

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board
Agenda Package

April 11, 2023

AGENDA
RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720

Tuesday, April 11, 2023

7:00 p.m.

PUBLIC PARTICIPATION

Please be advised that all persons wishing to attend this meeting may do so in person or via Zoom. Join Zoom Meeting:

<https://us06web.zoom.us/j/82187424536?pwd=MDJhdIkxV3ZqO0c2N3huODVrNFAXZz09>

Enter Meeting ID: **821 8742 4536** and Passcode: **RossmoorR**

The public can observe the meeting live on YouTube using the following link:

<https://youtu.be/xNrQVDEhnm> The name is **Rossmoor CSD.**

This Board meeting will take place in person and virtually via Zoom Webinar pursuant to Assembly Bill 361 and Resolution of the Board of Directors No. 21-10-12-02. To participate in the meeting via Zoom, please follow the instructions below:

1. To Participate via Zoom Webinar:

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/82187424536?pwd=MDJhdIkxV3ZqO0c2N3huODVrNFAXZz09>

Or sign into Zoom.com and "Join a Meeting"

Enter Meeting ID: **821 8742 4536** and Passcode: **RossmoorR**

- *If Zoom is not already installed on your computer, click "Download & Run Zoom" on the launch page and press "run" when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.*
- *Select "Join Audio via Computer."*
- *The virtual conference room will open. If you receive a message reading, "Please wait for the host to start this meeting," simply remain in the room until the meeting begins.*
- *During the Public Comment Period, use the "raise hand" feature located in the participants' window and wait for district staff to announce your name and unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.*

2. Join Zoom via Phone:

Call: **+1 669 444 9171** Webinar ID: **821 8742 4536** Passcode: **45294289**

*During the Public Comment Period, press *9 to add yourself to the queue and wait for District staff to announce your name/phone number and press *6 to unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.*

3. Additionally, members of the public who wish to make a written comment on a specific agenda item, may submit a written comment via email to the District Secretary at jmendoza@rossmoor-csd.org. Comments received by 3:00 p.m., on the date of the meeting will be provided to the Board of Directors, made available to the public, and will be a part of the meeting record.

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 on the agenda. To speak on an item if physically present at the meeting, 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 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, CA 90720; 9:00 a.m. – 5:00 p.m., Monday-Friday. The Agenda is available online at: <http://www.rossmoor-csd.org>. Meetings may also be viewed on YouTube.com or by using the YouTube icon on the RCSD website and <http://www.rossmoor-csd.org>.

A. ORGANIZATION

- 1. CALL TO ORDER: 7:00 p.m.
- 2. ROLL CALL: Directors Barke, Maynard, Searles, Shade
President DeMarco
- 3. PLEDGE OF ALLEGIANCE Boy Scout Troop 642
- 4. PRESENTATIONS:
 - a. Introduction of newly appointed Captain AJ Patella – North Patrol Sherriff’s Bureau
 - b. Introduction of RCSD Staff Members

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

1. QUARTERLY PARKS AND FACILITIES MAINTENANCE REPORT
2. TRAFFIC UPDATE

E. CONSENT CALENDAR

1. MINUTES:
 - a. Regular RCSD Board Meeting of March 14, 2023
2. FEBRUARY 2023 REVENUE AND EXPENDITURE REPORT

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

F. PUBLIC HEARING:

None

G. RESOLUTIONS:

1. RESOLUTION NO. 23-04-11-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT AUTHORIZING POOLING OF SELF-INSURANCE THROUGH THE PRIMARY WORKERS' COMPENSATION PROGRAM OF THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY.

ORDINANCES – None.

H. REGULAR CALENDAR

1. CONSIDERATION OF WORKER'S COMPENSATION INSURANCE THROUGH CALIFORNIA JOINT POWERS INSURANCE AUTHORITY (CJPIA).
2. DISPENSING AND CONSUMPTION OF ALCOHOL (BEER AND WINE ONLY) AT FAMILY FESTIVALS HOSTED BY ROSSMOOR COMMUNITY SERVICES DISTRICT
3. APPROVAL OF ONE-YEAR EXTENSION OF PROFESSIONAL SERVICES CONTRACT WITH WEST COAST ARBORIST, INC. FOR TREE SERVICES IN ROSSMOOR
4. REQUEST TO DISCONTINUE THE USE OF ZOOM DURING REGULAR MONTHLY BOARD MEETINGS

I. GENERAL MANAGER ITEMS

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

J. BOARD MEMBER ITEMS

This part of the agenda is reserved for individual Board members briefly to make general comments, announcements, reports of his or 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 not on the agenda.

K. GENERAL COUNSEL ITEMS

This part of the agenda is reserved for General Counsel to make comments, announcements and reports of activities that are legal in nature. The Board may not discuss or take action on items not on the agenda.

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 website at www.rossmoor-csd.org.

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the April 11, 2023, 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:



JOE MENDOZA
General Manager

Date 4/6/2023

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-3

Date: April 11, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: PLEDGE OF ALLEGIANCE

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors receive and file this presentation.

INFORMATION

For tonight's meeting, the following participants will be part of the presentation of colors, and pledge of allegiance:

- a. Presentation of Colors and Pledge of Allegiance by Boy Scout Troop 642

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a

Date: April 11, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: INTRODUCTION OF NEWLY APPOINTED CAPTAIN AJ PATELLA – NORTH PATROL SHERRIFF’S BUREAU

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors receive and file this presentation.

INFORMATION

Orange County Sheriff’s Department Captain AJ Patella will be introduced as the newly appointed Captain and will present the Quarterly update.

ATTACHMENTS

1. News Release



ORANGE COUNTY
SHERIFF'S DEPARTMENT

NEWS RELEASE

SHERIFF-CORONER DON BARNES

NEWS FOR IMMEDIATE RELEASE
OC Sheriff Public Affairs, 714-904-7042

Captain AJ Patella selected as North Patrol Bureau Captain

SANTA ANA, Ca. (March 9, 2023): Captain AJ Patella has been selected as the new North Patrol Bureau Captain.

The North Patrol Bureau Captain serves as the Chief of Police Services for the city of Villa Park and the county's north unincorporated areas. Captain Patella also will manage public safety services for major county events, including the Orange County Fair, and various festivals and events at Orange County parks.

"North Patrol offers unique opportunities in law enforcement, providing for the safety of more than 70,000 residents who call the area home, and also protecting those who visit and enjoy many major events in Orange County throughout the year," Captain Patella said. "Having previously served the North Patrol communities, I am honored to be selected and look forward to contributing to the future successes of the bureau."

Captain Patella joined the Sheriff's Department in 1999 as a Sheriff's Special Officer, working at the James A. Musick Facility. In 2003, he became a deputy sheriff, serving in Custody Operations then Patrol Operations. He worked in North Patrol, where he served as a Drug Recognition Expert (DRE), Field Training Officer and as the Administrative Deputy, coordinating public safety services for various special events.

He was promoted to sergeant and worked a variety of assignments, including Custody Operations and the Professional Services Command, where he was assigned to Internal Affairs then the Carry Concealed Weapon (CCW) Unit.

Captain Patella promoted to Lieutenant in 2020 and was assigned to the Central Jails Division as the Watch Commander before serving as the Department Commander, managing day-to-day patrol operations for the department. Most recently, he served as Captain of the Behavioral Health Bureau, overseeing a multi-disciplinary team committed to assisting the homeless population and those with mental health needs through a robust program that includes proactive engagement and resource distribution.



In addition, Captain Patella has extensive specialized law enforcement training in Critical Incident Response, Mobile Field Force, Incident Command Systems and Special Event Management and Operations. He will begin his new assignment Friday, March 10.

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ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4b

Date: April 11, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: INTRODUCTION OF RCSD STAFF MEMBERS

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors receive and file this presentation.

INFORMATION

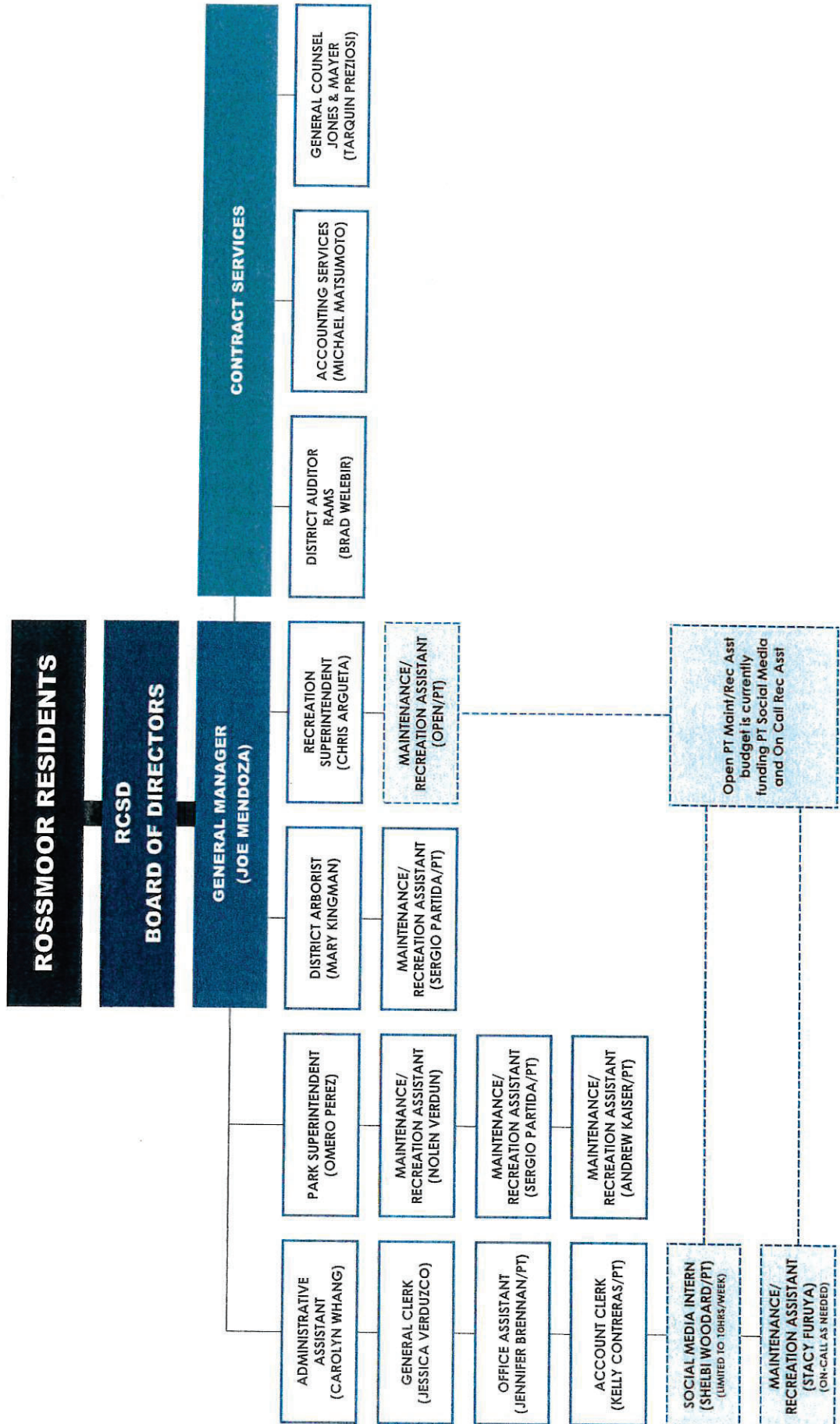
This is our opportunity for the new Board of Directors and general public to meet the Rossmoor Community Services District staff.

ATTACHMENTS

1. 2023 RCSD Organizational Chart



ROSSMOOR COMMUNITY SERVICES DISTRICT ORGANIZATIONAL CHART 2023



ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: April 11, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Initiated by Park Superintendent Omero Perez
Subject: PARKS AND FACILITIES MAINTENANCE REPORT

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors receive and file this presentation.

INFORMATION

The Park Maintenance and Facility Report is intended to provide the Rossmoor Community Services District (RCSD) Board of Directors with the status of activities and programs being performed to further the District's Parks and Facilities Maintenance Program.

ATTACHMENTS

1. Parks and Facilities Maintenance Report

ROSSMOOR COMMUNITY SERVICES DISTRICT
PARK MAINTENANCE AND FACILITIES DEPARTMENT
QUARTERLY REPORT

April 2023

SUMMARY

Inspection of District Properties – The facilities at Rossmoor, Rush Park and Montecito Center are fully operational with no significant issues.

Significant Activity This Quarter – The following projects and activities should be noted. These were performed beyond the regularly scheduled parks and facilities maintenance tasks.

- The plumbing contractor removed and replaced 30' of damaged underground gas line and some other repairs inside the building. Also, the Gas Company replaced the Gas Meter and returned the gas back to working order.
- District Staff painted the interior walls of the auditorium at Rush Park.
- District staff pumped out water from the playgrounds and flooded areas around Rossmoor and Rush after the heavy rains.
- District staff painted all the wooden benches at Rossmoor park.
- District staff serviced all the auditorium's partition doors.
- District staff added 6 yards of infield mix to softball field # 1 at Rush park
- District staff replaced 2 basketball hoops and playground ADA straps at Rossmoor park.
- The Locksmith, rekeyed all the auditorium doors and RCSD office.
- A Roofing company replaced a 25' x 25' section of damaged roof at Rossmoor Park and repaired approximately 800 square feet of roof at Rush park.
- Landscaping contractor aerated and fertilized Rossmoor and Rush Park turf areas.
- All of the playground sand pits were rototilled by our landscaping contractor as part of the maintenance.
- An annual fire inspection was completed and the RCSD is up to date with the Fire Department
- A butterfly garden was added at Rush Park in collaboration with Rossmoor parents, kids, and District staff. An additional butterfly garden will be added at the Montecito Center after Spring break with help from kids from Lil' Cottonwood.
- The RCSD office and kitchen were painted.
- The tennis court's door locks were replaced, and fencing repairs were done where a large tree branch fell.

Regular Maintenance Performed - District staff continues to inspect District properties and is performing maintenance as follows:

DAILY

- Facility safety check and recording
- Restrooms and trash – two times per day
- Wipe down rails and swings of playgrounds.
- Wipe down and clean picnic tables in shelters and around the park.
- Wipe down exercise machines and repair as needed.
- Clean doorknobs around main entrances of buildings
- Vacuum offices
- Blow off walkway to Rossmoor Park entrance.
- Clean and disinfect the kitchen at all parks.
- Monitor landscape contractor.
- Clean and inspect drinking fountains.
- Check and mop floors at Montecito Center
- Check emergency defibrillators in all the facilities.
- Monitor contracts and contractors.
- Pick up papers around the parks.
- Set up and take down for the Farmers Market every Thursday.
- Set up and take-down of temporary PickleBall courts.

WEEKLY

- Deep clean Rossmoor and Montecito restrooms every other week with versa machine
- Deep clean Rush Park restrooms every other week with versa machine
- Wash, clean and gas up RCSD vehicles once per week
- Wash windows at Rossmoor every other week
- Blow off tennis courts three times per month.
- Weed and scarify infields at Rush Park
- Deep clean the refrigerator at all parks
- Disinfect the main office and all the facilities with fog machine.
- Inspect and service cleaning vacuums in all the facilities.
- Set up and take down for the Farmers Market
- Do the high frequency playground inspection list.
- Meet up with irrigation technician during irrigation system inspection.

MONTHLY

- Spot clean carpets
- Clean all blinds at parks.
- Dust ceilings in all rooms at all parks for cobwebs and dust
- Wipe down all ventilation outlets.
- Trim the Rossmoor wall the first week of each month.
- Inventory of all supplies by the first week of each month
- Post and take down street sweeping banners twice per month.
- Post and take down Board Meeting banners.
- Power wash playgrounds once per month
- Power wash tennis courts once per month to save water.
- Power wash canopy shelters

- Check lights at all the facilities and replace as needed.
- Set up and take down Board Meeting set up.

QUARTERLY

- Service HVAC system
- Service fire alarms
- Service all fire extinguishers
- Service fire suppression system
- Wash canopy roof at Rossmoor and Rush Park
- Service sewer main lines at all the facilities
- Clean rain gutters at the facilities
- Clean French drains at Rossmoor Park
- Adjust timers for day-light savings.
- Service Ice Machines at Rossmoor and Rush park.
- Open for Blood drive at 7am

Respectfully Submitted By:

Omero Perez, Park Superintendent

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-2

Date: April 11, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: MONTHLY TRAFFIC SAFETY UPDATE

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors receive and file this report.

BACKGROUND

The General Manager provides a monthly update to the Rossmoor Community Services District (RCSD) Board of Directors to keep the Board and community informed of measures being taken to address traffic safety within Rossmoor.

INFORMATION

Since the March RCSD Board Meeting, work is continuing to progress in the following areas:

- Street sweeping sign installation.

Wei Zhu from Orange County Public Works Traffic Engineering has indicated that field issues they have been facing, due to the rain, has slowed them down tremendously. In order to complete the request, they need to perform a large amount of field verifications which requires measuring for proper sign alignment and confirming there are no other items like utilities that may impact placement, plus they need to put everything into digital form for a work request with a map. Wei advised me that the Mid-March date looks like it will be Mid-April. This is when they will be ready to issue the Phase 4 work order to the installation department. She mentioned Phase 5 will be released at the end of May. If they are able to move along quicker, they will let us know.

- Orange County Traffic Engineering is preparing to conduct a study along Bradbury Drive and the Montecito Drive corridor. Wei Zhu, the Orange County Traffic Engineer, will provide an update on the progress of the study during the next Community Traffic/Safety Advisory Committee scheduled for April 20, 2023 at 7:00 p.m. at Rossmoor Park.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a

Date: April 11, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Administrative Assistant Carolyn Whang
Subject: MINUTES REGULAR RCSD BOARD MEETING OF MARCH 14, 2023

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the Minutes of the following meetings as prepared by the Board's Secretary/General Manager.

- a. Regular RCSD Board Meeting of March 14, 2023

INFORMATION

The Minutes reflect the actions of the RCSD at their meeting of March 2023.

ATTACHMENTS

- 1. Minutes – Regular RCSD Board Meeting of March 14, 2023



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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, March 14, 2023

A. ORGANIZATION

1. CALL TO ORDER: 6:30 p.m.

2. ROLL CALL:

Present: Directors Barke, Maynard, Searles (arrived at 6:50 p.m.),
Shade (arrived at 6:50 p.m.), President DeMarco

3. PLEDGE OF ALLEGIANCE: Director Maynard

4. PRESENTATIONS:

- a. Orange County Public Works ADA Transition Plan Report – Matt Stewart from Kimley-Horn

General Manager Mendoza introduced the item and Orange County Public Works Representative Lopez and deferred to her for a presentation.

Ariana Lopez, Active Transportation Coordinator, Orange County Public Works, introduced and deferred to representatives of Kimley-Horn, Sri Chakravarthy and Matt Stewart.

Sri Chakravarthy and Matt Stewart of Kimley-Horn, narrated a PowerPoint presentation with details of the Orange County Public Works ADA Transition Plan.

Discussion followed regarding having all of the curbs in Rossmoor comply with ADA requirements, the importance of community input/feedback, focusing on the public right-of-way, identifying where improvements are needed as well as funding opportunities, sharing data regarding areas in Rossmoor that need improvements.

President DeMarco invited public comments.

Diane Rush asked about curb ramps and hoped that a way can be found to install them without bumps and make it easier for pedestrians and wheelchairs to climb.

Mr. Chakravarthy noted that current standards are driving the ramp design.

There were no other public comments on this item.

- b. County of Orange Unincorporated Housing Element Presentation – Justin Kirk, Planning Division Manager

General Manager Mendoza commended Boy Scout Troop 642, who have volunteered to help distribute information on the Housing Element and called on Ryder Kono who introduced members of the Troop.

General Manager Mendoza introduced Orange County Planning Division Manager Justin Kirk and deferred to him for a presentation.

Orange County Planning Division Manager Justin Kirk narrated a PowerPoint presentation with details of the County of Orange Unincorporated Housing Element.

Mr. Kirk responded to questions submitted earlier, by writing, from community members including Adele O'Connor, Patricia Moore, Rod Crane and Julie Miller.

Discussion followed regarding determining water and utility capacities in relation to future developments, the housing opportunity overlay and map, the number of units being developed in immediate surrounding areas, parking requirements, existing parking challenges, State housing mandates, making impactful, objective comments, impacts of developments to existing businesses, exhausting the administrative process before proceeding to litigation, bills specific to church properties and religious uses, impacts to municipal services, project labor agreements and use of Quimby Act funds.

President DeMarco invited public comments from this in attendance.

Kevin Pierce asked about recent changes in RHNA; spoke about the cumulative effects of RHNA numbers in Orange County, exemptions from RHNA, incentives for affordable housing projects and the need to address liquefaction in plans.

Frank Marquese spoke about state mandates, the existing lack of parking in Rossmoor.

Dan Brandt asked about division of parcels; spoke about the lack of parking in surrounding and future developments in the area and impacts to surrounding communities and urged residents to get involved.

President DeMarco noted everyone should be aware of City Council discussions from surrounding cities and the potential impacts to Rossmoor.

Helen Knisely spoke about the State mandates regarding housing; discussed the number of people moving out of California, the number of people working, remotely and the birth rate; commented on a plan to replicate California to New York and New Jersey and urged the public to get involved.

Female Speaker commented on the push for affordable housing; mentioned luxury housing in the City of Cypress; expressed concerns regarding the proposed underground parking behind Sprouts and on the impacts of increased congestion and traffic on accessibility to Los Alamitos Medical Center.

Discussion followed regarding changes in the allowed density within the housing opportunity overlay, the HCD and the Housing Element as a planning document.

B. ADDITIONS TO AGENDA - None

C. PUBLIC FORUM

Jody Roubanis spoke about the recent Bike Rossmoor Group Full Moon Ride; invited the public to attend at every full moon, at Rush Park; noted the next one will be April 6, 2023 at 7:30 p.m.

Rob Kaplan spoke about a tree branch that came down, breaking over Court 3 at Rossmoor Park during the recent storm, severely damaging the fence and speculated what it would do to fences reinforced for pickleball; reported there have been multiple confrontations because of people playing pickleball on tennis courts; addressed a comment by a sound expert indicating it is best to keep pickleball and tennis, separate; talked about the possibility of converting the Rush Park Auditorium into a multipurpose sports facility and urged the Board to consider other options for pickleball in Rossmoor.

There were no other public comments and President DeMarco closed this portion of the meeting.

D. REPORTS TO THE BOARD - None

E. CONSENT CALENDAR

1. MINUTES:

- a. Regular RCSD Board Meeting of February 14, 2023

2. JANUARY 2023 REVENUE AND EXPENDITURE REPORT

3. 2023 RCSD BOARD COMMITTEE ASSIGNMENTS

4. ADOPTION OF FISCAL YEAR 2023-2024 BUDGET CALENDAR

Motion by Director Barke, seconded by Director Maynard to approve the Consent Calendar, as presented. Motion passed 5-0.

F. PUBLIC HEARING - None

G. RESOLUTIONS:

1. RESOLUTION NO. 23-03-14-01 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE MID-YEAR BUDGET REVENUES AND EXPENDITURES TOTAL AMOUNTS FOR FISCAL YEAR 2022-2023

Motion by Director Maynard, seconded by Director Barke to waive full reading of and adopt by title, Resolution No. 23-03-14-01 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE MID-YEAR BUDGET REVENUES AND EXPENDITURES TOTAL AMOUNTS FOR FISCAL YEAR 2022-2023, as presented.

The motion carried 5-0, with the following vote:

AYES:	Directors Barke, Maynard, Searles, Shade and President DeMarco
NOES:	None
ABSTAIN:	None
ABSENT:	None

ORDINANCES - None

H. REGULAR CALENDAR:

1. REPORT OF THE CIP AND BUDGET COMMITTEES REGARDING APPROVAL OF FISCAL YEAR 2022-2023 MID-YEAR AMENDED BUDGET

General Manager Mendoza presented details of the report; summarized recommendations relative to the Fiscal Year 2022-2023 mid-year amended budget and addressed the results of a recent Budget Committee meeting.

Director Maynard noted there will be a revenue increase of \$129,000 and an increase in expenses of \$35,000 and stated RCSD is looking very sound in terms of this year's budget.

I. GENERAL MANAGER ITEMS

General Manager Mendoza reported speaking with the new Sheriff's Department Captain; provided an update on the installation of street-sweeping signs and discussed an upcoming traffic study to address the feasibility of various parking and traffic improvement options.

Administrative Assistant Whang provided an update on efforts to ramp up RCSD's social media visibility and give RCSD's website a much-needed facelift and discussed social media analytics and help from a USC student intern.

Discussion followed regarding the importance of engagement and consistency and increasing daily posts.

General Manager Mendoza provided an update on pickleball implementation and operations; spoke about increasing communication to discourage confrontations; reported recent vandalism at Foster

Park; addressed collaboration between RCSD and the Los Alamitos Medical Center for regular lectures on health matters at Rush Park, for seniors and listed completed and upcoming park maintenance activities.

Discussion followed regarding consideration of indoor pickleball, scheduling a Parks and Facilities Committee meeting to discuss the progress of implementation of pickleball in Rossmoor, keeping open minds relative to options for pickleball and converting Rush Park Auditorium into a multi-use facility.

J. BOARD MEMBER ITEMS

Director Searles thanked Mr. Justin Kirk for his presentation this evening and suggested adding a trash and recycling container during Board meetings.

Director Maynard spoke about Director Searles's previous relationship with Mr. Kirk and suggested disclosing such information going forward.

Director Shade spoke about the importance of objective points listed by Mr. Kirk when contacting the County regarding housing; commented favorably on the Bike Rossmoor Group Full Moon Ride and asked about tree plaques.

Director Barke thanked the public for attending tonight; spoke about the importance of community involvement specifically in terms of State housing mandates and addressed the possibility of a simple water park at Rush Park for the summer and the feasibility of a dog park.

President DeMarco spoke about R1 zoning and SB 9; urged the public to reach out to their elected officials; commended General Manager Mendoza for his efforts in moving forward with a traffic study and talked about the importance of a coordinated effort. Additionally, he reported that the new Captain is A.J. Patella.

K. GENERAL COUNSEL ITEMS - None
ADJOURNMENT

The meeting was adjourned at 9:25 p.m. without opposition.

ATTEST:

**BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT**

Tony DeMarco, President

Joe Mendoza, Secretary
Rossmoor Community Services District

APPROVED:

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: April 11, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Accountant Michael Matsumoto
Subject: FEBRUARY 2023 REVENUE and EXPENDITURE REPORT

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the Revenue and Expenditure Report for February 2023.

INFORMATION

The Revenue and Expenditure Report is submitted on a monthly basis, as an indication of the District's unaudited year-to-date revenue and expenses.

ATTACHMENTS

1. Revenue and Expenditure Report for the month of February 2023
2. Explanation of Significant Variances from budgeted amounts

Rossmoor Community Services District
Schedule of Revenues and Expenditures and Changes in Fund Balance - Budget and Actual
For the month ended February 28, 2023

	Original Budget	Amended Budget	Current Month	YTD	YTD Var	YTD % Bud
Revenues:						
Property taxes	\$ 1,159,000	\$ 1,288,000	\$ 2,836	\$ 713,751	\$ (574,249)	55.42%
Street light assessments	390,600	390,600	987	248,366	(142,234)	63.59%
Interest on Investments	3,000	3,000	-	8,860	5,860	295.33%
From other governmental agencies	150,000	150,000	-	-	(150,000)	0.00%
Permit and rental fees	214,300	214,300	20,321	142,374	(71,926)	66.44%
Miscellaneous	35,000	35,000	802	31,495	(3,505)	89.99%
Total Revenues	<u>1,951,900</u>	<u>2,080,900</u>	<u>24,946</u>	<u>1,144,846</u>	<u>(936,054)</u>	<u>55.02%</u>
Expenditures:						
Administration	1,057,406	1,057,406	65,690	592,471	464,935	56.03%
Recreation	60,000	60,000	1,124	61,012	(1,012)	101.69%
Rossmoor park	195,800	220,800	7,119	120,398	100,402	54.53%
Montecito center	28,000	30,250	2,217	15,384	14,866	50.86%
Rush park	214,400	220,700	12,064	101,686	119,014	46.07%
Street lighting	100,000	100,000	9,712	71,673	28,327	71.67%
Rossmoor wall	1,000	1,000	-	132	868	13.20%
Street sweeping	80,000	80,000	13,074	42,578	37,422	53.22%
Parkway trees	180,000	180,000	-	140,195	39,805	77.89%
Mini-parks and medians	14,800	15,800	968	8,228	7,572	52.08%
Total Expenditures	<u>1,931,406</u>	<u>1,965,956</u>	<u>111,968</u>	<u>1,153,757</u>	<u>812,199</u>	<u>58.69%</u>
Changes in fund balance	20,494	114,944	<u>\$ (87,022)</u>	(8,911)	<u>\$ (123,855)</u>	
Fund balance:						
Beginning of year	<u>1,417,511</u>	<u>1,417,511</u>		<u>1,417,511</u>		
End of period	<u>1,438,005</u>	<u>1,532,455</u>		<u>1,408,600</u>		
Cash Balances at 2/28/23:						
Checking				(1,925)		
LAIF				1,412,690		
Total				<u>1,410,765</u>		

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 2 / 23

Fund	Account	Received		Estimated Revenue	Revenue	
		Current Month	Received YTD		To Be Received	% Received
10 General Fund						
3000 Property Tax						
	3001 Current Secure Property Tax	2,399.77	642,527.64	1,200,000.00	557,472.36	54 %
	3002 Current Unsecured Prop Tax	0.00	28,496.87	35,700.00	7,203.13	80 %
	3003 Prior Secured property Tax	335.97	5,617.60	14,700.00	9,082.40	38 %
	3004 Prior Unsecured Property Tax	0.00	0.00	3,150.00	3,150.00	0 %
	3005 Delinquent Propert Taxes	100.41	955.20	1,050.00	94.80	91 %
	3006 Current Supplemental Assessment	0.00	24,105.35	18,900.00	-5,205.35	128 %
	3008 Public Utility Tax	0.00	9,513.21	10,500.00	986.79	91 %
	3009 State Homeowners prop. Tax Relief	0.00	2,535.15	4,000.00	1,464.85	63 %
	Account Group Total:	2,836.15	713,751.02	1,288,000.00	574,248.98	55 %
3100						
	3101 Street light assessments	986.90	248,365.86	390,600.00	142,234.14	64 %
	Account Group Total:	986.90	248,365.86	390,600.00	142,234.14	64 %
3200						
	3201 Interest on Investments	0.00	8,859.88	3,000.00	-5,859.88	295 %
	Account Group Total:	0.00	8,859.88	3,000.00	-5,859.88	295 %
3300 INTERGOVERNMENTAL REVENUE						
	3301 Prop 69 Grant Funding	0.00	0.00	70,000.00	70,000.00	0 %
	3304 County street sweep reimbursement	0.00	0.00	80,000.00	80,000.00	0 %
	Account Group Total:	0.00	0.00	150,000.00	150,000.00	0 %
3400 RENTAL & PERMITS						
	3401 Tennis Courts Reservations	1,223.00	12,190.91	41,000.00	28,809.09	30 %
	3402 Tennis Instructor Private Lessons	1,512.00	18,585.00	38,000.00	19,415.00	49 %
	3403 Basketball Court Reservations	0.00	516.00	0.00	-516.00	** %
	3405 Rossmoor Park Ball Field Reservations	5,052.00	13,624.11	12,500.00	-1,124.11	109 %
	3406 Rush Park Ball field reservations	1,897.18	4,227.10	12,500.00	8,272.90	34 %
	3411 Signature Wall Banner Rental	0.00	300.00	300.00	0.00	100 %
	3421 Tree Trim Permit	956.00	2,706.00	5,000.00	2,294.00	54 %
	3422 Tree Voilation Fines	0.00	300.00	0.00	-300.00	** %
	3431 Rossmoor Building Rental	360.00	3,945.00	2,500.00	-1,445.00	158 %
	3432 Rossmoor Park Picinic Site	0.00	1,547.00	2,500.00	953.00	62 %
	3441 Montecito Building Rental	907.00	24,794.08	25,000.00	205.92	99 %
	3451 Rush Building Rental	7,288.85	54,454.90	67,000.00	12,545.10	81 %
	3452 Rush Park Picnic Site	1,125.00	4,564.92	7,000.00	2,435.08	65 %
	3453 Rush Park Kitchen	0.00	619.00	1,000.00	381.00	62 %
	Account Group Total:	20,321.03	142,374.02	214,300.00	71,925.98	66 %
3500						
	3501 MISC REVENUE	801.77	12,467.70	10,000.00	-2,467.70	125 %
	3502 Sponsorships	0.00	19,028.00	25,000.00	5,972.00	76 %
	Account Group Total:	801.77	31,495.70	35,000.00	3,504.30	90 %
	Fund Total:	24,945.85	1,144,846.48	2,080,900.00	936,053.52	55 %

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 2 / 23

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund							
5000							
5010 Administration							
4000	Board of Directors Compensatn	1,000.00	5,750.00	11,000.00	11,000.00	5,250.00	52 %
4002	Salaries - Part-time	3,855.29	36,060.61	68,990.00	68,990.00	32,929.39	52 %
4003	Overtime	272.92	8,631.28	10,000.00	10,000.00	1,368.72	86 %
4006	SALARIES - ADMINISTRATION	19,552.56	132,410.32	244,698.00	244,698.00	112,287.68	54 %
4007	VEHICLE ALLOWANCE (MILEAGE	71.41	703.97	2,000.00	2,000.00	1,296.03	35 %
4008	SALARIES - PARK AND RECREATION	12,330.44	107,018.98	161,213.00	161,213.00	54,194.02	66 %
4009	SALARIES - Park /TREE MAINTENANCE	4,454.40	35,969.28	57,907.00	57,907.00	21,937.72	62 %
4010	Workers Compensation Insurance	-3,548.03	25,238.58	20,000.00	20,000.00	-5,238.58	126 %
4011	Medical Insurance	0.00	33,073.53	80,000.00	80,000.00	46,926.47	41 %
4015	Federal Payroll Tax -FICA	3,534.24	29,093.67	53,698.00	53,698.00	24,604.33	54 %
5002	Insurance - Liability	0.00	374.00	35,000.00	35,000.00	34,626.00	1 %
5004	Memberships and Dues	698.88	7,393.03	9,500.00	9,500.00	2,106.97	78 %
5006	Travel & Meetings	0.00	147.03	2,500.00	2,500.00	2,352.97	6 %
5007	Televised Meeting Costs	1,781.25	10,970.00	22,000.00	22,000.00	11,030.00	50 %
5008	Gasoline	0.00	2,277.12	5,000.00	5,000.00	2,722.88	46 %
5010	Publications & Legal Notices	0.00	2,802.65	7,500.00	7,500.00	4,697.35	37 %
5012	Printing	729.24	2,500.15	4,000.00	4,000.00	1,499.85	63 %
5014	Postage	240.00	284.05	2,000.00	2,000.00	1,715.95	14 %
5016	Office & Meeting Supplies	1,081.95	7,211.35	15,000.00	15,000.00	7,788.65	48 %
5020	Telephone	998.19	7,487.47	10,000.00	10,000.00	2,512.53	75 %
5021	Computer/Email/Server Costs	539.41	3,366.74	5,000.00	5,000.00	1,633.26	67 %
5030	Vehicle Maintenance	344.97	730.28	5,000.00	5,000.00	4,269.72	15 %
5045	Miscellaneous Expenditures	932.36	14,748.69	20,000.00	20,000.00	5,251.31	74 %
5046	Bank Service Charge	227.48	1,799.95	4,000.00	4,000.00	2,200.05	45 %
5050	Elections	0.00	0.00	8,000.00	8,000.00	8,000.00	0 %
5610	Legal Services	6,299.50	19,937.48	62,400.00	62,400.00	42,462.52	32 %
5615	Financial Audit-Consulting	0.00	18,750.00	19,000.00	19,000.00	250.00	99 %
5620	Outsource Financial Consultant	6,000.00	38,969.26	60,000.00	60,000.00	21,030.74	65 %
5670	Other Professional Services	4,293.87	30,446.39	40,000.00	40,000.00	9,553.61	76 %
6010	Equipment	0.00	1,064.16	2,000.00	2,000.00	935.84	53 %
6025	Software	0.00	7,261.25	10,000.00	10,000.00	2,738.75	73 %
	Account Total:	65,690.33	592,471.27	1,057,406.00	1,057,406.00	464,934.73	56 %
5020 Recreation							
5017	Community Events	1,124.12	61,012.23	60,000.00	60,000.00	-1,012.23	102 %
	Account Total:	1,124.12	61,012.23	60,000.00	60,000.00	-1,012.23	102 %
5030 Rossmoor Park							
5018	Janitorial Supplies	749.46	2,364.98	6,600.00	6,600.00	4,235.02	36 %
5022	Utilities	1,146.32	8,613.45	12,500.00	12,500.00	3,886.55	69 %
5023	Water	589.85	31,920.15	35,000.00	60,000.00	28,079.85	53 %
5025	SECURED PROP TAX	0.00	1,059.12	1,200.00	1,200.00	140.88	88 %
5030	Vehicle Maintenance	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
5032	Building & Grounds-Maintenance	1,208.24	29,103.37	30,000.00	30,000.00	896.63	97 %
5034	Alarm Systems/Security	123.00	369.00	1,000.00	1,000.00	631.00	37 %
5045	Miscellaneous Expenditures	66.88	3,458.36	4,500.00	4,500.00	1,041.64	77 %
5051	Equipment Rental	1,455.12	1,455.12	500.00	500.00	-955.12	291 %
5052	Minor Facility Repairs /Tools	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %

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ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 2 / 23

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Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund							
5655	Landscape Maintenance / Janitorial	1,779.68	23,777.28	32,000.00	32,000.00	8,222.72	74 %
6005	Buildings and Improvements	0.00	18,276.75	70,000.00	70,000.00	51,723.25	26 %
	Account Total:	7,118.55	120,397.58	195,800.00	220,800.00	100,402.42	55 %
5040 Montecito Center							
5018	Janitorial Supplies	749.46	749.46	6,600.00	6,600.00	5,850.54	11 %
5022	Utilities	217.35	1,685.71	2,000.00	2,000.00	314.29	84 %
5023	Water	57.15	2,702.64	2,250.00	4,500.00	1,797.36	60 %
5025	SECURED PROP TAX	0.00	889.46	1,000.00	1,000.00	110.54	89 %
5030	Vehicle Maintenance	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
5032	Building & Grounds-Maintenance	0.00	7,587.07	8,000.00	8,000.00	412.93	95 %
5034	Alarm Systems/Security	126.00	378.00	650.00	650.00	272.00	58 %
5045	Miscellaneous Expenditures	66.88	391.62	500.00	500.00	108.38	78 %
5052	Minor Facility Repairs /Tools	0.00	0.00	500.00	500.00	500.00	0 %
5655	Landscape Maintenance / Janitorial	1,000.00	1,000.00	5,000.00	5,000.00	4,000.00	20 %
	Account Total:	2,216.84	15,383.96	28,000.00	30,250.00	14,866.04	51 %
5050 Rush Park							
5018	Janitorial Supplies	749.47	3,262.01	6,600.00	6,600.00	3,337.99	49 %
5022	Utilities	2,405.67	22,335.30	25,300.00	31,600.00	9,264.70	71 %
5023	Water	4,823.25	26,253.48	50,000.00	50,000.00	23,746.52	53 %
5025	SECURED PROP TAX	0.00	4,053.34	4,200.00	4,200.00	146.66	97 %
5030	Vehicle Maintenance	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
5032	Building & Grounds-Maintenance	2,239.42	28,174.20	40,000.00	40,000.00	11,825.80	70 %
5034	Alarm Systems/Security	0.00	366.00	800.00	800.00	434.00	46 %
5045	Miscellaneous Expenditures	66.87	993.99	500.00	500.00	-493.99	199 %
5051	Equipment Rental	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
5052	Minor Facility Repairs /Tools	0.00	0.00	500.00	500.00	500.00	0 %
5655	Landscape Maintenance / Janitorial	1,779.69	14,428.10	33,000.00	33,000.00	18,571.90	44 %
6005	Buildings and Improvements	0.00	1,820.26	40,000.00	40,000.00	38,179.74	5 %
6010	Equipment	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
	Account Total:	12,064.37	101,686.68	214,400.00	220,700.00	119,013.32	46 %
5060 Street Lighting							
5650	Street Lighting and Maintenance	9,711.77	71,673.26	100,000.00	100,000.00	28,326.74	72 %
	Account Total:	9,711.77	71,673.26	100,000.00	100,000.00	28,326.74	72 %
5065 Rossmoor Wall							
5032	Building & Grounds-Maintenance	0.00	132.18	1,000.00	1,000.00	867.82	13 %
	Account Total:	0.00	132.18	1,000.00	1,000.00	867.82	13 %
5070 Street Sweeping							
5642	Street Sweeping	13,074.28	42,578.10	80,000.00	80,000.00	37,421.90	53 %
	Account Total:	13,074.28	42,578.10	80,000.00	80,000.00	37,421.90	53 %

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ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 2 / 23

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Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund							
5080 Parkway Trees							
5017	Community Events	0.00	218.50	1,500.00	1,500.00	1,281.50	15 %
5656	Tree Trimming	0.00	112,750.00	130,500.00	130,500.00	17,750.00	86 %
5660	TREE REMOVAL	0.00	1,800.00	3,000.00	3,000.00	1,200.00	60 %
6015	Trees	0.00	25,426.00	45,000.00	45,000.00	19,574.00	57 %
	Account Total:	0.00	140,194.50	180,000.00	180,000.00	39,805.50	78 %
5090 Mini-Parks and Medians							
5022	Utilities	21.01	220.89	500.00	500.00	279.11	44 %
5023	Water	447.19	6,001.14	9,000.00	10,000.00	3,998.86	60 %
5032	Building & Grounds-Maintenance	0.00	1,110.89	2,000.00	2,000.00	889.11	56 %
5045	Miscellaneous Expenditures	0.00	0.00	100.00	100.00	100.00	0 %
5051	Equipment Rental	0.00	0.00	100.00	100.00	100.00	0 %
5052	Minor Facility Repairs /Tools	0.00	0.00	100.00	100.00	100.00	0 %
5655	Landscape Maintenance / Janitorial	500.00	840.00	3,000.00	3,000.00	2,160.00	28 %
6015	Trees	0.00	54.75	0.00	0.00	-54.75	*** %
	Account Total:	968.20	8,227.67	14,800.00	15,800.00	7,572.33	52 %
	Account Group Total:	111,968.46	1,153,757.43	1,931,406.00	1,965,956.00	812,198.57	59 %
	Fund Total:	111,968.46	1,153,757.43	1,931,406.00	1,965,956.00	812,198.57	59 %
	Grand Total:	111,968.46	1,153,757.43	1,931,406.00	1,965,956.00	812,198.57	59 %

EXPLANATION OF SIGNIFICANT VARIANCES FROM BUDGETED AMOUNTS

Revenue Accounts

Account Code	Item	Explanation
3000-3006	Current Supplemental Assessment	Increase in real estate sales
3200-3201	Interest on Investment	Increase due to higher interest on investment
3300-3301	Prop 68 Grant Funding	In process of requesting reimbursement
3300-3304	County Street Sweeping Reimbursement	Payment received the end of FY
3400-3401	Tennis Court Reservations	Revenue lower than anticipated due to drop in rentals caused by rainy weather
3400-3402	Tennis Instructor Private Lessons	Drop in revenue is due to one of the tennis instructor retiring. New instructor has recently been hired
3400-3406	Rush Park Ball Field Reservation	Current percentage as of March is 34%. Anticipate increase in rental of ball fields
3400-3431	Rossmoor Building Rental	Enhanced marketing has increased revenue
3400-3433	Rossmoor Park Horseshoe Rental	Open to the public. Removing from budget
3400-3441	Montecito Center	Enhanced marketing has increased revenue as well as Gather Church using on a regular basis
3500-3501	Misc. Revenue	Account has exceeded revenue projection due to Winter Festival wristband sales

Expenditure Accounts

Account Code	Item	Explanation
5010-4003	Administration - Overtime	Although we are at 84% we do not anticipate going over budget
5010-4010	Administration - Worker's Compensation Insurance	Disputing premium cost increase with State Fund. They are currently auditing our account. Look to have a resolution in the near future
5010-5002	Administration - Liability	Billed in August. Will have a surplus this FY
5010-5050	Administration - Elections	Unexpected increase from County for election oversight and administration
5010-5615	Administration - Financial Audit-Consulting	Audit has been completed
5020-5017	Recreation - Community Events	Account has exceeded projected budget due to Farmer's Market entertainment and promotions. Anticipate exceeding budget by approximately \$5000. This will be offset by Sponsorships. Will make mid-year budget adjustment
5030-5023 5040-5023 5050-5023	Water	Increase is due to usage at Rossmoor Park, Rush Park and Montecito Center. Staff made necessary adjustments at mid-year.
5030-5025 5040-5025 5050-5025	Secured Property Taxes	Property Taxes have been paid for 1st and 2nd installments

5030-5032	Rossmoor Park - Building and Grounds Maintenance	Playground repairs, security lighting, sand volleyball and sprinkler upgrades were unanticipated expenses
5030-5051	Rossmoor Park - Equipment Rental	Pickleball sound barrier blanket
5030-6005	Rossmoor Park - Building and Improvements	Prop 68 Funding. Anticipate spending \$40,000 for picnic canopy. Will be completed in 23-24. Will carry over to 23-24 fiscal year
5040-5032	Montecito Center - Building and Improvements	All CR&R invoices were originally paid through this account. In process of reallocating funds to appropriate accounts
5050-6005	Rush Park - Building and Improvements	Prop 68 Funding. Anticipate spending \$30,000 for carpet and flooring during 22-23 fiscal year
5050-5045	Rush Park - Miscellaneous Expenditures	Miscoded to 5045. Will move to 5032
5070-5642	Street Sweeping	SCA is catching up on billing. Current expenditure is 53% as of March

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: April 11, 2023

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: RESOLUTION NO. 23-04-11-01: A RESOLUTION OF THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT AUTHORIZING POOLING OF SELF-INSURANCE THROUGH THE PRIMARY WORKERS' COMPENSATION PROGRAM OF THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY.

RECOMMENDATION

Approve Resolution No. 23-04-11-01 by reading the title only and waiving further reading as follows:

RESOLUTION NO. 23-04-11-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT AUTHORIZING POOLING OF SELF-INSURANCE THROUGH THE PRIMARY WORKERS' COMPENSATION PROGRAM OF THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY.

BACKGROUND

Approval of Resolution No. 23-04-11-01 will allow RCSD staff to move forward with completing the process to secure Workers' Compensation coverage through the California Joint Powers Insurance Authority.

ATTACHMENTS

1. Resolution 23-04-11-01

RESOLUTION 23-04-11-01**RESOLUTION NO. 23-04-11-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT AUTHORIZING POOLING OF SELF-INSURANCE THROUGH THE PRIMARY WORKERS' COMPENSATION PROGRAM OF THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY.**

The Board of Directors of the Rossmoor Community Services District, Rossmoor, California hereby does find and resolve as follows:

WHEREAS, pursuant to the provisions of Section 6500 et seq. and also Section 3700, et. seq., of the California Labor code, the California Joint Powers Insurance Authority ("California JPIA) was created in 1977; and

WHEREAS, The Rossmoor Community Services District has executed the Joint Powers Agreement to become a member of the California JPIA; and

WHEREAS, the California JPIA has established and administered a successful Workers' Compensation Self-Insurance and Loss Pooling Program for its members since January 1, 1980; and

WHEREAS, there are significant financial and administrative advantages for the Rossmoor Community Services District to provide workers' compensation coverage for its employees through the Primary Workers' Compensation Protection Program of California JPIA.

NOW, THEREFORE, THE ROSSMOOR COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE, ORDER AND DETERMINE THE FOLLOWING:

Section 1. Workers' compensation coverage for employees of the Rossmoor Community Services District through the Workers' Compensation Protection Program of the California JPIA is hereby authorized and directed, effective July 1, 2023, for a minimum commitment period of three years, pursuant to the terms of the Primary Workers' Compensation Memorandum of Coverage in effect at the time of any occurrence covered by the Memorandum of Coverage.

Section 2. the General Manager or his/her designee of the Rossmoor Community Services District is authorized and directed to apply to the Department of Industrial Relations for a Certificate of Consent to Self-insure, and to take such other actions as be necessary to effectuate self-insurance of workers' compensation for employees of the Rossmoor Community Services District.

Section 3. That an initial annual contribution of \$12,000 is approved for the Primary Workers' Compensation Protection Program is approved and the appropriate officers of the Rossmoor Community Services District are authorized to pay the same to the California JPIA.

Section 4. That the Rossmoor Community Services District will subsequently be required to make annual contributions and annual contribution adjustments as provided in Articles 17 and 21 of the Joint Powers Agreement.

Section 5. That coverage is provided on a first dollar incurred per claim basis and there is no self-insured retention level. The cost allocation formula, including the self-insured

retention level, is periodically reviewed by the California JPIA and may be changed or amended in subsequent Program year.

Section 6. That the Board President shall sign and the Rossmoor Community Services District's Clerk shall certify to the passage and adoption of this Resolution, and thereupon the same shall take effect and be in force.

Section 7. That the Rossmoor Community Services District's Secretary is directed to forward a certified copy of this Resolution to California JPIA, 8081 Moody Street, La Palma, California 90623

PASSED AND ADOPTED this 11th day of April 2023.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ABSENT: _____

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Tony DeMarco, President

ATTEST:

Joe Mendoza, Secretary
Rossmoor Community Services District

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: April 11, 2023

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: CONSIDERATION OF WORKERS' COMPENSATION INSURANCE THROUGH CALIFORNIA JOINT POWERS INSURANCE AUTHORITY (CJPIA)

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors direct RCSD direct staff to enter into an agreement with California Joint Powers Insurance Authority (CJPIA) for Workers' Compensation Coverage to create continuity of insurance coverages.

BACKGROUND

The RCSD has been under contract with State Fund for 25 years. During this time, State Fund has provided Workers' Compensation Insurance for RCSD. The current policy with State Fund is effective December 2022-November 2023. The cost for this policy has increased from \$20,628 (December 2021-November 2022); to \$51,348 (December 2022-November 2023) annually. It is unclear what the justification is for this increase. RCSD has been working diligently with State Fund on their internal audit of the situation. In the meantime, a quote was requested from the California Joint Powers Insurance Authority for Workers' Compensation coverage.

INFORMATION

While State Fund has provided adequate service and coverage, the seemingly unjustified increase in costs has caused some uncertainty. The RCSD has been under contract with California Joint Powers Insurance Authority (CJPIA) since 2020. CJPIA currently provides risk management services for property and liability coverage for the Rossmoor Community Services District at a competitive rate. The quote received from CJPIA was significantly less than the current coverage cost under State Fund. CJPIA is quoting Workers' Compensation coverage for \$12,000 annually. In an effort to lower Workers' Compensation coverage costs and provide greater continuity for all coverages, RCSD is asking for direction from the Board of Directors to move forward with the transition of changing carriers for Workers' Compensation coverage.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

Date: April 11, 2023

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: DISPENSING AND CONSUMPTION OF ALCOHOL (BEER AND WINE ONLY)
AT FAMILY FESTIVALS HOSTED BY ROSSMOOR COMMUNITY SERVICES
DISTRICT

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review, discuss, and provide staff direction for dispensing and consumption of alcohol (beer and wine only) during Family Festivals hosted by RCSD. If this concept is approved, staff will work on an agreement and provide a resolution for approval at the May 9, 2023 RCSD Board of Directors meeting.

INFORMATION

Rossmoor Community Services District has previously allowed beer and wine to be purchased and consumed at past Rossmoor Winter Festival events for adults 21 years of age and older. The festival patrons enjoyed the different drink options provided to them and there were no issues reported. Orange County Sheriffs' Department officers and the Orange County Fire Authority are present at all of RCSD's large events to help provide a safe environment throughout the event.

We would like to offer the same option at the upcoming summer events. Tap Truck OC has provided a vintage mobile service to many large events and festivals throughout Orange County. They would be providing alcohol beverage options from the side of one of their classic tap trucks. Tap Truck, OC has is licensed by the ABC and will pull any required permits and provide their own insurance.

ATTACHMENTS

1. Tap Truck Orange County Information
2. Policy No. 6011.73 Alcoholic Beverages
3. District Procedures for Events Requesting the Dispensing or Consumption of Alcohol (Beer and Wine only).

TAP TRUCK

ORANGE COUNTY



BRAND REACH



Over 100,000 customers served in Orange County



20,000 Monthly Views



2,860 OC Followers



78 US Branches
4 International Locations

WHO WE ARE

We are a vintage mobile bar service serving all kinds of local beverage options from the side of our Classic Tap Trucks outfitted with beer taps. Creating lasting memories for corporate events, weddings, concerts, and all kinds of private gatherings over Orange County.

No crowd too big or gang too small dressed up or dressed down we'll serve them all!

MENTIONABLE EVENTS

- Vans Corporate Gathering - 500 guests
- Lake Forest Sun & Sail 4th of July - 7,000 guests
- Mile Sq. Park - Fountain Valley Summer Series - 4,500 guests
- Qualcomm Campas Wide Appreciation - 2000 guests
- Main Street - Yorba Linda Winter Wonderland - 2,500 guests
- Paramount City Heritage Festival/ Concert - 3,800 guests
- Lido Deck - Newport Boat Parade - 700 guests
- Eureka Building Irvine - Eurekafest - 850 guests
- Heritage Museum OC - Day of the Dead Festival - 1,400 guests
- Sisanie's Shower - On Air with Ryan Seacrest - Celebrity Event



Mobile Bar Service

taptruckoc@gmail.com

949.294.0154

Instagram : @taptruckoc



Tap Truck Proposal



\$4,000 - \$6,000

15% Sales Split

\$6,500 - \$8,000

18% Sales Split

\$9,000 - \$10,000+

20% Sales Split

MENU

Blonde Ale
Mexican Lager
Hazy IPA
Amber Lager
Craft Seltzer
Wine Options



ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6011

RULES AND REGULATIONS FOR USE OF DISTRICT PROPERTY

6011.00 Purpose: The purpose of this policy is to provide for the orderly administration and control of District property within the District and establish rules and regulations to provide a safe and enjoyable environment for those using these facilities.

6011.10 Definitions: For the purpose of this policy the following terms shall have the respective meanings set forth herein, unless the context in which they are used clearly indicates to the contrary:

6011.11 Alcoholic Beverage: Alcohol, spirits, liquor, wine, beer and every liquid or solid containing one-half of one (0.5) per cent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances.

6011.12 Board: The Board of Directors of the Rossmoor Community Services District.

6011.13 District: The Rossmoor Community Services District

6011.14 District Property: Every park and mini-park, building, facility, court, field or vehicle parking area owned, managed or controlled by the District.

6011.15 Facility: May include any or all of the following: Rush Park Auditorium, East Room, West Room, Administration Building, kitchens, Rossmoor Park Community Center, Montecito Center, picnic site, court or field.

6011.16 General Manager: The General Manager of the District.

6011.17 Group "Group" means all Persons subject to the same permit.

6011.18 Person: Person means every individual, corporation, partnership, limited liability company, joint venture, association, social club, fraternal organization or any other Group or combination of individuals including spectators.

6011.19 User Permit: District approved written permission for event, activity or function to take place on District property issued by the General Manager of the District pursuant to Policy No. 6010.

6011.20 Mobile Food Vending Cart: A mobile motorized or non-motorized cart, hand truck, stand or similar device that is used for preparation, vending and/or dispensing of food and/or beverages, other than a motor vehicle as defined in Vehicle Code § 415.

6011.20 Management of District Property: The General Manager shall administer this policy or other related policies in such a manner as to achieve the maximum benefit to the residents of Rossmoor and visitors. This policy shall be enforced by the General Manager and such of his/her agents as he/she may designate to perform said duty, and/or shall be enforced by any peace officer, who has authority within the District pursuant to Penal Code section 830.1. For other than casual use of a court or field by less than 10 persons, a User Permit is required for the use of District facilities. Casual use shall be limited to a non-recurring, non-commercial or unscheduled activity.

6011.30 Compliance: The privilege of any Person to use District property is expressly conditioned upon compliance by that Person with the provisions of this policy as they apply to such use

6011.40 Hours of Operation: All parks shall be open to the public during the hours of 7:00 a.m. to 10:00 p.m. No person or group shall enter or remain in any of the parks at any time other than during such hours as the park is open to the public except for emergency maintenance or by the District, its employees and contractors, or law enforcement officers or for District sponsored events except as otherwise limited by Policy No. 6010—General Manager Authority and Ordinance No. 2014-03. District buildings shall be open to the public with a proper permit during the same hours of operation.

6011.50 Commercial/Non-Profit Use of District Property; User Permit Required: A User Permit is required for the commercial or non-profit use of District property. Commercial use is governed by Policy No. 6022 Commercial Use of District Property and non-profit use is governed by Policy No. 6021 Non-Profit Use of District Property. These classifications differentiate routine uses by residents and non-residents.

6011.60 Parks & Facilities Committee: The Parks & Facilities Committee is comprised of two Board members and the General Manager. The President appoints the members of the Committee.

6011.70 Prohibited Activities: Following are activities specifically prohibited on District property.

6011.71 Unauthorized Motor Vehicles: No Person shall operate an unauthorized motor vehicle, four-wheel drive vehicle, motorcycle, motorbike, motor dirt bike, all-terrain vehicle, off highway vehicle or any other motorized vehicle within District property except as authorized by the General Manager.

6011.72 Skateboards: No Person shall ride a skateboard propelled by human power to roll or coast within District property.

6011.73 Alcoholic Beverages: No Person shall, within the limits of District property, possess or consume any alcoholic beverage. This prohibition shall not apply to beer and or wine during specific times and locations in connection with a District approved or sponsored event where consumption and or possession of beer and or wine is specifically approved in advance by resolution of the Board and where such consumption and or possession is otherwise lawful.

6011.74 Firearms, Weapons, Fireworks, Replica Firearms: No Person shall have any fireworks, firearms, replica firearms, air gun, paint ball gun, BB gun, slingshot or bow or hunting arrow or any weapon in his/her possession on District property, nor shall any person discharge any firearm, fireworks or weapon or display any replica firearm on District property.

6011.75 Controlling Domestic Animals:

Leash Required. No Person shall allow a dog or other domestic animal in any park unless the animal is restrained at all times by a substantial leash not to exceed six (6) feet in length and in the control of a person competent to restrain the animal, or unless the animal is restrained and enclosed in a cage, crate or similar enclosure.

Animal Wastes. All Persons shall remove and properly dispose of animal excreta from any park.

Dog Shows. Nothing in this section shall prevent the District from holding supervised public events on District property in which domestic animals participate, nor shall it prohibit the General Manager from issuing permits for group activities wherein dogs will be under the responsible care of a person while not restrained by a leash or enclosed in a cage or similar enclosure while participating in a permitted canine event.

Approvals for events in which animals other than dogs and cats participate are subject to specific approvals and conditions as determined by the General Manager.

6011.76 Golfing: No Person shall use a golf club or similar device to strike, hit, or similarly propel a golf ball within the boundaries of any park.

6011.77 Unsafe Activity: No Person shall engage in any activity in any park which may endanger the health, safety or welfare of any other person in a park.

6011.78 Disorderly Conduct and Noise: No Person shall fight or challenge another person to fight or maliciously and willfully disturb another person by loud and unreasonable noise or who uses offensive language that is inherently likely to provoke an immediate violent reaction within District property.

6011.79 Electrical Outlets: No person shall use any outdoor electrical outlets in District parks. This prohibition shall not apply to District employees or contractors acting within the scope of employment, or persons authorized to do so under a User Permit.

6011.80 Violation of laws, rules, or ordinance: No person shall use any District park in violation of any District policy, rule, regulation, or ordinance; nor shall any person use any District park in violation of any state or federal law.

6011.90 Rental Fees and Charges: See Policy No. 6015 Establishment of Fees and Charges for Use of District Property.

6011.100 Amplified Sound System, Music and Live Music-Permit Required: No Person or Group shall setup, use, operate or maintain an amplified sound system, music and live music within any park without first obtaining a User Permit which specifies such is permitted. The General Manager or staff are expressly given the authority to determine the maximum amplification permissible in areas designated consistent with other persons' enjoyment of District property.

6011.110 Fire Regulation:

6011.111 Smoking: Smoking of any substance by any means, including cigarettes, cigars, pipes, vaping, electronic cigarettes as defined in Health & Safety Code § 11405, or other similar electronic smoking devices, is not permitted on District property. The General Manager shall post smoking regulations at conspicuous locations.

6011.112 Barbecues: Use of barbecues at parks and mini parks is permitted in designated cemented areas clear of trees and buildings with prior General Manager authorization. Smokers are prohibited. Hot coals may not be disposed of in any parks.

6011.113 Building Capacity: The occupancy of any District building shall not exceed the posted capacity of persons as determined by the Orange County Fire Marshall.

6011.120 Inflatable Devices: Devices which require inflation by mechanical means or compressed gas containers, commonly called "bouncers" "jumpers" or "laser tag", are not permitted on District property unless the Group has paid required fees and provided to the District a valid certificate of insurance for at least \$1,000,000, naming the District as an additional insured. "Bouncers" or "jumpers" which require the use of water are not permitted. Helium filled balloons are not permitted in the Rush Park Auditorium.

6011.130 Mobile Food Vending Carts: Mobile Food Vending Carts that serve, dispense or contain heated foods are not permitted on District property in connection with a Group and/or a User Permit unless the Group has paid required fees and provided to the District a valid certificate of insurance for at least \$1,000,000, naming the District as an additional insured.

Adopted: Resolution 94-4, April 13, 1994
Approved renumbering & format: October 8, 2002
Reaffirmed: June 10, 2003
Amended: August 12, 2008
Amended: September 8, 2009
Amended: October 13, 2009
Amended: July 10, 2012
Readopted by Ordinance 2014-01: January 14, 2014
Amended: February 10, 2015
Readopted by Ordinance: February 10, 2015



ROSSMOOR COMMUNITY SERVICES DISTRICT
 3001 BLUME DRIVE, ROSSMOOR, CA 90720 / (562) 430-3707 / FAX (562) 431-3710

**DISTRICT PROCEDURES FOR EVENTS REQUESTING THE DISPENSING OR
 CONSUMPTION OF ALCOHOL (BEER AND WINE ONLY)**

Description: Any request to serve alcohol (**beer and wine only**) within District Property including outdoor 'events' and/or facility reservations shall be governed by Policy No. 6011 Rules and Regulations For Use of District Property

6011.73 Alcoholic Beverages: No Person shall, within the limits of District property, possess or consume any alcoholic beverage. This prohibition shall not apply to beer and/or wine during specific times and locations in connection with a District approved or sponsored event where consumption and/or possession of beer and/or wine is specifically approved in advance by resolution of the Board and where such consumption and/or possession is otherwise unlawful.

Examples: Celebrations, Weddings, Rossmoor Community Festival, Fundraisers or any other type of event for which the dispensing or consumption of alcohol is being requested.

Application Process: Please read carefully prior to any Alcohol Beverage Control (ABC) license request. **The requesting group is solely responsible for receiving approval from the ABC and Orange County Health Care Agency (OCHCA) located in Santa Ana. The District is not responsible for assisting applicant with forms:**

- Step 1:** Applicant must fill out the appropriate facility or park use Application and Special Event Application provided by District **at least 90 days prior** of the event date. In addition, detailed information should be submitted in writing based on the Special Event requirements indicated below. Requests which do not include a scope of the event will not be accepted. **A \$50 special event/alcohol filing fee must be accompanied with the application and is non-refundable. An additional non-refundable \$150 fee will be applied to your permit if your request is approved by the ABC. A refundable Alcohol Cleaning/Damage Deposit in the amount of \$350.00 is also required for all events at which beer and/or wine will be consumed.**
- Name of organizer and contact information
 - Detailed description of the scope of the event
 - Diagram of venue area and/or floor plan
 - Hours of the event
 - Layout of the event
 - Anticipated number of workers, volunteers, attendees
 - Security measures
- Step 2:** Meet with District staff to discuss the scope of the event if there are any questions pertaining to said event.

Step 3: If the request is approved by the District's General Manager, the request must be to be approved by a Resolution of the District's Board of Directors. The Board of Directors meets regularly on the 2nd Tuesday of the month. Alcohol requests submitted less than 15 business days prior to the next Board meeting will have to be placed on the following month's Agenda.

If the Board approves the Resolution, please continue with the following steps:

Step 5: **APPROVAL FROM ABC**

A. If Requesting Group is a Non-Profit (all others please refer to section to B or C below):

1. **See attached ABC Non-Profit Guidelines Information.**
2. Fill out and submit ABC Form 221 and District approval letter (can be obtained from the District's General Clerk) to the Santa Ana District office and pay established permit fees. This is attached and can also be found at <http://www.abc.ca.gov/forms/PDFSp.html>.
ABC Santa Ana District Office
605 W Santa Ana Blvd, Bldg 28, Suite 369
Santa Ana, CA 92701
(714) 558-4101
(714) 953-4486 FAX
STA.Direct@abc.ca.gov
3. Fill out and submit appropriate OCHCA beverage dispensing requirements. District staff can give you the application and contact information for the OCHCA.

B. Requests for events at which Alcohol will be SERVED AT NO COST (no selling of alcohol permitted) for a private event such as a wedding or celebration ONLY:

1. ABC does not require approval for private events in which alcohol will be served under certain circumstances. Coordination with District staff is required for all event requests.

C. Requests at which Alcohol will be sold to guests for a wedding or celebration, political event, a commercial event or other type of non-private event, will be evaluated on a case by case basis by the District. The Requesting Group will be required to contact ABC and obtain the correct type of approval.

Step 6: SECURITY & INSURANCE

- A. Any events at which alcohol will be provided at no cost shall require hiring of licensed private security guards. The number of security guards will be determined by the District and/or ABC depending the scope of the event, number of attendees, etc. A security firm may be chosen from the list provided by the District. Security fees must be payable directly to the Security firm.
- B. Liability insurance must also be obtained naming the District as an additional insured and can be selected from a list provided by the District's General Clerk. Fees must be payable directly to the insurance firm.

Step 8: OBTAIN PERMIT FROM THE DISTRICT AND PAY REQUIRED FEES:

- A. If your request is approved by the OCHCA (where applicable) and ABC, the District may grant your request and issue the applicant a permit if all the special requirements and fees are paid at least 10 days prior to scheduled event.

Availability: Any requests conflicting with scheduled youth sports activities, religious services held at Rush Park, the Paper Drive or other requests conflicting with another scheduled special event or District special events will not be granted.

Park Hours: 7:00 a.m. to 10:00 p.m.*

***District Policy No. 6010.10 Limitations,** states:

Use of a park or facility by any group or individual shall not exceed eight (8) hours including preparation time, on any one day. Unless approved by the Board, no outdoor events including preparation time, in Rush or Rossmoor Park shall be scheduled to begin before 8:00 a.m or conclude after dusk on non-lighted parks or 10:00 p.m. on lighted parks and facilities.

FEES: The applicant will be required to pay any fees for use of District property in accordance with the District's Fee Schedule.

Additional Fees: The OCHCA and/or ABC may require additional fees/security payable directly to their organizations.

Additional Requirements: Additional Orange County Fire Authority or County of Orange Special Event permitting requirements may be required based on the scope of your event. The District is not responsible for assisting with this application process. Additional fees may be required by those agencies.

If you have any questions regarding procedure or process for approval, please contact the Rush Park office Monday thru Friday 9:00am to 5:00pm at 562-430-3707.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-3

Date: April 11, 2023

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: APPROVAL OF ONE-YEAR EXTENSION OF PROFESSIONAL SERVICES CONTRACT WITH WEST COAST ARBORISTS, INC. FOR TREE SERVICES IN ROSSMOOR

RECOMMENDATION

It is recommended by the Rossmoor Community Services District (RCSD) Personnel and Contract Administration Committee that the RCSD Board of Directors approve a one-year extension to the Contract Tree Trimming Services Agreement with West Coast Arborists, Inc. (WCA), effective July 1, 2023 through June 30, 2024.

BACKGROUND

For the past 19 years, West Coast Arborists, Inc. (WCA) has proven to be a reliable contractor, providing RCSD with outstanding customer service and special attention. Pruning, planting and tree removal work is properly performed following guidelines set forth from the International Society of Arboriculture (ISA) and standards set forth by the American National Standards Institute (ANSI). The online inventory system and application provided by WCA has proved to be an invaluable tool for maintaining the urban forest of Rossmoor. The existing Agreement with WCA is scheduled to expire on June 30, 2023.

In 2021 when the original Agreement was approved, the District had opened the bid process to Bright View Tree Care Services, Inc., That company declined to participate in the bidding process citing liability and insurance issues related to the numerous overhead utility lines within the District. At that time, WCA requested a two-year Agreement for tree maintenance services in Rossmoor, effective July 1, 2021 through June 30 2023, with the option to extend by mutual written agreement of the District and WCA for a maximum of three (3) one-year contract extensions. The contract specified that any cost adjustment would be subject to the Consumer Price Index for the Los Angeles-Long Beach-Anaheim region for the previous 12 months (March-March period) beginning July 1, 2023; and that any cost adjustment shall not exceed 3.00%. Tree

services include yearly grid trimming, supplemental trimming as needed, tree planting, tree health care as needed and emergency services and/or removals for trees in Rossmoor parks.

INFORMATION

On November 2, 2022, the Personnel and Contract Committee (Directors Nitikman and Rips) met (in accordance with Policy No. 3091.50 Contract Maintenance – Committee Meetings) to review the request from WCA to extend their contract.

The Committee recognized that WCA has been a very responsive vendor, has a good relationship with our staff and the community. They maintain our tree inventory and effectively address challenges that may arise. As specified in the Agreement, the District has the option to extend the Agreement with WCA for three one-year extensions, beginning July 1, 2023. It is recommended that the RCSD Board of Directors direct staff to work with WCA on the one-year extension that would include the 3.00% maximum CPI outlined in the original agreement.

FISCAL IMPACT

The current FY 2022-2023 budget for DEPARTMENT 5080 PARKWAY TREES is \$178,500 for contract services. It is proposed that the 3.00% maximum CPI be budgeted for FY 2023-2024 should the one-year extension to the WCA Agreement be granted by the Board of Directors. This would result in an increase of \$5,355 for a total of \$183,855 that will be used in the FY 2023-2024 budget calculations.

ATTACHMENTS

1. April 22, 2021 letter from West Coast Arborists, Inc. re: Tree Maintenance Services Agreement
2. March 30, 2023 letter from West Coast Arborists, Inc. re: Cost Adjustment of 3.00%
3. WCA Schedule of Compensation for Year 2023-2024



Tree Care Professionals Serving Communities Who Care About Trees

www.WCAINC.com

April 22, 2021

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

RE: Tree Maintenance Services Agreement

Dear Ms. Kingman,

Over the past several years, West Coast Arborists, Inc. (WCA) and Rossmoor CSD have forged a very productive and cohesive working relationship. Today our common goal remains the same; to preserve the integrity and health of the District's urban forest.

As we near the end of our current contract term on June 30, 2021, we would like to propose a new tree maintenance services contract under a "piggyback" approach on the City of Los Alamitos' current contract. The City of Los Alamitos entered into an agreement with our firm on June 15, 2020.

The rates found under Los Alamitos' contract are competitive among the industry, particularly with grid tree pruning, tree removal, and tree planting. We agree to offer the same unit prices, terms and conditions as Los Alamitos' current contract.

For the new contract we can agree to hold the rates the same for a term of two (2) years ending on June 30, 2023, with the option to extend by mutual written agreement of the District and WCA for a maximum of three (3) one-year contract extensions. Any cost adjustment will be subject to the Consumer Price Index for the Los Angeles-Long Beach-Anaheim region for the previous 12 months (March-March period) beginning July 1, 2023. Any cost adjustment shall not exceed 3.0%.

Attached to this letter are copies of Los Alamitos' RFP, Council Agenda Report and Price Schedule. Please note that Los Alamitos' Agreement contains a Cooperative Purchasing Provision that allows other agencies to piggyback.

We look forward to continuing the strong relationship built between us, and to maintaining quality urban tree care service. Should you have any questions or require additional information, please contact me at (800) 521-3714.

Sincerely,

Victor M. Gonzalez
Vice President, Business Development

West Coast Arborists, Inc.

2200 E. Via Burton Street • Anaheim, CA 92806 • 714.991.1900 • 800.521.3714 • Fax 714.956.3745



Tree Care Professionals Serving Communities Who Care About Trees

www.WCAINC.com

March 30, 2023

ROSSMOOR COMMUNITY DIST

ATTN: MARY KINGMAN

3001 BLUME DRIVE

ROSSMOOR, CA 90720

RE: Tree Maintenance Services performed by WCA, Inc.

Dear Ms. Kingman,

We at West Coast Arborists, Inc. are committed to offering you the quality, integrity, and customer service you expect and deserve from a tree care provider. We would like to take this opportunity to express our gratitude to you and your staff for your commitment to a thriving urban forest. We are approaching the end of the second year of the current agreement and have greatly appreciated your support and business relationship.

Since the contract originated, we have realized substantial cost increases to our operations, particularly in labor, fuel, recycling, and insurance premiums. As a result, we respectfully request a slight cost adjustment of 3.00%. Please note that the Consumer Price Index (CPI) for the region from the previous calendar year, as published by the Department of Labor's Bureau of Labor Statistics stands at 5.1%.

Effective Date:	July 01, 2023
CPI Adjustment Requested:	3.00%
Region Area:	Los Angeles-Long Beach-Anaheim

We greatly appreciate your consideration in this matter through this time of growth and change. It is our goal to continue as your urban forest management and maintenance service provider. Should you have any questions or require additional information, please do not hesitate to email me at vgonzalez@wcainc.com or call me at **(800) 521-3714**.

Sincerely,

A handwritten signature in blue ink that reads 'Victor M. Gonzalez'.

Victor M. Gonzalez
Vice President, Business Development

West Coast Arborists, Inc.

2200 E. Via Burton · Anaheim, California 92806 · 714.991.1900 · 800.521.3714 · Fax 714.956.3745



ROSSMOOR COMMUNITY DIST

Schedule of Compensation for Year 2023 - 2024

Tree Maintenance Services performed by WCA, Inc.

Item	Description	Unit	Proposed Prices
1	Grid Prune	Each	\$86.50
2	Service Request Prune 0-6 DSH	Each	\$45.30
3	Service Request Prune 7-30 DSH	Each	\$86.50
4	Service Request Prune 31+ DSH	Each	\$153.45
5	Palm Prune	Each	\$86.50
6	Palm Skinning	Each	\$20.60
7	Clearance Prune	Each	\$45.30
8	Tree & Stump Removal 0-30 DSH	Inch	\$41.20
9	Tree & Stump Removal 31+ DSH	Inch	\$51.50
10	Tree Only Removal 0-30 DSH	Inch	\$30.90
11	Tree Only Removal 31+ DSH	Inch	\$41.20
12	Stump Only Removal	Inch	\$20.60
13	Plant 15 Gal w/o RB	Each	\$123.60
14	Plant 15 Gal w/RB	Each	\$153.45
15	Plant 24" Box w/o RB	Each	\$261.60
16	Plant 24" Box w/RB	Each	\$282.20
17	Crew Rental - per man	Man Hour	\$96.80
18	Emergency Response - per man	Man Hour	\$122.55

The current rates have been in place since July 1, 2021. The proposed rates reflect a cost adjustment of 3.0% as agreed upon for FY23-24. The current Consumer Price Index for the LA- Long Beach-Anaheim region for the previous 12 months stands at 5.1% as published by the US Dept of Labor Statistics.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-4

Date: April 11, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: REQUEST TO DISCONTINUE THE USE OF ZOOM DURING REGULAR MONTHLY RCSD BOARD MEETINGS

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors receive and approve the request to discontinue the use of Zoom during regular monthly RCSD Board meetings.

BACKGROUND

Local area governments have started to move away from the use of Zoom due to continued security breaches, increased cost and minimal public use.

During the regularly scheduled RCSD Board of Directors meeting held on March 14, 2023, Tripepi, Smith and Associates, Inc., our audio/visual support, and broadcasting services provider, was forced to shut down the Zoom portion of the meeting due to a security breach. A formal apology was made to the public by President DeMarco and posted on the RCSD website. A complaint was reported to Zoom and Tripepi, Smith and Associates, Inc. is working with authorities to investigate.

INFORMATION

The public can continue to observe the meetings live on YouTube using the following link: <https://youtu.be/xNrQVDEhnm>. The name is Rossmoor CSD.

Members of the public who wish to make a written comment on a specific agenda item, may submit a written comment via email to the District Secretary at jmendoza@rossmoor-csd.org. Comments received by 3:00 p.m., on the date of the meeting will be provided to the Board of Directors, made available to the public, and will be a part of the meeting record.

ATTACHMENTS

1. Public Apology.

"RCSD apologizes for the graphic and inappropriate images some of our residents and colleagues may have seen during our March 14, 2023 RCSD Board Meeting on Zoom, which was hacked by an unknown source yesterday. It's unfortunate the digital platform that many of us rely on to connect board members with the community, has been compromised through various "Zoom-bombings". Though we are disappointed the incident occurred, administrators successfully shut down the Zoom portion of the meeting without further incident and are working with authorities to investigate. A formal complaint was reported to Zoom, as we hope this incident prompts a stronger review of their security measures."

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM I

Date: April 11, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: GENERAL MANAGER ITEMS

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors receive and file this report.

INFORMATION

In addition to the day-to-day operations of the Rossmoor Community Services District (RCSD), the General Manager has been working on the following:

1. Website/Social Media

- Updates to the RCSD website are in progress, providing it with a fresher look, updated content and greater ease of use. We anticipate a go-live date near the end of May.
- We continue to ramp up our social media exposure with posts related to the park events several times a week and Board Meetings as it becomes relevant.

2. Pickle Ball Program

- The pickleball trial was scheduled to begin March 23, 2023, but due to the rainy weather, reservation play did not actually begin until March 25th.
- Post cards were delivered to all residents within a 2-block radius of Rossmoor Park reminding them of the pickleball trial start date.
- Rec Desk was set up to accommodate reservations for 3 pickleball courts on tennis court 1. During the first two weeks of the trial, reservations accounted for approximately 50% of the allowable play time (2 hours/day), with Thursdays, Saturdays and Sundays being the most popular times to play.
- Sound mitigation quilts were installed.
- A sound measuring device was purchased by the Recreation Superintendent.

- Information banners were posted in both Rossmoor and Rush Parks.
- Additional signage displaying tennis court/park rules have been placed near the court entrance.
- Pickleball etiquette guidelines are now located on the fence inside the pickleball court area.
- Staff members have been scheduled to set up nets and intermittently monitor pickleball play and usage.

3. Farmer's Market Easter Egg Hunt

- Fun was had by all during the First Annual Easter Egg Hunt held in Rush Park on Thursday, April 6th. The event was sponsored by the Farmer's Market vendors, and RCSD Staff helped to coordinate.

4. Arbor Day

- The Annual Arbor Day celebration is upon us and will be held Wednesday, April 12th in Rossmoor Park. Festivities will begin at 2pm and include a Boy Scouts Flag Salute, Girl Scouts tree planting and the Rossmoor Woman's Club tree planting with kids. There will also be a scavenger hunt, crafts for kids and opportunity drawings for plants and trees.

5. Butterfly Gardens

- The Butterfly garden that was planted in 2022 in Rush Park continues to thrive. On Wednesday, April 19th we are preparing to plant another Butterfly Garden at the Montecito Center with the help of Lil' Cottonwood staff and kids. RCSD Staff is currently working on preparing the planting area and our District Arborist, Mary Kingman is making the plant selections. A formal invite will be going out to the Board Members and David Young from the News Enterprise.

6. CR&R

- CR&R has agreed to combine the Bulky Item Pick Up and Compost Events. This event will take place at Rush Park on Saturday, May 20th between the hours of 9am and 12pm. Social media reminders are being scheduled.

7. Festivals

- Our first Family Festival of the summer is coming up on Saturday, June 3rd. Festivities will begin in Rush Park following the conclusion of the Los Alamitos High School graduation parade which should end in Rush Park right around Noon. A DJ will kick off the entertainment with the featured act kicking off right around 6pm. Sponsorship opportunities are still available.

8. Securing Quotes for Flooring in the Auditorium

- Will meet with Parks/Facilities Committee to review quotes

9. Submitting Architectural Plans for the Canopy in Rossmoor Park

- Staff is in the process of getting plans approved by Orange County Public Works.

10. Housing Element joint agency resolution

- The General Manager is working in conjunction with local non-profits and surrounding cities to draft a resolution to First District Supervisor Andrew Do detailing concerns related to the Housing Element, specifically at the corner of Los Alamitos Boulevard and Katella, where the Fish Company and other retailers are housed.

11. Reminders to the Board Committee Members

- CIP Committee meeting is coming up on Wednesday, April 12th – 7pm in the West Room
- Budget Committee meeting is coming up on Wednesday, April 19th – 7:30am in the West Room
- Community Traffic/Safety Advisory Committee on Thursday, April 20th – 7:00pm at Rossmoor Park

ATTACHMENTS

1. Pickleball Post Card
2. Arbor Day Event Calendar
3. Butterfly Garden Photos

Make your reservation on-line★



3 COURTS AVAILABLE

MONDAY / WEDNESDAY / FRIDAY

9:00 AM – 1:00 PM

TUESDAY / THURSDAY

SATURDAY / SUNDAY

1:00 PM – 7:00 PM



**ROSSMOOR PARK
PICKLEBALL
COURTS
90-DAY TRIAL
BEGINNING
MARCH 23, 2023**



QUESTIONS OR CONCERNS?
CALL (562) 430-3707
AFTER HOURS (562) 497-0118
OR VIA EMAIL AT
RCSD-PICKLEBALL@ROSSMOOR-CSD.ORG



ROSSMOOR RESIDENTS ONLY – Register at [Rossmoor Community Services District > Home \(recdesk.com\)](https://www.rossmoorcsd.com/Registration/Registration.aspx)

ARBOR DAY

CELEBRATION!

APRIL 12 2:00-4:30 p.m.

Rossmoor Park

Join us as we celebrate trees and the magnificent urban forest of Rossmoor!

GAMES & ACTIVITIES!

CRAFTS FOR KIDS!

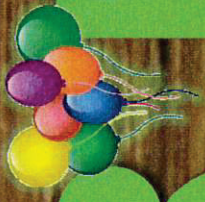
PRIZES & GIVEAWAYS!

TREE & PLANT

OPPORTUNITY DRAWINGS



(562) 430-3707



Arbor Day 2023 Timeline

- 2:00 -- Welcome and Boy Scouts Flag Salute
- 2:05 - Arbor Day Proclamation – Tony DeMarco (or available Director)
- 2:10 – Talking points on trees, Rossmoor Urban Forest
- 2:15 – Girl Scouts tree planting
- 2:40 - Rossmoor Woman’s Club tree planting with kids
- 3:00 – Tree scavenger hunt
- 3:30 – Sustainable craft table
- 4:00 - Opportunity drawings for plants and trees
- 4:30-5:00 – Wrap-up/clean-up



**Creation of the
Rush Park
Butterfly Garden
2022**