

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board

Agenda Package

September 12, 2017

BOARD OF DIRECTORS

AGENDA
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, September 12, 2017

7:00 p.m.

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 Casey, DeMarco, Kahlert, Nitikman,
President Maynard
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS
 - a. Director Ron Casey Re: Presentation on I-405 Improvement Project Funding Status and Progress

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

1a. APPROVE MINUTES: REGULAR MEETING OF AUGUST 8, 2017

2. APPROVE JULY 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-None

ORDINANCES—None

H. REGULAR CALENDAR

1. DISCUSSION AND POSSIBLE ACTION RE: REPORT OF THE INVESTMENT COMMITTEE REGARDING AND RECOMMENDATIONS REGARDING REINVESTMENT OF RESERVES IN THE RUSH PARK BOND FUND RESERVE ACCOUNT

2. DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF PROPOSED AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT TO PROVIDE TENNIS INSTRUCTION AT ROSSMOOR PARK—FERNANDO MOLINA

3. DISCUSSION WITH GENERAL MANAGER RE: APPROVAL OF PROPOSED PROFESSIONAL SERVICES AGREEMENT TO PROVIDE ADDITIONAL ADULT & YOUTH-BASED TENNIS INSTRUCTION PROGRAM AT ROSSMOOR PARK—BEAU BERGLUND

4. DISCUSSION AND POSSIBLE ACTION RE: REQUEST BY THE ROSSMOOR HOMEOWNERS ASSOCIATION (RHA) FOR COSPONSORSHIP OF THE 2018 ROSSMOOR COMMUNITY FESTIVAL

1. 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, announcement, reports on his or her 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 that are not on the Agenda.

K. CLOSED SESSION: None

L. 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.

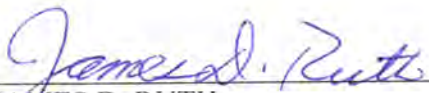
Please contact the District Office at (562) 430-3707 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular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

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the September 12, 2017, 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 September 7, 2017

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a.

Date: September 12, 2017
To: Honorable Board of Directors
From: General Manager
Subject: PRESENTATION BY DIRECTOR RON CASEY RE: I-405
IMPROVEMENT PROJECT FUNDING STATUS AND PROGRESS

RECOMMENDATION:

Receive presentation.

BACKGROUND:

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

a. PRESENTATION BY DIRECTOR RON CASEY RE: I-405
IMPROVEMENT PROJECT FUNDING STATUS AND PROGRESS

ATTACHMENTS

1. Orange County Transit Authority I-405 Improvement Project Slides



Interstate 405 Improvement Project

Stakeholder Working Group
Aug. 17, 2017



Project Location and Key Features



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Milestones



2005	I-405 Major Investment Study approved
2008	Project Study Report approved and Environmental Impact Report (EIR) initiated
2009	Environmental Impact Report expanded to include an express lane option
2010-11	Phases I and II of the Traffic and Revenue Study completed
2012	Draft EIR/Environmental Impact Statement (EIS) circulated; OCTA selects Alt. 1 (single-lane widening) as locally preferred alternative
2013	AB 401 passes, enabling design-build project delivery on state highway projects
2014	Caltrans recommends Alt. 3 (express lanes) as the preferred alternative
2015	OCTA takes lead on project; Final EIR/EIS approved; Shortlist of 4 design-build teams approved
2016	Toll agreement with Caltrans approved; OC 405 Partners selected as contractor
2017	\$1.2 billion design-build contract is executed; \$629 million TIFIA loan is approved
2023	Scheduled project completion

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Significant Project Features



- Two new lanes in each direction (one GP and one tolled express lane)
- 18 bridge replacements plus new and widened bridges
- Interchange reconfigurations
- Merge lane improvements
- Arterial street improvements
- New and replaced soundwalls
- New bike lanes and sidewalks
- Anticipated 6-year design-build contract duration
- Project cost is approximately \$1.9 billion

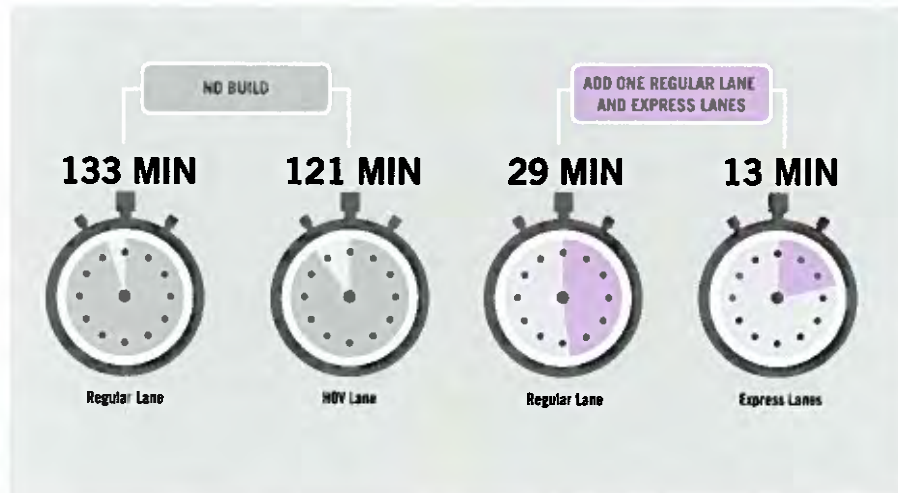


4

Travel Time Benefits Comparison



2040 travel time from State Route 73 to Interstate 605



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Project Update



- On Jul. 26, 2017, OCTA issued NTP No. 2 to OC 405 Partners
- DB current tasks include:
 - Final Baseline Schedule – construction anticipated to begin in early 2018
 - Design
- Development of Toll Lanes System Integrator procurement documents
 - Request for proposals (RFP) release anticipated for Aug. 28, 2017
- Right-of-way, utility relocations, and other risk items proceeding well
 - Potential OCTA Board resolutions of necessity anticipated to begin Oct. 9, 2017, as needed

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Preliminary Bridge Construction Timeline



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What are Express Lanes?



- Dedicated, separated lanes in freeway median
- Provides the choice to pay a toll for a reliable, predictable trip at free-flow speed
- Reduce demand in regular lanes
- In operation 24-hours a day, 7-days a week
- FasTrak account and transponder required to use Express Lanes
- Pre-set toll prices that vary throughout the day based on congestion
- No toll booths



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405 Express Lanes Goals



- Providing express lanes customers with a safe, reliable, predictable commute.
- Optimizing throughput at free-flow speeds.
- Increase average vehicle occupancy
- Balance capacity and demand to serve customers who pay tolls as well as people who rideshare or use transit.
- Generating sufficient revenue to sustain the financial viability of the express lanes.
- Ensuring all covenants in the financing documents are met.
- Ensuring any potential net excess toll revenues are used for Interstate 405 corridor improvements.

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Access Points



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405 Express Lanes Initial Toll Policy



	Solo Drivers	2-Person Carpools	3+ Person Carpools
First 3 ½ Years After Opening*			
▪ Peak Hours	Toll	Toll	Free
▪ Non-Peak Hours	Toll	Free	Free
After 3 ½ Years			
▪ Peak Hours	Toll	Toll	Free
▪ Non-Peak Hours	Toll	Toll	Free

*Opening Expected 2023

- ❖ Weekday Peak – 6 a.m. to 10 a.m. and 3 p.m. to 8 p.m.
 - ❖ Weekend Peak – 1 p.m. to 6 p.m.
-
- ❖ Weekday Non-Peak – 10 a.m. to 3 p.m. and 8 p.m. to 6 a.m.
 - ❖ Weekend Non-Peak – All times except for 1 p.m. to 6 p.m.

Project Financing



Funding Source	Amount
M2 Sales Tax Funds and Bond Proceeds	\$1.135 billion
TIFIA Loan (Secured by Toll Revenues)	\$629 million
State Funds	\$90 million
Federal Funds	\$46 million
TOTAL	\$1.9 billion

Stats & Facts



3 CEOs **61 board members**
 55 staff reports **3 ad hoc committee groups**
 8,900 database contacts 600 emails & phone calls answered
 500 businesses visited **1,300 public comments received**
 1,800 social media followers **398,450 postcards mailed**
325 public stakeholder meetings **5 corridor cities**
 40 coordinating utilities agencies **3 project-related bills passed**

Public Outreach Update



Pre-Construction Alerts

Please be advised, dates are subject to change based on inclement weather and other operational factors.

Hampton Roads

Valley Leashes and Dog Fupholines Activities: Interrupted pre construction activities will occur between 9 a.m. and 3 p.m. Monday to Friday, July 10 to 14.

Locations

On the 405 and SR shoulders of the 4 mile bypass, cones will be used

- Beach Boulevard
- 402 at Four Seasons
- Magnolia Street

Please be advised that these activities may be used



How You Can Help



- Use our team as a resource
- Encourage database sign-ups
- Promote social media pages
- Partner with us to promote your organization



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Interactive Map



<http://arcg.is/1qPWjG>



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Next Steps



Activity/Milestone	Completion Date
DB Implementation	
Final baseline schedule	Late 2017
Groundbreaking ceremony and beginning of construction	Early 2018
Design and construction	2017-2023
Project, including 405 Express Lanes, opens	2023
Toll Lanes System Integrator Procurement	
Release Request For Proposals	August 28, 2017
Award contract	Early 2018

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ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a.

Date: September 12, 2017
To: Honorable Board of Directors
From: General Manager
Subject: MINUTES: REGULAR MEETING OF AUGUST 8, 2017

RECOMMENDATION:

Approve the Minutes of the Regular Meeting of August 8, 2017 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their meeting of August 8, 2017 Meeting of the Board as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes-Regular Meeting of August 8, 2017 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, August 8, 2017

A. ORGANIZATION

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

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

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS:

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

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

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

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

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

B. ADDITIONS TO AGENDA—None

C. PUBLIC FORUM:

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

D. REPORTS TO THE BOARD:

1. RECEIVE AND FILE: QUARTERLY STATUS REPORT

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

2. RECEIVE AND FILE: QUARTERLY RECREATION REPORT

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

3. RECEIVE AND FILE: QUARTERLY TREE REPORT

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

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

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

E. CONSENT CALENDAR:

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

2. REVENUE AND EXPENDITURE REPORT—June 2017

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

F. PUBLIC HEARING—None

G. RESOLUTIONS—None

ORDINANCES—None

H. REGULAR CALENDAR:

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

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

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

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

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

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

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

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

Discussion ensued relative to the reason behind what appeared to be a reduction in the number of hours Mr. Molina was providing instruction. Mr. Molina stated that he had been dealing

with some health issues which had affected his availability, however, he had recovered and was working on building his clientele. Motion by Director DeMarco seconded by Director Nitikman Motion passed 4-0.

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

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

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

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

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

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

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

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

The District's bond covenant on the Rush Park Bond requires that Fund 20 Reserve Account maintain a balance of \$362,000. Per bond covenant, one half of that amount may be invested in a two-year U.S. Agency note, currently valued at \$188,127, (which has matured and was yielding 0.46%) and the other half be invested in a three- year U.S.

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

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

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

I. GENERAL MANAGER ITEMS:

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

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

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

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

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

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

J. BOARD MEMBER ITEMS:

Director Nitikman reported that the RHA had recently installed a bench at Kempton Park and encouraged the public to see the new addition. He requested that an educational legend be created and garden markers installed to identify the Kempton Park native plants. Director

Nitikman asked staff to explore the installation of a pergola plaque, similar to the one at the Bolsa Chica Wetlands. He also requested that tree identification badges and an identification guide be created to identify the various tree species in Rossmoor Parks as well as a plate legend identifying memorial tree recipients. The General Manager agreed to discuss the subject with District Tree Consultant Mary Kingman for discussion at a future Tree Committee Meeting.

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

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

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

K. CLOSED SESSION—None

L. ADJOURNMENT:

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

SUBMITTED BY:

James D. Ruth
General Manager

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date September 12, 2017
To: Honorable Board of Directors
From: General Manager
Subject: REVENUE & EXPENDITURE REPORT - JULY, 2017

RECOMMENDATION:

Receive and file the Revenue and Expenditure Report for July, 2017.

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 July, 2017.

REVENUE / EXPENDITURE SUMMARY REPORT
 FUND 10 - GENERAL FUND
 July 2017 @ 8.34%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
Revenues						
PROPERTY TAXES	908,835.00	908,835.00	9,943.14	9,943.14	898,891.86	1.1
STREET LIGHT ASSESSMENTS	314,600.00	314,600.00	3,466.62	3,466.62	311,133.38	1.1
USE OF MONEY AND PROPERTY	3,000.00	3,000.00	1,458.57	1,458.57	1,541.43	48.6
OTHER GOVERNMENT AGENCIES	60,400.00	60,400.00	0.00	0.00	60,400.00	0.0
FEES AND SERVICES	158,700.00	158,700.00	12,487.25	12,487.25	146,212.75	7.9
OTHER REVENUE	22,000.00	22,000.00	0.00	0.00	22,000.00	0.0
TRANSFER IN OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.0
Total Revenues	1,467,535.00	1,467,535.00	27,355.58	27,355.58	1,440,179.42	1.9
Expenditures						
ADMINISTRATION	420,275.00	420,275.00	48,359.55	48,359.55	371,915.45	11.5
RECREATION	138,628.00	138,628.00	16,780.76	16,780.76	121,847.24	12.1
ROSSMOOR PARK	196,335.00	196,335.00	12,962.97	12,962.97	183,372.03	6.6
MONTECITO CENTER	84,950.00	84,950.00	6,530.44	6,530.44	78,419.56	7.7
RUSH PARK	219,750.00	219,750.00	13,078.45	13,078.45	206,671.55	6.0
STREET LIGHTING	107,715.00	107,715.00	8,566.52	8,566.52	99,148.48	8.0
ROSSMOOR WALL	2,100.00	2,100.00	2,000.00	2,000.00	100.00	95.2
STREET SWEEPING	53,650.00	53,650.00	45.98	45.98	53,604.02	0.1
PARKWAY TREES	133,737.00	133,737.00	2,323.41	2,323.41	131,413.59	1.7
MINI-PARKS, MEDIANS & TRIANGLE	14,562.00	14,562.00	979.32	979.32	13,582.68	6.7
Total Expenditures	1,371,702.00	1,371,702.00	111,627.40	111,627.40	1,260,074.60	8.1

**Audited Fund Balance
 at June 30, 2016**

\$ 739,612.00

EXPENDITURE REPORT
July 2017 @ 8.34%

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Rossmoor Community

For the Period: 7/1/2017 to 7/31/2017	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS	283,205.00	283,205.00	22,982.79	22,982.79	0.00	260,222.21	8.1
OPERATIONS AND MAINTENANCE	75,350.00	75,350.00	24,431.09	24,431.09	0.00	50,918.91	32.4
CONTRACT SERVICES	57,720.00	57,720.00	945.67	945.67	0.00	56,774.33	1.6
CAPITAL EXPENDITURES	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
ADMINISTRATION	420,275.00	420,275.00	48,359.55	48,359.55	0.00	371,915.45	11.5
Dept: 20 RECREATION							
SALARIES AND BENEFITS	95,408.00	95,408.00	10,125.79	10,125.79	0.00	85,282.21	10.6
OPERATIONS AND MAINTENANCE	41,220.00	41,220.00	6,589.18	6,589.18	0.00	34,630.82	16.0
CONTRACT SERVICES	1,000.00	1,000.00	65.79	65.79	0.00	934.21	6.6
CAPITAL EXPENDITURES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
RECREATION	138,628.00	138,628.00	16,780.76	16,780.76	0.00	121,847.24	12.1
Dept: 30 ROSSMOOR PARK							
SALARIES AND BENEFITS	83,120.00	83,120.00	7,059.70	7,059.70	0.00	76,060.30	8.5
OPERATIONS AND MAINTENANCE	75,115.00	75,115.00	3,076.68	3,076.68	0.00	72,038.32	4.1
CONTRACT SERVICES	38,100.00	38,100.00	2,826.59	2,826.59	0.00	35,273.41	7.4
ROSSMOOR PARK	196,335.00	196,335.00	12,962.97	12,962.97	0.00	183,372.03	6.6
Dept: 40 MONTECITO CENTER							
SALARIES AND BENEFITS	61,530.00	61,530.00	5,135.62	5,135.62	0.00	56,394.38	8.3
OPERATIONS AND MAINTENANCE	17,220.00	17,220.00	1,022.63	1,022.63	0.00	16,197.37	5.9
CONTRACT SERVICES	5,700.00	5,700.00	372.19	372.19	0.00	5,327.81	6.5
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
MONTECITO CENTER	84,950.00	84,950.00	6,530.44	6,530.44	0.00	78,419.56	7.7
Dept: 50 RUSH PARK							
SALARIES AND BENEFITS	86,770.00	86,770.00	7,224.86	7,224.86	0.00	79,545.14	8.3
OPERATIONS AND MAINTENANCE	94,880.00	94,880.00	3,027.00	3,027.00	0.00	91,853.00	3.2
CONTRACT SERVICES	38,100.00	38,100.00	2,826.59	2,826.59	0.00	35,273.41	7.4
RUSH PARK	219,750.00	219,750.00	13,078.45	13,078.45	0.00	206,671.55	6.0
Dept: 60 STREET LIGHTING							
OPERATIONS AND MAINTENANCE	715.00	715.00	45.98	45.98	0.00	669.02	6.4

EXPENDITURE REPORT
July 2017 @ 8.34%

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Rossmoor Community

For the Period: 7/1/2017 to 7/31/2017	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 60 STREET LIGHTING							
CONTRACT SERVICES	107,000.00	107,000.00	8,520.54	8,520.54	0.00	98,479.46	8.0
STREET LIGHTING	107,715.00	107,715.00	8,566.52	8,566.52	0.00	99,148.48	8.0
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE	2,100.00	2,100.00	2,000.00	2,000.00	0.00	100.00	95.2
ROSSMOOR WALL	2,100.00	2,100.00	2,000.00	2,000.00	0.00	100.00	95.2
Dept: 70 STREET SWEEPING							
OPERATIONS AND MAINTENANCE	650.00	650.00	45.98	45.98	0.00	604.02	7.1
CONTRACT SERVICES	53,000.00	53,000.00	0.00	0.00	0.00	53,000.00	0.0
STREET SWEEPING	53,650.00	53,650.00	45.98	45.98	0.00	53,604.02	0.1
Dept: 80 PARKWAY TREES							
SALARIES AND BENEFITS	23,562.00	23,562.00	1,587.03	1,587.03	0.00	21,974.97	6.7
OPERATIONS AND MAINTENANCE	1,675.00	1,675.00	92.24	92.24	0.00	1,582.76	5.5
CONTRACT SERVICES	83,500.00	83,500.00	644.14	644.14	0.00	82,855.86	0.8
CAPITAL EXPENDITURES	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.0
PARKWAY TREES	133,737.00	133,737.00	2,323.41	2,323.41	0.00	131,413.59	1.7
Dept: 90 MINI-PARKS AND MEDIANS							
SALARIES AND BENEFITS	1,122.00	1,122.00	85.13	85.13	0.00	1,036.87	7.6
OPERATIONS AND MAINTENANCE	9,290.00	9,290.00	582.26	582.26	0.00	8,707.74	6.3
CONTRACT SERVICES	4,050.00	4,050.00	311.93	311.93	0.00	3,738.07	7.7
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	14,562.00	14,562.00	979.32	979.32	0.00	13,582.68	6.7
Expenditures	1,371,702.00	1,371,702.00	111,627.40	111,627.40	0.00	1,260,074.60	8.1
Grand Total Net Effect:	-1,371,702.00	-1,371,702.00	-111,627.40	-111,627.40	0.00	-1,260,074.60	

REVENUE/EXPENDITURE REPORT
July 2017 @ 8.34%

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Rossmoor Community

For the Period: 7/1/2017 to 7/31/2017		Original Bud	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
3000	Current Secured Property Taxes	842,400.00	842,400.00	4,873.28	4,873.28	0.00	837,526.72	0.6
3001	Current unsecured prop tax	26,000.00	26,000.00	0.00	0.00	0.00	26,000.00	0.0
3002	Prior secured property taxes	7,100.00	7,100.00	389.34	389.34	0.00	6,710.66	5.5
3003	Prior unsecured prop taxes	535.00	535.00	0.00	0.00	0.00	535.00	0.0
3004	Delinquent property taxes	800.00	800.00	700.63	700.63	0.00	99.37	87.6
3010	Current supplemental assessmt	18,000.00	18,000.00	3,979.89	3,979.89	0.00	14,020.11	22.1
3020	Public utility tax	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00	0.0
PROPERTY TAXES		908,835.00	908,835.00	9,943.14	9,943.14	0.00	898,891.86	1.1
Acct Class: 31 ASSESSMENTS								
3105	Street light assessments	314,600.00	314,600.00	3,466.62	3,466.62	0.00	311,133.38	1.1
ASSESSMENTS		314,600.00	314,600.00	3,466.62	3,466.62	0.00	311,133.38	1.1
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	3,000.00	3,000.00	1,458.57	1,458.57	0.00	1,541.43	48.6
USE OF MONEY AND PROPERTY		3,000.00	3,000.00	1,458.57	1,458.57	0.00	1,541.43	48.6
Acct Class: 33 OTHER GOVERNMENT AGENCIES								
3301	State homeowner proptax relief	5,400.00	5,400.00	0.00	0.00	0.00	5,400.00	0.0
3305	County street sweep reimburse	55,000.00	55,000.00	0.00	0.00	0.00	55,000.00	0.0
OTHER GOVERNMENT AGENCIES		60,400.00	60,400.00	0.00	0.00	0.00	60,400.00	0.0
Acct Class: 34 FEES AND SERVICES								
3404	Court reservations	12,500.00	12,500.00	1,078.75	1,078.75	0.00	11,421.25	8.6
3405	Wall Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
3406	Ball field reservations	23,000.00	23,000.00	1,405.00	1,405.00	0.00	21,595.00	6.1
3410	Rossmoor building rental	16,500.00	16,500.00	234.00	234.00	0.00	16,266.00	1.4
3412	Montecito building rental	25,200.00	25,200.00	567.50	567.50	0.00	24,632.50	2.3
3414	Rush Park Building Rental	81,000.00	81,000.00	9,202.00	9,202.00	0.00	71,798.00	11.4
FEES AND SERVICES		158,700.00	158,700.00	12,487.25	12,487.25	0.00	146,212.75	7.9
Acct Class: 35 OTHER REVENUE								
3500	Other miscellaneous revenue	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
3502	Administrative Fee	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
OTHER REVENUE		22,000.00	22,000.00	0.00	0.00	0.00	22,000.00	0.0
Dept: 00		1,467,535.00	1,467,535.00	27,355.58	27,355.58	0.00	1,440,179.42	1.9
Revenues		1,467,535.00	1,467,535.00	27,355.58	27,355.58	0.00	1,440,179.42	1.9
Expenditures								
Dept: 10 ADMINISTRATION								
Acct Class: 40 SALARIES AND BENEFITS								
4000	Board of Directors Compensatn	10,000.00	10,000.00	1,150.00	1,150.00	0.00	8,850.00	11.5
4001	Salaries - Full-time	200,175.00	200,175.00	15,860.31	15,860.31	0.00	184,314.69	7.9
4003	Salaries - Overtime	5,300.00	5,300.00	521.59	521.59	0.00	4,778.41	9.8
4007	Vehicle Allowance	450.00	450.00	18.40	18.40	0.00	431.60	4.1
4010	Workers Compensation Insurance	5,500.00	5,500.00	501.37	501.37	0.00	4,998.63	9.1
4011	Medical Insurance	44,000.00	44,000.00	3,571.32	3,571.32	0.00	40,428.68	8.1
4015	Federal Payroll Tax -FICA	17,000.00	17,000.00	1,336.05	1,336.05	0.00	15,663.95	7.9
4018	State Payroll Taxes	780.00	780.00	23.75	23.75	0.00	756.25	3.0
SALARIES AND BENEFITS		283,205.00	283,205.00	22,982.79	22,982.79	0.00	260,222.21	8.1
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability	15,900.00	15,900.00	15,892.04	15,892.04	0.00	7.96	99.9
5004	Memberships and Dues	6,400.00	6,400.00	2,000.00	2,000.00	0.00	4,400.00	31.3
5006	Travel & Meetings	1,000.00	1,000.00	50.65	50.65	0.00	949.35	5.1
5007	Televised Meeting Costs	21,000.00	21,000.00	0.00	0.00	0.00	21,000.00	0.0

REVENUE/EXPENDITURE REPORT
July 2017 @ 8.34%

Rossmoor Community

For the Period: 7/1/2017 to 7/31/2017		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 10 ADMINISTRATION								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5010	Publications & Legal Notices	7,200.00	7,200.00	1,328.08	1,328.08	0.00	5,871.92	18.4
5012	Printing	1,000.00	1,000.00	181.02	181.02	0.00	818.98	18.1
5014	Postage	1,800.00	1,800.00	0.00	0.00	0.00	1,800.00	0.0
5016	Office Supplies	7,200.00	7,200.00	15.94	15.94	0.00	7,184.06	0.2
5020	Telephone	1,950.00	1,950.00	137.95	137.95	0.00	1,812.05	7.1
5021	Computer Costs	3,700.00	3,700.00	159.94	159.94	0.00	3,540.06	4.3
5045	Miscellaneous Expenditures	6,500.00	6,500.00	4,559.14	4,559.14	0.00	1,940.86	70.1
5046	Bank Service Charge	1,700.00	1,700.00	106.33	106.33	0.00	1,593.67	6.3
OPERATIONS AND MAINTENANCE		75,350.00	75,350.00	24,431.09	24,431.09	0.00	50,918.91	32.4
Acct Class: 56 CONTRACT SERVICES								
5610	Legal Counsel	21,000.00	21,000.00	0.00	0.00	0.00	21,000.00	0.0
5615	Financial Audit-Consulting	10,720.00	10,720.00	0.00	0.00	0.00	10,720.00	0.0
5670	Other Professional Services	26,000.00	26,000.00	945.67	945.67	0.00	25,054.33	3.6
CONTRACT SERVICES		57,720.00	57,720.00	945.67	945.67	0.00	56,774.33	1.6
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
CAPITAL EXPENDITURES		4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
ADMINISTRATION		420,275.00	420,275.00	48,359.55	48,359.55	0.00	371,915.45	11.5
Dept: 20 RECREATION								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	50,500.00	50,500.00	4,021.85	4,021.85	0.00	46,478.15	8.0
4002	Salaries - Part-time	18,600.00	18,600.00	3,540.44	3,540.44	0.00	15,059.56	19.0
4003	Salaries - Overtime	5,200.00	5,200.00	640.02	640.02	0.00	4,559.98	12.3
4005	Salaries - Event Attendant	1,000.00	1,000.00	138.75	138.75	0.00	861.25	13.9
4007	Vehicle Allowance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
4010	Workers Compensation Insurance	2,350.00	2,350.00	202.68	202.68	0.00	2,147.32	8.6
4011	Medical Insurance	11,270.00	11,270.00	907.91	907.91	0.00	10,362.09	8.1
4015	Federal Payroll Tax -FICA	5,988.00	5,988.00	637.94	637.94	0.00	5,350.06	10.7
4018	State Payroll Taxes	400.00	400.00	36.20	36.20	0.00	363.80	9.1
SALARIES AND BENEFITS		95,408.00	95,408.00	10,125.79	10,125.79	0.00	85,282.21	10.6
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5006	Travel & Meetings	200.00	200.00	0.00	0.00	0.00	200.00	0.0
5010	Publications & Legal Notices	420.00	420.00	156.55	156.55	0.00	263.45	37.3
5012	Printing	100.00	100.00	31.03	31.03	0.00	68.97	31.0
5014	Postage	150.00	150.00	0.00	0.00	0.00	150.00	0.0
5016	Office Supplies	1,000.00	1,000.00	3.20	3.20	0.00	996.80	0.3
5017	Community Events	28,000.00	28,000.00	6,260.45	6,260.45	0.00	21,739.55	22.4
5019	Fireworks	8,700.00	8,700.00	0.00	0.00	0.00	8,700.00	0.0
5020	Telephone	1,900.00	1,900.00	137.95	137.95	0.00	1,762.05	7.3
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
OPERATIONS AND MAINTENANCE		41,220.00	41,220.00	6,589.18	6,589.18	0.00	34,630.82	16.0
Acct Class: 56 CONTRACT SERVICES								
5670	Other Professional Services	1,000.00	1,000.00	65.79	65.79	0.00	934.21	6.6
CONTRACT SERVICES		1,000.00	1,000.00	65.79	65.79	0.00	934.21	6.6
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
CAPITAL EXPENDITURES		1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
RECREATION		138,628.00	138,628.00	16,780.76	16,780.76	0.00	121,847.24	12.1
Dept: 30 ROSSMOOR PARK								

REVENUE/EXPENDITURE REPORT
July 2017 @ 8.34%

Rossmoor Community

For the Period: 7/1/2017 to 7/31/2017	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 30 ROSSMOOR PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	38,000.00	38,000.00	2,994.19	2,994.19	0.00	35,005.81	7.9
4002 Salaries - Part-time	19,000.00	19,000.00	1,896.29	1,896.29	0.00	17,103.71	10.0
4003 Salaries - Overtime	2,500.00	2,500.00	153.27	153.27	0.00	2,346.73	6.1
4010 Workers Compensation Insurance	5,500.00	5,500.00	501.37	501.37	0.00	4,998.63	9.1
4011 Medical Insurance	13,500.00	13,500.00	1,121.53	1,121.53	0.00	12,378.47	8.3
4015 Federal Payroll Tax -FICA	4,370.00	4,370.00	385.54	385.54	0.00	3,984.46	8.8
4018 State Payroll Taxes	250.00	250.00	7.51	7.51	0.00	242.49	3.0
SALARIES AND BENEFITS	83,120.00	83,120.00	7,059.70	7,059.70	0.00	76,060.30	8.5
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	500.00	500.00	156.55	156.55	0.00	343.45	31.3
5012 Printing	50.00	50.00	15.52	15.52	0.00	34.48	31.0
5014 Postage	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5016 Office Supplies	700.00	700.00	1.60	1.60	0.00	698.40	0.2
5018 Janitorial Supplies	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00	0.0
5020 Telephone	2,300.00	2,300.00	137.95	137.95	0.00	2,162.05	6.0
5022 Utilities	12,000.00	12,000.00	1,537.41	1,537.41	0.00	10,462.59	12.8
5023 Water	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.0
5025 SECURED PROP TAX	915.00	915.00	0.00	0.00	0.00	915.00	0.0
5030 Vehicle Maintenance	600.00	600.00	85.50	85.50	0.00	514.50	14.3
5032 Building & Grounds-Maintenance	27,000.00	27,000.00	1,128.21	1,128.21	0.00	25,871.79	4.2
5034 Alarm Systems	750.00	750.00	13.94	13.94	0.00	736.06	1.9
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	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE	75,115.00	75,115.00	3,076.68	3,076.68	0.00	72,038.32	4.1
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	36,000.00	36,000.00	2,761.20	2,761.20	0.00	33,238.80	7.7
5656 Tree Trimming	1,100.00	1,100.00	6.82	6.82	0.00	1,093.18	0.6
5670 Other Professional Services	1,000.00	1,000.00	58.57	58.57	0.00	941.43	5.9
CONTRACT SERVICES	38,100.00	38,100.00	2,826.59	2,826.59	0.00	35,273.41	7.4
ROSSMOOR PARK	196,335.00	196,335.00	12,962.97	12,962.97	0.00	183,372.03	6.6
Dept: 40 MONTECITO CENTER							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	32,520.00	32,520.00	2,473.52	2,473.52	0.00	30,046.48	7.6
4002 Salaries - Part-time	8,500.00	8,500.00	948.14	948.14	0.00	7,551.86	11.2
4003 Salaries - Overtime	2,150.00	2,150.00	128.45	128.45	0.00	2,021.55	6.0
4010 Workers Compensation Insurance	4,200.00	4,200.00	403.23	403.23	0.00	3,796.77	9.6
4011 Medical Insurance	11,000.00	11,000.00	907.19	907.19	0.00	10,092.81	8.2
4015 Federal Payroll Tax -FICA	3,000.00	3,000.00	271.34	271.34	0.00	2,728.66	9.0
4018 State Payroll Taxes	160.00	160.00	3.75	3.75	0.00	156.25	2.3
SALARIES AND BENEFITS	61,530.00	61,530.00	5,135.62	5,135.62	0.00	56,394.38	8.3
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	400.00	400.00	156.55	156.55	0.00	243.45	39.1
5012 Printing	50.00	50.00	15.52	15.52	0.00	34.48	31.0
5014 Postage	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5016 Office Supplies	700.00	700.00	1.60	1.60	0.00	698.40	0.2
5018 Janitorial Supplies	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
5020 Telephone	2,000.00	2,000.00	137.95	137.95	0.00	1,862.05	6.9
5022 Utilities	1,700.00	1,700.00	0.00	0.00	0.00	1,700.00	0.0
5023 Water	2,200.00	2,200.00	405.13	405.13	0.00	1,794.87	18.4
5025 SECURED PROP TAX	770.00	770.00	0.00	0.00	0.00	770.00	0.0
5030 Vehicle Maintenance	600.00	600.00	85.50	85.50	0.00	514.50	14.3
5032 Building & Grounds-Maintenance	3,800.00	3,800.00	206.85	206.85	0.00	3,593.15	5.4
5034 Alarm Systems	400.00	400.00	13.53	13.53	0.00	386.47	3.4

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Rossmoor Community

For the Period: 7/1/2017 to 7/31/2017

	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							
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	250.00	250.00	0.00	0.00	0.00	250.00	0.0
<hr/>							
OPERATIONS AND MAINTENANCE	17,220.00	17,220.00	1,022.63	1,022.63	0.00	16,197.37	5.9
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,600.00	3,600.00	306.80	306.80	0.00	3,293.20	8.5
5656 Tree Trimming	1,100.00	1,100.00	6.82	6.82	0.00	1,093.18	0.6
5670 Other Professional Services	1,000.00	1,000.00	58.57	58.57	0.00	941.43	5.9
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CONTRACT SERVICES	5,700.00	5,700.00	372.19	372.19	0.00	5,327.81	6.5
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0
<hr/>							
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
<hr/>							
MONTECITO CENTER	84,950.00	84,950.00	6,530.44	6,530.44	0.00	78,419.56	7.7
Dept: 50 RUSH PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	38,000.00	38,000.00	2,994.19	2,994.19	0.00	35,005.81	7.9
4002 Salaries - Part-time	17,400.00	17,400.00	1,896.29	1,896.29	0.00	15,503.71	10.9
4003 Salaries - Overtime	2,800.00	2,800.00	153.27	153.27	0.00	2,646.73	5.5
4005 Salaries - Event Attendant	4,800.00	4,800.00	150.00	150.00	0.00	4,650.00	3.1
4010 Workers Compensation Insurance	5,500.00	5,500.00	501.37	501.37	0.00	4,998.63	9.1
4011 Medical Insurance	13,500.00	13,500.00	1,121.54	1,121.54	0.00	12,378.46	8.3
4015 Federal Payroll Tax -FICA	4,370.00	4,370.00	396.94	396.94	0.00	3,973.06	9.1
4018 State Payroll Taxes	400.00	400.00	11.26	11.26	0.00	388.74	2.8
<hr/>							
SALARIES AND BENEFITS	86,770.00	86,770.00	7,224.86	7,224.86	0.00	79,545.14	8.3
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	500.00	500.00	156.55	156.55	0.00	343.45	31.3
5012 Printing	50.00	50.00	15.51	15.51	0.00	34.49	31.0
5014 Postage	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5016 Office Supplies	700.00	700.00	1.60	1.60	0.00	698.40	0.2
5018 Janitorial Supplies	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00	0.0
5020 Telephone	2,300.00	2,300.00	137.95	137.95	0.00	2,162.05	6.0
5022 Utilities	22,000.00	22,000.00	1,496.11	1,496.11	0.00	20,503.89	6.8
5023 Water	34,000.00	34,000.00	0.00	0.00	0.00	34,000.00	0.0
5025 SECURED PROP TAX	3,630.00	3,630.00	0.00	0.00	0.00	3,630.00	0.0
5030 Vehicle Maintenance	600.00	600.00	85.49	85.49	0.00	514.51	14.2
5032 Building & Grounds-Maintenance	25,000.00	25,000.00	1,006.27	1,006.27	0.00	23,993.73	4.0
5034 Alarm Systems	750.00	750.00	127.52	127.52	0.00	622.48	17.0
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	250.00	250.00	0.00	0.00	0.00	250.00	0.0
<hr/>							
OPERATIONS AND MAINTENANCE	94,880.00	94,880.00	3,027.00	3,027.00	0.00	91,853.00	3.2
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	36,000.00	36,000.00	2,761.20	2,761.20	0.00	33,238.80	7.7
5656 Tree Trimming	1,100.00	1,100.00	6.82	6.82	0.00	1,093.18	0.6
5670 Other Professional Services	1,000.00	1,000.00	58.57	58.57	0.00	941.43	5.9
<hr/>							
CONTRACT SERVICES	38,100.00	38,100.00	2,826.59	2,826.59	0.00	35,273.41	7.4
<hr/>							
RUSH PARK	219,750.00	219,750.00	13,078.45	13,078.45	0.00	206,671.55	6.0
Dept: 60 STREET LIGHTING							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	715.00	715.00	45.98	45.98	0.00	669.02	6.4

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For the Period: 7/1/2017 to 7/31/2017		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 60 STREET LIGHTING								
	OPERATIONS AND MAINTENANCE	715.00	715.00	45.98	45.98	0.00	669.02	6.4
	Acct Class: 56 CONTRACT SERVICES							
5650	Lighting and Maintenance	107,000.00	107,000.00	8,520.54	8,520.54	0.00	98,479.46	8.0
	CONTRACT SERVICES	107,000.00	107,000.00	8,520.54	8,520.54	0.00	98,479.46	8.0
	STREET LIGHTING	107,715.00	107,715.00	8,566.52	8,566.52	0.00	99,148.48	8.0
Dept: 65 ROSSMOOR WALL								
	Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002	Insurance - Liability	2,000.00	2,000.00	2,000.00	2,000.00	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	2,000.00	0.00	100.00	95.2
	ROSSMOOR WALL	2,100.00	2,100.00	2,000.00	2,000.00	0.00	100.00	95.2
Dept: 70 STREET SWEEPING								
	Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020	Telephone	650.00	650.00	45.98	45.98	0.00	604.02	7.1
	OPERATIONS AND MAINTENANCE	650.00	650.00	45.98	45.98	0.00	604.02	7.1
	Acct Class: 56 CONTRACT SERVICES							
5642	Street Sweeping	53,000.00	53,000.00	0.00	0.00	0.00	53,000.00	0.0
	CONTRACT SERVICES	53,000.00	53,000.00	0.00	0.00	0.00	53,000.00	0.0
	STREET SWEEPING	53,650.00	53,650.00	45.98	45.98	0.00	53,604.02	0.1
Dept: 80 PARKWAY TREES								
	Acct Class: 40 SALARIES AND BENEFITS							
4002	Salaries - Part-time	21,012.00	21,012.00	1,446.68	1,446.68	0.00	19,565.32	6.9
4003	Salaries - Overtime	100.00	100.00	0.00	0.00	0.00	100.00	0.0
4007	Vehicle Allowance	750.00	750.00	29.67	29.67	0.00	720.33	4.0
4015	Federal Payroll Tax -FICA	1,525.00	1,525.00	110.68	110.68	0.00	1,414.32	7.3
4018	State Payroll Taxes	175.00	175.00	0.00	0.00	0.00	175.00	0.0
	SALARIES AND BENEFITS	23,562.00	23,562.00	1,587.03	1,587.03	0.00	21,974.97	6.7
	Acct Class: 50 OPERATIONS AND MAINTENANCE							
5012	Printing	25.00	25.00	0.00	0.00	0.00	25.00	0.0
5014	Postage	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5016	Office Supplies	150.00	150.00	0.28	0.28	0.00	149.72	0.2
5020	Telephone	1,300.00	1,300.00	91.96	91.96	0.00	1,208.04	7.1
5030	Vehicle Maintenance	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5051	Equipment Rental	50.00	50.00	0.00	0.00	0.00	50.00	0.0
	OPERATIONS AND MAINTENANCE	1,675.00	1,675.00	92.24	92.24	0.00	1,582.76	5.5
	Acct Class: 56 CONTRACT SERVICES							
5656	Tree Trimming	73,000.00	73,000.00	431.68	431.68	0.00	72,568.32	0.6
5657	Tree Care/Treatments	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
5660	TREE REMOVAL	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
5670	Other Professional Services	3,000.00	3,000.00	212.46	212.46	0.00	2,787.54	7.1
	CONTRACT SERVICES	83,500.00	83,500.00	644.14	644.14	0.00	82,855.86	0.8
	Acct Class: 60 CAPITAL EXPENDITURES							
6015	Trees	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.0
	CAPITAL EXPENDITURES	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.0
	PARKWAY TREES	133,737.00	133,737.00	2,323.41	2,323.41	0.00	131,413.59	1.7
Dept: 90 MINI-PARKS AND MEDIANS								

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Fund: 10 - GENERAL FUND

Expenditures

Dept: 90 MINI-PARKS AND MEDIANS
Acct Class: 40 SALARIES AND BENEFITS

4001 Salaries - Full-time	685.00	685.00	55.32	55.32	0.00	629.68	8.1
4003 Salaries - Overtime	64.00	64.00	1.98	1.98	0.00	62.02	3.1
4010 Workers Compensation Insurance	300.00	300.00	23.46	23.46	0.00	276.54	7.8
4015 Federal Payroll Tax -FICA	58.00	58.00	4.37	4.37	0.00	53.63	7.5
4018 State Payroll Taxes	15.00	15.00	0.00	0.00	0.00	15.00	0.0

SALARIES AND BENEFITS 1,122.00 1,122.00 85.13 85.13 0.00 1,036.87 7.6

Acct Class: 50 OPERATIONS AND MAINTENANCE

5020 Telephone	640.00	640.00	46.00	46.00	0.00	594.00	7.2
5022 Utilities	1,150.00	1,150.00	26.70	26.70	0.00	1,123.30	2.3
5023 Water	6,400.00	6,400.00	509.56	509.56	0.00	5,890.44	8.0
5032 Building & Grounds-Maintenance	800.00	800.00	0.00	0.00	0.00	800.00	0.0
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	100.00	100.00	0.00	0.00	0.00	100.00	0.0

OPERATIONS AND MAINTENANCE 9,290.00 9,290.00 582.26 582.26 0.00 8,707.74 6.3

Acct Class: 56 CONTRACT SERVICES

5655 Landscape Maintenance	3,600.00	3,600.00	306.80	306.80	0.00	3,293.20	8.5
5656 Tree Trimming	400.00	400.00	2.26	2.26	0.00	397.74	0.6
5670 Other Professional Services	50.00	50.00	2.87	2.87	0.00	47.13	5.7

CONTRACT SERVICES 4,050.00 4,050.00 311.93 311.93 0.00 3,738.07 7.7

Acct Class: 60 CAPITAL EXPENDITURES

6010 Equipment	100.00	100.00	0.00	0.00	0.00	100.00	0.0
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CAPITAL EXPENDITURES 100.00 100.00 0.00 0.00 0.00 100.00 0.0

MINI-PARKS AND MEDIANS 14,562.00 14,562.00 979.32 979.32 0.00 13,582.68 6.7

Expenditures 1,371,702.00 1,371,702.00 111,627.40 111,627.40 0.00 1,260,074.60 8.1

Net Effect for GENERAL FUND 95,833.00 95,833.00 -84,271.82 -84,271.82 0.00 180,104.82 -87.9
Change in Fund Balance: -84,271.82

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For the Period: 7/1/2017 to 7/31/2017	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH							
Revenues							
Dept: 00							
Acct Class: 31 ASSESSMENTS							
3100 Property assessments	380,000.00	380,000.00	2,172.00	2,172.00	0.00	377,828.00	0.6
3101 Property assessments-prior yr	3,400.00	3,400.00	114.72	114.72	0.00	3,285.28	3.4
ASSESSMENTS	383,400.00	383,400.00	2,286.72	2,286.72	0.00	381,113.28	0.6
Dept: 00	383,400.00	383,400.00	2,286.72	2,286.72	0.00	381,113.28	0.6
Revenues	383,400.00	383,400.00	2,286.72	2,286.72	0.00	381,113.28	0.6
Expenditures							
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
5619 Bond Trustee	3,048.00	3,048.00	3,047.50	3,047.50	0.00	0.50	100.0
CONTRACT SERVICES	23,048.00	23,048.00	3,047.50	3,047.50	0.00	20,000.50	13.2
Acct Class: 58 DEBT SERVICE							
5800 Principal	260,000.00	260,000.00	0.00	0.00	0.00	260,000.00	0.0
5801 Interest	80,600.00	80,600.00	0.00	0.00	0.00	80,600.00	0.0
DEBT SERVICE	340,600.00	340,600.00	0.00	0.00	0.00	340,600.00	0.0
RUSH PARK	363,648.00	363,648.00	3,047.50	3,047.50	0.00	360,600.50	0.8
Expenditures	363,648.00	363,648.00	3,047.50	3,047.50	0.00	360,600.50	0.8
Net Effect for ASSESSMENT DISTRICT FUND-RUSH	19,752.00	19,752.00	-760.78	-760.78	0.00	20,512.78	-3.9
Change in Fund Balance:			-760.78				

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For the Period: 7/1/2017 to 7/31/2017		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL								
Revenues								
Dept: 00								
Acct Class: 31 ASSESSMENTS								
3101	Property assessments-prior yr	0.00	0.00	25.35	25.35	0.00	-25.35	0.0
	ASSESSMENTS	0.00	0.00	25.35	25.35	0.00	-25.35	0.0
	Dept: 00	0.00	0.00	25.35	25.35	0.00	-25.35	0.0
	Revenues	0.00	0.00	25.35	25.35	0.00	-25.35	0.0
	Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL	0.00	0.00	25.35	25.35	0.00	-25.35	0.0
	Change in Fund Balance:			25.35				

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For the Period: 7/1/2017 to 7/31/2017	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS							
Revenues							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
2999 FY Begin Fund Balance	32,450.00	32,450.00	0.00	0.00	0.00	32,450.00	0.0
PROPERTY TAXES	32,450.00	32,450.00	0.00	0.00	0.00	32,450.00	0.0
Dept: 00	32,450.00	32,450.00	0.00	0.00	0.00	32,450.00	0.0
Revenues	32,450.00	32,450.00	0.00	0.00	0.00	32,450.00	0.0
Expenditures							
Dept: 50 RUSH PARK							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.0
CAPITAL EXPENDITURES	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.0
RUSH PARK	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.0
Dept: 75 CAPITAL PROJECTS							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5045 Miscellaneous Expenditures	6,500.00	6,500.00	538.25	538.25	0.00	5,961.75	8.3
OPERATIONS AND MAINTENANCE	6,500.00	6,500.00	538.25	538.25	0.00	5,961.75	8.3
CAPITAL PROJECTS	6,500.00	6,500.00	538.25	538.25	0.00	5,961.75	8.3
Expenditures	19,500.00	19,500.00	538.25	538.25	0.00	18,961.75	2.8
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS	12,950.00	12,950.00	-538.25	-538.25	0.00	13,488.25	-4.2
Change in Fund Balance:			-538.25				
Grand Total Net Effect:	128,535.00	128,535.00	-85,545.50	-85,545.50	0.00	214,080.50	

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: September 12, 2017
To: Honorable Board of Directors
From: General Manager
Subject: DISCUSSION AND POSSIBLE ACTION RE: REPORT OF THE INVESTMENT COMMITTEE AND RECOMMENDATIONS REGARDING REINVESTMENT OF RESERVES IN THE RUSH PARK BOND FUND RESERVE ACCOUNT

RECOMMENDATION:

Receive the report and approve the recommendations of the Investment Committee regarding required reserves in the Rush Park Bond Fund Reserve Account.

BACKGROUND:

The Investment Committee met on August 23, 2017 to review investments and make recommendations to the Board. The Committee reviewed the recommendations of staff and the District's Financial Advisor regarding required reserves in the Fund 20 Rush Park Bond Fund.

A two-year US Agency Note in the amount of \$180,000 of the Reserve Funds of the Rush Park Bond matured in June 2017. The Committee discussed the reinvestment of the \$180,000 and the term of the US Agency note. The District's financial consultant, Steve Almond of Sterne Agee Financial Services, has provided us with the follow rates:

1 year US Agency Note would yield 0.93% ytm

2 year US Agency Note would yield 1.14% ytm

3 year US Agency Note would yield 1.27% ytm

Since market conditions have not dramatically improved, the length of the investments was brought up. The Bond receives higher rates the longer it is purchased for. However, it was discussed to purchase a one-year US Agency note and reinvest it when it matures for possibly a better rate. Based on the email from Stephen Almond, if the rate increases .50% a year would there be additional profit purchasing three one-year bonds.

ATTACHMENTS:

1. Report C-1 dated August 23, 2017 to the Investment Committee on
District Investments.
2. Email from Stephen Almond regarding the cost of commission versus the return.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: August 23, 2017
To: Investment Committee
From: General Manager
Subject: DISPOSITION OF EXCESS RESERVE FUNDS – LIMITED
OBLIGATION IMPROVEMENT BONDS – RUSH SCHOOL SITE
ACQUISITION, SERIES 1993

RECOMMENDATION:

Make a recommendation to the Board regarding the reinvestment Rush Park Bond Reserves.

BACKGROUND:

The two-year US Agency Note in the amount of \$180,000 matured in June 2017. The District's financial consultant, Steve Almond of Sterne Agee Financial Services, has provided us with the follow rates:

- 1 year US Agency Note would yield 0.93% ytm
- 2 year US Agency Note would yield 1.14% ytm
- 3 year US Agency Note would yield 1.27% ytm

The Rush Bond final payment is scheduled for September 2021. However, per the attached Rush Bond Payoff Schedule, the District will have sufficient funds to make the final payment a year early in September 2020. This early payment is attributed to investments made during the 30-year term of the Bond and a previous \$495,000 additional payment made in 2010. The 1915M Mello Roos assessment would then be canceled for the 2021 tax bill, saving the residents \$380,000.

The District needs to schedule our Rush Park Bond Reserve investments to enable this early payoff.

It is therefore recommended that \$180,000 be reinvested as follows:

1. \$180,000 be invested in a three-year US Agency Note maturing in September 2020 (earning .1.27% ytm).
2. In May 2018, when the \$175,000 bond matures, it be reinvested in a two-year US Agency Note at (currently earning 1.14%.) This note will then mature in May 2020.

ATTACHMENTS:

1. Rush Park Bond Payoff Schedule
2. U.S Bank Amortization Schedule
3. Policy No. 3035 Investment of District Funds

Rush Park Bond Payoff

Date	Admin Fee	Trustee Fee	Principal	Interest	Annual Assessment	Bond Investment	Reserve Account	Fund 50	Total
Current Balance:						\$175,000	\$180,000	\$224,575	\$579,575
Sep-17	(\$20,000)	(\$3,048)	(\$280,000)	(\$48,980)					\$227,547
Mar-18				(\$32,705)	\$380,000				\$574,842
Sep-18	(\$20,000)	(\$3,048)	(\$295,000)	(\$32,705)					\$224,089
Mar-19				(\$23,560)	\$380,000				\$580,529
Sep-19	(\$20,000)	(\$3,048)	(\$315,000)	(\$23,560)					\$218,921
Mar-20				(\$13,795)	\$380,000				\$585,126
Sep-20	(\$20,000)	(\$3,048)	(\$335,000)	(\$13,795)					\$213,283
Mar-21				(\$3,410)					\$209,873
Sep-21	(\$20,000)	(\$3,048)	(\$110,000)	(\$3,410)					\$73,415
Total	(\$80,000)	(\$12,192)	(\$1,055,000)	(\$114,235)	\$1,140,000	\$175,000	\$180,000	\$224,575	

Rossmoor CSD Series 1993 Rush Elementary

AMORTIZATION SCHEDULE
94612580

Determination Period Calendar Year

INT ACCRUES FROM:	9/2/2010	ORIGINAL O/S:	\$ 5,000,000.00	AVG ANNL D/S:	\$313,282.73
FIRST PAYMENT DATE:	3/2/2011	MULTIPLES OF:	\$5,000		
FINAL MATURITY:	9/2/2021	DAYS IN YEAR	360	125% X avg annual d/s	\$391,603.41
MAX ANNUAL D.SERV:	\$382,770.00	TOTAL YEARS TO CALC AVG ANNL:	11	10% OF PROCEEDS:	\$500,000.00

DATE	COUPON:	PRINCIPAL DUE:	INTEREST DUE:	DEBT SERVICE	YEARLY DEBT SERVICE	YEARLY DEBT SERVICE	PRINCIPAL OUTSTANDING
3/2/2011	0.000%	\$0.00	\$ 75,565.00	\$75,565.00		\$75,565.00	\$2,440,000.00
9/2/2011	6.100%	\$150,000.00	\$ 75,565.00	\$225,565.00	\$301,130.00		\$2,290,000.00
3/2/2012	0.000%	\$0.00	\$ 70,990.00	\$70,990.00		\$296,555.00	\$2,290,000.00
9/2/2012	6.100%	\$0.00	\$ 70,990.00	\$70,990.00	\$141,980.00		\$2,290,000.00
3/2/2013	0.000%	\$0.00	\$ 70,990.00	\$70,990.00		\$141,980.00	\$2,290,000.00
9/2/2013	6.200%	\$220,000.00	\$ 70,990.00	\$290,990.00	\$361,980.00		\$2,070,000.00
3/2/2014	0.000%	\$0.00	\$ 64,170.00	\$64,170.00		\$355,160.00	\$2,070,000.00
9/2/2014	6.200%	\$230,000.00	\$ 64,170.00	\$294,170.00	\$358,340.00		\$1,840,000.00
3/2/2015	0.000%	\$0.00	\$ 57,040.00	\$57,040.00		\$351,210.00	\$1,840,000.00
9/2/2015	6.200%	\$245,000.00	\$ 57,040.00	\$302,040.00	\$359,080.00		\$1,595,000.00
3/2/2016	0.000%	\$0.00	\$ 49,445.00	\$49,445.00		\$351,485.00	\$1,595,000.00
9/2/2016	6.200%	\$260,000.00	\$ 49,445.00	\$309,445.00	\$358,890.00		\$1,335,000.00
3/2/2017	0.000%	\$0.00	\$ 41,385.00	\$41,385.00		\$350,830.00	\$1,335,000.00
9/2/2017	6.200%	\$280,000.00	\$ 41,385.00	\$321,385.00	\$362,770.00		\$1,055,000.00
3/2/2018	0.000%	\$0.00	\$ 32,705.00	\$32,705.00		\$354,090.00	\$1,055,000.00
9/2/2018	6.200%	\$295,000.00	\$ 32,705.00	\$327,705.00	\$360,410.00		\$760,000.00
3/2/2019	0.000%	\$0.00	\$ 23,560.00	\$23,560.00		\$351,265.00	\$760,000.00
9/2/2019	6.200%	\$315,000.00	\$ 23,560.00	\$338,560.00	\$362,120.00		\$445,000.00
3/2/2020	0.000%	\$0.00	\$ 13,795.00	\$13,795.00		\$352,355.00	\$110,000.00
9/2/2020	6.200%	\$335,000.00	\$ 13,795.00	\$348,795.00	\$362,590.00		\$110,000.00
3/2/2021	0.000%	\$0.00	\$ 3,410.00	\$3,410.00		\$352,205.00	\$0.00
9/2/2021	6.200%	\$110,000.00	\$ 3,410.00	\$113,410.00	\$116,820.00	\$113,410.00	\$0.00
TOTAL		\$2,440,000.00	\$ 1,006,110.00		\$3,446,110.00	\$3,446,110.00	

Rossmoor Community Services District

Policy

No. 3035

INVESTMENT OF DISTRICT FUNDS

3035.00 Purpose: The purpose of this policy is to comply with the requirements of California Government Code Sections 53600 et. seq. and to provide clear guidance for the investment of surplus funds under the control but not required for the immediate needs of the Rossmoor Community Services District (RCSD); herein after, the District.

3035.10 Objectives: The objectives of the investment of the funds of the District is primarily to safeguard the principal of the funds under its control, secondarily, to meet the liquidity needs of the District and thirdly, to achieve a market rate of return consistent with California law.

3035.20 Responsibility: When investing public funds, the District is a trustee and therefore a fiduciary subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing including, but not limited to, the general economic conditions and the anticipated needs of the District that a prudent person would exercise in the management of his or her own funds, not for speculation, but for investment, considering the probable safety of his or her capital, as well as the probable income to be derived.

3035.30 Investment Principles:

3035.31 The District shall invest all funds under its control that are not needed for its operations.

3035.32 The District shall have a diversified investment portfolio limited to the following types:

- a. United States Treasury Bills, Notes and Bonds.
- b. Federal Agency or United States Government sponsored enterprise obligations.
- c. Registered California State Bonds, Warrants or Treasury Notes.
- d. California Local Agency Investment Fund (LAIF).
- e. Orange County Treasury.
- f. Bonds or Notes of U.S. corporations rated "A" or better by Moody's or S&P, for terms not to exceed five years.
- g. Bankers Acceptances (Bills of Exchange, or Time Drafts), maturity not to exceed six months.
- h. Certificates of Deposit, maturity not to exceed two years.
- i. Mutual funds that consist solely of one of the following investment types noted above:
a., b.,c., or f.

3035.33 The District shall not invest more than fifty percent (50%) of its investment portfolio in securities that have a maturity of more than one year. No more than twenty-five percent (25%) of its portfolio shall be invested in securities that have a maturity of more than two years. No securities can be purchased with a maturity greater than five years, unless matched to a specific asset acquisition or approved by the Board.

3035.34 The District's investment strategy is to purchase securities with the intent of holding them until maturity. However, the District may sell a security prior to its maturity in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or District needs.

3035.35 The transferring of investment funds will be carried out exclusively by use of telephonic or electronic wire transfers. Each entity with which the District does business shall receive, in writing, a listing which limits transfers of funds to preauthorized bank accounts only.

3035.36 The District shall maintain all funds needed for its operations within one month, together with all funds not then invested in accordance with Section 3035.32 in one or more checking accounts or savings accounts that are fully insured by FDIC in state or national banks, state or federal savings associations, or state or federal credit unions in California. Such funds may be in active deposits, inactive deposits, and/or interest bearing active deposits. The deposits cannot exceed the amount of the bank's, savings and loans', or credit union's paid up capital surplus. The funds may be in an account over \$100,000 if the FDIC limit is raised or if the bank, savings and loan or savings institution has collateralized the account by at least 110% in another bank or financial institution.

3035.37 The District may invest some or all its investment portfolio in the LAIF upon a recommendation of the Investment Committee and approval of the Board. The District shall invest no more than twenty-five percent (25%) of its investment portfolio in any one of the other types of investment as set forth in Section 3035.32 and shall not invest more than the FDIC limit (within the maturity date of the deposit/investment) in any one financial institution (bank, savings and loan, credit union), or U.S. corporation.

3035.38 All security transactions entered into by the District shall be conducted on delivery-versus payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement.

3035.39 The purchase of any investment shall be made either directly from the issuer or from an institution licensed by the state as a broker-dealer (as defined in Corporations Code Section 25004) or from a member of a federally regulated securities exchange, from a national or state-chartered bank, from a savings association or federal association (as defined in Financial Code Section 5102) or from a brokerage firm designated as a primary government dealer by the Federal Reserve Bank.

3035.40 Investment Committee: The Investment Committee is comprised of two Board members and the General Manager. Members are appointed by the President of the Board and shall meet quarterly (unless there are no new funds to invest or investments maturing during the quarter) to review current data concerning all deposit accounts and investments, to analyze the total balance, yield percentage, interest earned, maturity dates and other relevant information for each account and investment. The Investment Committee shall make recommendations specifying the investments to be made and amounts to be transferred to the appropriate accounts. The Investment Committee may consult with the District's auditor and/or other financial advisors as reasonably necessary to implement the District's investment objectives. Following a review by the Investment Committee, the General Manager shall provide a report to the Board of Directors at its next regular meeting, or at a special meeting, as appropriate, setting forth the

components and performance of the District's current investment portfolio, together with any recommendations made by the Investment Committee.

3035.50 Investment Portfolio: The District's investment portfolio is defined as all monies invested and any reserve funds, designated or undesignated, which are available for long or short term investment, and any operating capital in excess of three months of the District's operational needs.

3035.60 Board of Directors: Upon review of the Investment Committee's report and recommendations, the Board shall make a determination regarding such recommendations. Upon such determination, the officials authorized by Policy No. 4055, shall execute the appropriate documents to transfer funds as necessary and/or to authorize the financial institution to initiate the investment, except for electronic transfers made in accordance with Resolution No.10-06-08-01.

3035.70 Policy Review: This policy shall be reviewed by the Board annually, to determine if any changes are needed and to acknowledge that it has been reviewed.

Approved: Renumbering & Format - October 8, 2002
Adopted: August 12, 2003
Amended: July 11, 2006
Amended: May 8, 2007
Amended: November 11, 2008
Amended: January 13, 2009
Amended: April 14, 2009
Amended: August 10, 2010

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

Date: September 12, 2017
To: Honorable Board of Directors
From: General Manager
Subject: Amendment to Professional Services Agreement with Tennis Instructor

RECOMMENDATION:

Approve Amendment to current Professional Services Agreement between Rossmoor Community Services District and professional tennis instructor Fernando Molina.

BACKGROUND:

There have been discussions with professional tennis instructor Fernando Molina to inform him about possible changes to the current Professional Services Agreement that was recently approved at the August board meeting. At this time the agreement under compensation states that the contractor shall remit payment to the District an amount equal to 25% of the total fees imposed and collected during the time period of the applicable statement. The amendment would change the agreement from an amount equal to 25% of total fees to a flat rate of \$12.50 per hour. This would apply to the current and any future professional tennis instructors that may be brought on as a contractor. During our meetings with tennis instructor Fernando Molina, there have been no issues or concerns about the amended change to the current agreement in place.

ATTACHMENTS:

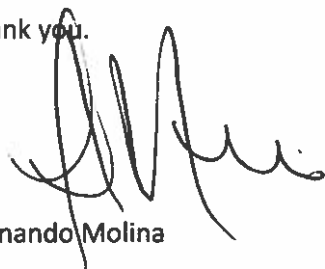
1. Renewal Request Letter from Fernando Molina
2. Amendment No 1 to Professional Services Agreement
3. Proposed Professional Services Agreement and Certificate of Liability Insurance
4. Redline Professional Services Agreement
5. Original Professional Services Agreement

7/31/2017

Rossmoor Community Service District:

I would like to renew my contract for one more year to teach Tennis at Rossmoor Park from August 2017 to 2018.

Thank you.

A handwritten signature in black ink, appearing to read 'Fernando Molina'. The signature is stylized with large, overlapping loops and a long, sweeping tail.

Fernando Molina

AMENDMENT

AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT BETWEEN ROSSMOOR COMMUNITY SERVICES DISTRICT AND FERNANDO MOLINA

This Amendment No. 1 (“Amendment”) to the Professional Services Agreement is made and entered into this 12th day of September, 2017 by and between the Rossmoor Community Services District (“District”) and Fernando Molina (“Contractor”).

RECITALS

WHEREAS, on August 8, 2017, District and Contractor entered into an Professional Services Agreement (the “Agreement”);

WHEREAS, District and Contractor desire to amend the Agreement to provide for revisions to compensation;

NOW THEREFORE, in consideration of the mutual promises, covenants, and conditions set forth herein and in the Agreement amended hereby, the parties agree as follows:

1. Paragraph 8 is hereby amended to read:

8. Compensation. Contractor shall receive compensation for Services rendered under this Agreement as follows:

(a) Contractor shall provide the Services at rates as stated on a rate schedule provided by the Contractor which shall be charged to each individual who receives a tennis lesson, regardless of whether said lesson is provided to one or more individuals at the same time. The minimum amount of time for which Contractor shall charge for Services shall be in one hour intervals. Contractor shall be solely responsible for imposing and collecting all fees charged for the Services in accordance with this Agreement.

(b) On a monthly basis throughout the term of this Agreement, Contractor shall submit to District a written statement which sets forth, in detail, the following: (i) the date and time of each tennis lesson given; (ii) the corresponding fee imposed and collected for each lesson; (iii) the total amount of fees imposed and collected during the time period of the applicable statement; and (iv) the total amount of hours reserved, but Services not provided.

(c) Contractor shall retain as the entire amount of compensation for all Services performed under this Agreement. Contractor shall not be entitled to expense reimbursements nor any other amounts in connection with performance of this Agreement.

(d) At the time of submission of each written statement as required herein, Contractor shall remit payment to the District in readily available funds, twelve dollars and fifty cents (\$12.50) per hour or fraction thereof for each individual who receives a tennis lesson and/or each court hour or fraction thereof reserved pursuant to Sections 4 (c) and 8 (c), above.

(e) The fees imposed, collected and remitted, as set forth herein, shall be the gross fees and there shall be no deduction or other reduction from the amounts which are subject to the calculations and payments set forth herein.

3. All terms and conditions of the Agreement that have not been amended by this Amendment shall remain in full force and effect.

4. The individuals signing this Amendment represent and warrant that they have the right, power and authorization to bind their respective entities to the terms of this Amendment and the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed and entered into this Amendment as of the date first written above.

DISTRICT:

ROSSMOOR COMMUNITY SERVICES DISTRICT

By: _____
Michael Maynard, Board President

CONTRACTOR:

FERNANDO MOLINA

By: _____
Fernando Molina

APPROVED AS TO FORM FOR DISTRICT

By: _____
Tarquin Preziosi
District General Counsel

PROPOSED

ROSSMOOR COMMUNITY SERVICES DISTRICT PROFESSIONAL SERVICES AGREEMENT

This Agreement is made and entered into this August 8, 2017 by and between the Rossmoor Community Services District, a public agency (“District”) and Fernando Molina, an individual and tennis professional (“Contractor”). District and Contractor are sometimes individually referred to as “Party” and collectively as “Parties.”

RECITALS

A. District is a public agency authorized to own, operate, maintain and repair facilities for public recreation including, without limitation, providing tennis courts for use by individuals who reside within the jurisdiction of the District. District has the authority to establish rates or other charges for services and facilities provided by District. District is authorized to receive revenue and in order to cover the costs of said services and facilities including, for example, charging a tennis professional such as Contractor for the right to use District tennis courts for providing tennis lessons. District desires to enter into this Agreement in order for Contractor to be available to provide tennis lessons (“Services”) to individuals who desire such Services at District’s tennis courts.

B. Contractor desires to perform and assume responsibility for the provision of the Services on the terms and conditions set forth in this Agreement. Contractor represents that he is experienced in providing such Services.

NOW, THEREFORE, the parties hereby agree as follows:

1. General Scope of Services. Contractor promises and agrees to furnish to the District all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the Services. All Services shall be subject to, and performed in accordance with, this Agreement. Contractor shall be responsible for offering, scheduling, and conducting all tennis lessons pursuant to the provisions of this Agreement including, without limitation, the requirements for the location and Schedule of Services as set forth herein. Contractor will also make a good faith effort to provide Services on a priority basis to residents of Rossmoor in connection with the offering and scheduling tennis lessons.

2. Term. The term of this Agreement shall be for one year from the date of full execution by both Parties (“Term”), unless earlier terminated as provided herein. Provided Contractor is not in default under the provisions of this Agreement, the Term of this Agreement may extended for two (2) successive one (1) year terms (“Extended Term(s)”) pursuant to the following procedure. At least sixty (60) days prior to expiration of the Term or Extended Term, as applicable, Contractor may submit a written request to the District representative for extension of this Agreement. Any such written request must be received by the District representative not later than sixty (60) days prior to the expiration of the then current term of the Agreement. Upon receipt of such a written request, the Board of Directors of District may determine, in its sole and absolute discretion, whether to grant the request for the applicable Extended Term.

3. Prohibition Against Subcontracting/Employees; Independent Contractor. The Services shall be performed personally by Contractor and shall not be performed by any subcontractors, employees, volunteers or agents. Contractor will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. District retains Contractor on an independent contractor basis and not as an employee. Contractor retains the right to perform similar or different services for others during the term of this Agreement.

4. Location and Schedule of Services. Contractor shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the following Schedule of Services:

(a) Contractor will reserve an available court on a regular weekly basis as agreed upon by both parties and Contractor will be available during those hours and days of week to perform Services. Said schedule will be posted in District office and will serve as a means to reserve a Court.

(b) Changes to schedule may only be requested by Contractor under extraordinary circumstances by giving District reasonable notice, but not less than one week in advance of the schedule change. Requested changes are subject to approval by the District in its reasonable discretion. Disapproved requests will result in payment by Contractor, in accordance with this Agreement, as if he had utilized the court for the subject period of time.

(c) Contractor will be responsible for payment to the District for any hours reserved, regardless as to whether or not lessons were actually performed. Should Contractor be observed providing instruction other than at a reserved time and/or court, Contractor shall be charged a double fee for the time used but not reserved.

The Services shall be performed at Courts at Rossmoor Park. District shall reserve a court as agreed to by both parties for the performance of Services by Contractor for the times set forth in the Schedule of Services, as requested by Contractor. District's only obligation in connection with the provision of Services by Contractor shall be to reserve a court at Rossmoor Park in accordance with the Schedule of Services.

5. Conformance to Applicable Requirements and Coordination of Services. All work prepared by Contractor shall be subject to the approval of District. Contractor agrees to work closely with District staff in the performance of Services and shall be available to District's staff at all reasonable times.

6. Standard of Care. Contractor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor shall keep himself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Services. Contractor shall be liable for all violations of such laws and regulations in connection with Services. Contractor shall execute and maintain his work so as to avoid injury or damage to any person or property. In carrying out the Services, Contractor shall exercise all necessary precautions for the safety of

individuals appropriate to the nature of the work and the conditions under which the work is to be performed.

7. Insurance. Contractor shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by Contractor. Such insurance shall meet at least the following minimum levels of coverage:

(a) Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto).

(b) Minimum Limits of Insurance. Contractor shall maintain limits no less than: (1) *General Liability*: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. (2) *Automobile Liability*: Sufficient coverage per accident for bodily injury and property as determined by the General Manager.

8. Compensation. Contractor shall receive compensation for Services rendered under this Agreement as follows:

(a) Contractor shall provide the Services at rates as stated on a rate schedule provided by the Contractor which shall be charged to each individual who receives a tennis lesson, regardless of whether said lesson is provided to one or more individuals at the same time. The minimum amount of time for which Contractor shall charge for Services shall be in one hour intervals. Contractor shall be solely responsible for imposing and collecting all fees charged for the Services in accordance with this Agreement.

(b) On a monthly basis throughout the term of this Agreement, Contractor shall submit to District a written statement which sets forth, in detail, the following: (i) the date and time of each tennis lesson given; (ii) the corresponding fee imposed and collected for each lesson; (iii) the total amount of fees imposed and collected during the time period of the applicable statement; and (iv) the total amount of hours reserved, but Services not provided.

(c) Contractor shall retain as the entire amount of compensation for all Services performed under this Agreement. Contractor shall not be entitled to expense reimbursements nor any other amounts in connection with performance of this Agreement.

(d) At the time of submission of each written statement as required herein, Contractor shall remit payment to the District in readily available funds, twelve dollars and fifty cents (\$12.50) per hour or fraction thereof for each individual who receives a tennis lesson and/or each court hour or fraction thereof reserved pursuant to Sections 4 (c) and 8 (c), above.

(e) The fees imposed, collected and remitted, as set forth herein, shall be the gross fees and there shall be no deduction or other reduction from the amounts which are subject to the calculations and payments set forth herein.

(f) At all times during the term of this Agreement, and for a period of three (3) years following the expiration or termination of this Agreement, Contractor shall maintain the statements described herein and any other documentation developed and retained in connection with Contractor's responsibilities under this Agreement. Said statements and documents shall be subject to audit and review by District at all times during the term of this Agreement and for three (3) years following expiration or termination of this Agreement.

(g) Contractor shall not be reimbursed for any expenses unless authorized in writing by District.

(h) At any time during the term of this Agreement, District may request that Contractor perform Extra Work. As used herein, "Extra Work" means any work requested by District which is not provided for under this Agreement. Contractor shall not perform, nor be compensated for, Extra Work without written authorization from the duly authorized representative of the District.

9. General Provisions.

(a) Termination of Agreement. District may, by written notice to Contractor, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Contractor of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Contractor shall be compensated only for Services which have been adequately rendered to District, and Contractor shall be entitled to no further compensation. Contractor may not terminate this Agreement except for cause.

(b) Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the following address, or at such other address as the respective parties may provide in writing for this purpose. The individuals specified herein shall be deemed the duly authorized representative of the applicable Party:

Contractor: Fernando Molina
12082 Paseo Bonita
Los Alamitos, CA

District: Rossmoor Community Services District
3001 Blume Dr.
Rossmoor, CA 90720
Attn: General Manager

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

(c) Attorney's Fees. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the

prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

(d) Indemnification. Contractor shall indemnify, defend with counsel approved by District, and hold harmless District, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, regardless of District's passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the District. Should District in its sole discretion find Contractor's legal counsel unacceptable, then Contractor shall reimburse the District its costs of defense, including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation. The Contractor shall promptly pay any final judgment rendered against the District (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

(e) Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Orange County.

(f) Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

(g) Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

**ROSSMOOR COMMUNITY
SERVICES DISTRICT**

FERNANDO MOLINA

By: _____
James D. Ruth
General Manager

By: _____
Fernando Molina

Dated: _____

Client#: 44407

USPROFES

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/22/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: ESP Insurance Brokerage LLC, 306 Main St, Worcester, MA 01608
INSURED: United States Professional Tennis Association, 3535 Briarpark Dr., Suite 202, Houston, TX 77042
CONTACT NAME:
PHONE (A/C, No, Ext): 617 398-5557
FAX (A/C, No):
E-MAIL ADDRESS:
INSURER(S) AFFORDING COVERAGE: Philadelphia Indemnity Insuranc, NAIC #: 18058

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes rows for Commercial General Liability, Automobile Liability, Umbrella Liab, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
USPTA Members are insured for General Liability for playing, teaching or officiating in tennis, pickleball and platform tennis or operating a tennis ball machine for practicing or teaching.
Fernando Molina #8693 Rossmoor Community Service District is included as additional insured with respect to general liability as required by written contract.

CERTIFICATE HOLDER: Rossmoor Community Service District, 32332 Hedwig Rd, Rossmoor, CA 90720
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Peter Hansen

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Rossmoor Community Service District
32332 Hedwig Rd.
Rossmoor, CA 90720

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

REDLINE

ROSSMOOR COMMUNITY SERVICES DISTRICT PROFESSIONAL SERVICES AGREEMENT

This Agreement is made and entered into this August 8, 2017 by and between the Rossmoor Community Services District, a public agency (“District”) and Fernando Molina, an individual and tennis professional (“Contractor”). District and Contractor are sometimes individually referred to as “Party” and collectively as “Parties.”

RECITALS

A. District is a public agency authorized to own, operate, maintain and repair facilities for public recreation including, without limitation, providing tennis courts for use by individuals who reside within the jurisdiction of the District. District has the authority to establish rates or other charges for services and facilities provided by District. District is authorized to receive revenue and in order to cover the costs of said services and facilities including, for example, charging a tennis professional such as Contractor for the right to use District tennis courts for providing tennis lessons. District desires to enter into this Agreement in order for Contractor to be available to provide tennis lessons (“Services”) to individuals who desire such Services at District’s tennis courts.

B. Contractor desires to perform and assume responsibility for the provision of the Services on the terms and conditions set forth in this Agreement. Contractor represents that he is experienced in providing such Services.

NOW, THEREFORE, the parties hereby agree as follows:

1. General Scope of Services. Contractor promises and agrees to furnish to the District all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the Services. All Services shall be subject to, and performed in accordance with, this Agreement. Contractor shall be responsible for offering, scheduling, and conducting all tennis lessons pursuant to the provisions of this Agreement including, without limitation, the requirements for the location and Schedule of Services as set forth herein. Contractor will also make a good faith effort to provide Services on a priority basis to residents of Rossmoor in connection with the offering and scheduling tennis lessons.

2. Term. The term of this Agreement shall be for one year from the date of full execution by both Parties (“Term”), unless earlier terminated as provided herein. Provided Contractor is not in default under the provisions of this Agreement, the Term of this Agreement may extended for two (2) successive one (1) year terms (“Extended Term(s)”) pursuant to the following procedure. At least sixty (60) days prior to expiration of the Term or Extended Term, as applicable, Contractor may submit a written request to the District representative for extension of this Agreement. Any such written request must be received by the District representative not later than sixty (60) days prior to the expiration of the then current term of the Agreement. Upon receipt of such a written request, the Board of Directors of District may determine, in its sole and absolute discretion, whether to grant the request for the applicable Extended Term.

REDLINE

3. Prohibition Against Subcontracting/Employees; Independent Contractor. The Services shall be performed personally by Contractor and shall not be performed by any subcontractors, employees, volunteers or agents. Contractor will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. District retains Contractor on an independent contractor basis and not as an employee. Contractor retains the right to perform similar or different services for others during the term of this Agreement.

4. Location and Schedule of Services. Contractor shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the following Schedule of Services:

(a) Contractor will reserve an available court on a regular weekly basis as agreed upon by both parties and Contractor will be available during those hours and days of week to perform Services. Said schedule will be posted in District office and will serve as a means to reserve a Court.

(b) Changes to schedule may only be requested by Contractor under extraordinary circumstances by giving District reasonable notice, but not less than one week in advance of the schedule change. Requested changes are subject to approval by the District in its reasonable discretion. Disapproved requests will result in payment by Contractor, in accordance with this Agreement, as if he had utilized the court for the subject period of time.

(c) Contractor will be responsible for payment to the District for any hours reserved, regardless as to whether or not lessons were actually performed. Should Contractor be observed providing instruction other than at a reserved time and/or court, Contractor shall be charged a double fee for the time used but not reserved.

The Services shall be performed at Courts at Rossmoor Park. District shall reserve a court as agreed to by both parties for the performance of Services by Contractor for the times set forth in the Schedule of Services, as requested by Contractor. District's only obligation in connection with the provision of Services by Contractor shall be to reserve a court at Rossmoor Park in accordance with the Schedule of Services.

5. Conformance to Applicable Requirements and Coordination of Services. All work prepared by Contractor shall be subject to the approval of District. Contractor agrees to work closely with District staff in the performance of Services and shall be available to District's staff at all reasonable times.

6. Standard of Care. Contractor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor shall keep himself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Services. Contractor shall be liable for all violations of such laws and regulations in connection with Services. Contractor shall execute and maintain his work so as to avoid injury or damage to any person or property. In carrying out the Services, Contractor shall exercise all necessary precautions for the safety of

REDLINE

individuals appropriate to the nature of the work and the conditions under which the work is to be performed.

7. Insurance. Contractor shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by Contractor. Such insurance shall meet at least the following minimum levels of coverage:

(a) Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto).

(b) Minimum Limits of Insurance. Contractor shall maintain limits no less than: (1) *General Liability*: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. (2) *Automobile Liability*: Sufficient coverage per accident for bodily injury and property as determined by the General Manager.

8. Compensation. Contractor shall receive compensation for Services rendered under this Agreement as follows:

(a) Contractor shall provide the Services at rates as stated on a rate schedule provided by the Contractor which shall be charged to each individual who receives a tennis lesson, regardless of whether said lesson is provided to one or more individuals at the same time. The minimum amount of time for which Contractor shall charge for Services shall be in one hour intervals. Contractor shall be solely responsible for imposing and collecting all fees charged for the Services in accordance with this Agreement.

(b) On a monthly basis throughout the term of this Agreement, Contractor shall submit to District a written statement which sets forth, in detail, the following: (i) the date and time of each tennis lesson given; (ii) the corresponding fee imposed and collected for each lesson; (iii) the total amount of fees imposed and collected during the time period of the applicable statement; and (iv) the total amount of hours reserved, but Services not provided.

(c) Contractor shall retain as the entire amount of compensation for all Services performed under this Agreement- an amount equal to 75% of the total fees imposed and collected during the time period of the applicable statement. Contractor shall not be entitled to expense reimbursements nor any other amounts in connection with performance of this Agreement.

(d) At the time of submission of each written statement as required herein, Contractor shall remit payment to the District in readily available funds, twelve dollars and fifty cents (\$12.50) per hour or fraction thereof for each individual who receives a tennis lesson and/or each court hour or fraction thereof reserved pursuant to Sections 4 (e) and 8 (e), above, an amount equal to 25% of the total fees imposed and collected during the time period of the applicable statement including amounts Contractor is required to pay under Section 4(b) and (c).

REDLINE

(e) The fees imposed, collected and remitted, as set forth herein, shall be the gross fees and there shall be no deduction or other reduction from the amounts which are subject to the calculations and payments set forth herein.

(f) At all times during the term of this Agreement, and for a period of three (3) years following the expiration or termination of this Agreement, Contractor shall maintain the statements described herein and any other documentation developed and retained in connection with Contractor's responsibilities under this Agreement. Said statements and documents shall be subject to audit and review by District at all times during the term of this Agreement and for three (3) years following expiration or termination of this Agreement.

(g) Contractor shall not be reimbursed for any expenses unless authorized in writing by District.

(h) At any time during the term of this Agreement, District may request that Contractor perform Extra Work. As used herein, "Extra Work" means any work requested by District which is not provided for under this Agreement. Contractor shall not perform, nor be compensated for, Extra Work without written authorization from the duly authorized representative of the District.

9. General Provisions.

(a) Termination of Agreement. District may, by written notice to Contractor, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Contractor of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Contractor shall be compensated only for Services which have been adequately rendered to District, and Contractor shall be entitled to no further compensation. Contractor may not terminate this Agreement except for cause.

(b) Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the following address, or at such other address as the respective parties may provide in writing for this purpose. The individuals specified herein shall be deemed the duly authorized representative of the applicable Party:

Contractor: Fernando Molina
12082 Paseo Bonita
Los Alamitos, CA

District: Rossmoor Community Services District
3001 Blume Dr.
Rossmoor, CA 90720
Attn: General Manager

Formatted: Not Highlight

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to

REDLINE

the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

(c) Attorney's Fees. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

(d) Indemnification. Contractor shall indemnify, defend with counsel approved by District, and hold harmless District, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, regardless of District's passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the District. Should District in its sole discretion find Contractor's legal counsel unacceptable, then Contractor shall reimburse the District its costs of defense, including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation. The Contractor shall promptly pay any final judgment rendered against the District (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

(e) Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Orange County.

(f) Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

(g) Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

ROSSMOOR COMMUNITY SERVICES DISTRICT

~~(NAME)~~ FERNANDO MOLINA

By: _____
James D. Ruth
General Manager

By: _____

Dated: _____

ORIGINAL

ROSSMOOR COMMUNITY SERVICES DISTRICT PROFESSIONAL SERVICES AGREEMENT

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RECITALS

A. District is a public agency authorized to own, operate, maintain and repair facilities for public recreation including, without limitation, providing tennis courts for use by individuals who reside within the jurisdiction of the District. District has the authority to establish rates or other charges for services and facilities provided by District. District is authorized to receive revenue and in order to cover the costs of said services and facilities including, for example, charging a tennis professional such as Contractor for the right to use District tennis courts for providing tennis lessons. District desires to enter into this Agreement in order for Contractor to be available to provide tennis lessons (“Services”) to individuals who desire such Services at District’s tennis courts.

B. Contractor desires to perform and assume responsibility for the provision of the Services on the terms and conditions set forth in this Agreement. Contractor represents that he is experienced in providing such Services.

NOW, THEREFORE, the parties hereby agree as follows:

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individuals appropriate to the nature of the work and the conditions under which the work is to be performed.

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Contractor: Fernando Molina
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Los Alamitos, CA

District: Rossmoor Community Services District
3001 Blume Dr.
Rossmoor, CA 90720
Attn: General Manager

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

(c) Attorney's Fees. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

(d) Indemnification. Contractor shall indemnify, defend with counsel approved by District, and hold harmless District, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, regardless of District's passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the District. Should District in its sole discretion find Contractor's legal counsel unacceptable, then Contractor shall reimburse the District its costs of defense, including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation. The Contractor shall promptly pay any final judgment rendered against the District (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

(e) Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Orange County.

(f) Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

(g) Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

**ROSSMOOR COMMUNITY
SERVICES DISTRICT**

FERNANDO MOLINA

By: _____
James D. Ruth
General Manager

By: _____

Dated: _____

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-3

Date: September 12, 2017
To: Honorable Board of Directors
From: General Manager
Subject: DISCUSSION WITH GENERAL MANAGER RE: APPROVAL OF PROPOSED PROFESSIONAL SERVICES AGREEMENT TO PROVIDE ADDITIONAL ADULT & YOUTH-BASED TENNIS INSTRUCTION PROGRAM AT ROSSMOOR PARK—BEAU BERGLUND

RECOMMENDATION:

Approve recommendations from the Parks and Facilities Committee regarding Beau Berglund’s proposal for an additional adult and youth-based tennis instruction program at Rossmoor Park and authorize the General Manager to execute a new Professional Service Agreement to provide Tennis Instruction by Beau Berglund.

BACKGROUND:

Recreation Department has been looking at ways to provide additional instruction or program geared towards children to fill a current void of this type of service to the community currently not available. Along with both adult and youth based instruction, there is also the possibility of having a Rossmoor Tennis Team for 10 and under. In addition to providing a new type of program for kids and adults, it can also be another service that can bring in additional revenue to the District

There have been discussions with the current pro instructor Fernando Molina to inform him about the possibility of an additional instructor and or instructional programs. Fernando was informed that we are looking into adding more opportunities for instruction and programs that can be offered to the community. It was also discussed that we do not plan on eliminating any of the instruction or programs currently offered. There were no major issues or concerns that have been raised in our meetings with the instructor.

Beau Berglund is interested in providing adult and youth-based tennis instruction program at Rossmoor Park during the following days and times:

Tuesday

7:00am-8:30am: Adult Drop in Drills, 4.0+ (*\$15 residents, \$20 non-residents*)

9:00-10:30am: Adult Drop in Drills, beginner 3.0+ (*\$15 residents, \$20 non-residents*)
12:00pm-12:45pm: Tots Class, ages 3-6 (*\$80 for 6 week session*)

Wednesday

3:30-4:15pm: Tots Class, age's 3-6 (*\$80 for 6 week session*)
4:30-6:30pm: 12 and Under Intermediate-Advanced Tennis Academy, age's 7-12
(*\$180 a month for once a week, and \$100 for 2 times a week, \$35 to drop in for a single day*)
7:00-8:30pm: Adult Drop in Drills 3.5+ (*\$15 residents, \$20 non-residents*)

Saturday

9:30-11:00 am: Adult 4.0+ Drop in Drills (*\$15 residents, \$20 non-residents*)

TDB: Adult Absolute Beginner Class.
Kids Age's 7+ Absolute Beginner Class.
14-16 Intermediate/Advanced Junior Academy.
Kids Match Play/Team Tennis Practice.

Team Tennis:

In addition to the junior academy he would like to start a USTA 10 and under orange ball and green ball team tennis team at Rossmoor.

ATTACHMENTS:

1. Beau Berglund's Resume
2. Beau Berglund's Tennis Instruction Proposal
3. Proposed Instruction Schedule and Available Court Hours

BEAU BERGLUND/XX

Current Address:

XX

EDUCATION

Loyola Marymount University Los Angeles, CA May 2005
Bachelor of Communication Studies and English Literature

Pace University New York, NY May 2010
Master's Degree in Fine Arts

EXPERIENCE

Seal Beach Tennis Center Seal Beach, CA October 2015-Present

Contracted Tennis Teaching Professional

Lead 10 and under classes of 8-10 students.

Captain and administrator of JTT teams for 14 and under, and 10& under Orange Ball division.

Lead adult clinics of all levels.

Private and group lessons to all ages, and levels.

Hosted large team tennis events for the Orange County league.

Director of Old Ranch Tennis Camp.

Stadium Tennis Center Bronx, NY March 2011-August 2014

Co-Head Tennis Professional

Director of Summer Tennis Camps.

Private and group lesson to all ages, and levels.

Provided training to other tennis teaching professionals in quick start 10 and under tennis.

Central Park Tennis Center New York, NY April 2009-August 2014

Head Pro

Lead group lessons for adults of all levels and children of all ages.

Conducted hitting lessons for serious players at the 4.5/5.0 + levels.

Private Lessons to players at every level and age and ability.

Experience in Quick Start working with children ages 3-7.

John McEnroe's Sportime Mamaroneck, NY September 2010-March 2011

Assistant Tennis Pro

Received training in John McEnroe's Sportime unique approach to junior player development.

Conducted group and private lesson to students of ages, and levels.

Loyola Marymount University Los Angeles, CA August 2000-May 2005

Varsity Tennis Player and Scholarship recipient

Varsity Tennis Division 1 top 60 nationally ranked team

Team Captain and number 1-2 singles player

Lead 10 members of the University tennis team.

Mediator between team members and coach.

Organized team building events, including dinners.

Set high team standards through example of work ethic and team building communication.

Set record for most singles victories in LMU tennis history.

SAM Representative (Student Athlete Mentor)

Represented the men's varsity tennis team as a mentor.

Attended conference's and meetings aimed at promoting alcohol awareness.

Organized team awareness meetings.

LMU Summer Tennis Camp Los Angeles, CA July 2003
Assistant Tennis instructor
*Provided instruction on the fundamentals of the game to student's ages 5-15 years.
Organized and scheduled practices.
Developed lessons.
Graded progression.
Arraigned matches.*

Eastmoor Tennis Club Denver, CO June 1997-July 2000
Assistant Tennis Instructor
*Provided instruction on the fundamentals of the game to junior players.
Gave hitting lessons to aspiring junior players.*

Enoch Holdings Denver, CO August 2000-Present
Property Management
*Maintained landscaping.
Organized and contacted subcontractors for repairs and maintenance.
Performed various housekeeping duties.*

LEADERSHIP TRAINING

Loyola Marymount University Los Angeles, CA December 2003-May 2005
Sigma Chi Fraternity
*Provided Mentoring in leadership, character, and academics to underclassmen.
(Fraternity representative to the Student Assembly/ spokesmen and intermediary of the Sigma Chi Iota
Omega chapter to the Administrative Department, Jesuit leadership, and Student Council of Loyola
Marymount University.)*

Cherry Creek High School Denver, CO September 1998-May 2000
Diversity Task Force
*(Attended State conferences to promote unity between students of different backgrounds, ethnicities,
personalities, and sexuality.)
Gave speeches on my personal background, and experiences to 50-75 students.
Participated in rallies and protests that promoted the cause of fairness and acceptance.
Taught and fellow students about political correctness, and importance language distinction.*

AWARDS AND ACTIVITIES

*High School/ Certificate of excellence in Social Studies for work done on the Diversity Task Force.
Most dedicated player award at the Weil Tennis Academy and boarding school in Ojai, California
(sophomore year of high school/1997.)
#8 singles ranking in Intermountain Section (five state) for Boys 18 singles.
#152 singles ranking in the United States for Boys 18 singles.
Member of the #1 All-State Colorado High School tennis team from 1996-2000.
Member of the #2 All-American tennis team for High School in the 1999-2000 Season.
Played 1-6 singles, and 1-2 Doubles at Loyola Marymount University Varsity Tennis Team.
Los Angeles Metropolitan Men's Open tennis tournament Champion for the year 2003.
Ranked #12 in Men's Open Singles in Southern California in 2006-07.*

Beau Berglund Rossmoor Tennis

Enclosed are the tennis classes and programs I'd like to start at The Rossmoor Park Tennis Courts. All my classes have a maximum capacity of 8 students, and a minimum of 4.

Tuesday

7am-830am Adult Drop in Drills, 4.0+ (\$15 residents, \$20 non-residents)
 9-1030am Adult Drop in Drills, beginner 3.0+ (\$15 residents, \$20 non-residents)
 12pm-1245pm Tots Class, age's 3-6 (\$80 for 6 week session)

Wednesday

3:30-4:15 Tots class, age's 3-6 (\$80 for 6 week session)
 4:30-6:30 12 and under intermediate-advanced tennis academy, age's 7-12 (\$180 a month for once a week, and \$100 for 2 times a week, \$35 to drop in for a single day)
 7:00-8:30pm Adult Drop in Drills 3.5+ (\$15 residents, \$20 non-residents)

Saturday

930-11am Adult 4.0+ drop in drills (\$15 residents, \$20 non-residents)

TDB: Adult absolute beginner class.

Kids age's 7+ absolute beginner class.

14-16 intermediate/advanced junior academy.

Kids Match Play/Team Tennis Practice.

Team Tennis:

In addition to the junior academy I would like to start a USTA 10 and under orange ball and green ball team tennis team at Rossmoor. The seasons run fall, spring, and summer and the team will be play at different locations throughout orange county, and 2-3 matches at Rossmoor park which would require all 4 courts on a few select afternoons for 2 hour blocks. T-shirts would also need to be made for the players to represent themselves. See attached design. We could also sell these t-shirts to Rossmoor residents. The price for Team Tennis in addition to academy would be \$100 per season, and as a non-academy player \$125. I would also like to add 12 and under open match play at the park on Saturday afternoons for Saturdays that aren't in the team tennis season.

Red ball 8 and under tournaments and open match play is also something I would like to get going as well mostly likely on Saturday afternoons but will start as TBD. I have signed up with USTA's net generation program to look into receiving assistance from the USTA.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/06/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Coastal Plains Insurance 15 Bow Circle Hilton Head SC 29928	CONTACT NAME: Erica James, AINS PHONE (A/C, No, Ext): (843) 785-7733 E-MAIL ADDRESS: erica@coastalplains.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Professional Tennis Registry P. O. Box 4739 Hilton Head Island SC 29938	INSURER A: Philadelphia Indemnity	NAIC # 10858
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL1772768335

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK1688738	9/1/2017	9/1/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			PHUB594376	9/1/2017	9/1/2018	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y / N N / A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Beau Berglund, PTR Member # 67178
 Effective: September 6, 2017

CERTIFICATE HOLDER**CANCELLATION**

Beau Berglund Tennis Services Los Alamitos, California	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE A Byrne, CISR/ERICA <i>Amelia Barker Byrne</i>

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Current Court Fees

Resident: \$6/Hour Mon-Fri (5pm-9pm) & Weekends \$8/Hour

Non Resident: \$8/Hour Mon-Fri (5pm-9pm) & Weekends \$10/Hour

Current Instructor Rates

(Hours)	(Rate)
0.5	\$6.25
1.0	\$12.50
1.5	\$18.75
2.0	\$25.00

Tennis Court Hours

Monday: 7am – 10pm Court 1/2/3/4

Tuesday: 7am – 10pm Court 1/2/3/4

Wednesday: 7am – 10pm Court 1/2/3/4

Thursday: 7am – 10pm Court 1/2/3/4

Friday: 7am – 10pm Court 1/2/3/4

Saturday: 7am – 10pm Court 1/2/3/4

Sunday: 7am – 10pm Court 1/2/3/4

Fernando Molina's

Current Weekly Schedule

	<u>From</u>	<u>To</u>	<u># of Hours</u>
Monday:	3:30	4:30	1.0
Tuesday:	4:30	5:30	1.0
Wednesday:	4:00	5:30	1.5
Thursday:	4:30	5:30	1.0
Friday:	3:30	4:30	1.0
Saturday:	9:00	10:00	1.0
Sunday:	-----	-----	0.0

Total Hours: 6.5/week

Total Rate: \$81.25/week

Monthly: \$325/ 4 weeks

Beau Berglund's

Proposed Weekly Schedule

	<u>From</u>	<u>To</u>	<u># of Hours</u>
Monday:	-----	-----	0.0
Tuesday:	7:00	8:30	1.5
	9:00	10:30	1.5
	12:00	12:45	1.0
Wednesday:	3:30	4:15	1.0
	4:30	6:30	2.0
	7:00	8:30	1.5
Thursday:	-----	-----	0.0
Friday:	-----	-----	0.0
Saturday:	9:30	11:00	1.5
Sunday:	-----	-----	0.0
		Total Hours:	10/week
		Total Rate:	125/week
		Monthly:	\$500/ 4 weeks

Court Hours Available

Total Court Hours Available 7am – 10pm Per/Day

(1 Court) = 14 Hours

(4 Courts) = 56 Hours

Total Court Hours Available 7am-10pm Per/Week

(1 Court) = 98 Hours

(4 Courts) = 392 Hours

Total Proposed Instructional Hours Per/Week

(2 Tennis Instructors) = 16.5 Hours

Total Hours Still Available to the Public Per/Week

(1 Court) = 81.5 Hours

(4 Courts) = 375.5 Hours

(%) Available to Public vs Instruction Per/Week

	Public	Instruction
(1 Court) =	83.2%	16.8%
(4 Courts) =	95.8%	4.2%

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-4

Date: September 12, 2017
To: Honorable Board of Directors
From: General Manager
Subject: DISCUSSION AND POSSIBLE ACTION RE: REQUEST BY THE ROSSMOOR HOMEOWNERS ASSOCIATION (RHA) FOR COSPONSORSHIP OF THE 2018 ROSSMOOR COMMUNITY FESTIVAL

RECOMMENDATION:

Approve the request of the RHA for cosponsorship of the 2018 Rossmoor Community Festival event.

BACKGROUND:

For many years, the RHA has conducted an annual community festival at Rush Park. The event is for one day on the first Sunday in May with entertainment, food, vendors and activities much like last year. The RHA is once again requesting that the District cosponsor the Rossmoor Community Festival event (*no fees for the use of the park or District staff costs*). Cosponsorship requires a manageable number of staff hours in support of this of event. Last year, District staff persons were required, with the RHA providing the remainder of the work hours.

ATTACHMENTS:

1. Letter dated August 21, 2017 from the RHA Requesting District Cosponsorship.



Rossmoor Homeowners Association

P.O. Box 5058 Rossmoor, California 90721
(562) 799-1401 www.Rossmoor-RHA.org

August 21, 2017

Mr. Jim Ruth, General Manager
Rossmoor Community Service District
3001 Blume Drive
Rossmoor, CA 90720

Subject: RCSD Participation in the 2018 Rossmoor Community Festival

Dear President Maynard,

The RHA Board is prepared to sponsor the Annual Rossmoor Community Festival on May 6, 2018, the first Sunday in May 2018. This event will be for one day and will follow the format we had success with in 2016 and 2017. It will incorporate lessons learned that were documented in after action reports by the RHA and the RCSD team participants for the 2017 Festival.

As a first step in preparing for the Annual Festival in 2018, the RHA Board of Directors invites the RCSD Board of Directors to co-sponsor the event. The RHA Board also requests that the RCSD reserve Rush Park for this one day event on May 6, 2018.

The RHA Board of Directors has established a Festival Committee chaired by Beverley Houghton and supported by other Board and community members. We look forward to continuing to work with Mr. Chris Argueta, RCSD Recreation Director and the rest of the RCSD staff.

The RHA Festival Committee will begin planning in late September, early October communicating via the internet, in person with individual committee members, and update meetings at the RHA office. At these times we will be confirming the overall schedule of activities required to achieve a successful 2018 Festival, assigning responsibilities, and getting updates on assignments. The Festival will begin at 10 AM and close at 4PM as in 2017 Festival. Other Festival Committee actions will include annual assessment of best possible park layout for all components of the event.

As in previous years the RHA Board of Directors also would greatly appreciate it if the RCSD Board of Directors would provide the stage for entertainment and presentation of awards for this event as the RCSD has done in previous years. We also request use of RCSD chairs and tables as needed for various events and RHA booths. We will provide canopies. We are asking the vendors to provide their own canopy, tables and chairs. The expected count for chairs and tables for yourselves, the RHA and other community groups will be provided by April 15, 2018. Finally, we will need RCSD staff at 7:00 AM and 6:00 PM to:

1. Unlock, and remove/replace blocking posts on sidewalks/driveways for vendor vehicles;
2. Turn on/off power to light post outlets along the park sidewalk;
3. Provide access to chair and table storage areas in the RCSD facilities; and
4. Periodically check and service restrooms.

RHA volunteers will perform all other tasks for setting up, operation and takedown of Festival facilities, including collection of garbage and provision of a dumpster for the garbage.

All of the preceding commitments and tasks, as well as other activities are summarized a Memorandum of Understanding (MOU) provided by RCSD written and signed by Mr. Jim Ruth, General Manager of the RCSD and Mr. Mark Nitikman, President of the RHA Board of Directors in January 2015.

Should you have any questions regarding the Rossmoor Community Festival, please contact the undersigned.

Sincerely yours,



Beverley Houghton
President, RHA Board of Directors