

AGENDA

**ROSSMOOR COMMUNITY SERVICES DISTRICT
ORGANIZATIONAL AD HOC COMMITTEE MEETING**

RUSH PARK
East Room
3001 Blume Drive
Rossmoor, California

**Wednesday, August 25, 2021
7 p.m.**

A. ORGANIZATION

1. CALL TO ORDER: 7 p.m.
2. ROLL CALL: Directors DeMarco, Rips
3. PLEDGE OF ALLEGIANCE

B. PUBLIC FORUM

Any person may address the members of the Organizational Committee at this time upon any subject within the jurisdiction of the Organizational Committee of the Rossmoor Community Services District.

C. REGULAR CALENDAR

1. RENEWAL OF PROFESSIONAL SERVICES AGREEMENT FOR GENERAL FINANCIAL AND ACCOUNTING ADVISORY SERVICES WITH THE PUN GROUP LLP
2. RENEWAL OF ROSSMOOR COMMUNITY SERVICES DISTRICT PROFESSIONAL SERVICES AGREEMENT FOR HEARING OFFICER SERVICES WITH MICHAEL EUGENE RANESES

D. ADJOURNMENT

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: August 25, 2021

To: Organizational Ad Hoc Committee
Director Tony DeMarco
Director Jeffrey Rips

From: General Manager Joe Mendoza

Subject: RENEWAL OF PROFESSIONAL SERVICES AGREEMENT FOR GENERAL FINANCIAL AND ACCOUNTING ADVISORY SERVICES WITH THE PUN GROUP LLP

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Organizational Ad Hoc Committee discuss the terms and renewal of the Professional Services Agreement with The Pun Group LLP for general financial and accounting advisory services for the RCSD; and make their recommendation to the RCSD Board of Directors.

INFORMATION

In October 2020, the RCSD Board of Directors authorized the reorganization of the Accounting Division. At that time, direction was given to the General Manager to retain the services of a financial consultant on an interim basis to begin looking at the restructuring of the accounting and financial functions of the District. As a result, it was determined that the general financial and accounting functions would be provided by through a Professional Services Agreement, rather than a full-time District employee as a cost effective decision. Therefore, the RCSD entered into a Professional Services Agreement for general financial and accounting advisory services with The Pun Group LLP on December 3, 2020, at a rate of \$5,000 per month.

To date, The Pun Group has initiated the restructuring of the Accounting Division, assisted in preparing the FY 2021-2022 budget, and is in the process of working with the Auditor for the District's annual audit. The Pun Group is also researching software for a new accounting system. It is acknowledged that it has been a difficult few months in which The Pun Group has had to work with an old system and methodology while they have tried to reconcile the District's accounting operation and work with missing information and documents. The General Manager has been working closely with The Pun Group during this challenging transition. It is anticipated that should the contract with The Pun Group be renewed, the next year will provide more time to observe the progress and effectiveness of services, and therefore consider a longer contract extension or going out to bid.

Mr. Pun has indicated that he would like to extend the term of the Professional Services Agreement with the RCSD for one year, at the same rate with the addition

of a Cost of Living Adjustment (C.12qOLA) of 3 percent (\$150 per month/\$1800 annually).

FISCAL IMPACT

The FY 2021-2022 budget includes \$60,000 for The Pun Group. With the addition of a COLA of 3%, this amount would increase to \$61,800. If approved, a mid-year budget adjustment will be made for this increase.

ATTACHMENTS

1. Professional Services Agreement for General Financial and Accounting Advisory Services with The Pun Group LLP

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-2

Date: August 25, 2021

To: Organizational Ad Hoc Committee
Director Tony DeMarco
Director Jeffrey Rips

From: General Manager Joe Mendoza

Subject: RENEWAL OF ROSSMOOR COMMUNITY SERVICES DISTRICT
PROFESSIONAL SERVICES AGREEMENT FOR HEARING OFFICER
SERVICES WITH MICHAEL EUGENE RANESES

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Organizational Ad Hoc Committee review renewal/extension of the Professional Services Agreement for Hearing Officer Services for the RCSD with Michael Eugene Raneses, effective November 10, 2021 for a term of one year ending on November 9, 2022, with the option to extend by mutual written agreement of the District and Michael Eugene Raneses for a maximum of three additional one-year extensions; and make their recommendation to the RCSD Board of Directors.

INFORMATION

The RCSD entered into a Professional Services Agreement for Hearing Officer services with Michael Eugene Raneses on November 10, 2020. There have been a number of tree hearing that Mr. Raneses presided over. He has represented the District well, and provided civil citation hearing services in a professional manner. As the Hearing Officer, he follows up with the parties involved in accordance with sound professional practices. This has been very helpful to the District because it provides a neutral authority to oversee the hearings and make the final determination.

Mr. Raneses has indicated that he would like to extend the term of the Professional Services Agreement with the RCSD for one year. He is not requesting any change in the rate currently being charged: \$100 per hour; annual compensation not to exceed \$5,000. Mr. Raneses was paid \$1000 last year (November 2020 through June 30, 2021).

RCSD Legal Counsel Preziosi has indicated that should the District wish to extend Mr. Raneses Professional Services Agreement, the General Manager should prepare a letter indicating the agreement will be extended for the term of one year upon agreement by both parties; upon acceptance, the letter will be executed by Mr. Raneses and the General Manager.

FISCAL IMPACT

It is not anticipated that there will not be any fiscal impact for this item. The fines collected should offset the cost of the Hearing Officer.

ATTACHMENTS

1. Professional Services Agreement for Hearing Officer Services with Michael Eugene Raneses