



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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, November 13, 2012

A. ORGANIZATION

- 1. CALL TO ORDER: 7:02 P.M.**
- 2. ROLL CALL: Directors Casey, Kahlert, Rips, Maynard,
President Coletta**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PRESENTATIONS—None**

B. ADDITIONS TO AGENDA—None

PRESIDENT COLETTA REQUESTED THAT CLOSED SESSION ITEMS K-1 AND K-2 BE MOVED UP IN THE AGENDA AT THIS TIME. AT 7:02 P.M. THE BOARD ADJOURNED TO CLOSED SESSION.

K. CLOSED SESSION

1. PUBLIC EMPLOYEE APPOINTMENT

Pursuant to Government Code 54957
Title: General Manager

2. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code 54957.6
Agency Designated Representatives: Alfred Coletta and Michael Maynard
Unrepresented Employee: Prospective General Manager

AT 7:25 P.M. THE BOARD RECONVENED FROM CLOSED SESSION

District Counsel Gregg Kovacevich stated that there was no reportable action.

THE BOARD CONTINUED WITH ITS REGULAR AGENDA AT THIS TIME

C. PUBLIC FORUM—None

D. REPORTS TO THE BOARD

1. AUDIT COMMITTEE REPORT ON FY 2011-2012 AUDIT REPORT.

Recommendation to receive the report of the Audit Committee, approve the FY 2011-2012 Annual Audit Report and approve the recommendations contained in the Management Letter.

The General Manager reported that in accordance with Policy No. 3025, the Audit Committee met October 29, 2012 with the District's Auditor and staff to review a draft of the District's FY 2011-2012 Annual Audit Report. The Committee reviewed the report in detail and also reviewed the Management Letter. The Committee was apprised by the Auditor that the District had received an unqualified audit, the highest rating possible. The Committee voted to recommend Board approval of the FY 2011-2012 Audit Report. The Committee also reviewed the Management Letter and it recommends implementation of the Auditor's proposed adjustments to the District's operating budget (Fund 10) and Agency Fund (Fund50). The Consulting General Manager also recommends approval of the Auditor's recommended actions. The District's Auditor will present an overview of the Audit Report and answered questions.

RAMS Auditors Brad Welebir and Terri Shea provided the Board with a brief overview of the audit process. Discussion ensued. The report was received and filed.

Motion by Director Casey, seconded by Director Rips to approve the recommendations of the Audit Committee. Motion passed 5-0.

Motion by President Coletta, seconded by Director Maynard to approve the recommendations contained in the management letter. Motion passed 5-0.

2. GENERAL MANAGER REPORT ON STATUS OF COVERED PARKWAYS/PARKWAY TREES.

The General Manager reported on the status of covered parkways/parkway trees. Recommendation to proceed with clearing the majority of the sites, plant trees as soon as possible, deal with remaining sites after consultation with General Counsel, receive the report and provide direction to General Manager and/or General Counsel.

Discussion ensued relative to what the District's next steps should be relative to tree planting enforcement when encountering resident opposition and list updating frequency.

It was the consensus of the Board to consult General Counsel regarding tree planting enforcement and to bring the updated item back at a future Board Meeting with viable options for the Board to consider. The report was received and filed.

3. GENERAL MANAGER REPORT ON GOVERNANCE.

Recommendation to receive the report and provide direction to General Manager on future governance initiatives.

The General Manager provided the following update to the General Manager's Memorandum of October 9th regarding the District activities relating to governance.

COST OF SERVICE PROPOSAL-POLICE SERVICES

District staff met with representatives of the OC Sheriff and reviewed a preliminary cost proposal for providing police services on a contract basis. Staff has asked for a refinement of the proposal based on calls for service and statements on corresponding benefits derived there from. A log of 2008-2011 calls for service has been provided and is attached. The revised cost proposal should be finalized in a week or so and will be based on the Sheriff's Department assessment of coverage suited to the needs of Rossmoor.

PUBLIC RECORDS ACT REQUESTS-COUNTY FINANCIAL DATA

The District has not yet received an analysis of the financial data provided by the County. The analysis is being conducted by the Mr. Fred Brousseau of the Harvey Rose Co. The conclusions reached by Mr. Brousseau will be presented at future Board meeting.

ENFORCEMENT OF THE DISTRICT'S TREE POLICY-Discussed more fully in Agenda Item D-2.

Discussion ensued. The General Manager suggested and the Board concurred that a community workshop be scheduled with Mr. Fred Brousseau, and OCSD Captain Dolan in order to obtain community input. President Coletta stated that he was eager to hear Mr. Brousseau's analysis. The General Manager stated they would attempt to schedule the workshop the week of November 27th, however it might have to be delayed until December. The report was received and filed.

E. CONSENT CALENDAR

DIRECTOR MAYNARD REQUESTED THAT ITEM E-4 BE PULLED FROM THE AGENDA FOR DISCUSSION

Items E-1a, E-1b, E-2, E-3 and E-5 were unanimously approved as submitted.

1a. MINUTES-REGULAR BOARD MEETING OF OCTOBER 9, 2012

1b. MINUTES-SPECIAL BOARD MEETING OF OCTOBER 23, 2012

2. SEPTEMBER 2012 REVENUE AND EXPENDITURE REPORT

3. QUARTERLY STATUS REPORT.

4. ANNUAL/QUARTERLY RECREATION REPORT.

Emily Gingras reported on the recent 5K Run and discussed future recreation programming planned for the community.

5. QUARTERLY TREE REPORT.

Item E-4, Annual/Quarterly Recreation Report was unanimously approved as submitted. Motion passed, 5-0.

F. PUBLIC HEARING—None

G. RESOLUTIONS—None

H. REGULAR CALENDAR

1. APPOINTMENT OF TREE PROGRAM ASSISTANT.

Authorize General Manager to select, and the Board approve, the appointment of a Tree Program Assistant (Part-time). Mary Kingman introduced herself to the Board and stated she was delighted to be a part of the team. Discussion ensued relative to employee vs. independent contractor, the position description and reporting structure. Director Rips and Director Casey agreed to revisit these items in the future.

Motion by Director Maynard, seconded by Director Rips to approve the appointment of Mary Kingman as Tree Program Assistant (Part-time). Motion passed 5-0.

2. PROFESSIONAL SERVICES AGREEMENT—PLAYGROUND CONSULTANT.

Authorize General Manager to execute agreement with Design For Play to serve as the District's playground consultant. Discussion ensued relative to qualifications, playground guidelines, and conflict of interest assurances.

Motion by Director Maynard, seconded by Director Casey to authorize the General Manager to execute an agreement with Design For Play to serve as the District's playground consultant with the caveat that General Counsel add the appropriate conflict of interest language into the agreement prior to execution. Motion passed 5-0.

3. FIRST AMENDMENT TO AGREEMENT WITH VALLEYCREST CO. FOR LANDSCAPING SERVICES.

Recommendation to authorize General Manager to execute a first amendment to Professional Services Agreement with ValleyCrest Landscaping Services, Inc. to provide landscaping services for the District's parks and other facilities. Discussion ensued relative to the District stating they were pleased with the contractor's speed and quality of work and satisfied with the recent cleanup done on Bradbury Road.

Motion by Director Kahlert, seconded by Director Casey to authorize the General Manager to execute a first amendment to Professional Services Agreement with ValleyCrest Landscaping Services, Inc. to provide landscaping services for the District's parks and other facilities. Motion passed 5-0.

I. GENERAL MANAGER ITEMS—None

J. BOARD MEMBER ITEMS

Director Rips stated that as a Tree City USA he would like to see the Board adopt a paperless agenda and use tablets instead. He wanted to see the Weekly Updates go entirely paperless as well. He requested that staff research tablet options and reduce paper usage as soon as possible.

President Coletta requested more data on the enhanced services being proposed by the Sheriff's Department. He concurred with Director Rips regarding the paperless agenda implementation and requested that staff research the possibility of having a secure place on the District website for Board members to log in remotely and access District documents and files electronically. The General Manager stated that he had security concerns and would have to consult with Brea IT to see if this would be possible.

Director Maynard stated that in light of the recent stabbing that had occurred in Rossmore as well as the ongoing burglaries in the community he requested that staff research the purchase and installation of security cameras at strategic locations in the community. He added that law enforcement needed more tools in their arsenal to fight the crime they were being faced with and the District needed more tools to keep the community safe. He also concurred with Director Rips regarding tablet usage.

Director Kahlert concurred with Director Rips regarding the paperless agenda and ordering tablets. He expressed his disappointment with the fact that there was no Sheriff's Deputy present at the meeting this evening. He wished everyone a safe and Happy Thanksgiving holiday.

K. CLOSED SESSION

ITEMS K-1 AND K-2 WERE MOVED UP IN THE AGENDA

L. ADJOURNMENT

Motion by Director Casey, seconded by Director Maynard to adjourn the regular meeting at 8:36 p.m. Motion passed 5-0.

SUBMITTED BY:

**Henry Taboada
Consulting General Manager**