROVEMENTS FINANCING CORPORATION, AS SELLER, AND THE ROSSMOOR COMMUNITY SERVICES DISTRICT, AS PURCHASER**

The General Manager reported: First, the attached Installment Sales Agreement between the Board and Corporation has been amended by General Counsel to delete the 60 day notice requirement. Second, the Board must approve Resolution No. 15-12-08-01 memorializing their actions at the November Board meeting approving the transfer of funds to Fund 30 and the early retirement of the Rossmoor Wall Certificates of Participation in 2016.

Upon the Board's approval of the resolution and the amended Sales Agreement, the Corporation must also meet and approve the amendment. This will take place during the meeting of the Board. The Trustee has given the District oral approval of the amendment and will formally approve it once it receives all of the documentation and final payment from the District. This is scheduled to occur the day following the Board and Corporation meetings.

Subject to approval of the above actions, the debt will be retired on February 2, 2016 and no further assessments will be included in further property tax notices from the County of Orange.

Motion by Director Maynard, seconded by Director DeMarco to approve Resolution No. 15-12-08-01 by reading the title only and waiving further reading. Motion passed 5-0.

Motion by Director Maynard, seconded by Director DeMarco to approve Amendment No. 1 to Installment Sale Agreement dated as of May 1, 1998 by and between the Rossmoor Community Services District Public Improvements Financing Corporation, as Seller, and the Rossmoor Community Services District, as Purchaser. Motion passed 5-0.

**ORDINANCES**—None

**H. REGULAR CALENDAR:**

**1. RESIDENT REQUEST FOR STREET TREE TRIMMING BY PRIVATE ARBORIST.**

Recommendation to deny resident's request for trimming of a street tree by a private certified arborist.

The General Manager reported Ms. Joyce Bloom has submitted a request for trimming of a street tree by a private arborist. The request meets the District's requirements for placement of an Agenda Item. Policy No. 3080 Parkway and Rossmoor Median Tree Maintenance, Section 3080.11 prohibits the pruning of a street tree by a person or their agents. Section 3080.30 Tree Trimming and Protection specifies that trees shall be trimmed by the District to maintain safety and clearance standards established by the County. Granting a resident the authority to trim a tree, regardless of the use of a certified arborist, would not guarantee that the tree would be trimmed in accordance with specified District and County standards.

Discussion ensued relative to District tree trimming practices and policies. Director Maynard opined relative to the merits of Ms. Bloom's request and felt that the existing tree policy had sufficient controls in place to consider allowing residents to choose their own arborist. Tree Committee Members, Directors Casey and DeMarco opined relative to the tree policies and ordinances recently adopted by the Board to strengthen the District's jurisdiction over parkway

trees. The General Manager stated that the District already had a process in place that allowed residents to pay for interim tree trimmings, outside of the four year grid trimming schedule. The trimming was done by the District's professional contractor West Coast Arborist. Allowing residents to choose their own arborist to trim a District tree went against the current District tree policy and ordinance. President Kahlert asked General Counsel if the Board could legally allow a resident to hire their own arborist. General Counsel opined that to do so went against the entire opinion of the ordinance which gives complete control of parkway tree trimming to the RCSD. The District ordinance does not allow the Board to grant residents the ability to hire their own arborist. He stated that if the Board wanted to consider Ms. Bloom's request they would have to modify their existing policy and ordinance which would require a first and second reading, public hearing and publication of the ordinance.

Further discussion ensued. President Kahlert stated that given the District's current ordinance and policies there was no legal way for the Board to approve Ms. Bloom's request. He directed staff to refer Item H-1 to the Tree Committee, to include General Counsel, for further discussion and a recommendation to be brought back to the full Board at a subsequent Board Meeting.

## **2. REQUEST FROM COUNTY REGISTRAR OF VOTERS FOR USE OF DISTRICT FACILITIES FOR POLLING PLACES FOR 2016 PRIMARY AND GENERAL ELECTIONS.**

Recommendation to approve the request of the County Registrar of Voters for the use of the Rush Park Auditorium and the Rossmoor Community Center for polling places on June 7, 2016 and November 8, 2016 for the Primary and General Elections.

The General Manager reported The District has traditionally honored the request from the County Registrar of Voters for use of District facilities as polling places. The November 8, 2016 date falls on the same date as the Regular November meeting of the District's Board of Directors. Thus, the election date and Board meeting date would be in conflict with one another. It is therefore recommended that the Board approve the request for the use of District facilities and reschedule the November, 2016 Board meeting date.

Motion by Director Maynard, seconded by Director DeMarco to authorize General Manager to approve the request of the County Registrar of Voters for the use of the Rush Park Auditorium and the Rossmoor Community Center for polling places on June 7, 2016 and November 8, 2016 for the Primary and General Elections. Motion passed 5-0.

## **3. APPROVAL OF RHA LANDSCAPE DEMONSTRATION PROJECT AT KEMPTON MINI-PARK.**

Recommendation to pull Item H-3 Landscape Demonstration Project at Kempton Mini-Park from the agenda, until the RHA can obtain bids and complete project information, bring the item back to the future Parks & Facilities Committee for review and place the item on the agenda of a subsequent board meeting for discussion and possible approval.

**ITEM H-3 WAS PULLED FROM THE AGENDA AT THIS TIME.**

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

The General Manager reminded everyone about Rossmoor Winter Festival this Friday, December 11, 2015 at 6 p.m. He stated that the Board President and District staff had all worked very hard to plan a great event and everyone was excited about it. He reported relative to the drought regulations stating that the District was in full compliance. The irrigation timers and controllers had been updated and watering has been increased from 10 to 15 minutes. He continued that the District has had a good year filled with many accomplishments by staff. Regarding the Montecito Road lighting concerns, the District had been given some misinformation by the County which resulted in delays in progress. A photometric study was scheduled. Options to consider (tape).

Director Maynard inquired as to whether Supervisor Steel's office would help with the funding. The General Manager stated that Rossmoor is the customer, so that has yet to be determined. There was a process and procedures that would have to be followed.

## **J. BOARD MEMBER ITEMS**

Director Maynard stated that he was looking forward to the Rossmoor Winter Festival and the many choir performances scheduled for the evening. He added that it was nice to finally have a winter event in Rossmoor. He concluded that his Christmas wish was to have everyone slow down, connect with loved ones and be thankful.

Director DeMarco remarked that at the last meeting the Board had expressed a desire to discuss trees at each board meeting and they had done so this evening. He stated that Mary Kingman did an outstanding job of managing the District's urban forest. Trees are on a sapling watering program for a year; however, not all of the saplings survive resulting in a number of replants. He added that the District had lost approximately 18 trees in the recent wind storm; most of those were located in our parks. He praised the tree brochures and the improvements on the District website related to the urban forest. He added that Joyce Bloom may have left the meeting disappointed at the process, but felt her request was worth considering. He supported further discussion of the topic at the next tree committee meeting. He encouraged all to attend the Rossmoor Winter Festival on Friday and thanked President Kahlert and staff for their hard work on, what he was certain, would be a great event.

Director Casey announced that he was excited at the Kempton Mini-Park Project idea and was pleased that it was proceeding as it would be a great addition to the community. He thanked Mary Kingman and Orange County Public Works for their quick response to all of the tree damage during the windstorm and keeping the roads and sidewalks free of branches and debris. He stated that residents can rest assured that issues are reported by Mary Kingman and WCA. He wished everyone a festive and happy holiday season. He urged the public to be careful while celebrating. Finally, he encouraged all to attend the Rossmoor Winter Festival. President Kahlert and staff had worked hard to plan a great event and he hoped to see everyone there.

Director Burgess had comments relative to Joyce Bloom's request, stating that he was torn about allowing citizens to trim their own trees and he would defer that discussion to the tree committee for further consideration. He inquired as to whether the District tracked the number of newly planted and deceased trees. The General Manager replied affirmatively. He added that Mary Kingman was creating door hangers to remind residents to water their trees. Director Burgess

concluded by asking staff to investigate some of the electrical lighting recently installed for the Winter Festival event to ensure that it was not a safety hazard. The General Manager agreed to check it out and make any necessary corrections.

President Kahlert thanked staff and the board for the new covered picnic structure that was dedicated several weeks ago. He stated that it was spectacular and a nice asset to homeowners and the community. He invited patrons to see it when they had a chance. He encouraged the public to tour the grounds near the main offices to see the newly installed drought tolerant landscaping. President Kahlert said the turf replacement project was originally intended to conserve water by planting natives and succulents, and ended up being a beautification project as well, costing Rossmoor homeowners zero dollars. President Kahlert stated he was excited about the Kempton Park Landscaping Project. According to the preliminary designs it was going to be yet another community asset serving to educate visitors with examples of how to plant and care for a variety of native plants. He looked forward to its completion in 2016. He also reminded everyone to be safe during the holiday season and to be especially mindful of preoccupied students and family traveling home for the holidays. He concluded by inviting everyone attend the Rossmoor Winter Festival this Friday at 6 p.m. He emphasized that the event was free to the public (other than the food), there would be reindeer, Santa, a trolley, a beer garden, bounce house, middle school choirs, vendors, food trucks, etc. and referred them to the flyer and website for more event highlights and activities. He added that parking would be limited.

**K. CLOSED SESSION—None**

**I. ADJOURNMENT:**

Motion by Director Casey, seconded by Director Burgess to adjourn the regular meeting at 8:00 p.m. Motion passed 5-0.

**SUBMITTED BY:**  
**James D. Ruth**  
**General Manager**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-2**

**Date:** January 12, 2016

**To:** Honorable Board of Directors

**From:** General Manager

**Subject:** REVENUE & EXPENDITURE REPORT - NOVEMBER, 2015

**RECOMMENDATION:**

Receive and file the Revenue and Expenditure Report for November, 2015.

**BACKGROUND:**

The Revenue & Expenditure Report is submitted on a monthly basis as an indication of the District's unaudited year-to-date revenues and expenses. Where appropriate, footnotes provide information which explains current anomalies.

**ATTACHMENTS:**

1. Revenue & Expenditure Report for the month of November, 2015.



REVENUE / EXPENDITURE SUMMARY REPORT  
 FUND 10 - GENERAL FUND  
 November 2015 @ 41.67%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
<b>Revenues</b>						
PROPERTY TAXES	788,142.00	788,142.00	101,430.17	77,757.97	686,711.83	12.9
STREET LIGHT ASSESSMENTS	271,000.00	271,000.00	35,357.34	27,105.36	235,642.66	13.0
USE OF MONEY AND PROPERTY	2,500.00	2,500.00	443.19	0.00	2,056.81	17.7
OTHER GOVERNMENT AGENCIES	60,800.00	60,800.00	0.00	0.00	60,800.00	0.0
FEEES AND SERVICES	155,000.00	155,000.00	56,994.00	13,257.00	98,006.00	36.8
OTHER REVENUE	23,500.00	23,500.00	2,793.66	0.00	20,706.34	11.9
TRANSFER IN OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.0
<b>Total Revenues</b>	<b>1,300,942.00</b>	<b>1,300,942.00</b>	<b>197,018.36</b>	<b>118,120.33</b>	<b>1,103,923.64</b>	<b>15.1</b>
<b>Expenditures</b>						
ADMINISTRATION 1, 2	407,472.00	407,472.00	179,547.36	27,918.55	227,924.64	44.1
RECREATION 3, 4	127,623.00	127,623.00	65,519.12	10,501.93	62,103.88	51.3
ROSSMOOR PARK	188,703.00	188,703.00	78,737.87	19,786.07	109,965.13	41.7
MONTECITO CENTER	77,694.00	77,694.00	29,797.07	4,984.27	47,896.93	38.4
RUSH PARK	205,098.00	205,098.00	77,485.54	11,466.71	127,612.46	37.8
STREET LIGHTING	105,580.00	105,580.00	36,131.04	8,958.13	69,448.96	34.2
ROSSMOOR WALL	2,100.00	2,100.00	2,000.00	0.00	100.00	95.2
STREET SWEEPING	55,580.00	55,580.00	18,283.49	4,585.78	37,296.51	32.9
PARKWAY TREES 5	110,181.00	110,181.00	48,112.79	34,424.60	62,068.21	43.7
MINI-PARKS, MEDIANS & TRIANGLE	15,029.00	15,029.00	5,128.31	988.15	9,900.69	34.1
<b>Total Expenditures</b>	<b>1,295,060.00</b>	<b>1,295,060.00</b>	<b>540,742.59</b>	<b>123,614.19</b>	<b>754,317.41</b>	<b>41.8</b>

**Audited Fund Balance  
 at June 30, 2015**

**\$ 690,844.00**

**REVENUE REPORT**  
November 2015 @ 41.67%

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Rossmoor Community

For the Period: 7/1/2015 to 11/30/2015

Fund: 10 - GENERAL FUND

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Revenues</b>							
Dept: 00							
PROPERTY TAXES	788,142.00	788,142.00	101,430.17	77,757.97	0.00	686,711.83	12.9
ASSESSMENTS	271,000.00	271,000.00	35,357.34	27,105.36	0.00	235,642.66	13.0
USE OF MONEY AND PROPERTY	2,500.00	2,500.00	443.19	0.00	0.00	2,056.81	17.7
OTHER GOVERNMENT AGENCIES	60,800.00	60,800.00	0.00	0.00	0.00	60,800.00	0.0
FEES AND SERVICES	155,000.00	155,000.00	56,994.00	13,257.00	0.00	98,006.00	36.8
OTHER REVENUE	23,500.00	23,500.00	2,793.66	0.00	0.00	20,706.34	11.9
Dept: 00	1,300,942.00	1,300,942.00	197,018.36	118,120.33	0.00	1,103,923.64	15.1
Revenues	1,300,942.00	1,300,942.00	197,018.36	118,120.33	0.00	1,103,923.64	15.1
<b>Grand Total Net Effect:</b>	<b>1,300,942.00</b>	<b>1,300,942.00</b>	<b>197,018.36</b>	<b>118,120.33</b>	<b>0.00</b>	<b>1,103,923.64</b>	

EXPENDITURE REPORT  
November 2015 @ 41.67%

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Rossmoor Community

For the Period: 7/1/2015 to 11/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS	246,572.00	246,572.00	109,206.57	17,710.33	0.00	137,365.43	44.3
OPERATIONS AND MAINTENANCE 1	64,200.00	64,200.00	34,656.15	3,246.78	0.00	29,543.85	54.0
CONTRACT SERVICES 2	93,700.00	93,700.00	33,976.54	5,253.34	0.00	59,723.46	36.3
CAPITAL EXPENDITURES	3,000.00	3,000.00	1,708.10	1,708.10	0.00	1,291.90	56.9
ADMINISTRATION	407,472.00	407,472.00	179,547.36	27,918.55	0.00	227,924.64	44.1
Dept: 20 RECREATION							
SALARIES AND BENEFITS 3	94,523.00	94,523.00	39,728.00	5,962.24	0.00	54,795.00	42.0
OPERATIONS AND MAINTENANCE 4	28,600.00	28,600.00	24,460.74	4,326.66	0.00	4,139.26	85.5
CONTRACT SERVICES	3,500.00	3,500.00	1,330.38	213.03	0.00	2,169.62	38.0
CAPITAL EXPENDITURES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
RECREATION	127,623.00	127,623.00	65,519.12	10,501.93	0.00	62,103.88	51.3
Dept: 30 ROSSMOOR PARK							
SALARIES AND BENEFITS	68,956.00	68,956.00	28,144.94	4,377.55	0.00	40,811.06	40.8
OPERATIONS AND MAINTENANCE	82,047.00	82,047.00	25,746.97	2,356.31	0.00	56,300.03	31.4
CONTRACT SERVICES	37,450.00	37,450.00	24,845.96	13,052.21	0.00	12,604.04	66.3
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
ROSSMOOR PARK	188,703.00	188,703.00	78,737.87	19,786.07	0.00	109,965.13	41.7
Dept: 40 MONTECITO CENTER							
SALARIES AND BENEFITS	51,989.00	51,989.00	21,419.76	3,277.31	0.00	30,569.24	41.2
OPERATIONS AND MAINTENANCE	18,405.00	18,405.00	5,131.51	814.91	0.00	13,273.49	27.9
CONTRACT SERVICES	7,250.00	7,250.00	3,245.80	892.05	0.00	4,004.20	44.8
CAPITAL EXPENDITURES	50.00	50.00	0.00	0.00	0.00	50.00	0.0
MONTECITO CENTER	77,694.00	77,694.00	29,797.07	4,984.27	0.00	47,896.93	38.4
Dept: 50 RUSH PARK							
SALARIES AND BENEFITS	71,749.00	71,749.00	31,605.37	4,647.25	0.00	40,143.63	44.0
OPERATIONS AND MAINTENANCE	95,649.00	95,649.00	30,834.37	3,567.41	0.00	64,814.63	32.2
CONTRACT SERVICES	37,450.00	37,450.00	15,045.80	3,252.05	0.00	22,404.20	40.2
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
RUSH PARK	205,098.00	205,098.00	77,485.54	11,466.71	0.00	127,612.46	37.8

**EXPENDITURE REPORT**  
November 2015 @ 41.67%

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Rossmoor Community

For the Period: 7/1/2015 to 11/30/2015

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal % Bud

Fund: 10 - GENERAL FUND

Expenditures

Dept: 60 STREET LIGHTING

OPERATIONS AND MAINTENANCE 580.00 580.00 264.25 57.70 0.00 315.75 45.6

CONTRACT SERVICES 105,000.00 105,000.00 35,866.79 8,900.43 0.00 69,133.21 34.2

STREET LIGHTING 105,580.00 105,580.00 36,131.04 8,958.13 0.00 69,448.96 34.2

Dept: 65 ROSSMOOR WALL

OPERATIONS AND MAINTENANCE 2,100.00 2,100.00 2,000.00 0.00 0.00 100.00 95.2

ROSSMOOR WALL 2,100.00 2,100.00 2,000.00 0.00 0.00 100.00 95.2

Dept: 70 STREET SWEEPING

OPERATIONS AND MAINTENANCE 580.00 580.00 264.25 57.70 0.00 315.75 45.6

CONTRACT SERVICES 55,000.00 55,000.00 18,019.24 4,528.08 0.00 36,980.76 32.8

STREET SWEEPING 55,580.00 55,580.00 18,283.49 4,585.78 0.00 37,296.51 32.9

Dept: 80 PARKWAY TREES

SALARIES AND BENEFITS 20,850.00 20,850.00 9,096.93 1,857.86 0.00 11,753.07 43.6

OPERATIONS AND MAINTENANCE 1,775.00 1,775.00 580.21 125.01 0.00 1,194.79 32.7

CONTRACT SERVICES 75,556.00 75,556.00 34,094.85 27,413.33 0.00 41,461.15 45.1

CAPITAL EXPENDITURES 12,000.00 12,000.00 4,340.80 5,028.40 0.00 7,659.20 36.2

PARKWAY TREES 110,181.00 110,181.00 48,112.79 34,424.60 0.00 62,068.21 43.7

Dept: 90 MINI-PARKS AND MEDIANS

SALARIES AND BENEFITS 979.00 979.00 386.15 71.64 0.00 592.85 39.4

OPERATIONS AND MAINTENANCE 9,800.00 9,800.00 3,099.27 488.11 0.00 6,700.73 31.6

CONTRACT SERVICES 4,150.00 4,150.00 1,642.89 428.40 0.00 2,507.11 39.6

CAPITAL EXPENDITURES 100.00 100.00 0.00 0.00 0.00 100.00 0.0

MINI-PARKS AND MEDIANS 15,029.00 15,029.00 5,128.31 988.15 0.00 9,900.69 34.1

Expenditures 1,295,060.00 1,295,060.00 540,742.59 123,614.19 0.00 754,317.41 41.8

Grand Total Net Effect: -1,295,060.00 -1,295,060.00 -540,742.59 -123,614.19 0.00 -754,317.41

**REVENUE/EXPENDITURE REPORT**  
November 2015 @ 41.67%

Rossmoor Community

For the Period: 7/1/2015 to 11/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 10 - GENERAL FUND</b>							
<b>Revenues</b>							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
3000 Current Secured Property Taxes	719,100.00	719,100.00	76,478.78	76,478.78	0.00	642,621.22	10.6
3001 Current unsecured prop tax	23,000.00	23,000.00	17,457.46	0.00	0.00	5,542.54	75.9
3002 Prior secured property taxes	9,200.00	9,200.00	3,609.27	683.15	0.00	5,590.73	39.2
3003 Prior unsecured prop taxes	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00	0.0
3004 Delinquent property taxes	510.00	510.00	0.00	0.00	0.00	510.00	0.0
3010 Current supplemental assessmt	20,000.00	20,000.00	3,884.66	596.04	0.00	16,115.34	19.4
3020 Public utility tax	11,832.00	11,832.00	0.00	0.00	0.00	11,832.00	0.0
<b>PROPERTY TAXES</b>	<b>788,142.00</b>	<b>788,142.00</b>	<b>101,430.17</b>	<b>77,757.97</b>	<b>0.00</b>	<b>686,711.83</b>	<b>12.9</b>
Acct Class: 31 ASSESSMENTS							
3105 Street light assessments	271,000.00	271,000.00	35,357.34	27,105.36	0.00	235,642.66	13.0
<b>ASSESSMENTS</b>	<b>271,000.00</b>	<b>271,000.00</b>	<b>35,357.34</b>	<b>27,105.36</b>	<b>0.00</b>	<b>235,642.66</b>	<b>13.0</b>
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	2,500.00	2,500.00	443.19	0.00	0.00	2,056.81	17.7
<b>USE OF MONEY AND PROPERTY</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>443.19</b>	<b>0.00</b>	<b>0.00</b>	<b>2,056.81</b>	<b>17.7</b>
Acct Class: 33 OTHER GOVERNMENT AGENCIES							
3301 State homeowner proptax relief	5,800.00	5,800.00	0.00	0.00	0.00	5,800.00	0.0
3305 County street sweep reimburse	55,000.00	55,000.00	0.00	0.00	0.00	55,000.00	0.0
<b>OTHER GOVERNMENT AGENCIES</b>	<b>60,800.00</b>	<b>60,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60,800.00</b>	<b>0.0</b>
Acct Class: 34 FEES AND SERVICES							
3404 Court reservations	14,500.00	14,500.00	4,822.50	691.00	0.00	9,677.50	33.3
3405 Wall Rental	600.00	600.00	180.00	20.00	0.00	420.00	30.0
3406 Ball field reservations	26,000.00	26,000.00	9,430.00	576.00	0.00	16,570.00	36.3
3410 Rossmoor building rental	4,680.00	4,680.00	5,466.00	2,160.00	0.00	-786.00	116.8
3412 Montecito building rental	25,220.00	25,220.00	8,141.00	1,629.00	0.00	17,079.00	32.3
3414 Rush Park Building Rental	84,000.00	84,000.00	28,954.50	8,181.00	0.00	55,045.50	34.5
<b>FEES AND SERVICES</b>	<b>155,000.00</b>	<b>155,000.00</b>	<b>56,994.00</b>	<b>13,257.00</b>	<b>0.00</b>	<b>98,006.00</b>	<b>36.8</b>
Acct Class: 35 OTHER REVENUE							
3500 Other miscellaneous revenue	3,500.00	3,500.00	2,793.66	0.00	0.00	706.34	79.8
3502 Administrative Fee	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
<b>OTHER REVENUE</b>	<b>23,500.00</b>	<b>23,500.00</b>	<b>2,793.66</b>	<b>0.00</b>	<b>0.00</b>	<b>20,706.34</b>	<b>11.9</b>
<b>Dept: 00</b>	<b>1,300,942.00</b>	<b>1,300,942.00</b>	<b>197,018.36</b>	<b>118,120.33</b>	<b>0.00</b>	<b>1,103,923.64</b>	<b>15.1</b>
<b>Revenues</b>	<b>1,300,942.00</b>	<b>1,300,942.00</b>	<b>197,018.36</b>	<b>118,120.33</b>	<b>0.00</b>	<b>1,103,923.64</b>	<b>15.1</b>
<b>Expenditures</b>							
Dept: 10 ADMINISTRATION							
Acct Class: 40 SALARIES AND BENEFITS							
4000 Board of Directors Compensatn	9,000.00	9,000.00	4,300.00	750.00	0.00	4,700.00	47.8
4001 Salaries - Full-time	186,300.00	186,300.00	82,683.73	15,216.68	0.00	103,616.27	44.4
4003 Salaries - Overtime	3,672.00	3,672.00	2,195.21	246.67	0.00	1,476.79	59.8
4007 Vehicle Allowance	500.00	500.00	300.35	18.98	0.00	199.65	60.1
4010 Workers Compensation Insurance	2,600.00	2,600.00	1,233.33	220.29	0.00	1,366.67	47.4
4011 Medical Insurance	32,000.00	32,000.00	11,567.20	0.00	0.00	20,432.80	36.1
4015 Federal Payroll Tax -FICA	12,000.00	12,000.00	6,794.75	1,235.21	0.00	5,205.25	56.6
4018 State Payroll Taxes	500.00	500.00	132.00	22.50	0.00	368.00	26.4
<b>SALARIES AND BENEFITS</b>	<b>246,572.00</b>	<b>246,572.00</b>	<b>109,206.57</b>	<b>17,710.33</b>	<b>0.00</b>	<b>137,365.43</b>	<b>44.3</b>
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	13,200.00	13,200.00	12,391.95	0.00	0.00	808.05	93.9
5004 Memberships and Dues	6,400.00	6,400.00	2,286.00	266.84	0.00	4,114.00	35.7
5006 Travel & Meetings	1,500.00	1,500.00	15.00	70.00	0.00	1,485.00	1.0
5007 Televised Meeting Costs	18,000.00	18,000.00	7,292.50	0.00	0.00	10,707.50	40.5

**REVENUE/EXPENDITURE REPORT**  
November 2015 @ 41.67%

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Rossmoor Community

For the Period: 7/1/2015 to 11/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 10 - GENERAL FUND</b>							
<b>Expenditures</b>							
Dept: 10 ADMINISTRATION							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	7,200.00	7,200.00	3,306.46	1,075.01	0.00	3,893.54	45.9
5012 Printing	700.00	700.00	303.56	0.00	0.00	396.44	43.4
5014 Postage	2,000.00	2,000.00	1,050.83	924.51	0.00	949.17	52.5
5016 Office Supplies	7,200.00	7,200.00	3,404.57	0.00	0.00	3,795.43	47.3
5020 Telephone	1,500.00	1,500.00	792.72	173.10	0.00	707.28	52.8
5045 Miscellaneous Expenditures	5,500.00	5,500.00	2,949.70	562.96	0.00	2,550.30	53.6
5046 Bank Service Charge (1)	1,000.00	1,000.00	862.86	174.36	0.00	137.14	86.3
<b>OPERATIONS AND MAINTENANCE</b>	<b>64,200.00</b>	<b>64,200.00</b>	<b>34,656.15</b>	<b>3,246.78</b>	<b>0.00</b>	<b>29,543.85</b>	<b>54.0</b>
Acct Class: 56 CONTRACT SERVICES							
5610 Legal Counsel	35,000.00	35,000.00	6,235.00	0.00	0.00	28,765.00	17.8
5615 Financial Audit-Consulting (2)	8,700.00	8,700.00	10,100.00	2,100.00	0.00	-1,400.00	116.1
5670 Other Professional Services	50,000.00	50,000.00	17,641.54	3,153.34	0.00	32,358.46	35.3
<b>CONTRACT SERVICES</b>	<b>93,700.00</b>	<b>93,700.00</b>	<b>33,976.54</b>	<b>5,253.34</b>	<b>0.00</b>	<b>59,723.46</b>	<b>36.3</b>
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	3,000.00	3,000.00	1,708.10	1,708.10	0.00	1,291.90	56.9
<b>CAPITAL EXPENDITURES</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>1,708.10</b>	<b>1,708.10</b>	<b>0.00</b>	<b>1,291.90</b>	<b>56.9</b>
<b>ADMINISTRATION</b>	<b>407,472.00</b>	<b>407,472.00</b>	<b>179,547.36</b>	<b>27,918.55</b>	<b>0.00</b>	<b>227,924.64</b>	<b>44.1</b>
Dept: 20 RECREATION							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	51,000.00	51,000.00	20,845.98	3,726.21	0.00	30,154.02	40.9
4002 Salaries - Part-time	23,566.00	23,566.00	9,786.68	1,431.71	0.00	13,779.32	41.5
4003 Salaries - Overtime	3,713.00	3,713.00	1,974.01	264.25	0.00	1,738.99	53.2
4005 Salaries - Event Attendant (3)	400.00	400.00	862.50	0.00	0.00	-462.50	215.6
4007 Vehicle Allowance	350.00	350.00	84.93	0.00	0.00	265.07	24.3
4010 Workers Compensation Insurance	1,080.00	1,080.00	498.56	89.05	0.00	581.44	46.2
4011 Medical Insurance	8,000.00	8,000.00	2,940.77	0.00	0.00	5,059.23	36.8
4015 Federal Payroll Tax -FICA	5,814.00	5,814.00	2,559.61	414.63	0.00	3,254.39	44.0
4018 State Payroll Taxes	600.00	600.00	174.96	36.39	0.00	425.04	29.2
<b>SALARIES AND BENEFITS</b>	<b>94,523.00</b>	<b>94,523.00</b>	<b>39,728.00</b>	<b>5,962.24</b>	<b>0.00</b>	<b>54,795.00</b>	<b>42.0</b>
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5006 Travel & Meetings	400.00	400.00	0.00	0.00	0.00	400.00	0.0
5010 Publications & Legal Notices	200.00	200.00	68.70	0.00	0.00	131.30	34.4
5012 Printing	100.00	100.00	44.12	0.00	0.00	55.88	44.1
5014 Postage	150.00	150.00	70.93	62.51	0.00	79.07	47.3
5016 Office Supplies	1,000.00	1,000.00	432.56	0.00	0.00	567.44	43.3
5017 Community Events	18,000.00	18,000.00	14,801.71	4,091.05	0.00	3,198.29	82.2
5019 Fireworks	6,200.00	6,200.00	6,200.00	0.00	0.00	0.00	100.0
5020 Telephone	1,800.00	1,800.00	792.72	173.10	0.00	1,007.28	44.0
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5048 Run Seal Beach Grant (4)	0.00	0.00	2,050.00	0.00	0.00	-2,050.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
<b>OPERATIONS AND MAINTENANCE</b>	<b>28,600.00</b>	<b>28,600.00</b>	<b>24,460.74</b>	<b>4,326.66</b>	<b>0.00</b>	<b>4,139.26</b>	<b>85.5</b>
Acct Class: 56 CONTRACT SERVICES							
5670 Other Professional Services	3,500.00	3,500.00	1,330.38	213.03	0.00	2,169.62	38.0
<b>CONTRACT SERVICES</b>	<b>3,500.00</b>	<b>3,500.00</b>	<b>1,330.38</b>	<b>213.03</b>	<b>0.00</b>	<b>2,169.62</b>	<b>38.0</b>
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
<b>CAPITAL EXPENDITURES</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.0</b>
<b>RECREATION</b>	<b>127,623.00</b>	<b>127,623.00</b>	<b>65,519.12</b>	<b>10,501.93</b>	<b>0.00</b>	<b>62,103.88</b>	<b>51.3</b>
Dept: 30 ROSSMOOR PARK							

**REVENUE/EXPENDITURE REPORT**  
November 2015 @ 41.67%

Rossmoor Community

For the Period: 7/1/2015 to 11/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 10 - GENERAL FUND</b>							
<b>Expenditures</b>							
Dept: 30 ROSSMOOR PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	38,760.00	38,760.00	14,729.95	2,815.72	0.00	24,030.05	38.0
4002 Salaries - Part-time	10,812.00	10,812.00	5,505.60	851.75	0.00	5,306.40	50.9
4003 Salaries - Overtime	2,244.00	2,244.00	1,321.38	183.35	0.00	922.62	58.9
4010 Workers Compensation Insurance	2,800.00	2,800.00	1,233.33	220.29	0.00	1,566.67	44.0
4011 Medical Insurance	10,000.00	10,000.00	3,632.73	0.00	0.00	6,367.27	36.3
4015 Federal Payroll Tax -FICA	4,080.00	4,080.00	1,646.89	294.27	0.00	2,433.11	40.4
4018 State Payroll Taxes	260.00	260.00	75.06	12.17	0.00	184.94	28.9
<b>SALARIES AND BENEFITS</b>	<b>68,956.00</b>	<b>68,956.00</b>	<b>28,144.94</b>	<b>4,377.55</b>	<b>0.00</b>	<b>40,811.06</b>	<b>40.8</b>
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	300.00	300.00	33.90	0.00	0.00	266.10	11.3
5012 Printing	50.00	50.00	22.06	0.00	0.00	27.94	44.1
5014 Postage	50.00	50.00	24.01	21.16	0.00	25.99	48.0
5016 Office Supplies	900.00	900.00	216.29	0.00	0.00	683.71	24.0
5018 Janitorial Supplies	4,000.00	4,000.00	1,120.50	0.00	0.00	2,879.50	28.0
5020 Telephone	1,600.00	1,600.00	792.72	173.10	0.00	807.28	49.5
5022 Utilities	10,500.00	10,500.00	4,311.25	0.00	0.00	6,188.75	41.1
5023 Water	39,000.00	39,000.00	8,054.44	1,269.64	0.00	30,945.56	20.7
5025 SECURED PROP TAX	897.00	897.00	0.00	0.00	0.00	897.00	0.0
5030 Vehicle Maintenance	1,000.00	1,000.00	274.69	49.92	0.00	725.31	27.5
5032 Building & Grounds-Maintenance	22,000.00	22,000.00	10,578.87	687.53	0.00	11,421.13	48.1
5034 Alarm Systems	750.00	750.00	318.24	154.96	0.00	431.76	42.4
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
<b>OPERATIONS AND MAINTENANCE</b>	<b>82,047.00</b>	<b>82,047.00</b>	<b>25,746.97</b>	<b>2,356.31</b>	<b>0.00</b>	<b>56,300.03</b>	<b>31.4</b>
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	33,000.00	33,000.00	23,075.16	12,455.16	0.00	9,924.84	69.9
5656 Tree Trimming	950.00	950.00	469.19	391.39	0.00	480.81	49.4
5670 Other Professional Services	3,500.00	3,500.00	1,301.61	205.66	0.00	2,198.39	37.2
<b>CONTRACT SERVICES</b>	<b>37,450.00</b>	<b>37,450.00</b>	<b>24,845.96</b>	<b>13,052.21</b>	<b>0.00</b>	<b>12,604.04</b>	<b>66.3</b>
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0
<b>CAPITAL EXPENDITURES</b>	<b>250.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>	<b>0.0</b>
<b>ROSSMOOR PARK</b>	<b>188,703.00</b>	<b>188,703.00</b>	<b>78,737.87</b>	<b>19,786.07</b>	<b>0.00</b>	<b>109,965.13</b>	<b>41.7</b>
Dept: 40 MONTECITO CENTER							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	32,640.00	32,640.00	12,097.74	2,316.27	0.00	20,542.26	37.1
4002 Salaries - Part-time	4,794.00	4,794.00	3,185.92	425.87	0.00	1,608.08	66.5
4003 Salaries - Overtime	1,224.00	1,224.00	933.49	132.34	0.00	290.51	76.3
4010 Workers Compensation Insurance	2,250.00	2,250.00	991.92	177.17	0.00	1,258.08	44.1
4011 Medical Insurance	8,100.00	8,100.00	2,938.97	0.00	0.00	5,161.03	36.3
4015 Federal Payroll Tax -FICA	2,856.00	2,856.00	1,238.40	219.56	0.00	1,617.60	43.4
4018 State Payroll Taxes	125.00	125.00	33.32	6.10	0.00	91.68	26.7
<b>SALARIES AND BENEFITS</b>	<b>51,989.00</b>	<b>51,989.00</b>	<b>21,419.76</b>	<b>3,277.31</b>	<b>0.00</b>	<b>30,569.24</b>	<b>41.2</b>
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	200.00	200.00	33.90	0.00	0.00	166.10	17.0
5012 Printing	50.00	50.00	22.06	0.00	0.00	27.94	44.1
5014 Postage	50.00	50.00	24.01	21.16	0.00	25.99	48.0
5016 Office Supplies	900.00	900.00	216.29	0.00	0.00	683.71	24.0
5018 Janitorial Supplies	3,000.00	3,000.00	1,120.50	0.00	0.00	1,879.50	37.4
5020 Telephone	1,650.00	1,650.00	792.72	173.10	0.00	857.28	48.0
5022 Utilities	4,000.00	4,000.00	678.35	0.00	0.00	3,321.65	17.0
5023 Water	1,600.00	1,600.00	322.58	166.57	0.00	1,277.42	20.2

**REVENUE/EXPENDITURE REPORT**  
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Rossmoor Community

For the Period: 7/1/2015 to 11/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 40 MONTECITO CENTER							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5025 SECURED PROP TAX	755.00	755.00	0.00	0.00	0.00	755.00	0.0
5030 Vehicle Maintenance	1,000.00	1,000.00	274.69	49.92	0.00	725.31	27.5
5032 Building & Grounds-Maintenance	4,000.00	4,000.00	1,327.91	247.49	0.00	2,672.09	33.2
5034 Alarm Systems	400.00	400.00	318.50	156.67	0.00	81.50	79.6
5045 Miscellaneous Expenditures	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
<b>OPERATIONS AND MAINTENANCE</b>	<b>18,405.00</b>	<b>18,405.00</b>	<b>5,131.51</b>	<b>814.91</b>	<b>0.00</b>	<b>13,273.49</b>	<b>27.9</b>
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,300.00	3,300.00	1,475.00	295.00	0.00	1,825.00	44.7
5656 Tree Trimming	950.00	950.00	469.19	391.39	0.00	480.81	49.4
5670 Other Professional Services	3,000.00	3,000.00	1,301.61	205.66	0.00	1,698.39	43.4
<b>CONTRACT SERVICES</b>	<b>7,250.00</b>	<b>7,250.00</b>	<b>3,245.80</b>	<b>892.05</b>	<b>0.00</b>	<b>4,004.20</b>	<b>44.8</b>
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	50.00	50.00	0.00	0.00	0.00	50.00	0.0
<b>CAPITAL EXPENDITURES</b>	<b>50.00</b>	<b>50.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50.00</b>	<b>0.0</b>
<b>MONTECITO CENTER</b>	<b>77,694.00</b>	<b>77,694.00</b>	<b>29,797.07</b>	<b>4,984.27</b>	<b>0.00</b>	<b>47,896.93</b>	<b>38.4</b>
Dept: 50 RUSH PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	38,760.00	38,760.00	14,729.95	2,815.72	0.00	24,030.05	38.0
4002 Salaries - Part-time	9,690.00	9,690.00	5,672.91	851.75	0.00	4,017.09	58.5
4003 Salaries - Overtime	2,040.00	2,040.00	1,388.89	183.35	0.00	651.11	68.1
4005 Salaries - Event Attendant	4,000.00	4,000.00	2,912.93	243.75	0.00	1,087.07	72.8
4010 Workers Compensation Insurance	2,600.00	2,600.00	1,233.33	220.29	0.00	1,366.67	47.4
4011 Medical Insurance	10,000.00	10,000.00	3,632.75	0.00	0.00	6,367.25	36.3
4015 Federal Payroll Tax -FICA	4,284.00	4,284.00	1,887.74	312.90	0.00	2,396.26	44.1
4018 State Payroll Taxes	375.00	375.00	146.87	19.49	0.00	228.13	39.2
<b>SALARIES AND BENEFITS</b>	<b>71,749.00</b>	<b>71,749.00</b>	<b>31,605.37</b>	<b>4,647.25</b>	<b>0.00</b>	<b>40,143.63</b>	<b>44.0</b>
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	500.00	500.00	33.90	0.00	0.00	466.10	6.8
5012 Printing	250.00	250.00	22.06	0.00	0.00	227.94	8.8
5014 Postage	100.00	100.00	24.01	21.16	0.00	75.99	24.0
5016 Office Supplies	900.00	900.00	216.29	0.00	0.00	683.71	24.0
5018 Janitorial Supplies	4,000.00	4,000.00	1,123.84	0.00	0.00	2,876.16	28.1
5020 Telephone	1,800.00	1,800.00	792.72	173.10	0.00	1,007.28	44.0
5022 Utilities	29,000.00	29,000.00	11,813.88	0.00	0.00	17,186.12	40.7
5023 Water	31,000.00	31,000.00	8,132.06	1,047.68	0.00	22,867.94	26.2
5025 SECURED PROP TAX	3,349.00	3,349.00	0.00	0.00	0.00	3,349.00	0.0
5030 Vehicle Maintenance	1,000.00	1,000.00	274.71	49.93	0.00	725.29	27.5
5032 Building & Grounds-Maintenance	22,000.00	22,000.00	8,196.38	2,232.87	0.00	13,803.62	37.3
5034 Alarm Systems	750.00	750.00	204.52	42.67	0.00	545.48	27.3
5045 Miscellaneous Expenditures	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
<b>OPERATIONS AND MAINTENANCE</b>	<b>95,649.00</b>	<b>95,649.00</b>	<b>30,834.37</b>	<b>3,567.41</b>	<b>0.00</b>	<b>64,814.63</b>	<b>32.2</b>
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	33,000.00	33,000.00	13,275.00	2,655.00	0.00	19,725.00	40.2
5656 Tree Trimming	950.00	950.00	469.19	391.39	0.00	480.81	49.4
5670 Other Professional Services	3,500.00	3,500.00	1,301.61	205.66	0.00	2,198.39	37.2
<b>CONTRACT SERVICES</b>	<b>37,450.00</b>	<b>37,450.00</b>	<b>15,045.80</b>	<b>3,252.05</b>	<b>0.00</b>	<b>22,404.20</b>	<b>40.2</b>
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0



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Rossmoor Community

For the Period: 7/1/2015 to 11/30/2015		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 50 RUSH PARK								
CAPITAL EXPENDITURES		250.00	250.00	0.00	0.00	0.00	250.00	0.0
RUSH PARK		205,098.00	205,098.00	77,485.54	11,466.71	0.00	127,612.46	37.8
Dept: 60 STREET LIGHTING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	580.00	580.00	264.25	57.70	0.00	315.75	45.6
OPERATIONS AND MAINTENANCE		580.00	580.00	264.25	57.70	0.00	315.75	45.6
Acct Class: 56 CONTRACT SERVICES								
5650	Lighting and Maintenance	105,000.00	105,000.00	35,866.79	8,900.43	0.00	69,133.21	34.2
CONTRACT SERVICES		105,000.00	105,000.00	35,866.79	8,900.43	0.00	69,133.21	34.2
STREET LIGHTING		105,580.00	105,580.00	36,131.04	8,958.13	0.00	69,448.96	34.2
Dept: 65 ROSSMOOR WALL								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	100.0
5032	Building & Grounds-Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE		2,100.00	2,100.00	2,000.00	0.00	0.00	100.00	95.2
ROSSMOOR WALL		2,100.00	2,100.00	2,000.00	0.00	0.00	100.00	95.2
Dept: 70 STREET SWEEPING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	580.00	580.00	264.25	57.70	0.00	315.75	45.6
OPERATIONS AND MAINTENANCE		580.00	580.00	264.25	57.70	0.00	315.75	45.6
Acct Class: 56 CONTRACT SERVICES								
5642	Street Sweeping	55,000.00	55,000.00	18,019.24	4,528.08	0.00	36,980.76	32.8
CONTRACT SERVICES		55,000.00	55,000.00	18,019.24	4,528.08	0.00	36,980.76	32.8
STREET SWEEPING		55,580.00	55,580.00	18,283.49	4,585.78	0.00	37,296.51	32.9
Dept: 80 PARKWAY TREES								
Acct Class: 40 SALARIES AND BENEFITS								
4002	Salaries - Part-time	19,000.00	19,000.00	8,105.91	1,624.86	0.00	10,894.09	42.7
4003	Salaries - Overtime	0.00	0.00	103.28	41.31	0.00	-103.28	0.0
4007	Vehicle Allowance	400.00	400.00	259.73	64.23	0.00	140.27	64.9
4015	Federal Payroll Tax -FICA	1,250.00	1,250.00	628.01	127.46	0.00	621.99	50.2
4018	State Payroll Taxes	200.00	200.00	0.00	0.00	0.00	200.00	0.0
SALARIES AND BENEFITS		20,850.00	20,850.00	9,096.93	1,857.86	0.00	11,753.07	43.6
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5012	Printing	25.00	25.00	0.51	0.00	0.00	24.49	2.0
5014	Postage	300.00	300.00	11.04	9.62	0.00	288.96	3.7
5016	Office Supplies	200.00	200.00	40.21	0.00	0.00	159.79	20.1
5020	Telephone	1,000.00	1,000.00	528.45	115.39	0.00	471.55	52.8
5030	Vehicle Maintenance	200.00	200.00	0.00	0.00	0.00	200.00	0.0
5051	Equipment Rental	50.00	50.00	0.00	0.00	0.00	50.00	0.0
OPERATIONS AND MAINTENANCE		1,775.00	1,775.00	580.21	125.01	0.00	1,194.79	32.7
Acct Class: 56 CONTRACT SERVICES								
5656	Tree Trimming	69,608.00	69,608.00	29,715.25	24,787.88	0.00	39,892.75	42.7
5660	TREE REMOVAL (5)	448.00	448.00	2,465.40	2,263.00	0.00	-2,017.40	550.3
5670	Other Professional Services	5,500.00	5,500.00	1,914.20	362.45	0.00	3,585.80	34.8
CONTRACT SERVICES		75,556.00	75,556.00	34,094.85	27,413.33	0.00	41,461.15	45.1
Acct Class: 60 CAPITAL EXPENDITURES								

**REVENUE/EXPENDITURE REPORT**  
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Rossmoor Community

For the Period: 7/1/2015 to 11/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 10 - GENERAL FUND</b>							
<b>Expenditures</b>							
Dept: 80 PARKWAY TREES							
Acct Class: 60 CAPITAL EXPENDITURES							
6015 Trees	12,000.00	12,000.00	4,340.80	5,028.40	0.00	7,659.20	36.2
<hr/>							
CAPITAL EXPENDITURES	12,000.00	12,000.00	4,340.80	5,028.40	0.00	7,659.20	36.2
<hr/>							
PARKWAY TREES	110,181.00	110,181.00	48,112.79	34,424.60	0.00	62,068.21	43.7
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	652.00	652.00	273.46	52.69	0.00	378.54	41.9
4003 Salaries - Overtime	61.00	61.00	31.42	4.23	0.00	29.58	51.5
4010 Workers Compensation Insurance	180.00	180.00	57.84	10.33	0.00	122.16	32.1
4015 Federal Payroll Tax -FICA	71.00	71.00	23.43	4.39	0.00	47.57	33.0
4018 State Payroll Taxes	15.00	15.00	0.00	0.00	0.00	15.00	0.0
<hr/>							
SALARIES AND BENEFITS	979.00	979.00	386.15	71.64	0.00	592.85	39.4
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	500.00	500.00	264.12	57.68	0.00	235.88	52.8
5022 Utilities	800.00	800.00	352.29	55.94	0.00	447.71	44.0
5023 Water	7,000.00	7,000.00	2,178.50	366.76	0.00	4,821.50	31.1
5030 Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5032 Building & Grounds-Maintenance	1,000.00	1,000.00	304.36	7.73	0.00	695.64	30.4
5045 Miscellaneous Expenditures	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5051 Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052 Minor Facility Repairs	200.00	200.00	0.00	0.00	0.00	200.00	0.0
<hr/>							
OPERATIONS AND MAINTENANCE	9,800.00	9,800.00	3,099.27	488.11	0.00	6,700.73	31.6
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,600.00	3,600.00	1,475.00	295.00	0.00	2,125.00	41.0
5656 Tree Trimming	500.00	500.00	156.38	130.45	0.00	343.62	31.3
5670 Other Professional Services	50.00	50.00	11.51	2.95	0.00	38.49	23.0
<hr/>							
CONTRACT SERVICES	4,150.00	4,150.00	1,642.89	428.40	0.00	2,507.11	39.6
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	100.00	100.00	0.00	0.00	0.00	100.00	0.0
<hr/>							
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
<hr/>							
MINI-PARKS AND MEDIANS	15,029.00	15,029.00	5,128.31	988.15	0.00	9,900.69	34.1
<hr/>							
Expenditures	1,295,060.00	1,295,060.00	540,742.59	123,614.19	0.00	754,317.41	41.8
<hr/>							
Net Effect for GENERAL FUND	5,882.00	5,882.00	-343,724.23	-5,493.86	0.00	349,606.23	-5,843.7
Change in Fund Balance:			-343,724.23				

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<b>Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH</b>							
<b>Revenues</b>							
Dept: 00							
Acct Class: 31 ASSESSMENTS							
3100 Property assessments	380,000.00	380,000.00	65,593.67	61,359.00	0.00	314,406.33	17.3
3101 Property assessments-prior yr	3,400.00	3,400.00	1,528.77	185.82	0.00	1,871.23	45.0
<b>ASSESSMENTS</b>	<b>383,400.00</b>	<b>383,400.00</b>	<b>67,122.44</b>	<b>61,544.82</b>	<b>0.00</b>	<b>316,277.56</b>	<b>17.5</b>
Dept: 00	383,400.00	383,400.00	67,122.44	61,544.82	0.00	316,277.56	17.5
<b>Revenues</b>	<b>383,400.00</b>	<b>383,400.00</b>	<b>67,122.44</b>	<b>61,544.82</b>	<b>0.00</b>	<b>316,277.56</b>	<b>17.5</b>
<b>Expenditures</b>							
Dept: 50 RUSH PARK							
Acct Class: 56 CONTRACT SERVICES							
5617 Administrative Fees	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
5618 Bond Validation	3,048.00	3,048.00	0.00	0.00	0.00	3,048.00	0.0
5619 Bond Trustee	3,048.00	3,048.00	3,047.50	0.00	0.00	0.50	100.0
<b>CONTRACT SERVICES</b>	<b>26,096.00</b>	<b>26,096.00</b>	<b>3,047.50</b>	<b>0.00</b>	<b>0.00</b>	<b>23,048.50</b>	<b>11.7</b>
Acct Class: 58 DEBT SERVICE							
5800 Principal	245,000.00	245,000.00	245,000.00	0.00	0.00	0.00	100.0
5801 Interest	106,485.00	106,485.00	57,040.00	0.00	0.00	49,445.00	53.6
<b>DEBT SERVICE</b>	<b>351,485.00</b>	<b>351,485.00</b>	<b>302,040.00</b>	<b>0.00</b>	<b>0.00</b>	<b>49,445.00</b>	<b>85.9</b>
<b>RUSH PARK</b>	<b>377,581.00</b>	<b>377,581.00</b>	<b>305,087.50</b>	<b>0.00</b>	<b>0.00</b>	<b>72,493.50</b>	<b>80.8</b>
Dept: 95 CONTINGENCY/RESERVES							
Acct Class: 59 RESERVES/CONTINGENCIES							
5720 Reserves	0.00	0.00	116.84	0.00	0.00	-116.84	0.0
<b>RESERVES/CONTINGENCIES</b>	<b>0.00</b>	<b>0.00</b>	<b>116.84</b>	<b>0.00</b>	<b>0.00</b>	<b>-116.84</b>	<b>0.0</b>
<b>CONTINGENCY/RESERVES</b>	<b>0.00</b>	<b>0.00</b>	<b>116.84</b>	<b>0.00</b>	<b>0.00</b>	<b>-116.84</b>	<b>0.0</b>
<b>Expenditures</b>	<b>377,581.00</b>	<b>377,581.00</b>	<b>305,204.34</b>	<b>0.00</b>	<b>0.00</b>	<b>72,376.66</b>	<b>80.8</b>
<b>Net Effect for ASSESSMENT DISTRICT FUND-RUSH</b>	<b>5,819.00</b>	<b>5,819.00</b>	<b>-238,081.90</b>	<b>61,544.82</b>	<b>0.00</b>	<b>243,900.90-4,091.5</b>	
Change in Fund Balance:			<b>-238,081.90</b>				

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<b>Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL</b>							
<b>Revenues</b>							
Dept: 00							
Acct Class: 31 ASSESSMENTS							
3100 Property assessments	87,700.00	87,700.00	14,052.00	14,052.00	0.00	73,648.00	16.0
3101 Property assessments-prior yr	780.00	780.00	337.85	41.07	0.00	442.15	43.3
<b>ASSESSMENTS</b>	<b>88,480.00</b>	<b>88,480.00</b>	<b>14,389.85</b>	<b>14,093.07</b>	<b>0.00</b>	<b>74,090.15</b>	<b>16.3</b>
Dept: 00	88,480.00	88,480.00	14,389.85	14,093.07	0.00	74,090.15	16.3
<b>Revenues</b>	<b>88,480.00</b>	<b>88,480.00</b>	<b>14,389.85</b>	<b>14,093.07</b>	<b>0.00</b>	<b>74,090.15</b>	<b>16.3</b>
<b>Expenditures</b>							
Dept: 65 ROSSMOOR WALL							
Acct Class: 56 CONTRACT SERVICES							
5619 Bond Trustee	2,640.00	2,640.00	2,640.00	0.00	0.00	0.00	100.0
<b>CONTRACT SERVICES</b>	<b>2,640.00</b>	<b>2,640.00</b>	<b>2,640.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0</b>
Acct Class: 58 DEBT SERVICE							
5800 Principal	70,000.00	70,000.00	70,000.00	0.00	0.00	0.00	100.0
5801 Interest	11,020.00	11,020.00	6,525.00	0.00	0.00	4,495.00	59.2
<b>DEBT SERVICE</b>	<b>81,020.00</b>	<b>81,020.00</b>	<b>76,525.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,495.00</b>	<b>94.5</b>
<b>ROSSMOOR WALL</b>	<b>83,660.00</b>	<b>83,660.00</b>	<b>79,165.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,495.00</b>	<b>94.6</b>
<b>Expenditures</b>	<b>83,660.00</b>	<b>83,660.00</b>	<b>79,165.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,495.00</b>	<b>94.6</b>
<b>Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL</b>	<b>4,820.00</b>	<b>4,820.00</b>	<b>-64,775.15</b>	<b>14,093.07</b>	<b>0.00</b>	<b>69,595.15</b>	<b>-1,343.9</b>
Change in Fund Balance:			-64,775.15				

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For the Period: 7/1/2015 to 11/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS</b>							
<b>Revenues</b>							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
2999 FY Begin Fund Balance	87,738.00	87,738.00	0.00	0.00	0.00	87,738.00	0.0
PROPERTY TAXES	87,738.00	87,738.00	0.00	0.00	0.00	87,738.00	0.0
Dept: 00	87,738.00	87,738.00	0.00	0.00	0.00	87,738.00	0.0
<b>Revenues</b>	<b>87,738.00</b>	<b>87,738.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>87,738.00</b>	<b>0.0</b>
<b>Expenditures</b>							
Dept: 30 ROSSMOOR PARK							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	11,266.00	11,266.00	0.00	0.00	0.00	11,266.00	0.0
CAPITAL EXPENDITURES	11,266.00	11,266.00	0.00	0.00	0.00	11,266.00	0.0
ROSSMOOR PARK	11,266.00	11,266.00	0.00	0.00	0.00	11,266.00	0.0
Dept: 50 RUSH PARK							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	35,000.00	35,000.00	42,323.07	40,232.26	0.00	-7,323.07	120.9
CAPITAL EXPENDITURES	35,000.00	35,000.00	42,323.07	40,232.26	0.00	-7,323.07	120.9
RUSH PARK	35,000.00	35,000.00	42,323.07	40,232.26	0.00	-7,323.07	120.9
Dept: 75 CAPITAL PROJECTS							
Acct Class: 60 CAPITAL EXPENDITURES							
6051 Water Conservation Projects	29,000.00	29,000.00	36,583.75	9,747.38	0.00	-7,583.75	126.2
CAPITAL EXPENDITURES	29,000.00	29,000.00	36,583.75	9,747.38	0.00	-7,583.75	126.2
CAPITAL PROJECTS	29,000.00	29,000.00	36,583.75	9,747.38	0.00	-7,583.75	126.2
<b>Expenditures</b>	<b>75,266.00</b>	<b>75,266.00</b>	<b>78,906.82</b>	<b>49,979.64</b>	<b>0.00</b>	<b>-3,640.82</b>	<b>104.8</b>
<b>Net Effect for CAPITAL PROJECTS CONTRIBUTIONS</b>	<b>12,472.00</b>	<b>12,472.00</b>	<b>-78,906.82</b>	<b>-49,979.64</b>	<b>0.00</b>	<b>91,378.82</b>	<b>-632.7</b>
Change in Fund Balance:			-78,906.82				
<b>Grand Total Net Effect:</b>	<b>28,993.00</b>	<b>28,993.00</b>	<b>-725,488.10</b>	<b>20,164.39</b>	<b>0.00</b>	<b>754,481.10</b>	

**ROSSMOOR COMMUNITY SERVICES DISTRICT  
FOOTNOTES - FINANCIAL REPORT NOVEMBER 2015  
EXPENDITURES**

<b>* #1 Bank Service Charge</b> 10-10-5046	Additional charges for credit card processing. Amount will be adjusted in Amended Budget.
<b>#2 Financial Audit-Consulting</b> 10-10-5615	Amount will be adjusted in Amended Budget to show contract amount.,
<b>#3 Event Attendant</b> 10-20-4005	Additional event attendants needed for Summer Movies and Concerts in the Park due to large turnouts. Also, additional Holiday Festival event. Will be adjusted in Amended Budget
<b>* #4 Run Seal Beach Grant</b> 10-20-5048	Grant received for recreation equipment in amount of \$2,050. Items purchased in September and October. Account will be adjusted in Amended Budget.
<b>#5 Tree Removal</b> 10-80-5662	All White Elder trees in Rush Park had to be removed due to disease. Amount will be adjusted in Amended Budget.
<b>#6 Water Conservation Project</b> 40-75-6051	Water conservation program plants paid to Valleycrest. Will be reimbursed by Golden State Water Company.

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM G-1**

**Date:** January 12, 2016  
**To:** Honorable Board of Directors  
**From:** General Manager  
**SUBJECT:** RESOLUTION NO. 16-01-12-01-LIST OF OFFICIALS  
AUTHORIZED TO TRANSACT BUSINESS WITH THE  
DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS

**RECOMMENDATION:**

Approve by roll call vote, Resolution No. 16-01-12-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING CERTAIN DISTRICT OFFICIALS TO TRANSACT BUSINESS WITH FINANCIAL INSTITUTIONS WHICH HOUSE THE DISTRICT'S INVESTMENTS, SAVINGS OR OTHER FINANCIAL ACCOUNTS.

**BACKGROUND:**

The District elects new Board officers in the month of January. This necessitates updating the District's banking signature forms authorizing new officials to transact business with its financial institutions which house the District's investments, savings and other financial accounts. Attached is a list of proposed officials for such authorization.

**ATTACHMENTS:**

1. Resolution No.16-01-12-01
2. List of Officials Authorized to Transact Business with the District's Banks and other Financial Institutions.
3. Policy No. 4055 District Bank and Investment Accounts.

**RESOLUTION NO. 16-01-12-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING CERTAIN DISTRICT OFFICIALS TO TRANSACT BUSINESS WITH FINANCIAL INSTITUTIONS WHICH HOUSE THE DISTRICT'S INVESTMENTS, SAVINGS, OR OTHER FINANCIAL ACCOUNTS**

**WHEREAS**, the Rossmoor Community Services District did hold elections for new Board officers at its Regular Meeting on January 12, 2016.

**WHEREAS**, those Board officers assumed their elective duties at its Regular Meeting on January 12, 2016.

**WHEREAS**, District Policy No. 4055 Authorized Signatures for Bank Accounts designates the Board President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and General Manager as authorized to sign checks.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Rossmoor Community Services District hereby designates those persons identified on the attached Exhibit "A" to transact business with financial institutions which house the District's funds.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Rossmoor Community Services District hereby designates the District's Accountant/Bookkeeper as authorized to have access to transfer funds to and from the District's financial accounts.

AYES:

NOES:

ABSENT:

ABSTAIN:

PASSED, SIGNED, AND ADOPTED this 12th day of January 2016.

By: \_\_\_\_\_  
President  
Rossmoor Community Services District

ATTEST:

\_\_\_\_\_  
James D. Ruth, Secretary  
Rossmoor Community Services District



## EXHIBIT A

# LIST OF DISTRICT OFFICIALS AUTHORIZED TO TRANSACT BUSINESS WITH THE DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS

- PRESIDENT
- 1<sup>ST</sup> VICE PRESIDENT
- 2<sup>ND</sup> VICE PRESIDENT
- GENERAL MANAGER JAMES D. RUTH
- ACCOUNTANT/BOOKKEEPER KATHLEEN BELL (Access only)

## Rossmoor Community Services District

**Policy**

**No. 4055**

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### **DISTRICT BANK AND INVESTMENT ACCOUNTS**

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**4055.10 Authorized Signatures For Bank and Investment Accounts:** Each District bank account opened or closed shall require two signatures from official signatories. Each investment account opened or closed shall require two signatures from official signatories unless it is a maturing (closed) time certain investment e.g. CD.

**4055.11 Investment Account Approvals:** Any transaction involving a District investment account other than LAIF, shall have been reviewed by the Investment Committee and approved by the Board.

**4055.12 Payment Signing Approvals:** Two signatures from official signatories shall be required on all payments issued by the District, either on actual checks or other documentation supporting the amount paid out.

**4055.20 Official Signatories:** The following named officials of the District are authorized signatories: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and General Manager.

**4065.30 Proceeds from Closed Accounts:** Any proceeds from a closed banking account, investment account and interest or dividend payment shall be immediately deposited into the District's checking or LAIF account.

**4055.40 Reinvestment of Funds from a Closed Account:** As soon as practicable thereafter, the Investment Committee shall meet *and* recommend to the Board the *reinvestment* of proceeds *and* other monies from a closed account. The Board shall determine the final placement of such funds.

Adopted: Resolution 87-5, January 28, 1987  
 Approved renumbering & format: October 8, 2002  
 Reaffirmed: June 10, 2003  
 Amended: July 12, 2005  
 Amended: July 13, 2010  
 Amended: July 13, 2010  
 Amended: November 11, 2014

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM G-2**

**Date:** January 12, 2016  
**To:** Honorable Board of Directors  
**From:** RCSD, General Manager  
**SUBJECT:** RESOLUTION NO. 16-01-12-02 REJECTION OF GOVERNMENT CLAIM

**RECOMMENDATION:**

Approve by roll call vote, Resolution No.16-01-12-02 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF THE ROSSMOOR COMMUNITY SERVICES  
DISTRICT'S REJECTION OF GOVERNMENT CLAIM

**BACKGROUND:**

A claim in the amount of \$1817.62 has been filed by Mercury Insurance Group for an amount paid to their client Mr. Stuart Green. The District has no information about the residence of Mr. Green, but the damage to his vehicle is apparently from a fallen tree branch at 11751 Argyle Dr., Rossmoor, CA 90720, alleging damage caused by a parkway/median tree to a personal vehicle. Normally, a claim is filed by the person claiming damage, not by an insurance company. In this case, Mr. Green has received payment and the insurance is seeking reimbursement; stating that the District is responsible for the damage.

This claim was forwarded to Special District Risk Management Authority (SDRMA) who provides insurance for the District. They have advised us to reject this claim. Their recommendation is based on the failure of Mercury Insurance Group to respond to inquiries from SDRMA for information related to the claim and that there is no basis for a determination from them that the District is at fault.

The attached Resolution formally rejects the tort claim. Further action on this matter will be conducted in accordance with established liability claim procedures as recommended by SDRMA.

By rejection of this claim, the matter will be turned back over to SDRMA for their investigation and decision on whether or not to pay the claim.

**ATTACHMENTS:**

1. Resolution No.16-01-12-02.
2. Claim: Filed November 13, 2015.
3. Email dated December 7, 2015 from Ms. Debbie Yokota re: Stuart Green Claim.

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 16-01-12-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
ROSSMOOR COMMUNITY SERVICES DISTRICT'S REJECTION OF  
CLAIM**

**WHEREAS**, a claim for monetary damages (Claim) was presented by Mercury Insurance Group. (on behalf of amount paid to their client, Mr. Stuart Green), dated November 13, 2015 against the Rossmoor Community Services District for property damages; and

**WHEREAS**, that the Board of Directors the Rossmoor Community Services District has timely considered the Claim filed by Mercury Insurance Group.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of the Rossmoor Community Services District has concluded that the Claim be rejected in its entirety.

**BE IT FURTHER RESOLVED** that the District's General Manager is authorized to give notice to Mercury Insurance Group of this Board's decision to reject in its entirety, the Claim, and further advise that said claimant has six (6) months from the date the rejection is deposited in the mail to file a court action on the Claim. Such notice, together with a copy of this Resolution, shall be served upon Mercury Casualty Group on or before February 10, 2016.

**PASSED AND ADOPTED** this 12th day of January 12, 2016.

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
, President  
Rossmoor Community Services District

ATTEST:

\_\_\_\_\_  
James D. Ruth, Secretary  
Rossmoor Community Services District



P.O. Box 10730  
Santa Ana, CA 92711-0730  
800-827-1570

November 13, 2015

ROSSMOOR COMMUNITY SERVICES DISTRICT  
ATTN: MARY KINGMAN  
3001 BLUME DRIVE  
ROSSMOOR, CA 90720

RE:	OUR INSURED:	STUART GREENE
	OUR CLAIM NUMBER:	CAPA-00039235
	DATE OF LOSS:	AUGUST 30, 2015
	POLICY NUMBER:	040109009560844
	AMOUNT DUE:	\$1817.62

Dear ROSSMOOR COMMUNITY SERVICES DISTRICT:

We insure the above-named party and have paid, or will pay, for damages resulting from this loss. By the terms of our policy, our insured's right of claim is assigned to us.

[ X ] Our claim is for the damages to our insured's property.

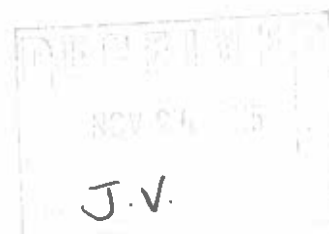
From the information we now have, it appears you were responsible for this loss. Therefore, we are entitled to recover the amount of damages from you.

In order that we may handle this with as little inconvenience to you as possible, we ask that you complete the following information and return it to us in the self-addressed enclosed envelope. Please call me if you would like to make payment arrangements.

Sincerely,  
Mercury Insurance Company

Cristina Warren  
Claims Department  
800-827-1570, ext. 22261

SEE OTHER SIDE



**Jessica Verduzco**

**From:** Debbie Yokota [dyokota@sdrma.org]  
**Sent:** Monday, December 07, 2015 8:59 AM  
**To:** Jessica Verduzco  
**Subject:** RE: Stuart Green Claim

Hi Jessica,

I never received a call back from the adjuster at Mercury Insurance.

At this point, I recommend that the District issue a Notice of Rejection to Mercury Insurance so we can at least get the 6 month statute going.

Please let me know if you have any questions or concerns. Thanks!

Debbie Yokota  
Claims Manager



[www.sdrma.org](http://www.sdrma.org)

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**From:** Jessica Verduzco [mailto:jverduzco@rossmoor-csd.org]  
**Sent:** Tuesday, December 01, 2015 12:57 PM  
**To:** Debbie Yokota <dyokota@sdrma.org>  
**Subject:** Stuart Green Claim

Hi Debbie,

Just following up on the Stuart Green claim... Any updates you can provide me with?

Thanks,  
Jessica Verduzco, General Clerk  
Rossmoor Community Svcs. District  
3001 Blume Drive  
Rossmoor Ca. 90720

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM G-3**

**Date:** January 12, 2016  
**To:** Honorable Board of Directors  
**From:** General Manager  
**SUBJECT:** RESOLUTION NO. 16-01-12-03 REJECTION OF GOVERNMENT CLAIM

**RECOMMENDATION:**

Approve by roll call vote, Resolution No.16-01-12-03 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT'S REJECTION OF GOVERNMENT CLAIM

**BACKGROUND:**

A claim in the amount of \$18,000 to \$20,000 has been filed by Mr. Brent Wood residing at 3071 Rowena Dr. in Rossmoor. The amount of the claim is based on a repair estimate of \$9,632.33 plus the claimant's request for the diminished value of the truck. The District's insurance carrier (SDRMA) has offered to pay for the damages to the vehicle caused by a parkway tree branch. SDRMA states that California law prohibits compensation for diminished value (depreciation).

Mr. Wood is insistent that he be paid for his total claim. Thus, SDRMA is recommending that the District deny the claim. The attached Resolution formally rejects the tort claim. Further action on this matter will be conducted in accordance with established liability claim procedures as recommended by SDRMA.

By rejection of this claim, the matter will be turned back over to SDRMA for their investigation and decision on settlement of the claim.

**ATTACHMENTS:**

1. Resolution No.16-01-12-03.
2. Claim: Filed December 9, 2015.

3. DRS Dent Removal Services Estimate of Cost of Repairs.

4. Email dated December 21, 2015 from Ms. Debbie Yokota re: Brent Wood Claim.



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 16-01-12-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
ROSSMOOR COMMUNITY SERVICES DISTRICT'S REJECTION OF  
CLAIM**

**WHEREAS**, a claim for monetary damages (Claim) was presented by Mr. Brent Wood dated December 9, 2015 against the Rossmoor Community Services District for property damages; and

**WHEREAS**, that the Board of Directors the Rossmoor Community Services District has timely considered the Claim filed by Mr. Brent Wood.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of the Rossmoor Community Services District has concluded that the Claim be rejected in its entirety.

**BE IT FURTHER RESOLVED** that the District's General Manager is authorized to give notice to Mr. Brent Wood of this Board's decision to reject in its entirety, the Claim, and further advise that said claimant has six (6) months from the date the rejection is deposited in the mail to file a court action on the Claim. Such notice, together with a copy of this Resolution, shall be served upon Mr. Brent Wood on or before February 10, 2016.

**PASSED AND ADOPTED** this 12th day of January 12, 2016.

AYES:

NOES:

ABSTAIN:

ABSENT:

---

, President  
Rossmoor Community Services District

ATTEST:

---

James D. Ruth, Secretary  
Rossmoor Community Services District

# ROSSMOOR COMMUNITY SERVICES DISTRICT

## CLAIM FORM

(Please Type or Print)

### CLAIM AGAINST ROSSMOOR COMMUNITY SERVICES DISTRICT

Claimant's name: ISREUT WOOD DOB: Jan 5 1967

Claimant's address: 3071 ROWENA LOS ALAMITOS CA 90720

Address where notices about claim are to be sent, if different from above: \_\_\_\_\_

Date of incident/accident: 11/16/15

Date injuries, damages, or losses were discovered: 11/16/15

Location of incident/accident: IN STREET IN FRONT OF 3071 ROWENA

What did entity or employee do to cause this loss, damage, or injury? A LARGE BRANCH FROM A BELWAY TREE BROKE OFF AND HIT TRUCK, R.C.S.D INSPECTED TREE AND DEEMED IT "OK"  
(Use back of this form or separate sheet if necessary to answer this question in detail.)

What are the names of the entity's employees who caused this injury, damage, or loss (if known)? \_\_\_\_\_

What specific injuries, damages, or losses did claimant receive? SEVERE BODY DAMAGE TO 2015 TOYOTA TUNDRA  
(Use back of this form or separate sheet if necessary to answer this question in detail.)

What amount of money is claimant seeking or, if the amount is in excess of \$10,000, which is the appropriate court of jurisdiction. Note: If Superior and Municipal Courts are consolidated, you must represent whether it is a "limited civil case" [see Government Code 910(f)]

APPROXIMATELY \$18,000 - \$20,000 DEPENDING ON OUTCOME OF REPAIRS AND LOSS OF VALUE.

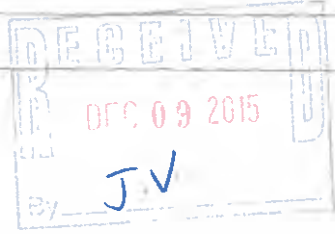
How was this amount calculated (please itemize)? ESTIMATE ON REPAIRS (PRELIMINARY) AND INFLATION ON "CAR FAX" AND OTHER SOURCES FOR DEPRECIATION.

(Use back of this form or separate sheet if necessary to answer this question in detail.)

Have you filed a claim with you insurance carrier? Yes  No

Date Signed: 12/9/15 Signature: [Handwritten Signature]

If signed by representative:  
Representative's Name \_\_\_\_\_ Address \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Relationship to Claimant \_\_\_\_\_







**This is a preliminary estimate.**  
**Additional changes to the estimate may be required for the actual repair.**

Damage Assessed By:  
 Classification:

Type of Loss:  
 Date of Loss:  
 Deductible:  
 Claim Number:

Description: 2015 Toyota Tundra SR5  
 Body Style: 4D PkUpCrv 6' Bed 148" WB  
 VIN: 5TFDY6F17FX429322  
 OEM/ALT: A

Drive Train: 5.7L Inj 8 Cyl 4WD

Options: PASSENGER AIRBAG, POWER LOCK, POWER WINDOW, POWER STEERING, REAR WINDOW DEFOGGER  
 AIR CONDITIONING, CRUISE CONTROL, TILT STEERING COLUMN, AM/FM STEREO  
 DRIVER AIRBAG, HEATED EXTERIOR MIRROR, FRONT SIDE AIRBAG WITH HEAD PROTECTION  
 SLIDING REAR PICKUP WINDOW, SKID PLATES, ANTI-LOCK BRAKE SYS., TRACTION CONTROL  
 FOG LIGHTS, REARVIEW CAMERA, TIRE INFLATION/PRESSURE MONITOR, AUXILIARY INPUT  
 BLUETOOTH WIRELESS CONNECTIVITY, HD RADIO, SATELLITE RADIO, CD PLAYER  
 TOW HITCH RECEIVER, POWER ADJUSTABLE EXTERIOR MIRROR, PRIVACY GLASS  
 FIRST ROW SPLIT BENCH SEAT, CLOTH SEAT, 4 WHEEL DRIVE, SIDE AIRBAGS  
 AUTOMATIC HEADLIGHTS, SECOND ROW SIDE AIRBAG WITH HEAD PROTECTION, MP3 PLAYER  
 DAYTIME RUNNING LIGHTS, ELECTRONIC STABILITY CONTROL, KEYLESS ENTRY SYSTEM  
 LIMITED SLIP DIFFERENTIAL, REAR BENCH SEAT

Search Code:

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
1	102890	BDY	REMOVE/REPLACE	Inform Label Emission Control	ORDER FROM DEALER	1.06	
2	102204	BDY	REMOVE/REPLACE	Inform Label Cooler Caution	88723-0C020	7.50	
3	102210	BDY	REMOVE/REPLACE	L Inform Label Security System	74515-08010	5.49	
4	102212	BDY	REMOVE/REPLACE	L Inform Label Air Bag Caution	74586-82020	2.30	
5	101858	BDY	REMOVE/INSTALL	Frt Bumper Assy			
6	101404	BDY	REMOVE/INSTALL	R Front Combination Lamp			0.6 #
7	102782	BDY	REMOVE/REPLACE	L Frt Combination Lamp Assembly	81160-0C080	303.39	0.3 #
8	AUTO	BDY	CHECK/ADJUST	Hoodlamps			0.4
9	101867	BDY	REMOVE/REPLACE	Hood Panel (HSS)	53301-0C050	889.46	2.0
10	AUTO	REF	REFINISH	Hood Outside			C 3.0
11	AUTO	REF	REFINISH	Add For Hood Underside			C 1.6
12	101881	BDY	REMOVE/REPLACE	L Hood Hinge	53420-0C030	42.72	0.3 #
13	AUTO	REF	REFINISH	L Hinge			C 0.5
14	AUTO	BDY	REMOVE/INSTALL	Hood Assy			INC
15	101158	REF	BLEND	R Fender Outside			C 0.9
16	101163	REF	REFINISH	L Filler Panel			C 0.7
17	101974	BDY	REMOVE/INSTALL	R Frt Filler Panel			0.4 #
18	101975	BDY	REMOVE/INSTALL	L Frt Filler Panel			0.1 #
19	101834	BDY	REMOVE/REPLACE	L Fender Panel	53812-0C050	396.40	1.9 #

ESTIMATE RECALL NUMBER:

Mitchell Data Version: OEM: OCT\_15\_V  
 MAPP: OCT\_15\_V

Software Version: 7.1.187

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20	AUTO	REF	REFINISH						
21	AUTO	REF	REFINISH	L Fender Outside					
22	AUTO	BDY	REMOVE/INSTALL	L Add To Edge Fender					C 1.7
23	101835	BDY	REMOVE/INSTALL	L Front Combination Lamp					C 0.5
24	101836	BDY	REMOVE/INSTALL	R Fender Hood Seal					INC #
25	100492	BDY	REMOVE/INSTALL	L Fender Hood Seal	Existing				0.1 #
26	100493	BDY	REPAIR	L Frt Fender Filler	Existing				INC #
27	100906	BDY	REMOVE/INSTALL	R Frt Fender Liner	Existing				0.5* #
28	100908	BDY	REMOVE/INSTALL	L Frt Fender Liner	Existing				0.1 #
29	100907	BDY	REMOVE/INSTALL	R Rear Fender Liner	Existing				0.1 #
30	102227	BDY	REMOVE/INSTALL	L Rear Fender Liner	Existing				0.3 #
31	102228	BDY	REMOVE/REPLACE	R Fender Grommet 8@0.63	Existing				0.3 #
32	100481	BDY	REMOVE/REPLACE	L Fender Grommet 8@0.63	90189-06236			5.04	
33	AUTO	REF	REPAIR	L Fender Apron Assy	90189-98206			5.04	
34	101830	BDY	REFINISH	L Apron Panel	Existing				3.0* #
35	101831	BDY	REMOVE/INSTALL	R Antenna					1.0
36	100478	MCH	REMOVE/INSTALL	R Fender Mudguard					0.3
37	900500	BDY	REMOVE/REPLACE	Disable & Enable Air Bag System	-M				0.2
38	100101	GLS	REMOVE/INSTALL	dis-connect-re-connect battery					0.3
39	900600	GLS	REMOVE/REPLACE	W/Shield Glass	Existing				0.2* #
40	100107	BDY	REMOVE/REPLACE	Glass Installation Kit	PW03217GTY			514.65	2.2 #
41	100108	BDY	REMOVE/INSTALL	R W/Shield Pillar Garnish	Sublet			42.00	INC*
42	100279	BDY	REMOVE/INSTALL	L W/Shield Pillar Garnish	Existing				INC #
43	100280	BDY	REMOVE/INSTALL	R W/Shield Sun Visor	Existing				INC #
44	102585	BDY	REMOVE/INSTALL	L W/Shield Sun Visor	Existing				INC #
45	102679	REF	REMOVE/REPLACE	L Cab Hinge Pillar	Existing				INC #
46	102428	BDY	BLEND	L Cab Door Opening Complete	61132-0C060			279.45	11.0
47	102444	BDY	REMOVE/REPLACE	L Int Cab Reinforcement (HSS)					C 2.0
48	102450	BDY	REMOVE/REPLACE	L Otr Cab Roof Rail	61304-0C060			221.30	2.0
49	102354	BDY	REMOVE/INSTALL	L Ctr Cab Pillar Weatherstrip	61214-0C040			192.66	6.2 #
50	AUTO	REF	REPAIR	Cab Roof Panel	Existing				0.2 #
51	100311	BDY	REFINISH	Roof Panel Outside	Existing				9.0* #
52	102295	BDY	REMOVE/INSTALL	Antenna					C 2.7
53	102301	BDY	REMOVE/INSTALL	L Frt Roof Drip Moulding					0.8 #
54	102322	BDY	REMOVE/INSTALL	L Rear Roof Drip Moulding					INC
55	102923	BDY	REMOVE/REPLACE	R Frt Cab Drip Finish Moulding					INC
56	102328	BDY	REMOVE/REPLACE	L Frt Cab Drip Finish Moulding	75551-0C060			83.09	0.2
57	102927	BDY	REMOVE/REPLACE	R Rear Cab Drip Rail Moulding	75552-0C060			83.09	0.2
58	100886	BDY	REMOVE/REPLACE	L Rear Cab Drip Rail Moulding	75553-0C030			18.53	0.2
59	102186	BDY	REMOVE/INSTALL	Roof Headliner	75554-0C030			18.53	0.2
60	101358	BDY	REMOVE/INSTALL	Cab Overhead Console					3.9 #
61	101357	BDY	REMOVE/INSTALL	R Frt Cab Assist Handle	Existing				INC #
62	101358	BDY	REMOVE/INSTALL	R Rear Cab Assist Handle	Existing				INC #
63	101389	BDY	REMOVE/INSTALL	L Rear Cab Assist Handle	Existing				INC #
64	101373	BDY	REMOVE/REPLACE	L Frt Cab Scuff Plate	Existing				INC #
65	101374	BDY	REMOVE/REPLACE	L Rear Cab Scuff Plate	67914-0C050-C0			120.47	INC
66	101375	BDY	REMOVE/REPLACE	R Upr Cab Ctr Pillar Inside Trim	67918-0C030-C8			120.47	INC
67	101386	BDY	REMOVE/INSTALL	L Upr Cab Ctr Pillar Inside Trim	Existing				INC #
68	101386	BDY	REMOVE/INSTALL	R Upr Cab Rear Pillar Trim	Existing				INC #
69	101388	BDY	REMOVE/INSTALL	L Upr Cab Rear Pillar Trim	Existing				INC #
70	AUTO	BDY	REMOVE/INSTALL	L Lwr Cab Rear Pillar Trim	Existing				INC #
71	100164	BDY	REMOVE/INSTALL	Rear Seat Assy	Existing				INC #
72	100172	BDY	REMOVE/INSTALL	L Frt Door Assembly					INC
73	AUTO	REF	REPAIR	L Frt Door Shell					INC #
74	101993	BDY	REFINISH	L Frt Door Outside	Existing				2.0* #
75	102012	BDY	REMOVE/INSTALL	L Frt Ctr Door Belt Moulding					C 2.1
76	102066	BDY	REMOVE/REPLACE	L Frt Door Rear View Mirror					0.6 #
77	102067	BDY	REMOVE/REPLACE	L Frt Door Blackout Tape	87940-0C480			231.97	INC #
78	102243	BDY	REMOVE/REPLACE	L Frt Door Adhesive Nameplate	75622-0C820			32.81	0.2 #
79	101970	BDY	REMOVE/REPLACE	L Frt Door Adhesive Nameplate	73471-0C040			56.40	0.2
80	100229	BDY	REMOVE/INSTALL	L Frt Door Trim Panel	78474-0C030			36.43	0.2
				L Frt Ctr Door Handle					INC
									0.3

ESTIMATE RECALL NUMBER.

Mitchell Data Version: OEM: OCT\_15\_V  
 MAPP: OCT\_15\_V  
 Software Version: 7.1.187

Date:  
Estimate ID:  
Estimate Version:  
Preliminary  
Profile ID:

81	100283	BDY	REMOVE/INSTALL	L Frit Door Weatherstrip	Existing		0.4	r
82	101832	GLS	REMOVE/INSTALL	L Frit Door Moveable Glass	Existing		1.2	r
83	101046	BDY	REMOVE/INSTALL	L Frit Door Glass Run	Existing		0.3	#r
84	100700	BDY	REMOVE/INSTALL	L Rear Door Assembly	Existing		0.4	#
85	101018	BDY	REPAIR	L Rear Door Shell	Existing		4.0	*
86	AUTO	REF	REFINISH	L Rear Door Outside				
87	108794	BBY	REMOVE/INSTALL	L Rear Otr Door Belt Moulding			C 1.8	
88	101081	BBY	REMOVE/REPLACE	L Rear Rear Sash			0.2	
89	181063	BDY	REMOVE/REPLACE	L Rear Door Adhesive Nameplate	75924-0C020	26.84	0.2	#
90	181067	BDY	REMOVE/INSTALL	L Rear Door Trim Panel	75455-0C050	30.23	0.2	
91	101812	BDY	REMOVE/INSTALL	L Rear Otr Door Handle			INC	
92	101608	BDY	REMOVE/INSTALL	L Rear Door Weatherstrip	Existing		0.4	r
93	101505	GLS	REMOVE/INSTALL	L Rear Door Moveable Glass	Existing		1.0	r
94	101511	BDY	REMOVE/INSTALL	L Rear Door Glass Run	Existing		0.3	#r
95	101636	GLS	REMOVE/INSTALL	Back Window	Existing		2.8	#
96	900500	GLS	REMOVE/REPLACE	Glass Installation Kit	Sublet	32.00	INC*	
97				back glass				
98	101930	BDY	REMOVE/INSTALL	Bed Assembly			2.5	
99	101168	BDY	REMOVE/INSTALL	High Mount Stop Lamp			0.2	#
100	936012		ADD'L COST	Hazardous Waste Disposal			5.00	*
101	900500	BDY	ADD'L LABOR OP	Mask/Cover For Overspray	New		8.00	INC*
102	900500	BDY	ADD'L LABOR OP	Subsequent Vehicle Bagging	New		5.80	0.2*
103	900500	BDY	ADD'L LABOR OP	Mask Interior Openings / Entryways	Existing			0.5*
104	936014		ADD'L COST	Flax Additive			2.00	*
105	900500	BDY	ADD'L LABOR OP	Corrosion Protection	New		38.08	2.0*
106				incl. anti-rust coating, cavity wax, etc.				
107	AUTO	REF	ADD'L OPR	De-Nib And Finisse			2.9	
108	AUTO	REF	ADD'L OPR	Clear Coat			3.8	
109	933003	BDY	ADD'L OPR	Tint Color				
110	900500	BDY	REMOVE/REPLACE	caulking	New		30.00	0.8*
111	AUTO		ADD'L COST	Paint/Materials			795.60	*

\* - Judgment Item  
# - Labor Note Applies  
C - Included in Clear Coat Calc  
r - CEG R&R Time Used For This Labor Operation

### Estimate Totals

i. Labor Subtotals						ii. Part Replacement Summary	
	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals		Amount
Body	61.3	52.00	0.00	0.00	3,187.60	Taxable Parts	3,553.21
Refinish	25.0	52.00	0.00	0.00	1,300.00	Sales Tax	319.79
Glass	7.2	52.00	0.00	0.00	374.40		
Mechanical	0.3	75.00	0.00	0.00	22.50		
Non-Taxable Labor					4,884.50	Total Replacement Parts Amount	3,873.00
Labor Summary					93.8		

ESTIMATE RECALL NUMBER:

Mitchell Data Version: OEM:  
MAPP:OCT\_15\_V  
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Page 3 of 4

Additional Costs

Taxable Costs

Sales Tax

Ⓢ

9.000%

Amount

802.60

72.23

IV. Adjustments

Insurance Deductible

Amount

0.00

Customer Responsibility

0.00

Total Additional Costs

874.83

Paint Material Method: Rates

Init Rate = 36.00 , Init Max Hours = 99.9, Addl Rate = 0.00

I.	Total Labor:	4,884.50
II.	Total Replacement Parts:	3,873.00
III.	Total Additional Costs:	874.83
	Gross Total:	9,632.33
IV.	Total Adjustments:	0.00
	Net Total:	9,632.33



DENT REMOVAL SERVICES

4171 BALL ROAD #238

CYPRESS, CA 90630

(714) 408-5600



**Jessica Verduzco**

---

**From:** Debbie Yokota [dyokota@sdrma.org]  
**Sent:** Monday, December 21, 2015 10:43 AM  
**To:** Jessica Verduzco  
**Subject:** RE:

Hi Jessica,

Mr. Brent is being very difficult. Even though I told him we would repair his truck, he wants us to compensate him for the diminished value of his truck. I tried to explain to him that California does not allow compensation for diminished value but he is insistent.

At this time, I recommend that the District issue a Notice of Rejection to get the 6 months statute of limitations started.

Let me know if you have any questions or concerns. Thanks!

Debbie Yokota  
 Claims Manager

  
 Special District Risk Management Authority  
 1112 I Street, Suite 300  
 Sacramento, California 95814  
 T 916.231.4141 or 800.537.7790 F 916.231.4111

[www.sdrma.org](http://www.sdrma.org)

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**From:** Jessica Verduzco [<mailto:jverduzco@rossmoor-csd.org>]  
**Sent:** Wednesday, December 09, 2015 2:31 PM  
**To:** Debbie Yokota <[dyokota@sdrma.org](mailto:dyokota@sdrma.org)>  
**Subject:** FW:

**From:** brent wood [<mailto:bwcwood@gmail.com>]  
**Sent:** Wednesday, December 09, 2015 11:36 AM  
**To:** Jessica Verduzco  
**Subject:**

## Jessica Verduzco

---

**From:** Mary Kingman  
**Sent:** Wednesday, December 09, 2015 2:42 PM  
**To:** Debbie Yokota; Jessica Verduzco  
**Subject:** RE: New Claim - Brent Wood

Hi Debbie,

Yes, this was a district tree. Here are the records for the tree:

5/6/2008 – Large branch down – Tree not recommended for removal

7/1/2013 – Large branch down - Tree was inspected and no signs of interior rot and leafing out nicely.

5/28/2014 – Branch snapped from tree – Tree was inspected and no signs of interior rot apart from branch that fell. Leafing out nicely. Some branches high in canopy looked like they were starting decline. Tree added to watch list and was due for trim in August/Sept. 2014.

10/17/2014 – Tree trimmed. No change in status/risk assessment.

11/17/2015 – Large branch came down and caused damage to vehicle. Tree added to current removal list.

Thank you,

*Mary Kingman*

*Tree Consultant*

[mkingman@rossmoor-csd.org](mailto:mkingman@rossmoor-csd.org)

[www.rossmoor-csd.org](http://www.rossmoor-csd.org)

Rossmoor Community Services District  
3001 Blume Drive, Rossmoor, CA 90720  
562.430.3707, Ext. 106

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**From:** Debbie Yokota [<mailto:dyokota@sdrma.org>]  
**Sent:** Wednesday, December 09, 2015 2:24 PM  
**To:** Jessica Verduzco  
**Cc:** Mary Kingman  
**Subject:** RE: New Claim - Brent Wood

Hi Jessica,

Can you provide me with the inspection records for this tree and confirm that it was the District's tree?

Thanks!

Debbie Yokota

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM H-1**

**Date:** January 12, 2016  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** REPORT OF THE TREES/PARKWAYS COMMITTEE RE: RESIDENT REQUEST TO TRIM PARKWAY TREE BY PRIVATE CERTIFIED ARBORIST

**RECOMMENDATION:**

Receive the report of the Trees/Parkways Committee and make a determination regarding the resident's request to trim a parkway tree by a private certified arborist.

**BACKGROUND:**

At your December meeting, the Board took up the matter of a request by a resident to trim a parkway tree by a private certified arborist. Staff made a recommendation to deny the request stating that parkway trees were a District responsibility in accordance with Policy No. 3080 Parkway and Rossmoor Median Tree Maintenance. The policy prohibits tree trimming by anyone other than the District. Further the policy states that parkway trees are to be trimmed in accordance with County standards. Therefore, trimming a parkway tree by a private certified arborist would not guarantee adherence to those standards.

The Board deliberated the request of the resident and voted to refer the matter to the District's Tree Committee for further review. The Tree Committee met on January 6, 2016 and voted 2-0 to recommend denial of the resident's request by the Board. The Committee's stated reasons were as follows:

1. The District's policy on this matter has been in place since 2002 and was codified by ordinance in 2015. The policy has well served the District and the community in maintaining a very high standard for tree trimming consistent with the American National Standards Institute.
2. Revision of the District's policy/ordinance to allow for a private arborist to trim a Rossmoor parkway tree would create a very difficult management problem for maintaining a consistent standard and ensuring the required qualifications of a private arborist.

**ATTACHMENTS:**

1. Tree Committee Agenda Item C-1 dated January 6, 2016
2. Board Agenda Item H-1 dated December 8, 2015.

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM C-1**

**Date:** January 6, 2016

**To:** Trees/Parkways Committee

**From:** James Ruth

**Subject:** DISCUSSION WITH GENERAL MANAGER RE: RESIDENT TREE TRIMMING REQUEST

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**RECOMMENDATION:**

Receive the report of the District's Tree Consultant regarding Rossmoor Resident Request for permit to have parkway tree pruned by her own agent/contractor. RCSD staff does not recommend changing the Tree Ordinance/Policy to allow for citizens to prune parkway trees or have trees pruned by their own contractor/agent.

**BACKGROUND:**

The report is in response to a request from Resident Joyce Bloom to have the parkway tree in front of her residence pruned by her own independent contractor or agent.

Rossmoor Community Services District - PARKWAY AND ROSSMOOR WAY MEDIAN TREE MAINTENANCE POLICY NO. 3080.10 and 3080.11 states the following:

3080.10 Public Property: Parkway and median trees are public, not private property. Every reasonable effort will be made to preserve this natural resource in order to retain and improve this local scenic and environmental asset.

3080.11 Homeowners, residents or their agents shall not plant, trim or remove parkway and median trees. The Rossmoor Community Services District (RCSD) has the authority and responsibility to plant and trim trees either directly or through the County or other third parties. RCSD recommends removals to the County and the County has the authority to remove trees.

All Rossmoor trees are pruned on a four-year cycle and more often as needed for clearance or safety trims. RCSD has a contract in place with West Coast Arborists, Inc. for all pruning work to be done on all Rossmoor trees located within parkways, medians and parks. In deciding whether or not to accommodate the resident's request the following should be considered:

- The RCSD Tree Ordinance is a legally binding document. Any changes to the policy would need to be done by legal counsel and with full approval from the RCSD Board of Directors.

- West Coast Arborists, Inc. has been in business since 1972. They have over 200 contracts with public agencies in both California & Arizona. They follow pruning guidelines that are set forth by the American National Standards Institute and are approved by the International Society of Arboriculture. The ANSI standards represent the industry criteria for performing tree care operations. The standards can be used for general familiarity with professional requirements, as well as for preparation of tree care contract specifications. All WCA trimmers must be certified through the ISA or qualified through their in house training program.
- If Tree Ordinance/Policy is revised to allow permits for private parkway tree pruning, more RCSD employee hours will be required in order to generate permits, check on certifications of contractors or arborists performing the work, check on completed work and keeping records and files on these separate permits.
- If tree branches do not meet the required clearance and safety standards set forth by Orange County Public Works, then the tree will be pruned by OCPW, whether the resident wants them to or not.

Based on the above stated fact, RCSD staff does not recommend changing the Tree Ordinance/Policy to allow for citizens to prune parkway trees or have trees pruned by their own contractor/agent.

**ATTACHMENTS:** None

**ROSSMOOR COMMUNITY SERVICES DISTRICT****AGENDA ITEM H-1**

**Date:** December 8, 2015  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** RESIDENT REQUEST FOR TRIMMING OF STREET TREE BY A PRIVATE CERTIFIED ARBORIST

**RECOMMENDATION:**

Deny resident's request for trimming of a street tree by a private certified arborist.

**BACKGROUND:**

Policy No. 5020 Board Meeting Agenda governs the administration of the Board's Meeting Agenda. Section 5020.20 Public Requests provides for manner and method for placement of an Agenda Item by a member of the public. Ms. Joyce Bloom has submitted a request for trimming of a street tree by a private arborist. The request meets the District's requirements for placement of an Agenda Item.

Policy No. 3080 Parkway and Rossmoor Median Tree Maintenance, Section 3080.11 prohibits the pruning of a street tree by a person or their agents. Section 3080.30 Tree Trimming and Protection specifies that trees shall be trimmed by the District to maintain safety and clearance standards established by the County. Granting a resident the authority to trim a tree, regardless of the use of a certified arborist, would not guarantee that the tree would be trimmed in accordance with specified District and County standards. It is therefore, recommended that the request be denied.

**ATTACHMENTS:**

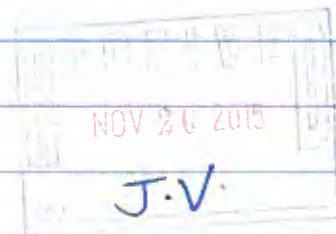
1. Letter dated November 20, 2015 from Ms. Joyce Bloom re: Request to Trim a Street Tree by a Certified Arborist.
2. Policy No. 5020 Board Meeting Agenda.
3. Policy No. 3080 Parkway and Rossmoor Way Median Tree Maintenance.

Agenda

Request to have  
The plane tree in front  
of 12101 Chaces Rd trimmed  
by a certified arborist at  
my expense in conformity  
with the direction of the  
R.C.S. D arborist Mary Ferguson.

Joyce Bloom  
[REDACTED] Chaces Rd  
Rosswood

[REDACTED]



## Rossmoor Community Services District

**Policy**

**No. 5020**

### **BOARD MEETING AGENDA**

**5020.10 Development Procedure:** The General Manager, in cooperation with the Board President shall prepare an Agenda for each Regular and Special Meeting of the Board. Any Director may contact the Board President to ask that an item be placed on Agenda (no later than two weeks prior to the meeting). The Board President shall determine either to direct the General Manager to place the item on the Agenda or to ask the Director to request that it be considered at the next Regular Meeting for placement at the subsequent meeting of the Board.

**5020.20 Public Requests:** Any member of the public may request that a matter directly related to District business be placed on the Agenda of a regularly scheduled meeting of the Board, subject to the following conditions:

**5020.21 Request in Writing:** The request must be in writing and be submitted to the General Manager together with supporting documents and information no later than two weeks prior to the meeting.

**5020.22 District Jurisdiction:** The General Manager shall be the sole judge of whether the public request is a matter related to the District's jurisdiction or business. No matter which is legally a proper subject for consideration by Board in closed session will be accepted under this policy.

**5020.23 Appeal of Rejection:** All decisions of the General Manager not to include an item on the Agenda may be appealed to the Board, at a subsequent Regular or Special Meeting of the Board.

**5020.24 Time Limitations:** The Board Chair may place limitations on the total time to be devoted to a public request issue at any meeting and may limit the time allowed for any one person to speak on the issue at the meeting.

**5020.30 Agenda Format:** The Board shall use a standardized and consistent Agenda format for all Regular Meetings. The Regular Meeting Agenda shall contain the following items and order of business:

**A. ORGANIZATION**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Presentations
5. Board Elections (As required pursuant to Policy 5010.80.)

**B. ADDITIONS TO AGENDA**

**C. PUBLIC COMMENT** [three (3) minute limit per individual unless time is extended by the Board Chair and no time may be ceded from one speaker to the other unless approved by the Board Chair]

**D. REPORTS TO THE BOARD** (Board Committees, Board Appointed Citizen Committees)

**E. CONSENT CALENDAR** (All items approved in a single motion unless otherwise requested by a Director or a member of the public.)

1. Minutes
2. Routine Matters (Project Schedule, Revenue & Expense Report, Quarterly Tree Report, etc)



- F. PUBLIC HEARINGS
- G. RESOLUTIONS/ORDINANCES
- H. REGULAR CALENDAR
- I. GENERAL MANAGER ITEMS
- J. BOARD MEMBER ITEMS
- K. CLOSED SESSION\*

\*Closed sessions requiring District General Counsel will be held at the beginning of the Regular Meeting, starting at 6:30pm. Closed sessions that do not require District General Counsel will be held at this point in the agenda.

- L. ADJOURNMENT

**5020.40** Staff Reports: All Items placed on the Agenda by the General Manager will be accompanied by a staff report. The staff report is intended to identify and summarize the issue. The staff report will offer recommendations for Board action, as appropriate.

**5020.50** Special Meetings: The Special Meeting Agenda shall contain the specific subject matter as necessary for calling the Special Meeting.

**5020.60** Posting of Agenda: In addition to the posting of the Agenda at the District Office, it shall be posted at Rossmoor Park and Montecito Center. Regular meeting agendas are to be posted at least seventy-two (72) hours prior to the scheduled meeting. The Agenda will also be noticed on the District's website as soon as practicable after the Agenda is delivered to the Board. The agenda for a Special Meeting or Committee meetings shall be posted at these locations at least twenty- four (24) hours prior to the meeting.

**5020.70** Agenda Mailing: The Agenda is to be sent to all newspapers requesting it. In addition, it is to be sent to all individuals who so request and provide a stamped, self-addressed envelope and as otherwise required by the Brown Act.

**5020.80** Executing Documents: The Board President (or Vice President, in the absence of the President) shall sign ordinances, resolutions, and contracts approved by the Board. The Secretary shall attest to the signature of the President or Vice President. When authorized by the Board, the General Manager may execute Agreements for services.

Adopted: December 8, 1993, February 14, 1996  
Amended: February 9, 2000, June 8, 2000  
Approved renumbering & format: October 8, 2002  
Reaffirmed: March 11, 2003  
Amended: April 13, 2004  
Amended: March 13, 2007  
Amended: March 8, 2011

Rossmoor Community Services District

**Policy**

**No. 3080**

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**PARKWAY AND ROSSMOOR WAY MEDIAN TREE  
MAINTENANCE**

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**3080.00** Parkway and Median: A parkway, as described in this Policy, is the County of Orange (County) owned area between the sidewalk and curb. The median is the County owned area dividing Rossmoor Way.

**3080.10** Public Property: Parkway and median trees are public, not private property. Every reasonable effort will be made to preserve this natural resource in order to retain and improve this local scenic and environmental asset.

**3080.11** Homeowners, residents or their agents shall not plant, trim or remove parkway and median trees. The Rossmoor Community Services District (District) has the authority and responsibility to plant and trim trees either directly or through the County or other third parties. The District recommends removals to the County and the County has the authority to remove trees.

**3080.12** The County of Orange is responsible for the preventative or remedial tree root pruning to aid in the control of sidewalk, curb and gutter damage. The District will coordinate with the County to perform this work and any other alternatives to tree removal.

**3080.13** Request for inspections, planting, trimming or removal shall be made with the District office. A Customer Service Request (CSR) shall be initiated describing the request and action taken or not taken.

**3080.14** No person shall remove, prune, trim, cut or otherwise damage a tree that is located in the parkway or median, or cause, permit, direct, or allow the removal, pruning, trimming, cutting, or damaging of a parkway or median tree, unless so authorized to do so pursuant to this policy.

**3080.20** Tree Planting and Nurturing: All parkways at private residences shall have at least one tree, where feasible, and those currently without a tree(s) will have a tree(s) planted by the District as funds become available. Appropriately spaced tree plantings are required along the parkways of public properties, where feasible (e.g. parks, schools, flood control channels, etc.).

**3080.21** Tree planting locations shall be determined by the District's Tree Consultant and/or Arborist and be based on recognized standards for the planting of trees.

**3080.22** The District shall maintain a tree-planting program consistent with budgeted funds.

**3080.23** The District shall maintain an inventory of all parkway and Rossmoor Way median trees. The District shall also maintain a current list of all potential sites for planting a tree within all public right of ways.

**3080.24** Site selections for new tree plantings shall be based on a computerized inventory of Rossmoor parkway trees and vacant sites maintained by the District.

**3080.25** New tree plantings shall be accomplished in accordance with the Rossmoor Parkway Tree Planting Specifications (Arborist Scope of Services) maintained by the General Manager.

**3080.26** Trees planted by the District will minimally be in 24" box containers. Should budget constraints arise or a 24" box tree of a specific species not be available, a 15-gallon container tree may be substituted.

**3080.27** A list of tree varieties approved by the Board for new or replacement trees shall be maintained by the District. The Tree Consultant shall recommend and the District shall select tree species based on the specified predominant tree species of the block if the tree is still on the approved species list and other factors such as availability or an alternate tree from the approved list of trees with similar characteristics.

**3080.28** The General Manager shall maintain a Notification of Tree Planting document that specifies the required care of parkway trees. This includes instructions for newly planted parkway trees. The document shall be provided to each homeowner/resident of a newly planted parkway tree.

**3080.29** The homeowner/resident has the responsibility for watering and caring for the parkway trees adjacent to their property in accordance with District instructions. A tree that must be replaced due to lack of care on the part of a homeowner/resident will require the homeowner/resident to pay the District for a replacement tree of the same or like species and size.

**3080.30** Tree Trimming and Protection: Trees shall be trimmed by the District to maintain safety and clearance standards established by the County.

**3080.31** Specifications delineating aesthetic tree trimming shall be in accordance with the requirements of the American National Standards Institute (ANSI A 300) maintained by the General Manager and shall become a part of any tree trimming contracts awarded by the District.

**3080.32** The District shall maintain a tree trimming schedule for all parkway and median trees. Each tree shall be trimmed at least once every four years or as necessary according to species. Homeowners/residents desiring more frequent trimming or pruning can request such at the District office for a fee, which reflects the cost to the District. Tree trimming shall only be performed by the District's contract arborist.

**3080.33** Notification by mail or by posting at the residence of scheduled tree trimming, planting, root pruning or removal shall be sent by the District to the homeowner/resident at least two (2) weeks prior to the planned work except for emergency safety removals by the County.

**3080.40** Tree Removal: Only trees that are dead, structurally unsound or are creating problems that cannot be corrected without causing the tree to die or become unstable will be removed.

**3080.41** Valid reasons for removing trees:

- A dead, rotting or seriously diseased tree that presents a danger of structural failure.
- Trees that present a hazard, such as a tree with weak roots, a tree with a split trunk or a tree with falling limbs that cannot be corrected with trimming.
- A diseased or insect infested tree that is a serious threat to nearby trees if removal is the best pest or disease control option.

- An unauthorized tree of the wrong species for its location
- Hardscape (sidewalks, curbs, driveways etc.) damage that requires repairs and if such repairs cannot be made without causing severe root damage that renders the tree structurally unsound.
- If in order to repair or replace a lateral sewer line, it is necessary to remove significant tree roots that would undermine the structural integrity of a tree. This need must be demonstrated to the District by the homeowner through video evidence of the location and extent of damage to the sewer lateral. During excavation, the sewer line must be exposed and be available to the District for a visual inspection to determine the need for the tree removal.
- Home remodeling that requires removal of a tree. If this is driveway relocation, the homeowner must have a building permit and plot plan showing the tree to be removed is less than eight (8) feet from the proposed new driveway. The Homeowner must pay the District for the tree removal and the planting of a new 24-inch box tree selected by the District before the District will sign off on the building permit.
- Any reason deemed by the General Manager to be in the best interests of the District and/or homeowner/resident.

**3080.42** Non-valid reasons for removing trees:

- Nuisances, such as dropping leaves, root ridges in lawn, messy fruit, berries or flowers, etc.
- Roots getting into sewer lines. It is the responsibility of the homeowner/resident to maintain their sewer line so that leakage from a line is repaired promptly. This will avoid tree roots from seeking the seeping nutrients and moisture from the line.
- Invasion of roots into water meter box that can be remedied with root pruning. The General Manager will determine who is financially responsible for any necessary root pruning.
- Hardscape damage where repair coupled with root pruning can save the tree.

**3080.50** Requests for Tree Inspections, Trimming or Removal and Disposition:

**3080.51** A request for parkway tree inspection, trimming or, removal may be made in person, by telephone or in writing to the District office. A CSR will be generated, an inspection will be performed and a disposition will be made by the District.

**3080.52** The action taken or not taken on a request will be reported back to the homeowner or his/her agent by the District. A requester has the right of appeal the final disposition of the request by the General Manager to the Board on any actions taken/not taken.

**3080.60** Tree Protection: Unauthorized removal or damage to a parkway tree is a misdemeanor. In addition, the responsible person will be required to pay to the District the International Society of Arboriculture (ISA) value of the removed tree based on the ISA trunk formula method and the cost of a replacement tree in a 24-inch box.

**3080.61** Parkway may not be cemented, bricked or covered with vegetation which prevents the planting of a parkway tree. Any such paving-over, cementing-over or other covering of a parkway shall be subject to the applicable permitting or other approval requirements of the County of Orange. For example, and not by way of limitation, any such paving-over, cementing-over or other covering of a parkway shall be subject to the applicable urban storm water runoff permit regulations as set forth in the applicable

National Pollution Discharge Elimination System (NPDES) permit program as established and administered by the County of Orange or other applicable state or regulatory body.

**3080.62** Parkways may be covered with grass or other plants, so long as such grass or plants are not more than two (2) feet high or closer than 1½ feet from the base of the tree. [Any work on the parkway that could involve the pruning of tree roots must first be approved by the District.

**3080.63** No swings or attachments of any type may be placed on parkway or median trees.

**3080.70** Retention of Arborist: The District will retain an ISA certified arborist to assist the General Manager in the performance of specifications called out in the Scope of Services as detailed in the Agreement with the contract arborist.

**3080.80** Enforcement of Policy:

**3080.81** Pursuant to Government Code Section 61600(j) and (k), the District has the authority to perform work and improvements on or about any street in Rossmoor, subject to the consent of the County.

**3080.82** Pursuant to Government Code Section 61621.5(c), Resolution 99-1-13-1 provides that the County has granted the District the power of a county road commissioner to regulate certain activities. In its role as a County Road Commissioner, the District may regulate and perform certain activities in connection with the planting, removing, cutting, injuring or destroying any tree, shrub, plant or flower growing on any parkway or median. Pursuant to Government Code Section 61621.5(c) and Streets and Highways Code Section 1460, anyone who violates this policy will be subject to the appropriate legal remedy including liability for all expenses and damages caused thereby to the County and District and could be found criminally liable for a misdemeanor.

**3080.83** The District may notify the responsible person of any violation of this policy. If the responsible person refuses to correct the violation after such notification, the District shall pursue other appropriate legal remedies for the collection of damages in order to compensate the District for all costs and expenses caused by the alleged violation of this policy. Nothing in this policy shall require the District to notify the responsible person prior to initiating a criminal action.

**3080.84** The District may enforce this Policy by criminal and/or civil action, Where the District elects to proceed by other than criminal action, the following enforcement procedure shall apply:

(1) Send the Person a Notice/Demand Letter. The General Manager or his or her designee shall notify any person that his or her actions are in violation of this policy and may provide that person with the opportunity to correct the violation and/or pay the expenses and damages to the District incurred in correcting the violation. A demand for such payment shall be in the form of a notice/demand letter which sets forth the violation and the amount due and owing. In regard to correcting the violation, the District may take the initiative to correct the violation, such as replanting a parkway tree and also take the initiative in pursuing recovery of costs and expenses. The General Manager shall send a letter via first class mail to the address at which the violation occurred and/or to the last known address of the person causing the violation.

(2) Appeal to the Board. Any person who disputes the decision of the General Manager sent pursuant to subsection (1), above, may appeal that decision to the

Board by filing a written request to the General Manager for the matter to be placed on the Board Agenda for the next scheduled Regular Board meeting and payment of the appeal fee set forth in the Fee Schedule. Any such appeal must be in writing and must be delivered to the General Manager along with the applicable fee within ten (10) calendar days of the contested action and must state the specific action or inaction that is being challenged. The matter shall be placed on a subsequent Board Agenda if there is sufficient time to place the matter on the agenda for the next regularly scheduled meeting of the Board. The Board shall hold a hearing, admit evidence, and shall render a decision on the matter. The decision of the Board shall be final.

(3) Civil Litigation If any person fails or refuses to correct the violation and/or to pay the amount owed, then the District may pursue civil litigation. Such litigation may seek injunctive relief whereby the District requests that the court order the resident to refrain from certain activities and/or require the person to take certain actions in order to be in compliance with the District's policy/regulations. In the event the District has taken the necessary action, such as replacing the parkway tree, the District may pursue litigation to obtain a judgment against the person in the amount of the expenses and damages that the District incurred in correcting the violation.

**3080.85** Nuisance Enforcement by Civil Action & Attorney's Fees

(1) In addition to any other penalties authorized by law, any condition caused or permitted to exist in violation of this Policy shall be deemed a public nuisance and may be abated as such. Each and every day such condition continues shall be regarded as a new and separate offense.

(2) In addition to other penalties and enforcement mechanisms authorized by law, this Policy may be enforced by injunction issued by the superior court upon the suit of the District.

(3) In any action, administrative proceeding or special proceeding commenced by the District to abate a public nuisance, to enjoin a violation of any provision of this Policy, to enforce the provisions of this Policy, or to collect a civil debt owing to the District pursuant to this Policy, the prevailing party shall be entitled to recover its reasonable attorney's fees. The recovery of attorney's fees by the prevailing party is limited to those individual actions or proceedings in the District elect, at the initiation of that individual action or proceeding, to seek recovery of its own attorney's fees. Failure to make such an election precludes any entitlement to, or award of, attorney's fees in favor of any person or the District. In no action, administrative proceeding, or special proceeding shall an award of attorney's fees to a prevailing party exceed the amount of reasonable attorney's fees incurred by the District in the action or proceeding.

**3080.90** Tree/Parkway Committee: The Tree/Parkway Committee is comprised of two Board Members and the General Manager. The President of the Board appoints the members to the Committee. The General Manager shall also provide a quarterly report to the Board giving a summary of all parkway and median tree plantings, trimmings, inspections and removals.

**3080.100** Damage Claims: Claims for damages allegedly caused by parkway or median trees should be filed with the District. Such claims will be processed in accordance with District Procedures.

**3080.110** Terms: Following are terms as used in this policy:

- Manicure Trimming—Ongoing yearly high quality trimming designed to maintain the shape and characteristics of the tree (commonly referred to as resort style which includes lacing of the canopy). This is not the type of tree trimming as performed by the District.
- Aesthetic Trimming (pruning)—Appropriate trimming performed by the District's arborist designed to maintain the general shape of the tree and eliminating dead, damaged or diseased branches and maintaining safety and clearance standards.
- Grid Trimming—Regularly scheduled and ongoing aesthetic trimming on a four year cycle performed by the District's contract Arborist according to a four section grid map of Rossmoor.
- Safety Trimming—Performed on an as-needed basis when a tree is identified as posing a hazard to property, street traffic or pedestrian traffic.
- Root Pruning—The cutting of roots to facilitate the replacement of curbs, gutters or sidewalks.
- Responsible Person—Means any person who violates, or who causes, permits, directs, or allows another person to violate, any provisions of this Policy.

**3080.120** Challenge the Administrative and Quasi-Judicial Actions of the District-Time in Which Actions Must Be Brought: Any action challenging a final administrative order or decision by the District made as a result of a proceeding in which by law a hearing is required to be given, or evidence is required to be taken, and discretion regarding a final and non-appealable determination of facts is vested in the District, or in any of its boards, commissions, officers or employees must be filed within the time limits set forth in California Code of Civil Procedure Section 1094.6

Adopted: September 10, 2002  
 Approved renumbering & format: October 10, 2002  
 Reaffirmed: December 10, 2002  
 Amended: December 9, 2003  
 Amended: April 13, 2004  
 Amended: October 12, 2004  
 Amended: July 12, 2005  
 Amended: December 13, 2005  
 Amended: April 13, 2010  
 Amended: June 14, 2011  
 Amended: November 12, 2013  
 Readopted by Ordinance 2014-01: January 14, 2014  
 Readopted by Ordinance 2015-02: March 10, 2015

**H2**



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM H-2**

**Date:** January 12, 2016  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** REPORT OF THE TREES/PARKWAYS COMMITTEE RE: RESIDENT REQUEST TO REMOVE PARKWAY TREE

**RECOMMENDATION:**

Receive the report of the Trees/Parkways Committee and deny resident's request to remove a parkway tree.

**BACKGROUND:**

Staff has received a request by Ms. Cindy Nelson residing at 3072 Ruth Elaine Drive to remove a parkway tree at that location. The matter was presented to the Trees/Parkways Committee at their meeting of January 6, 2016. The Committee reviewed staff's recommendation to deny the request and also considered the report of West Coast Arborist Rebecca Mejia, ISA Certified Arborist and Qualified Assessor.

The tree has been evaluated as healthy and does not qualify for removal. The tree has an estimated value of \$9,830. The Committee voted 2-0 to deny the resident's request to remove the tree.

**ATTACHMENTS:**

1. Tree Committee Agenda Item C-3 dated January 6, 2016
2. Board Agenda Item H-1 dated December 8, 2015.

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM C-3**

**Date:** January 6, 2016

**To:** Trees/Parkways Committee

**From:** James Ruth

**Subject:** DISCUSSION WITH GENERAL MANAGER RE: UPDATE ON CITIZEN SERVICE REQUEST FOR TREE REMOVAL: 3072 RUTH ELAINE DR. – ARBORIST REPORT RECEIVED

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**RECOMMENDATION:**

Receive the report of the District’s Tree Consultant regarding resident’s requested removal of the parkway tree located at 3072 Ruth Elaine Drive; a large, established California Sycamore (*Platanus racemosa*) with an estimated value of \$9,830. West Coast Arborist report agrees with Tree Consultant Mary Kingman’s findings that tree is healthy and does not pose any specific risks.

**BACKGROUND:**

The parkway tree at this address being a large, established California Sycamore (*Platanus racemosa*) with an estimated value of \$9,830.

**10/17/14** - Resident James Nelson put in removal request with OCPW due to sewer issues and sap dripping on his boat.

**10/17/14** –Mary Kingman called resident back, unable to leave message. Sent a letter explaining tree policy and that sewer issues and sap dripping does not qualify for removal.

**10/24/14** - Mary Kingman talked to resident about plumbing issues. Resident claims that plumber assured her that sewer connection was directly under the tree. Mary Kingman told her she would need a certified letter from plumber stating this information. Also if tree is cut down and connection is not under tree they could be liable for value of tree.

**10/14/15** – Mary Kingman informed by Orange County Public Works that large snapped limb over weekend. Mary Kingman inspected tree and state of branch that was cut up by OCPW and left taped off at curb for pick-up. Tree appears healthy with no sign of disease or rot in downed limb or tree. Breakage likely caused by weight and changes in temperature combined with drought stressed tree. Summer limb drop is a phenomenon that is common occurrence in species.

**10/16/15** – Resident Cindy Nelson came into RCSD office on Wednesday very upset and talked to Kathy Bell. Said she was going to sue Tree Consultant, Mary Kingman and the district because a large branch came down from the parkway tree and landed on daughter’s car and requested that the tree be removed. Mary Kingman called resident back and could not leave message as mailbox was full.

**10/20/15** – Resident Cindy Nelson came in to RSCD office wanting to talk to Mary Kingman. Jessica Verduzco informed her Mary was not in today. She reported that another branch has fallen and landed on her car again. She really wants this tree removed as it is a liability and would like to speak with Mary as soon as possible. She will try you back on 10/21/15 in the afternoon. She said the branch was not that big this time and she can remove it but she did take pictures.

**10/26/15** - Resident Cindy Nelson came in to RCSD front office to talk to Mary Kingman. Resident threatened to sue her and District for allowing the tree to stay and said she considered the tree a deadly weapon. Mary Kingman ordered independent arborist report on tree and will inform all General Manager, Tree Committee Board Members and Resident Cindy Nelson of the result once report on the tree has been completed.

**11/23/15** – Arborist report received from outside agency, Certified Arborist. Report agrees with Tree Consultant Mary Kingman’s findings that tree is healthy and does not pose any specific risks.

**ATTACHMENTS:**

1. WCA Certified Arborist Report



November 23, 2015

Rossmoor Community District  
**ATTN: Mary Kingman**  
3001 Blume Drive  
Rossmoor, CA 90720

**RE: 3072 Ruth Elaine Drive**

Ms. Kingman,

Pursuant to your request this report has been prepared in order to present the findings from my evaluation of the California Sycamore (*Platanus racemosa*) located at 3072 Ruth Elaine Drive. The purpose of the evaluation was to assess the general health and condition of the tree and to offer maintenance recommendations based on those findings. The site was visited on Monday, November 16, 2015 and all comments and discussion that follows are based on my observations while on the site.

A basic health evaluation and a level 2 risk assessment were used for this evaluation; however only my findings are included and no actual risk assessment forms are being provided as part of this report. The criteria for this level of assessment is detailed by *ANSI A300 (Part 9)-2011 Tree Risk Assessment, a. Tree Structure Assessment* and *A Photographic Guide to the Evaluation of Hazard Trees (Matheny & Clark)* and includes a 360-degree ground based visual inspection of the tree crown, trunk, trunk flare, above ground roots, and site conditions around the tree(s).

**OBSERVATIONS:** The tree in question has a trunk diameter of 36 inches, is roughly seventy feet tall with a fifty foot canopy spread and is growing in a large, seven foot wide, irrigated parkway (see Figure 1). The canopy is symmetrical and well balanced with a greater than 75% live crown ratio; there is no indication of any significant insect, disease, or other pathogen presence (see Figure 2). There are only a very few small dead twigs and/or branches, but nothing that is considered abnormal (see Figure 3). The development of small dead branches such as that seen here is perfectly normal in a large, mature specimen such as this tree. This sycamore has great structure, is well established and appears to be thriving, contributing greatly to the esthetics of the neighborhood.

**GENERAL DISCUSSION:** "Risk Assessment" is a systematic process by which the evaluator examines observable phenomena and their implications in order to derive an estimate of "risk" for a given tree. The degree of risk associated with any given specimen will vary over time as natural physical influences change; the healthier the



tree is overall, the better able it is to handle changes in its physical environment. Generally speaking, risk assessment is used for two reasons. First, it is used to identify hazardous situations and to determine appropriate actions to mitigate any recognized risks. Second, is to assure that the proper owner/manager of the tree that the mechanical integrity of the tree is acceptable and that the specific tree can safely be retained under normal conditions.

**SUMMARY:** Based on all observable conditions of the subject tree, I can find no reason for elevated concern; this tree is healthy and poses no specific risk at this time. There is of course a possibility that any of the small dead twigs and/or branches may fall from the tree and impact a target below the tree. However, with a tree of this size, the development of such material is considered normal and is not a sign of poor or declining health. The only maintenance recommendations I have at this point is to preserve the current cycle of regular scheduled pruning, retaining the overall canopy shape and size, and pruning out any dead material as it is deemed necessary by management staff. A pruning cycle of anywhere from every 3 to 5 years is acceptable for a mature sycamore.

The intent of this report was to provide as complete and unbiased an opinion as possible with regards to the current health and condition of the tree discussed above. If you have any questions or require additional information, please feel free to contact me at (714) 991-1900 ext., 149.

Respectfully,

*Rebecca Mejia*

Rebecca Mejia

ISA Certified Arborist #WE-2355A

ISA Qualified Risk Assessor #CTRA-1534

West Coast Arborists Inc.

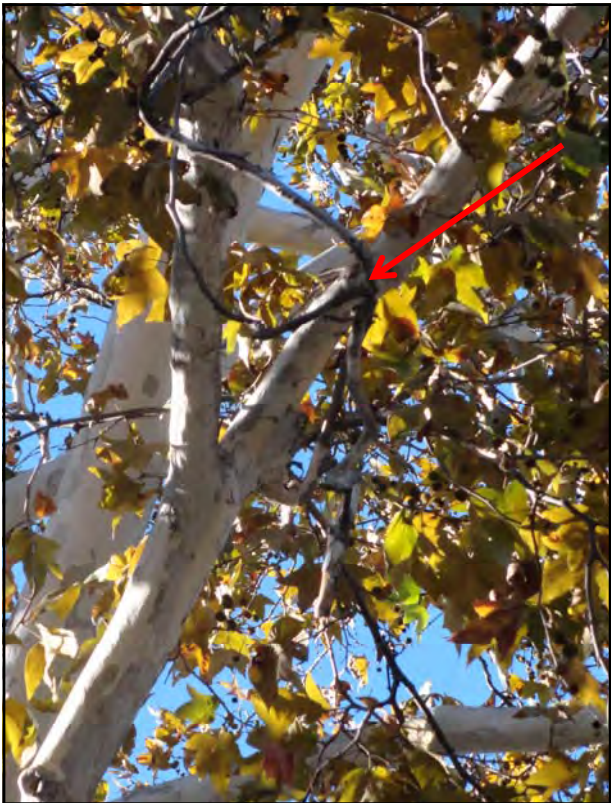


Figure 1 (top, left). Showing the subject California Sycamore located at 3072 Ruth Elaine Drive.

Figure 2 (top, right). Looking up into the canopy; note the nicely spaced limbs and lack of any significant diseased or dead material.

Figure 3 (bottom, left). Showing one of the small, dead twigs seen within the canopy. I was able to only spot four such branches. The development of small dead branches such as that seen here, is perfectly normal in a large, mature specimen like this tree.



## **ASSUMPTIONS AND LIMITING CONDITIONS**

1. Care has been taken to obtain all information from reliable sources. All data has been verified insofar as possible; however, the Consultant can neither guarantee nor be responsible for the accuracy of information provided by others. Standard of Care has been met with regards to this project within reasonable and normal conditions.
2. The Consultant will not be required to give testimony or to attend court by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services as described in the fee schedule and contract of engagement.
3. Loss or alteration of any part of this report invalidates the entire report.
4. Possession of this report or a copy thereof does not imply right of publication or use for any purpose by any other than the person to whom it is addressed, without the prior written consent of the Consultant.
5. This report and any values expressed herein represent the opinion of the Consultant, and the Consultant's fee is in no way contingent upon the reporting of a stipulated result, a specified value, the occurrence of a subsequent event, nor upon any finding to be reported.
6. Unless expressed otherwise: 1) information contained in this report covers only those items that were examined and reflects the condition of those items at the time of inspection; and 2) the inspection is limited to visual examination of accessible items without dissection, excavation, or coring, unless otherwise stated. There is no warranty or guarantee, expressed or implied, that problems or deficiencies of the tree(s) or property in question may not arise in the future.
7. Arborists are tree specialists who use their education, knowledge, training, and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. It is highly recommended that you follow the arborist recommendations; however, you may choose to accept or disregard the recommendations and/or seek additional advice.
8. Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specific period of time.
9. Any recommendations and/or performed treatments (including, but not limited to, pruning or removal) of trees may involve considerations beyond the scope of the arborist's services, such as property boundaries, property ownership, site lines, disputes between neighbors, and any other related issues. Arborists cannot take such considerations into account unless complete and accurate information is disclosed to the arborist. An arborist can then be expected to consider and reasonably rely on the completeness and accuracy of the information provided.
10. The author has no personal interest or bias with respect to the subject matter of this report or the parties involved. He/she has inspected the subject tree(s) and to the best of their knowledge and belief, all statements and information presented in the report are true and correct.
11. Unless otherwise stated, trees were examined using the tree risk assessment criteria detailed by the International Society of Arboriculture's publications *Best Management Practices – Tree Risk Assessment* and the *Tree Risk Assessment Manual* and *A Photographic Guide to the Evaluation of Hazard Trees (Matheny & Clark)*.

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM H-1**

**Date:** December 8, 2015  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** RESIDENT REQUEST FOR TRIMMING OF STREET TREE BY A PRIVATE CERTIFIED ARBORIST

**RECOMMENDATION:**

Deny resident's request for trimming of a street tree by a private certified arborist.

**BACKGROUND:**

Policy No. 5020 Board Meeting Agenda governs the administration of the Board's Meeting Agenda. Section 5020.20 Public Requests provides for manner and method for placement of an Agenda Item by a member of the public. Ms. Joyce Bloom has submitted a request for trimming of a street tree by a private arborist. The request meets the District's requirements for placement of an Agenda Item.

Policy No. 3080 Parkway and Rossmoor Median Tree Maintenance, Section 3080.11 prohibits the pruning of a street tree by a person or their agents. Section 3080.30 Tree Trimming and Protection specifies that trees shall be trimmed by the District to maintain safety and clearance standards established by the County. Granting a resident the authority to trim a tree, regardless of the use of a certified arborist, would not guarantee that the tree would be trimmed in accordance with specified District and County standards. It is therefore, recommended that the request be denied.

**ATTACHMENTS:**

1. Letter dated November 20, 2015 from Ms. Joyce Bloom re: Request to Trim a Street Tree by a Certified Arborist.
2. Policy No. 5020 Board Meeting Agenda.
3. Policy No. 3080 Parkway and Rossmoor Way Median Tree Maintenance.



# ROSSMOOR

COMMUNITY SERVICES DISTRICT



## PIFC Meeting of the Board

Agenda Package

**January 12, 2016**

BOARD OF DIRECTORS

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**AGENDA  
BOARD OF DIRECTORS  
ROSSMOOR COMMUNITY SERVICES DISTRICT  
PUBLIC IMPROVEMENTS FINANCING CORPORATION  
REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, January 12, 2016  
7:00 p.m. (see Call to Order)**

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**A. ORGANIZATION**

1. CALL TO ORDER: 7:00 p.m. (immediately following adjournment of the Regular Meeting of the Board of Directors of the Rossmoor Community Services District)
2. ROLL CALL: Board Members Burgess, Casey, DeMarco, Maynard, President Kahlert
3. PLEDGE OF ALLEGIANCE
4. MINUTES:
  - a. Regular Meeting of January 13, 2015. (Information only).
  - b. Special Meeting of December 8, 2015.
5. PRESENTATIONS: None.
6. ELECTION OF OFFICERS:
  - a. President.
  - b. Vice President.

**B. ADDITIONS TO AGENDA**

*In accordance with Section 54954.2(b)(2) of the Government Code (Brown Act), action may be taken on items not on the agenda, which was distributed, if:*

*A majority of the Board determines by formal vote that an emergency exists per Section 5494.5 (work stoppage or crippling disaster which severely impairs public health and/or safety); or*

*Two-thirds (2/3) of the Board formally votes or, if less than 2/3 of members are present, all of the Board members present vote, that there is a need to take immediate action, which need arose after the agenda was posted.*

**C. PUBLIC FORUM**

*Any person may address the Board of Directors at this time upon any subject within the jurisdiction of the Rossmoor Community Services District; however, any matter that requires action may be referred to Staff at the discretion of the Board for a*

*report and action at a subsequent Board meeting.*

**D. REPORTS TO THE BOARD - None.**

**E. CONSENT CALENDAR - None.**

*Consent items are expected to be routine and non-controversial, to be acted upon by the Board of Directors at one time. If any Board member requests that an item be removed from the Consent Calendar, it shall be removed by the President so that it may be acted upon separately.*

**F. PUBLIC HEARING - None.**

**G. RESOLUTIONS**

1. RESOLUTION NO.16-01-13-1. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.

**H. BIDS, CONTRACTS AND AGREEMENTS - None.**

**I. ADMINISTRATIVE ITEMS - None.**

**J. INFORMATIONAL ITEMS - None.**

*This part of the Agenda is reserved for the General Manager to provide information to the Board on issues that are not on the Agenda, and/or to inform the Board that specific items may be placed on a future Agenda. No Board action may be taken on these items that are not on the Agenda.*

**K. BOARD MEMBER ITEMS**

*This part of the Agenda is reserved for Board members to discuss issues that are not on the Agenda, and/or to request that specific items be placed on a future Agenda. No Board action may be taken on these items that are not on the Agenda.*

**L. CLOSED SESSION - None.**

*The Board may, from time to time, adjourn to a Closed Session to consider the following items, which deal with litigation, personnel matters, or to discuss with legal counsel matters within the attorney-client privilege, pursuant to applicable sections of the Government Code.*

**M. ADJOURNMENT**

*It is the intention of the Rossmoor Community Services District to comply with the Americans With Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the District will attempt to accommodate you in every reasonable manner.*

*Please contact the District Office at (562) 430-3707 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.*

**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for the January 12, 2016, 7:00p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services Public Improvements Financing Corporation was posted at least 72 hours prior to the time of the meeting.

ATTEST:

  
James D. Ruth  
Secretary

  
Date

**ROSSMOOR COMMUNITY SERVICES DISTRICT**  
**PUBLIC IMPROVEMENTS FINANCING CORPORATION**

**AGENDA ITEM A-4a**

**Date:** January 12, 2016  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** MINUTES: REGULAR MEETING OF JANUARY 13, 2015

**RECOMMENDATION:**

Review the Minutes of the Regular Meeting of January 13, 2015.

**BACKGROUND:**

The report reflects the actions of the Board at their Regular Meeting of January 13, 2015, previously approved on February 10, 2015.

**ATTACHMENTS:**

1. Minutes - Regular Meeting of January 13, 2015.

**MINUTES  
BOARD OF DIRECTORS  
ROSSMOOR COMMUNITY SERVICES DISTRICT  
PUBLIC IMPROVEMENTS FINANCING CORPORATION  
REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, January 13, 2015**

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**A. ORGANIZATION**

- 1. CALL TO ORDER: By President Maynard at 9:10 P.M.**
- 2. ROLL CALL: Directors Burgess, Casey, DeMarco, Kahlert  
President Maynard.**
- 3. PLEDGE OF ALLEGIANCE**
- 4. MINUTES:**
  - a. Regular meeting of January 14, 2014**

The Minutes of the Regular Meeting of January 14, 2014 were received and filed as submitted for informational purposes, since approved the prior year.

**5. PRESENTATIONS – None**

**6. ELECTION OF OFFICERS**

The General Manager requested nominations for office of President of the Corporation. Motion by Director Maynard, Seconded by Director DeMarco to nominate President Bill Kahlert as President of the Corporation. A roll call vote was taken. Motion to elect President Bill Kahlert as President of the Public Improvements Financing Corporation passed 5-0.

The President requested nominations for the office of Vice President of the Corporation. Motion by Director Maynard, seconded by Director Casey to nominate First Vice President Tony DeMarco as Vice President of the Corporation. A roll call vote was taken. Motion to elect First Vice President Tony DeMarco as Vice President of the Public Improvements Financing Corporation passed 5-0.

The President requested nominations to appoint General Manager, James D. Ruth as Secretary and Treasurer of the Corporation and to appoint Jenkins & Hugin as District General Counsel. A roll call vote was taken. Motion to to appoint General Manager,



James D. Ruth as Secretary and Treasurer of the Corporation and to appoint Jenkins & Hugin as District General Counsel passed 5-0.

- B. ADDITIONS TO AGENDA - None**
- C. PUBLIC FORUM – None**
- D. REPORTS TO THE BOARD - None**
- E. CONSENT CALENDAR - None**
- F. PUBLIC HEARING - None**
- G. RESOLUTIONS**

**1. RESOLUTION NO. 15-01-13-1, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.**

Approve by roll call vote, Resolution No. 15-01-13-1, directing the General Manager to include the names of the newly elected officers and appointees, and by reading the title only and waiving further reading as follows:

**RESOLUTION NO. 15-01-13-1, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.**

Motion by Director Casey, seconded by Director DeMarco to approve Resolution No. 15-01-13-1. Motion to approve Resolution No. 15-01-13-1 unanimously passed by roll call vote, 5-0.

- H. BIDS, CONTRACTS, AND AGREEMENTS - None**
- I. ADMINISTRATIVE ITEMS - None**
- J. INFORMATIONAL ITEMS - None**
- K. BOARD MEMBER ITEMS - None**
- L. CLOSED SESSION - None**
- M. ADJOURNMENT**

Motion by Director Casey, seconded by Director Kahlert, to adjourn the meeting at 9:15 p.m. Motion passed 5-0.

**SUBMITTED BY:**

**James D. Ruth**  
**Secretary**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**  
**PUBLIC IMPROVEMENTS FINANCING CORPORATION**

**AGENDA ITEM A-4b**

**Date:** January 12, 2016  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** MINUTES: SPECIAL MEETING OF DECEMBER 8, 2015

**RECOMMENDATION:**

Review and approve the Minutes of the Corporation's Special Meeting of December 8, 2015.

**BACKGROUND:**

The report reflects the actions of the Corporation at their Special Meeting of December 8, 2015.

**ATTACHMENTS:**

1. Minutes - Special Meeting of December 8, 2015.



**MINUTES  
BOARD OF DIRECTORS  
ROSSMOOR COMMUNITY SERVICES DISTRICT  
PUBLIC IMPROVEMENTS FINANCING CORPORATION**

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, December 8, 2015**

---

**A. ORGANIZATION**

**1. CALL TO ORDER: By President Kahlert at 8:02 P.M.**

**2. ROLL CALL:** Directors Burgess, Casey, DeMarco, Maynard  
President Kahlert

**3. PLEDGE OF ALLEGIANCE**

**4. MINUTES:**

a. Regular Meeting of January 14, 2014. (*Information Only*) Item A-4 a. was received and filed.

**5. PRESENTATIONS—None**

**B. ADDITIONS TO AGENDA—None**

**C. PUBLIC FORUM—None**

**D. REPORTS TO THE CORPORATION—None**

**E. CONSENT CALENDAR—None**

**F. PUBLIC HEARING—None**

**G. RESOLUTIONS:**

**1. RESOLUTION NO. 15-12-08-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT FOR THE EARLY RETIREMENT OF ROSSMOOR WALL CERTIFICATES OF PARTICIPATION IN 2016.** (*Information Only-Official Notice to the Corporation of action taken by the Board*)

Item G-1 was received and filed.

**H. REGULAR CALENDAR:**

**1. NOTICE TO THE CORPORATION FROM THE ROSSMOOR COMMUNITY**

**SERVICES DISTRICT OF ITS INTENT TO RETIRE OUTSTANDING CERTIFICATES OF PARTICIPATION AND REQUESTING APPROVAL BY THE CORPORATION OF AN AMENDMENT TO THE INSTALLMENT SALE AGREEMENT BETWEEN THE PARTIES TO AMEND ARTICLE X, SECTION 10.02 OF SAID AGREEMENT TO DELETE 60 DAY NOTIFICATION PERIOD.**

Recommendation to adopt Amendment 1 of the Installment Sale Agreement Dated May 1, 1998 by and Between the Rossmoor Community Services District Public Improvements Corporation, as Seller, and the Rossmoor Community Services District as Purchaser and Provide the Trustee all the Necessary Documents and Final Payment to Conclude a Final Action on February 2, 2016.

The General Manager reported that The Board of Directors of the Rossmoor Community Services District desires to retire early, Certificates of Participation (COP's) for the Rossmoor Wall. In order for that to occur on February 2, 2016, the District's Board has adopted a resolution which memorializes their actions at the December 8, 2015 regular meeting of the Board. The resolution is a part of this agenda for information purposes only.

In order for the proposed action to occur on the stated date, the Corporation must approve an amendment to the Installment Sale Agreement deleting the 60 day notice from the District to the Corporation of the proposed early retirement of the COP's.

Attached is an amendment prepared by General Counsel for the Corporations adoption. Once approved, the District will provide the Trustee with all the necessary documents and final payment to conclude a final transaction on February 2, 2016.

Motion by Director Maynard, seconded by Director DeMarco to adopt Amendment 1 of the Installment Sale Agreement Dated May 1, 1998 by and Between the Rossmoor Community Services District Public Improvements Corporation, as Seller, and the Rossmoor Community Services District as Purchaser and Provide the Trustee all the Necessary Documents and Final Payment to Conclude a Final Transaction on February 2, 2016. Motion passed 5-0.

**I. ADMINISTRATIVE ITEMS—None**

**J. INFORMATIONAL ITEMS—None**

**K. BOARD MEMBER ITEMS—None**

**L. CLOSED SESSION—None**

**M. ADJOURNMENT—None**

Motion by Director Maynard, seconded by Director Casey to adjourn the regular meeting at 8:15 p.m. Motion passed 5-0.

**SUBMITTED BY:**

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

**DRAFT**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**  
**PUBLIC IMPROVEMENTS FINANCING CORPORATION**

**AGENDA ITEM A-6. a, b**

**Date:** January 12, 2016  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** ELECTION OF OFFICERS: PRESIDENT AND VICE PRESIDENT  
AND MAKING APPOINTMENTS

**RECOMMENDATION:**

That the Board of Directors of the Rossmoor Community Services District Public Improvements Financing Corporation (the "Corporation") have certain Officers of the Rossmoor Community Services District (RCSD) Board for the year 2016 serve in the same capacity on the Board of the Rossmoor Community Services District Public Improvements Financing Corporation and that the Corporation elect officers and make appointments to the Corporation.

It is recommended that General Manager James D. Ruth be appointed as Secretary and Chief Financial Officer and that the law firm of Jones & Mayer, LLP be appointed as General Counsel of the Corporation.

**BACKGROUND:**

The Bylaws of the Rossmoor Community Services District Public Improvements Financing Corporation, Section 5.01 and Section 5.02 provide for the number and qualifications of officers, as well as election and term of office.

The current Corporation officers are as follows:

William Kahlert, President

Tony DeMarco, Vice President

The Corporation bylaws Section 5.07 and Section 5.08 also call for the appointment of a Secretary and Chief Financial Officer of the Corporation.

The current Corporation appointees are as follows:

Secretary and Chief Financial Officer, James D. Ruth

Counsel, Jones & Mayer, LLC

**ATTACHMENTS:**

1. Bylaws of Rossmoor Community Services District Public Improvements Financing Corporation.

BYLAWS

OF

ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS  
FINANCING CORPORATION

(A Nonprofit Public Benefit Corporation)

ARTICLE I

NAME, ORGANIZATION AND PURPOSE,  
PRINCIPAL OFFICE, SEAL

SECTION 1.01. Name. The name of this Corporation is Rossmoor Community Services District Public Improvements Financing Corporation (hereinafter called the "Corporation").

SECTION 1.02. Organization, Purpose and Use of Funds. The Corporation is a nonprofit public benefit corporation organized under the Nonprofit Public Benefit Corporation Law of the State of California (Title 1, Division 2, Part 2 of the California Corporations Code) for public purposes.

The specific and primary purpose for which the Corporation is formed is to render financial assistance to the Rossmoor Community Services District (the "District") (a special district of the State of California) by financing, refinancing, acquiring, constructing, improving, leasing, selling, or otherwise conveying property of any kind to the District. The activities of the Corporation shall be limited to the activities permitted by its Articles of Incorporation. No gains, profits or dividends shall be distributed to any of the directors or officers of the Corporation, and no part of the net earnings, funds or assets of the Corporation shall inure to the benefit of any director, officer or individual, or any person, firm or corporation, excepting only the District.

SECTION 1.03 Principal Office. The principal office of the Corporation shall be located at the principal executive offices of the District, wherever located from time to time.

ARTICLE II

MEMBERSHIP

SECTION 2.01. The Corporation shall have no members. Any action which would otherwise require approval by a majority of all members or approval by the members shall require only approval of the directors and all rights which would otherwise vest in the members shall vest in the directors.



## ARTICLE III

### DIRECTORS

SECTION 3.01. Number of Directors, Term of Office. The Board of Directors of the Corporation shall consist of five (5) persons. The members of such Board of Directors shall be the persons serving from time to time as the members of the Board of Directors of the District.

SECTION 3.02. Organization Meeting. The first Board of Directors may at any time hold an organizational meeting at which the directors shall organize by electing from their number a President, a Vice President and a Secretary. In addition, the Board of Directors shall elect a Chief Financial Officer and may elect such subordinate officers as they may determine, none of whom need to be a director of the Corporation.

SECTION 3.03. Place of Directors' Meetings. Meetings of the directors shall be held at such place in the County of Orange, or elsewhere, as may be designated in the notice of meeting or by resolution of the Board of Directors.

SECTION 3.04. Regular Meetings. The Board of Directors shall hold a regular meeting not less than once each calendar year. The Board of Directors shall by resolution fix the date, time and place of holding such meetings.

SECTION 3.05. Special Meetings. Except as otherwise provided by law, special meetings of the Board of Directors may be called from time to time by the President or by a written call signed by a majority of the Directors and filed with the Secretary. Each special meeting of the Board of Directors shall be held at such place, either within or outside the County of Orange, as shall be designated in the notice of such meeting, insofar as not inconsistent with law.

SECTION 3.06. Notice of Meetings. All meetings of the Board of Directors shall be noticed, conducted and held in accordance with the provisions of the laws of the State of California governing the noticing, conducting and holding of meetings of legislative bodies of local agencies.

SECTION 3.07. Waiver of Notice. The transactions of any meeting of the Board of Directors, however called and noticed or wherever held, shall be as valid as though taken at a meeting duly held after regular call and notice, if a quorum is present, and either before or after the meeting, each of the directors not present signs a written waiver of notice, a consent to holding the meeting, or an approval of the minutes. The waiver of notice or consent need not specify the purpose of the meeting. All waivers, consents and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Notice of a meeting shall also be deemed given to any director who attends the meeting

without protesting before or at its commencement about the lack of adequate notice.

SECTION 3.08. Quorum. Except as provided in Section 3.08 of this Article III, a majority of the Board of Directors shall constitute a quorum for the transaction of business. In determining the presence of a quorum, all directors present, in person or by telephone, shall be counted. Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board of Directors, subject to the provisions of the California Nonprofit Corporation Law, including, without limitation, those provisions relating to (i) approval of contracts or transactions in which a director has a direct or indirect material financial interest, (ii) appointment of committees, and (iii) indemnification of directors. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of directors, if any action taken is approved by at least a majority of the required quorum for that meeting.

SECTION 3.09. Adjournments and Adjourned Meetings. The Board of Directors may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified by the Board of Directors in accordance with law. If less than a majority is present at a meeting, a majority of those Directors present may adjourn the meeting from time to time.

SECTION 3.10. Conduct of Meetings. The President or, in his or her absence, the Vice President shall preside at all meetings of the Board of Directors.

SECTION 3.11. Resignations and Vacancies. Any director of the Corporation may resign at any time by giving written notice to the President or to the Board of Directors, and, where such resignation would leave the Corporation without a duly elected director or directors in charge of its affairs, to the Attorney General of the State of California. Such resignation shall take effect at the time specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

A vacancy or vacancies in the Board of Directors shall be deemed to exist in the event of the death, resignation or removal of any member of the Board of Directors of the District. If, for any reason, there shall not be five (5) members of the Board of Directors of the District for any period of time, then the resulting vacancy in the Board of Directors shall be filled by a majority of the remaining directors, whether or not less than a quorum, subject to the approval of the Board of Directors of the District.

SECTION 3.12. Compensation of Directors. No director shall be entitled to receive any compensation for serving as a

director or an officer of the Corporation; provided, however, that directors shall be entitled to receive such per diem compensation and reimbursement of expenses in the same manner as directors receive compensation and reimbursement for services rendered as directors of the District Board of Directors.

SECTION 3.13. Removal of Directors. Any director may be removed by the vote of a majority of all directors or by the Board of Directors of the District for cause.

SECTION 3.14. Notice to and Attendance by the Board of Directors of the District. Notice of all meetings of the Board of Directors of the Corporation shall be given by the Secretary of the Corporation to the President of the Board of Directors, and to the Secretary of the Board of Directors, of the District.

SECTION 3.15. Use of Conference Telephones. Any director may attend any meeting of the Board of Directors, whether regular or special, by conference telephone or similar communication equipment, so long as all of the directors participating in the meeting can hear one another, and all such directors shall be deemed to be present in person at such meeting.

SECTION 3.16. Action Without Meeting. Any action required or permitted to be taken by the Board of Directors may be taken without a meeting, if all members of the Board, individually, or collectively, consent in writing to that action. Such action by written consent shall have the same force and effect as an unanimous vote of the Board of Directors. Such written consent or consents shall be filed with the minutes of the proceedings of the Board of Directors.

#### ARTICLE IV

##### POWERS OF BOARD OF DIRECTORS

SECTION 4.01. General Powers of Board of Directors. All corporate powers shall be exercised by or under the authority of, and the business, property and affairs of the Corporation shall be controlled by, the Board of Directors.

SECTION 4.02 Indemnification. To the full extent permitted by law, the Board of Directors hereby authorizes indemnification by the Corporation of any person who is or was a director, officer, employee or other agent of the Corporation, and who was or is a party or is threatened to be made a party to a proceeding by reason of the fact that such person is or was an agent of the Corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding (including attorneys' fees), if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the Corporation and, in the case of a criminal proceeding, had no reasonable cause

to believe the conduct of such person was unlawful and, in the case of an action by or in the right of the Corporation, acted with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

## ARTICLE V

### OFFICERS

SECTION 5.01. Number and Qualifications. The officers of the Corporation shall be a President, a Vice President, a Secretary, a Chief Financial Officer and such subordinate officers, including one or more assistant secretaries and assistant financial officers, as the Board of Directors may elect from time to time. Only directors shall be qualified to hold the office of President or Vice President, but the Board of Directors may elect any person, whether or not a director of the Corporation, to hold the office of Secretary or Chief Financial Officer or any subordinate office.

SECTION 5.02. Election, Term of Office. Each officer shall be elected by the Board of Directors and shall hold office until his or her successor shall have been elected and qualified, or until the death, resignation or removal of such officer.

SECTION 5.03. Resignations. Any officer may resign at any time by giving written notice to the President or to the Board of Directors of the Corporation. Any such resignation shall take effect at the time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 5.04. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws for regular election to such office.

SECTION 5.05. President. The President shall be the chief executive officer of the Corporation and shall have general supervision over the business of the Corporation, subject, however, to the control of the Board of Directors. The President shall preside at all meetings of the Board of Directors. The President may sign and execute, in the name of the Corporation, deeds, mortgages, leases, bonds, contracts and other instruments duly authorized by the Board of Directors, and generally shall perform all duties incident to the office of President and such other duties as may from time to time be assigned to such office by the Board of Directors.

SECTION 5.06. Vice President. At the request of the President or in case of his or her absence or disability, the Vice President shall perform all duties of the President and, when so acting, shall have all the powers of, and be subject to all restrictions upon, the President. In addition, the Vice President

shall perform such other duties as may from time to time be assigned to that office by the Board of Directors or the President.

SECTION 5.07. Secretary. The Secretary shall:

(a) Certify and keep at the office of the Corporation, or at such other place as the Board of Directors may order, the original or a copy of these Bylaws, as amended or otherwise altered;

(b) Keep at the office of the Corporation, or at such other place as the Board of Directors may order, a book of minutes of all meetings of the directors, recording therein the time and place of holding, whether regular or special, and, if special, how authorized, the notice thereof given, and the proceedings thereat;

(c) See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;

(d) Be custodian of the records and seal of the Corporation;

(e) Exhibit at all reasonable times to any director, upon application, these Bylaws and minutes of the meetings and proceedings of the directors of the Corporation; and

(f) In general, perform all duties of the office of Secretary and such other duties as may from time to time be assigned to such office by the Board of Directors or the President.

SECTION 5.08. Chief Financial Officer. The Chief Financial Officer shall receive and have charge of all funds of the Corporation and shall disburse such funds only as directed by the Board of Directors. The Chief Financial Officer shall, in general, perform all duties incident to the office of Chief Financial Officer and such other duties as may from time to time be assigned to such office by the Board of Directors or the President.

SECTION 5.09. Subordinate Officers. Subordinate officers shall perform such duties as shall be prescribed from time to time by the Board of Directors or the President.

ARTICLE VI

DISSOLUTION

SECTION 6.01. The Corporation shall not be voluntarily dissolved except by approval of the Board of Directors of the District. In the event of dissolution of the Corporation in any

manner and for any cause, after the payment or adequate provision for the payment of all of its debts and liabilities, all of the remaining funds, assets and properties of the Corporation shall be paid or distributed to the District.

## ARTICLE VII

### GENERAL

SECTION 7.01. Fiscal Year. The fiscal year of the Corporation shall be the twelve-month period beginning on each January 1 and ending on the last day of the next succeeding December, except the first fiscal year which shall run from the date of incorporation of the Corporation to December 31, 1998.

SECTION 7.02. Execution of Documents. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Corporation and such authority may be general or confined to specific instances; and unless so authorized by the Board of Directors, no officer, agent or other person shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

SECTION 7.03. Inspection of Bylaws. The Corporation shall keep in its principal office the original or a copy of these Bylaws, as amended or otherwise altered to date, certified by the Secretary, which shall be open to inspection at all reasonable times during office hours.

SECTION 7.04. Annual Report. The annual report referred to in Section 6321 of the Nonprofit Public Benefit Corporation Law of the State of California is expressly dispensed with.

SECTION 7.05. Ralph M. Brown Act. To the extent required by law, the Corporation shall comply with the provisions of the Ralph M. Brown Act, Chapter 9 of Part 1 of Division 2 of Title 5 of the California Government Code, commencing with Section 54950 (the "Brown Act"). In the event such provisions of the Brown Act conflict with any section of these Bylaws, the Brown Act shall be controlling.

## ARTICLE VIII

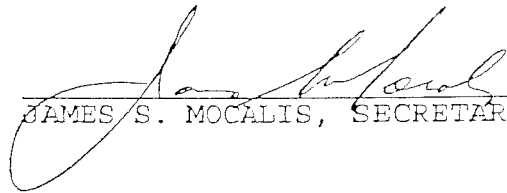
### AMENDMENT OF BYLAWS

SECTION 8.01. With the prior written consent of the Board of Directors of the Rossmoor Community Services District, any of those Bylaws may be amended or repealed, and new Bylaws may be adopted, by vote or written consent of the Board of Directors.

SECRETARY'S CERTIFICATE

The undersigned hereby certifies that the undersigned is the Secretary of the Rossmoor Community Services District Public Improvements Financing Corporation, a California nonprofit public benefit corporation; that the foregoing is a full, true and correct copy of the Eylaws of said Corporation; and that said Eylaws are in full force and effect as of the date hereof.

DATED: April 29, 1998

  
\_\_\_\_\_  
JAMES S. MOCALIS, SECRETARY

{SEAL}

**4OSSMOOR COMMUNITY SERVICES DISTRICT**

**PUBLIC IMPROVEMENTS FINANCING CORPORATION**

**AGENDA ITEM G-1**

**Date:** January 12, 2016

**To:** Honorable Board of Directors

**From:** General Manager

**Subject:** RESOLUTION NO. 16-01-12-1, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.

**RECOMMENDATION:**

Approve by roll call vote, Resolution No. 16-01-12-1, directing the General Manager to include the names of the newly elected officers and appointees, and by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.

**BACKGROUND:**

The Bylaws of the Rossmoor Community Services District Public Improvements Financing Corporation, Section 5.01 and Section 5.02 describe the number and qualifications of officers, as well as the election and term of office. Section 3.04 describes regular meetings of the Board of Directors.

**ATTACHMENTS:**

1. Resolution No. 16-01-12-1.



**RESOLUTION NO. 16-01-12-1**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE ROSSMOOR COMMUNITY SERVICES DISTRICT  
PUBLIC IMPROVEMENTS FINANCING CORPORATION  
ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF  
FINANCIAL OFFICER TO THE CORPORATION AND  
DESIGNATING THE TIME AND PLACE FOR THE HOLDING  
OF REGULAR MEETINGS OF THE BOARD.**

The Board of Directors of the Rossmoor Community Services District Public Improvements Financing Corporation (the "Corporation") DOES HEREBY RESOLVE as follows:

**Section 1.** That pursuant to the Bylaws of the Corporation, Section 5.01 and Section 5.02, the following officers are elected by the Board of Directors to hold the offices set forth opposite their respective names:

<u>Name</u>	<u>Office</u>
	President
	Vice President
James D. Ruth	Secretary and Chief Financial Officer

**Section 2.** That Jones & Mayer, LLP is hereby appointed as counsel to the Corporation.

**Section 3.** That the regular meeting of the Board of Directors of this Corporation be held on the second Tuesday of January in each year at the conclusion of the RCSD Board of Directors' meeting at the District Chambers of the Rossmoor Community Services District, 3021 Blume Drive, Rossmoor, California 90720.

**Section 4.** This Resolution shall take effect from and after its date of adoption.

ADOPTED, SIGNED AND APPROVED THIS 12th day of January 2016.

\_\_\_\_\_  
, President  
Rossmoor Community Services District  
Public Improvements Financing Corporation

**ATTEST:**

\_\_\_\_\_  
James D. Ruth, Secretary  
Rossmoor Community Services District  
Public Improvements Financing Corporation