



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

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, March 8, 2016**

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**A. ORGANIZATION**

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

- 2. ROLL CALL:** Directors Casey, Kahlert, Maynard  
President DeMarco  
Director Burgess arrived at 7:03 p.m.

**3. PLEDGE OF ALLEGIANCE**

**4. PRESENTATIONS:**

- a. California Department of Fish and Wildlife Re: Implementation of a Wildlife Watch Program in Rossmoor.

Tim Whitacre District Representative for Vice Chair Supervisor Michelle Steele's office discussed the Supervisor's plan for the future development of a regional approach to coyote management and public safety concerns in Orange County. He commended the California Department of Fish and Wildlife and clarified that they were a state agency and Rossmoor was under County control. He added that Orange County Animal Control was the appropriate agency to step up and take action to address community concerns and assure public safety. He also referenced Government Code: 4152a and suggested it be utilized as a tool to maintain public safety. He encouraged citizens to familiarize themselves with the laws concerning the removal of nongame mammals that have become habituated to an area and have been determined to pose a threat to personal property. Mr. Whitacre encouraged residents to work with Animal Control and/or a Professional Licensed Trapper.

Lt. Kent Smirl introduced Lt. Dave McNair who discussed the Wildlife Watch program and its planned implementation in Rossmoor. He discussed the program's integration with the community's existing Neighborhood Watch Program infrastructure, the conservation coaching provided by their agency and the need for the community to work closely with state and local agencies such as the California Department of Fish and Wildlife, animal care, police and first responders in order to achieve success.

Beverly Houghton reported relative to recent meetings between state and local agencies related to coyote management and Wildlife Watch. She stated that she would be seeking the RHA Board's endorsement of the Wildlife Watch program at their next meeting. She added that the agencies and community would continue communicating and working together to develop an effective Wildlife Watch Program in the community.

b. President Tony DeMarco Re: Proclamation in Memoriam—Russ Lightcap

On behalf of the Rossmoor Community Services District, President DeMarco presented a Proclamation in Memoriam to Russ Lightcap's daughter Candace Carver. Ms. Carver thanked the RCSD Board and staff. Photos were taken. Applause ensued.

**B. ADDITIONS TO AGENDA—None**

**C. PUBLIC FORUM:**

Piet Wiesterbeek opined relative to alleged changes in the trash service schedule. He stated that the trash was being picked up on more than one day per week. He added that he realized that the contract was managed by the County and suggested that Rossmoor provide input relative to the community's needs at renewal time.

**D. REPORTS TO THE BOARD:**

**E. CONSENT CALENDAR**

Director Burgess requested that Item E-1a. Minutes of the regular board meeting of February 9, 2016, be pulled from the Consent Calendar.

Motion by Director Maynard, seconded by Director Casey to approve Item E-2 on the Consent Calendar as submitted. Motion passed 5-0.

**1a. MINUTES REGULAR BOARD MEETING—February 9, 2016**

Director Burgess had questions relative to the street sweeping statement contained on Page 1, Item A-4a. He opined that the statement was inaccurate. The General Manager stated that they would review the tape and if an error was found, would make a correction.

**2. REVENUE AND EXPENDITURE REPORT—January 2016**

Motion by Director Burgess, seconded by Director Casey to approve Item E-1a. with the exception that staff review the tape for accuracy. Motion passed 4-1, with Director Kahlert mandatorily abstaining due to his absence at the February 9, 2016 board meeting.

**F. PUBLIC HEARING—None**

**G. RESOLUTIONS**

**1. RESOLUTION NO. 16-03-08-01 ESTABLISHING THE AMENDED BUDGET REVENUE AND EXPENDITURES TOTAL AMOUNT FOR FY 2015-2016.**

Recommendation to Approve Resolution No. 16-03-08-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICE DISTRICT ESTABLISHING THE ANNUAL BUDGET REVENUES AND EXPENDITURES MID-YEAR BUDGET ADJUSTMENT TOTAL AMOUNTS FOR THE FISCAL YEAR 2015-2016 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

Brief Discussion ensued. Motion by Director Maynard, seconded by Director Kahlert to approve Resolution No. 16-03-08-01 Establishing the Annual Budget Revenues and Expenditures Mid-Year Budget Adjustment Total Amounts for the Fiscal Year 2015-2016 for the Rossmoor Community Services District. Motion passed 4-1, with Director Burgess voting No.

**2. RESOLUTION NO. 16-03-08-02 APPROVAL FOR THE DISPENSING OF ALCOHOL (BEER) AT THE MAY 1, 2016 ROSSMOOR COMMUNITY FESTIVAL**

Recommendation to Approve Resolution No. 16-03-08-02 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICE DISTRICT APPROVING THE POSSESSION AND CONSUMPTION OF ALCOHOL (*BEER*) AT THE ROSSMOOR COMMUNITY FESTIVAL

Discussion ensued relative to lack of requested supporting documentation in the staff report. President DeMarco and Director Kahlert had concerns relative to adequate security and fencing for the beer garden. They wanted assurances that children would not have inadvertent access to the area. Director Maynard and Director Kahlert inquired about a beer garden diagram and whether or not the Seal Beach Lions Club would be addressing the Board, since they were in charge of the beer garden's operation. Bev Houghton stated that she had strongly shared the RCSD's security concerns with the RHA Board and was unable to provide any more supporting documentation at this time. Director Maynard stated that the resolution allowed for the General Manager to require all supporting documentation to be submitted prior to allowing the beer garden at the event. The General Manager stated that he would make sure all District requirements pertaining to diagrams, public safety and security were met prior to approval.

Motion by Director Kahlert, seconded by Director Burgess to approve Resolution No. 16-03-08-02 by reading the title only and waiving further reading with the caveat that the General Manager ensure that the Seal Beach Lions Club submit all required documentation, provide security and a site plan, and adhere to all deadlines in accordance with District policy. Motion passed 3-1-1, with President DeMarco voting No and Director Maynard abstaining.

**ORDINANCES**—None

**H. REGULAR CALENDAR:**

**AT THIS TIME PRESIDENT DEMARCO MOVED ITEM H-6 AHEAD IN THE AGENDA**

**6. APPROVAL OF KEMPTON PARK MINI-PARK DEMONSTRATION PROJECT**

Approve the design of the Kempton Mini Park Landscape Demonstration Project; Both the Eagle Scout and RHA Portions.

Mark Nitikman reported relative to the proposed design, types of native plants being considered for this educational endeavor. He stated that the RHA would be funding the project and the West Coast Arborist would provide ongoing maintenance. The planting has been scheduled to begin the week after the community festival—May 7<sup>th</sup> and the community was going to be invited to pitch in and learn about planting natives. Discussion ensued relative to tree trimming and estimates for Valleycrest Landscaping company to provide mulch and decomposed granite for the pathways. Director Maynard commended Mark Nitikman and Erwin Anisman for all the thought and dedication they put into the project.

Owen Pierce, Life Scout with Troop 658 presented his Eagle Service Project Proposal to the Board. He discussed his plan to transform the existing sandbox into a beautiful drought tolerant succulent demonstration garden with species identification markers on each plant. His plans included tapping into the existing irrigation system as outlined in the diagram. In addition he would also be installing four concrete garden benches within the center of the sandbox. The design also consisted of divided walkways of decomposed granite and bender board with groundcover in between each walkway. The project was scheduled from Mid-June of 2016 to the end of August 2016. He discussed fundraising and donation strategies, which included having a booth at the Rossmoor Community Festival, with any leftover funds going back to the RHA. He also outlined the garden's educational benefits to the community.

Discussion ensued relative to fundraising, ongoing maintenance, and the sandbox concrete border. Motion by Director Maynard, seconded by Director Kahlert to approve the design of the Kempton Mini Park Landscape Demonstration Project; Both the Eagle Scout and RHA Portions. Motion passed 5-0.

## **AT THIS TIME PRESIDENT DEMARCO MOVED ITEM H-3 AHEAD IN THE AGENDA**

### **3. CONTINUATION OF A PRESCHOOL AT ROSSMOOR PARK**

Recommendation to approve the request of The Children's Garden continue with a preschool for an additional year and authorize the General Manager to execute a new Contract Service Agreement (CSA) with the Children's Garden Preschool at Rossmoor Park, subject to any negotiated conditions.

Preschool Teachers Cathy Bailey and Sandy Hill addressed the Board and thanked the District for allowing them to utilize Rossmoor Park for their preschool. They praised the staff for all their assistance. Discussion ensued relative to extending the term for two years rather than one year under the same terms. Cathy Bailey and Sandy Hill agreed to the two year extension.

Motion by Director Kahlert, seconded by Director Maynard to approve the request of The Children's Garden to continue with a preschool for an additional two years and authorize the General Manager to execute a new Contract Service Agreement (CSA) with the Children's Garden Preschool at Rossmoor Park, subject to any negotiated conditions. Motion passed 5-0.

## **THE REGULAR AGENDA WAS RESUMED AT THIS TIME**

### **1. ADOPTION OF 2015-2016 MID YEAR BUDGET CALENDAR**

Recommendation to review and adopt FY 2016-2017 Budget Calendar.  
Discussion ensued.

Motion by Director Maynard seconded by Director Casey to adopt FY 2016-2017 Budget Calendar.  
Motion passed 5-0.

## **2. SHAKESPEARE BY THE SEA—PARTNERING PROPOSAL—RUSH PARK**

Recommendation to approve the request of Lisa Coffi, Producing Artistic Director, to continue a partnering relationship with the District in providing their presentation of “Othello” and “Cymbeline” at Rush Park. Discussion ensued relative to the program.

Motion by Director Casey, seconded by Director Maynard to approve the request of Lisa Coffi, Producing Artistic Director, to continue a partnering relationship with the District in providing their presentation of “Othello” and “Cymbeline” at Rush Park. Motion passed 5-0.

## **3. CONTINUATION OF A PRESCHOOL AT ROSSMOOR PARK**

Item H-3 was taken out of order and moved ahead in the agenda.

## **4. SETTING DATE OF WORKSHOP FOR DISCUSSION OF THE RCSD FIVE-YEAR FISCAL PLAN**

Recommendation to Review the recommendation of the Budget Committee regarding a work shop on the RCSD Five-Year Fiscal Plan and set date of workshop for 6:00 p.m. on April 12, 2016 in the Rush Park Auditorium.

Discussion ensued relative to the report and to consider allotting more time for the workshop. President DeMarco stated that the Board was going to devote time exclusively to the Five-Year Fiscal Plan and receive input from the community. It was the consensus of the Board that one hour may not be sufficient, therefore it should be extended to two hours.

Motion by Director Maynard, seconded by Director Casey to set the date of the workshop to April 12, 2016 at 5:00 p.m. in the Rush Park Auditorium, immediately preceding the regular board meeting at 7:00 p.m. Motion passed 5-0.

## **5. PROFESSIONAL SERVICES AGREEMENT—HT GROUP**

Discussion and possible action on the Professional Service Contract-HTGroup re: Special Projects Consulting.

The General Manager reported that for six years, HTGroup has served as the District’s General Manager and for the last three years as its Special Projects Consultant. HTGroup’s current agreement has a one-year term which expires on April 1, 2016.

It is recommended that the Contract be renewed and that HTGroup continue to report to the General Manager. Therefore, this contract once more designates the General Manager as responsible for delineating the scope of services to be performed by Consultant. All general terms and conditions of the previous Contract remain the same, except as modified by the HTGroup proposal.

The proposed agreement has been discussed with HTGroup and is recommended by the General Manager. The Contract has also been approved as to form by the District's General Counsel and, if approved by the Board, would take effect on April 1, 2016.

Discussion ensued relative to the contract terms, hours and cost modifications. The General Manager stated that the proposed contract would reduce the consultant's hours by half, for a maximum of 320 hours with a cap of \$27K per year. The General Manager stated that he was also recommending the removal of his own annual \$10K bonus. These combined recommendations would result in approximately \$43K savings to the Administrative Budget.

Motion by Director Kahlert, seconded by Director Casey to approve a one year renewal of the Professional Service Contract with HTGroup, to take effect on April 1, 2016. Motion passed 5-0.

## **6. APPROVAL OF KEMPTON MINI-PARK DEMONSTRATION PROJECT**

Item H-6 was taken out of order and moved ahead in the agenda.

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

The General Manager announced that there would be a public meeting on the Shops at Rossmoor developer proposal to install an LA Fitness Center in the shopping center area behind Sprouts. He added that the project was a long way from being approved; it still has to go through the City of Seal Beach. The General Manager reminded the Board to submit their Form 700 by the April 1<sup>st</sup> deadline. He reported that staff was working to obtain bids for the Rossmoor Park cabinet replacement. He stated that the LAFCO nominations were coming up. Incumbent Charley Wilson would be running again this year. So far the submission deadline was April 11<sup>th</sup>, a day ahead of the RCSD's regular April board meeting on the 12<sup>th</sup> which means the item could not be placed on the agenda. He would keep the Board apprised of the nomination deadlines. Discussion ensued relative to sending a letter of support in lieu of a nomination or scheduling a special meeting ahead of the April Board meeting to specifically discuss the nomination. Director Maynard stated the meeting would be brief and suggested the board waive their stipends. The General Manager agreed and stated that the candidate information could be provided to the board to consider in advance of the meeting. The report was received and filed.

### **J. BOARD MEMBER ITEMS**

Director Maynard thanked Tim Whitacre for coming out and speaking to the board and community. Supervisor Steele agrees there is a regional problem with coyotes. Regarding complaints about the CR&R trash contract, Rossmoor should have input when the contract is due for renewal with the County. Due to the recent plan to build an LA Fitness Center behind the Sprouts Farmers Market and in front of the condos that surround the Shops at Rossmoor Shopping Center, Director Maynard suggested reactivating the Shops at Rossmoor Ad Hoc Committee to address community concerns. He stated that he hoped the City of Seal Beach would work with the developer to consider parking issues and generate new solutions such as allowing the condominium owners could buy back the parking spaces. He added that he was not against the idea of a fitness center, however, he wanted to work with the City of Seal Beach and Councilman Sloan to minimize traffic and parking impacts. He concluded that there was a bad flu going around and encouraged everyone to wash their hands and stay healthy.

Director Kahlert urged all residents to attend the public meeting on Thursday, March 10, 2016 from 6 to 8 p.m. at the Old Ranch Country Club in Seal Beach and express their views on the LA Fitness

Center proposal in the Shops at Rossmoor. He concluded by wishing everyone a safe and Happy St. Patrick's Day.

Director Casey thanked Tim Whitacre the Department of Fish and Wildlife and RHA for their presentation on the Wildlife Watch program. He expressed support for the program and added that it showed progress toward being proactive rather than reactive in solving the coyote issue. Director Casey wanted to know the reason behind the "No Parking" signs which restricted parking in a block of parking spaces located around the perimeter of Rossmoor Park, east on Foster Road to Wallingsford Road, past Kerth Drive. He stated that parking was extremely limited around the park and it would be helpful to free up those spaces if possible or have the area widened. The General Manager stated he would research the matter.

Director Burgess stated that he believed the "No Parking" signs were installed in response to a pedestrian fatality several years prior. He had additional comments relative to the District bidding process and contractor license and insurance verifications.

President DeMarco stated that the board member comments section of the agenda was for brief commentary. He requested that board members keep their comments targeted and concise. Items not on the agenda or requiring lengthy discussion should be considered for placement on a future agenda. President DeMarco reminded the public that the RCSD Board has no jurisdiction over coyotes, but hoped to facilitate a team effort. He added that the same was true for the LA Fitness Center proposal at the Shops at Rossmoor. The RCSD Board was able to talk to the City of Seal Beach and the developer and use resources to express how the project will affect Rossmoor, however, it will take a community effort to change the direction. He was going to make every effort to personally attend the public hearing on the project this Thursday. Director Casey would also be attending. He agreed with Director Maynard about reactivating the Shops at Rossmoor Ad Hoc Committee. He requested that the General Manager express Rossmoor's concerns to Seal Beach at his upcoming lunch meeting this week. General Manager Ruth concurred. President DeMarco concluded by reminding everyone to attend the Rossmoor Community Festival on Sunday, May 1<sup>st</sup>. He thanked Eagle Scout Owen Pierce for his presentation on Kempton Park, adding it will be a significant community asset for years to come. He requested that staff follow up on the resident complaint regarding alleged changes in the trash pickup schedule, stating he had noticed some changes as well. He also requested staff to obtain clarity on Government Code 4152 a. mentioned by Tim Whitacre, relating to wildlife removal.

**K. CLOSED SESSION—None**

**I. ADJOURNMENT:**

Motion by Director Maynard, seconded by Director Casey to adjourn the regular meeting at 9:50 p.m.  
Motion passed 5-0.

**SUBMITTED BY:**

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