

# ROSSMOOR

COMMUNITY SERVICES DISTRICT



## Regular Meeting of the Board

Agenda Package

**September 10, 2019**

BOARD OF DIRECTORS

AGENDA  
BOARD OF DIRECTORS  
ROSSMOOR COMMUNITY SERVICES DISTRICT

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, September 10, 2019**

**7:00 p.m.**

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*This agenda contains a brief description of each item to be considered. Except as provided by law; no action shall be taken on any item not appearing in the agenda. To speak on an item, complete a Speaker Request Form(s) identifying the item(s) and topic and deposit it in the speaker request box. To speak on a matter not appearing in the agenda, but under the jurisdiction of the Board of Directors, you may do so during Public Comments at the beginning of the meeting. Speaker request forms must be deposited prior to the beginning of Public Comments. When addressing the Board, it is requested that you state your name for the record. Address the Board as a whole through the President. Comments to individual Directors or staff are not permitted. Speakers are limited to three (3) minutes per item with nine (9) minutes cumulative for the entire meeting. Supporting documentation is available for review in the Rush Park main office, 3001 Blume Drive, Rossmoor, 90720—9:00 am - 5:00 pm, Monday-Friday. The Agenda is available online at: <http://www.rossmoor-csd.org>. Meetings are broadcast live on LATV-3 and may also be viewed on Vimeo.com or on our website at <http://www.rossmoor-csd.org>.*

**A. ORGANIZATION**

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Barke, DeMarco, Maynard, Nitikman  
President Casey
3. PLEDGE OF ALLEGIANCE:
4. PRESENTATIONS:
  - a. Orange County Sheriff's Department, Senior Emergency Management Program Coordinator, Frederick Selayandia Re: Disaster Preparedness Presentation Preview
  - b. Rossmoor Homeowners Association Emergency Preparedness Coordinator, Art Remnet Re: Update Rossmoor Community Preparedness

**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. REPORT OF THE GENERAL MANAGER RE: POTENTIAL COLLABORATION WITH ORANGE COUNTY PUBLIC WORKS TO PROVIDE A TWO-YEAR GRID TREE TRIMMING CYCLE
2. REPORT OF THE GENERAL MANAGER RE: STREET SWEEPING SCHEDULE ALTERNATIVE UPDATE

**E. CONSENT CALENDAR**

1. MINUTES:

- a. Regular Board Meeting of August 13, 2019—Receive and file.

2. JULY 2019 REVENUE AND EXPENDITURE REPORT—Receive and file.

*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. 19-09-10-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING SEPTEMBER AS EMERGENCY PREPAREDNESS MONTH IN ROSSMOOR

**ORDINANCES-None**

**H. REGULAR CALENDAR**

1. DISCUSSION REGARDING PERMANENTLY CHANGING THE DATE OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT MONTHLY REGULAR BOARD MEETINGS

**I. GENERAL COUNSEL ITEMS**

*This part of the Agenda is reserved for District General Counsel 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. 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.*

**K. BOARD MEMBER ITEMS**

*This part of the Agenda is reserved for individual Board members briefly to make general comments, announcements, reports of his or 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.*

**L. CLOSED SESSION:**

**1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION**

Initiation of Litigation – One Case

Pursuant to Government Code Section 54956.9(d)(4).

**2. CONFERENCE WITH LEGAL COUNSEL—POTENTIAL LITIGATION**

Exposure to Litigation – One Case

Pursuant to Government Code Section 54956.9(d)(2)&(e)(1).

**M. ADJOURNMENT**

*It is the intention of the Rossmoor Community Services District to comply with the Americans With Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the District will attempt to accommodate you in every reasonable manner.*

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

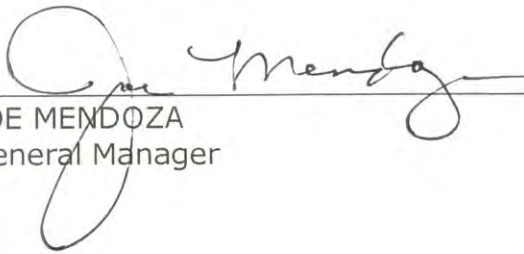
*Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the time the writing is distributed to the Board of Directors.*

*Any such writing will be available for public inspection at the District offices located at [3001 Blume Drive, Rossmoor, CA 90720](#). In addition, any such writing may also be posted on the District's web site at [www.rossmoor-csd.org](http://www.rossmoor-csd.org).*

**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for the September 10, 2019, 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:

 Date 9/5/19

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JOE MENDOZA  
General Manager

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4a.**

**Date:** September 10, 2019  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** ORANGE COUNTY SHERIFF'S DEPARTMENT, SENIOR EMERGENCY MANAGEMENT PROGRAM COORDINATOR, FREDERICK SELAYANDIA RE: DISASTER PREPAREDNESS PRESENTATION PREVIEW

**RECOMMENDATION**

Receive and file presentation.

**BACKGROUND**

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

- a. Orange County Sheriff's Department, Senior Emergency Management Program Coordinator, Frederick Selayandia Re: Disaster Preparedness Presentation Preview

**ATTACHMENTS**—None

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4b.**

**Date:** September 10, 2019  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** ROSSMOOR HOMEOWNERS ASSOCIATION EMERGENCY PREPAREDNESS COORDINATOR, ART REMNET RE: UPDATE ROSSMOOR COMMUNITY PREPAREDNESS

**RECOMMENDATION**

Receive and file presentation.

**BACKGROUND**

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

- b. Rossmoor Homeowners Association Emergency Preparedness Coordinator, Art Remnet Re: Update Rossmoor Community Preparedness

**ATTACHMENTS**—None

## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM D-1**

DATE: September 10, 2019

TO: Honorable Board of Directors

FROM: General Manager Joe Mendoza

SUBJECT: REPORT OF THE GENERAL MANAGER RE: POTENTIAL  
COLLABORATION WITH ORANGE COUNTY PUBLIC WORKS TO  
PROVIDE A TWO-YEAR GRID TREE TRIMMING CYCLE

### **RECOMMENDATION**

It is recommended that the Rossmoor Community Services District (RCSD) Board discuss the tree trimming proposal from Orange County Public Works (OCPW) Department to provide an annual grid trim to supplement the District's current grid trim schedule.

### **BACKGROUND**

On August 15, 2019, District Manager Joe Mendoza and Arborist Mary Kingman met with representatives from the Orange County Public Works Department at their request. OCPW responds to fallen limbs/downed trees calls on nights and weekends. OCPW staff expressed concerns over an increase in tree service callouts in the Rossmoor community. In addition, they discussed the recent infrastructure improvements throughout the RCSD that have included replacement of walkways, curbs and gutters due to tree root damage.

In comparing the RCSD grid trimming schedule to the OCPW grid trimming schedule used elsewhere in the County, it was found that RCSD provides grid trimming on a four-year cycle, while OCPW provides grid trimming on a two-year cycle. OCPW is proposing that they provide an annual grid trim that will result in the RCSD trees being trimmed every two years. Their reason in offering this service is to reduce liability, minimize the cost for call outs and overtime to remove fallen trees and broken branches, as well as, to control the growth of the trees and the impact on the infrastructure.

### **FINDINGS**

Based on the information provided by OCPW and their proposal to supplement RCSD's grid trimming schedule, the RCSD Tree Committee (Directors De Marco and Nitikman, General Manager Joe Mendoza, District Arborist Mary Kingman, and General Counsel Tarquin Preziosi by phone) met on August 22, 2019 to discuss this proposal. The Committee was very



interested and directed staff to continue discussions with OCPW staff to ensure that trees would be trimmed according to our standards and to seek a contractual agreement or MOU with the Orange County Public Works Department. Currently, there is no contractual agreement in place for the work they currently provide to the District (safety trims and emergency tree callouts).

Staff has made it clear to OCPW staff that the trees in Rossmoor are the property of the RCSD and that any removal of trees, would be mutually agreed upon based on the age and history of the tree, with oversight by RCSD and OCPW staff. OCPW acknowledged this fact and emphasized that their proposal to add a grid trim performed by their contractor, would be mutually beneficial to the County and the RCSD. It should be noted that RCSD and OCPW both currently utilize the same tree contractor, which is West Coast Arborists.

The Rossmoor Community Services District places great value on its trees. As a Tree-City USA for multiple years, the priority the District places on its urban forest is apparent. Educational components through the Arbor Day activities underscore this commitment. The tree signage program was added in recent years to further educate the community about the trees in Rossmoor parks.

Staff is continuing to provide a four-year grid trim schedule while discussions continue with OCPW. RCSD staff has planned to jump ahead in the grid trimming cycle to include high maintenance tree species in order to cut down on limb failures and liability. Therefore, certain species will be on a three-year tree trim schedule until the possible implementation of an agreement with OCPW.

**ATTACHMENTS:** None

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-2**

**DATE:** September 10, 2019

**TO:** Honorable Board of Directors

**FROM:** General Manager Joe Mendoza

**SUBJECT:** REPORT OF THE GENERAL MANAGER RE: STREET SWEEPING  
SCHEDULE ALTERNATIVE UPDATE

**RECOMMENDATION**

Discuss the progress of the alternative street sweeping schedule and program, and direct staff to schedule the Community Stakeholder Meeting on October 3, 2019 at 7 p.m. at Rush Park Auditorium.

**BACKGROUND**

At the August 13, 2019 Rossmoor Community Services District (RCSD) regular Board meeting, staff reported on the benefits of changing the current street sweeping policy/ordinance from the first and third Mondays of the month to the first Monday of the month for even numbered residential homes, and the first Tuesday of the month for odd numbered residential homes. This schedule would provide alternative parking on street sweeping days.

To accomplish this proposed schedule, staff reached out to alternative vendors/agencies about accommodating this schedule and to research the cost associated with a change as described above. In doing so, extensive discussion ensued with the City of Long Beach Public Works Department about the possibility of their in-house street sweeping program providing service to Rossmoor. Due to their proximity and availability of sweepers and personnel, the City of Long Beach is very interested in providing service to the RCSD and their cost estimate appeared to be within our budget. A more thorough cost analysis would be done if RCSD was interested in proceeding with discussions.

The Board directed staff to do the following:

1. Obtain a final cost proposal from the City of Long Beach and draft a contractual agreement;
2. Attend the Rossmoor Homeowners Association (RHA) August Board meeting to provide a presentation about the possible schedule change;
3. Have a discussion with our current contractor, R.F. Dickson, to review the schedule change that we have been offered by another vendor to find out if R.F. Dickson is interested in adjusting their contract;
4. Inform Lt. Pat Rich of the Orange County Sheriff's Department of the alternative schedule being considered and discuss how this would impact parking enforcement;
5. Involve the RCSD Community Traffic/Safety Advisory Committee;
6. Schedule a community stakeholders meeting to secure input and approval; and
7. Begin drafting an ordinance and contact Deputy Tim Whitaker with Supervisor Michelle Steel's office to schedule a meeting with Supervisor Steel.

## **FINDINGS**

During the past month, as directed by the RCSD Board, staff has continued to work on the proposed street sweeping schedule and program. The following updates are provided:

- Meetings with the City of Long Beach Public Works staff have been conducted and their initial cost estimate is in the range of the budgeted \$60,000 per year. The City of Long Beach's Finance Department will be analyzing the cost estimate previously provided and will provide a final cost during the month of September.
- RCSD General Counsel is drafting an ordinance and contractual agreement in anticipation of the possible change in contractors.
- The RCSD General Manager has reached out to the District's current vendor, R.F. Dickson, and given them the option to provide a cost proposal if they are interested in changing to the new schedule.

- The General Manager attended the August 20, 2019 RHA Board meeting and, along with RHA President Ralph Vartabedian, outlined the proposed plan and secured the RHA Board's concurrence.
- The General Manager has notified Orange County Sheriff's Department Lt. Pat Rich of our desire to change the street sweeping schedule and Lt. Rich will be prepared to adjust enforcement coverage and is open to discussion once the program is approved and finalized.
- A Rossmore Stakeholders meeting is tentatively planned for Thursday, October 3, 2019, at Rush Park Auditorium, at 7 p.m. The meeting will include the RHA, Los Alamitos Unified School District (LAUSD), Orange County Sheriff's Department, Ad Hoc Community Traffic/Safety Advisory Committee and Rossmore community members. The meeting will be well-publicized in local newspapers, websites, social media, and banners on the Rossmore Signature Wall.
- Tim Whitaker, with Supervisors Steel's office, is aware of our plan and is scheduling a meeting with the Supervisor for the second or third week of October. The meeting will consist of RCSD Directors Tony DeMarco and Mark Nitikman, RCSD General Manager Joe Mendoza, an RHA representative, and an LAUSD representative.

The street sweeping schedule and parking issues associated with it have been an ongoing issue within the community. If the proposed street sweeping program comes to fruition, it will have a significant impact on the quality of life for our residents.

## **ATTACHMENTS**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-1a.**

**Date:** September 10, 2019  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
Initiated by Liz Deering  
**Subject:** REGULAR RCSD BOARD MEETING MINUTES OF AUGUST  
13, 2019

**RECOMMENDATION:**

Approve the Minutes of the Regular Meeting of August 13, 2019 as prepared by the Board's Secretary/General Manager.

**BACKGROUND:**

The report reflects the actions of the Board at their meeting of August 13, 2019 as recorded by the Board's Secretary/General Manager.

**ATTACHMENTS:**

1. Regular RCSD Board Meeting Minutes of August 13, 2019



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

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, August 13, 2019**

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**A. ORGANIZATION**

**1. CALL TO ORDER: 7:02 P.M.**

**2. ROLL CALL:** Directors Barke, DeMarco, Nitikman, Maynard  
President Casey

**3. PLEDGE OF ALLEGIANCE:** The Los Alamitos Youth Center

**4. PRESENTATIONS:**

**a. PRESIDENT RON CASEY RE: PRESENTATION OF PROCLAMATION TO  
OUTSTANDING CITIZEN VOLUNTEER, DOROTHY FITZGERALD**

President Casey presented Rossmoor resident Dorothy Fitzgerald with a proclamation of Commendation for her outstanding citizenship, her efforts in coordinating the Rossmoor Neighborhood Watch Program, emergency preparedness, and many years of volunteer service with the Rossmoor Homeowners Association. Photos were taken. Applause ensued. The presentation was received and filed.

**B. ADDITIONS TO AGENDA—None**

**C. PUBLIC FORUM--None**

**D. REPORTS TO THE BOARD:**

**1. REPORT OF THE GENERAL MANAGER RE: SPECIAL DISTRICT RISK  
MANAGEMENT AUTHORITY (SDRMA) INSURANCE DEDUCTIBLE STATUS**

Recommendation to receive and file; direct staff accordingly. The General Manager reported Following the July 9, 2019 Board meeting, the District received a letter dated July 15, 2019 from SDRMA rescinding its decision to increase RCSD's deductible to \$25,000 and restoring the amount to the original \$5,000.

As the Board directed, staff researched alternatives to coverage with SDRMA. Subsequently, staff made contact with the California Joint Powers Insurance Authority (California JPIA) located in La Palma, California. The California JPIA is one of the largest municipal self-insurance pools in the state, with over 100 participating members. Their coverage ranges from

insurance claims, training, litigation, contracts, governmental entity exposures and loss control. California JPIA's membership includes cities, JPA's and special districts throughout the State of California. One of the advantages to the California JPIA, is that they are a local agency (La Palma, California) and the majority of their clients are located in Los Angeles and Orange Counties.

The California JPIA requested information about the RSCD's past claims and workers' compensation history and will be providing a quote for coverage and premiums. Once this information is received, staff will present a report to the Board at a future meeting. The report was received and filed.

## **2. REPORT OF THE GENERAL MANAGER RE: CONSIDERATION OF STREET SWEEPING SCHEDULE ALTERNATIVES**

Recommendation to discuss the proposed alternative street sweeping schedule and direct staff accordingly. The General Manager reported that the Community Traffic/Safety Advisory Ad Hoc Committee met on May 9, 2019 and on August 8, 2019 respectively and discussed alternative street sweeping schedules and how they could be implemented. During this period, staff researched other cities' agreements and street sweeping schedules, compared costs, and had numerous discussions with the District's street sweeping vendor - RF Dickson, as well as the Orange County Sheriff's Department and Orange County Supervisor Michelle Steele's office regarding the possibility of changing the street sweeping program in Rossmoor.

The General Manager reported that the RCSD Board, Community Traffic/Safety Advisory Ad Hoc Committee, Parks/Facilities Standing Committee, and staff researched alternatives and proposed the consideration of an alternative street sweeping schedule and route as follows:

- Even-numbered addresses will be swept on the first and third Mondays between the hours of 8:30 a.m. and 4:30 p.m.
- Odd-numbered addresses will be swept on the first and third Tuesdays between the hours of 8:30 a.m. and 4:30 p.m.

It was further reported that based on this alternative street sweeping schedule, staff requested a cost estimate from RF Dickson compared to the cost of our current schedule. To date, RCSD paid \$56,815.32 to RF Dickson for street sweeping services on the first and third Mondays of each month. Per our contract with Orange County, RCSD will be reimbursed \$55,000 for FY 2018-2019. The County has informed us that the District will receive \$60,000 for FY 2019-2020, an increase of \$5,000. RF Dickson's estimate for a two-day street sweeping schedule as outlined above, is \$86,006.21 – an increase of \$26,006.21 over the amount the County will reimburse us for FY 2019-2020.

Based on the estimate from RF Dickson, staff sought out alternative vendors and found a reputable vendor who could provide the two-day service and stay in the range of the \$60,000 reimbursement from the County.

Prior to seeking community input or negotiating further with a street sweeping vendor, the District Manager suggested that a meeting be scheduled with Supervisor Steel to obtain her approval on changing the street sweeping schedule in Rossmoor. Upon her approval/acceptance of the change, the topics of an ordinance change, signage and parking enforcement will be addressed. Discussion ensued. The report was received and filed.

**E. CONSENT CALENDAR:**

**DIRECTOR NITIKMAN REQUESTED THAT ITEM E-2 REVENUE AND EXPENDITURE REPORT BE PULLED AT THIS TIME**

**1a. MINUTES OF THE REGULAR BOARD MEETING—July 9, 2019**

Motion by Director DeMarco, seconded by Director Maynard, to approve the Minutes of the Regular Board Meeting of July 9, 2019 as submitted. Motion passed 5-0.

**2. REVENUE AND EXPENDITURE REPORT—June 2019**

Director Nitikman had questions relative to why the report showed decreases in revenue for the Rossmoor Park Tennis Program and Rush Park Auditorium as compared to the previous year. General Manager Joe Mendoza stated that the District was in the process of preparing for its external audit this month and he was also engaged in an internal facility audit. Once both audits were complete, he would report the findings to the Board at a future Board meeting.

Motion by Director Nitikman, seconded by Director Maynard, to approve the Revenue and Expenditure Report as submitted. Motion passed 5-0.

**F. PUBLIC HEARING—None**

**G. RESOLUTIONS—None**

**ORDINANCES—None**

**H. REGULAR CALENDAR:**

**1. DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF EXTENDED HOURS, SPECIAL EVENT REQUEST FOR USE OF RUSH PARK FOR THE ANNUAL SCHOOL GHOUL 5K RUN/WALK EVENT**

The General Manager introduced the facility request for the Annual School Ghoul 5k Run/Walk event. Event Director, Robert Seagren provided information to the Board and answered questions. Discussion ensued relative to impact on parking and notification of impacted homeowners residing along the route. Motion by Director Maynard, seconded by Director Nitikman, to approve the special event request for use of Rush Park for the Annual School Ghoul 5k Run/Walk event scheduled for two consecutive days. Motion passed 5-0.

**2. DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH HAPPY HOUR FIT CLUB INSTRUCTOR KERRIE DAVANON FOR FITNESS INSTRUCTION AT RCSD PARKS**



Recommendation to authorize the General Manager to execute a new Park Use Agreement with Kerrie DaVanon to continue to operate her Happy Hour Fit Club at Rush and Rossmoor Parks.

The General Manager reported that Mrs. DaVanon has been in full compliance with the terms of her Agreement and she is requesting a renewal of her Agreement. The existing Agreement was for an initial one year term, with two one year extension options. The General Manager has requested the this new Agreement be for an initial term of two years, with a one year extension option. This request is consistent with other recent use agreements. General Counsel prepared the new Park Use Agreement with this revision for the Board's Consideration. The new Agreement, approved by the Board, would commence on September 7, 2019 and expire on September 6, 2021.

Motion by Director Barke, seconded by Director Maynard, to authorize the General Manager to execute a new Park Use Agreement with Kerrie DaVanon to continue to operate her Happy Hour Fit Club at Rush and Rossmoor Parks for two years with the option of a one-year extension. Motion passed 5-0.

### **3. DISCUSSION AND POSSIBLE ACTION RE: CHURCH OF CHRIST EXTENDED HOURS FACILITY REQUEST FOR USE OF RUSH PARK AUDITORIUM AND KITCHEN**

Recommendation to approve the extended hours facility request by the Church of Christ for use of Rush Park Auditorium and Kitchen on the Thanksgiving Day holiday.

The General Manager reported that The Church of Christ has submitted a request for use of the Rush Park Auditorium and Rush Park Kitchen for a church meeting on Thanksgiving Day, Thursday, November 28, 2019 from 8 a.m. to 10 p.m. and Friday, November 29, 2019 from 9 a.m. to 6 p.m. There will be approximately 100 people in attendance. A staff attendant will be present to oversee the event.

Motion by Director Maynard, seconded by Director Barke, to approve the extended hours facility request by the Church of Christ for use of the Rush Park Auditorium and kitchen on the Thanksgiving Day holiday. Motion passed 5-0.

### **L. CLOSED SESSION: None**

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

General Manager Joe Mendoza reported that the District would be undergoing its annual audit later this month and he was in the process of conducting an internal audit as well. The new community game room was being setup and was in regular use by the kids from the R.A.S.C.A.L.S. After School Program. An artist has been commissioned to paint a custom mural on the walls of the game room depicting Rossmoor and it should be open to the public next week. The General Manager stated that he had toured the Orange County Emergency Management Center recently and was impressed with the facility. He plans to register district staff in the OC Alert Mass Communications System. He would also be conducting stakeholder's meetings with local agencies, the school district and educating the public. The General Manager further reported that he had met with Los Alamitos High School Principal Chris Vlasic and had another meeting

scheduled with School Safety Officer Dr. Friedman. He stated his goal was to be a conduit for emergency preparedness services in the community. The General Manager concluded that he and staff had attended the Orange County Sheriff's Department National Night Out and set up a booth with the RHA. The report was received and filed.

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

Director Barke requested that an item be placed on the September agenda to discuss the possibility of changing the RCSD's regular board meeting date from the second Tuesday of the month to the first Tuesday of the month in order to attend the Los Alamitos Unified School District meetings which fell on the same day. He stated that he was committed to attending all monthly RHA meetings and thought it was important that Board Members commit to attending city council meetings in neighboring jurisdictions. He also wanted to discuss changing the District's committee structure and consider converting some ad hoc committees to standing committees. Director Barke opined that he would like to see the RCSD/LAUSD Ad Hoc Committee converted to a standing committee. Director Barke further opined that he was encouraged by the recent meeting he had attended to discuss alternative street sweeping options with another street sweeping vendor. The vendor seemed positive and flexible. He concluded that he was excited to be on the board and it was a pleasure to be working with his fellow board members and staff.

Director DeMarco opined relative to his frustration from Southern California Edison's failure to notify the District regarding recent street light pole removals and installations. He further opined that if the District had been aware of the project in advance they could have requested that additional lighting be installed near schools and other poorly lit locations. He was pleased that the District seemed to be making progress on the street sweeping issue. He congratulated Dorothy Fitzgerald on being awarded with a proclamation from the District, stating that she was an asset to the community and the honor was long overdue.

Director Nitikman congratulated Dorothy Fitzgerald for being honored this evening. He stated that Dorothy was a dear friend and spent a tremendous amount of time with County Code Enforcement issues, Neighborhood Watch and so much more. He agreed the honor was long overdue. Director Nitikman echoed Director DeMarco's frustration with Southern California Edison Company's failure to disclose their intent to remove the street light poles. If the District had known that this project was on the horizon they may have made different decisions related to the community lighting project. Director Nitikman also requested that Director Barke's request to explore a change in the District's regular board meeting dates be added to the September agenda. He reminded motorists to slow down as school was now in session and concluded that the crosswalk removed by the County had not yet been replaced.

Director Maynard stated he was glad that the District recognized Dorothy Fitzgerald this evening, stating that she had done so much work for the community including organizing emergency preparedness and neighborhood watch and agreed the honor was long overdue. He reminded everyone to be especially careful of the children going back to school now that it was in session and he was looking forward to the Fall season.

President Casey announced that he had witnessed some of the activity at the Rush Park game room now open at Rush Park and saw the many donations that the District had received. He was looking

forward to seeing the mural painted on the wall and having it open to the public soon. President Casey remarked that the City of Seal Beach had hired a consultant to assist them with solving the parking issues on Montecito Road and exploring parking permit options. He thanked Assemblyman Tyler Diep and Deputy Peter Kim for reaching out to Caltrans on behalf of the Rossmoor residents affected by the freeway noise. He added that the community needs to continue to be vocal and stay involved in order to see any results. Finally, he also thanked Dorothy Fitzgerald for attending tonight and being honored with the District's award. He added that she waited too long for the recognition that was long overdue.

**K. GENERAL COUNSEL ITEMS:**

Tarquin Preziosi reported to the Board on a Pasadena case involving inverse condemnation as it related to parkway trees and District liability. Discussion ensued relative to trees that were planted prior to the formation of the RCSD and whether the resident or the County of Orange owns the parkway with the RCSD having an easement to maintain the trees. The General Manager stated he would research and report his findings back to the Board. The report was received and filed.

**L. CLOSED SESSION:**

**AT 8:45 P.M. THE BOARD RECESSED INTO CLOSED SESSION**

**AT 9:25 P.M. THE BOARD RECONVENED FROM CLOSED SESSION**

**1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION**

Initiation of Litigation – One Case

Pursuant to Government Code Section 54956.9(d)(4)

General Counsel Tarquin Preziosi stated that at 8:45 p.m. the Board recessed into a closed session. At approximately 9:25 p.m. the Board reconvened from closed session into open session. There were no items to report.

**M. ADJOURNMENT:**

Motion by Director Barke, seconded by Director DeMarco, to adjourn the regular meeting at 9:26 p.m. Motion passed 5-0.

**SUBMITTED BY:**

**Joe Mendoza**  
**General Manager**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-2**

**Date** September 10, 2019  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
Initiated by Kathy Bell  
**Subject:** REVENUE & EXPENDITURE REPORT – JULY 2019

**RECOMMENDATION:**

Receive and file the Revenue and Expenditure Report for July 2019.

**BACKGROUND:**

The Revenue & Expenditure Report is submitted on a monthly basis as an indication of the District's unaudited year-to-date revenues and expenses. Where appropriate, footnotes provide information which explains current anomalies.

**ATTACHMENTS:**

1. Revenue & Expenditure Report for the month of July 2019.

REVENUE / EXPENDITURE SUMMARY REPORT  
 FUND 10 - GENERAL FUND  
 July 2019 @ 8.34%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
<b>Revenues</b>						
PROPERTY TAXES	1,010,370.00	1,010,370.00	9,092.96	9,092.96	1,001,277.04	0.9
STREET LIGHT ASSESSMENTS	356,040.00	356,040.00	3,167.19	3,167.19	352,872.81	0.9
USE OF MONEY AND PROPERTY	24,000.00	24,000.00	7,157.08	7,157.08	16,842.92	29.8
OTHER GOVERNMENT AGENCIES	65,400.00	65,400.00	0.00	0.00	65,400.00	0.0
FEES AND SERVICES	181,000.00	181,000.00	16,523.25	16,523.25	164,476.75	9.1
OTHER REVENUE	22,000.00	22,000.00	0.00	0.00	22,000.00	0.0
<b>Total Revenues</b>	<b>1,658,810.00</b>	<b>1,658,810.00</b>	<b>35,940.48</b>	<b>35,940.48</b>	<b>1,622,869.52</b>	<b>2.2</b>
<b>Expenditures</b>						
TRANSFER OUT - CIP FUND 40	150,000.00	150,000.00	0.00	0.00	0.00	0.0
ADMINISTRATION <b>1, 2, 3, 4</b>	816,940.00	816,940.00	74,660.26	74,660.26	742,279.74	9.1
RECREATION	45,000.00	45,000.00	9,854.17	9,854.17	35,145.83	21.9
ROSSMOOR PARK	103,290.00	103,290.00	3,727.28	3,727.28	99,562.72	3.6
MONTECITO CENTER	26,098.00	26,098.00	1,004.90	1,004.90	25,093.10	3.9
RUSH PARK	140,900.00	140,900.00	8,784.39	8,784.39	132,115.61	6.2
STREET LIGHTING	103,000.00	103,000.00	21,947.57	21,947.57	81,052.43	21.3
ROSSMOOR WALL	4,400.00	4,400.00	2,200.00	2,200.00	2,200.00	50.0
STREET SWEEPING	60,000.00	60,000.00	0.00	0.00	60,000.00	0.0
PARKWAY TREES	166,550.00	166,550.00	13,810.00	13,810.00	152,740.00	8.3
MINI-PARKS, MEDIANS & TRIANGLE	15,150.00	15,150.00	815.44	815.44	14,334.56	5.4
<b>Total Expenditures</b>	<b>1,631,328.00</b>	<b>1,631,328.00</b>	<b>136,804.01</b>	<b>136,804.01</b>	<b>1,344,523.99</b>	<b>8.4</b>

**Audited Fund Balance at June 30, 2018: \$1,009,301**

# 1. Salaries/Overtime 10-10-4003	OT/Summer Event
# 2. Vehicle Allowance 10-10-4007	Charges from previous year. Will be adjust by Audit
# 3. Medical Insurance 10-10-4011	July and August paid for in July
# 4. Memberships and Dues 10-10-5004	Annual memberships paid for in July

REVENUE REPORT  
July 2019 @ 8.34%

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Rossmoor Community

For the Period: 7/1/2019 to 7/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
PROPERTY TAXES	1,010,370.00	1,010,370.00	9,092.96	9,092.96	0.00	1,001,277.04	0.9
ASSESSMENTS	356,040.00	356,040.00	3,167.19	3,167.19	0.00	352,872.81	0.9
USE OF MONEY AND PROPERTY	24,000.00	24,000.00	7,157.08	7,157.08	0.00	16,842.92	29.8
OTHER GOVERNMENT AGENCIES	65,400.00	65,400.00	0.00	0.00	0.00	65,400.00	0.0
FEES AND SERVICES	181,000.00	181,000.00	16,523.25	16,523.25	0.00	164,476.75	9.1
OTHER REVENUE	22,000.00	22,000.00	0.00	0.00	0.00	22,000.00	0.0
Dept: 00	1,658,810.00	1,658,810.00	35,940.48	35,940.48	0.00	1,622,869.52	2.2
Revenues	1,658,810.00	1,658,810.00	35,940.48	35,940.48	0.00	1,622,869.52	2.2
Grand Total Net Effect:	1,658,810.00	1,658,810.00	35,940.48	35,940.48	0.00	1,622,869.52	

## EXPENDITURE REPORT

July 2019 @ 8.34%

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Rossmoor Community

For the Period: 7/1/2019 to 7/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 00							
OPERATIONS AND MAINTENANCE	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.0
Dept: 00	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.0
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS 1,2,3	649,100.00	649,100.00	62,806.65	62,806.65	0.00	586,293.35	9.7
OPERATIONS AND MAINTENANCE 4	103,440.00	103,440.00	6,378.72	6,378.72	0.00	97,061.28	6.2
CONTRACT SERVICES	62,400.00	62,400.00	5,474.89	5,474.89	0.00	56,925.11	8.8
CAPITAL EXPENDITURES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
ADMINISTRATION	816,940.00	816,940.00	74,660.26	74,660.26	0.00	742,279.74	9.1
Dept: 20 RECREATION							
OPERATIONS AND MAINTENANCE	44,750.00	44,750.00	9,854.17	9,854.17	0.00	34,895.83	22.0
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
RECREATION	45,000.00	45,000.00	9,854.17	9,854.17	0.00	35,145.83	21.9
Dept: 30 ROSSMOOR PARK							
OPERATIONS AND MAINTENANCE	73,290.00	73,290.00	1,108.73	1,108.73	0.00	72,181.27	1.5
CONTRACT SERVICES	30,000.00	30,000.00	2,618.55	2,618.55	0.00	27,381.45	8.7
ROSSMOOR PARK	103,290.00	103,290.00	3,727.28	3,727.28	0.00	99,562.72	3.6
Dept: 40 MONTECITO CENTER							
OPERATIONS AND MAINTENANCE	22,098.00	22,098.00	713.95	713.95	0.00	21,384.05	3.2
CONTRACT SERVICES	3,500.00	3,500.00	290.95	290.95	0.00	3,209.05	8.3
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
MONTECITO CENTER	26,098.00	26,098.00	1,004.90	1,004.90	0.00	25,093.10	3.9
Dept: 50 RUSH PARK							
OPERATIONS AND MAINTENANCE	110,900.00	110,900.00	5,620.62	5,620.62	0.00	105,279.38	5.1
CONTRACT SERVICES	30,000.00	30,000.00	3,163.77	3,163.77	0.00	26,836.23	10.5
RUSH PARK	140,900.00	140,900.00	8,784.39	8,784.39	0.00	132,115.61	6.2
Dept: 60 STREET LIGHTING							
CONTRACT SERVICES	103,000.00	103,000.00	21,947.57	21,947.57	0.00	81,052.43	21.3
STREET LIGHTING	103,000.00	103,000.00	21,947.57	21,947.57	0.00	81,052.43	21.3
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE	4,400.00	4,400.00	2,200.00	2,200.00	0.00	2,200.00	50.0
ROSSMOOR WALL	4,400.00	4,400.00	2,200.00	2,200.00	0.00	2,200.00	50.0

EXPENDITURE REPORT  
July 2019 @ 8.34%

Rossmoor Community

For the Period: 7/1/2019 to 7/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 70 STREET SWEEPING							
CONTRACT SERVICES	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
STREET SWEEPING	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
Dept: 80 PARKWAY TREES							
OPERATIONS AND MAINTENANCE	1,550.00	1,550.00	0.00	0.00	0.00	1,550.00	0.0
CONTRACT SERVICES	120,000.00	120,000.00	0.00	0.00	0.00	120,000.00	0.0
CAPITAL EXPENDITURES	45,000.00	45,000.00	13,810.00	13,810.00	0.00	31,190.00	30.7
PARKWAY TREES	166,550.00	166,550.00	13,810.00	13,810.00	0.00	152,740.00	8.3
Dept: 90 MINI-PARKS AND MEDIANS							
OPERATIONS AND MAINTENANCE	11,550.00	11,550.00	524.49	524.49	0.00	11,025.51	4.5
CONTRACT SERVICES	3,500.00	3,500.00	290.95	290.95	0.00	3,209.05	8.3
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	15,150.00	15,150.00	815.44	815.44	0.00	14,334.56	5.4
Expenditures	1,631,328.00	1,631,328.00	136,804.01	136,804.01	0.00	1,494,523.99	8.4
Grand Total Net Effect:	-1,631,328.00	-1,631,328.00	-136,804.01	-136,804.01	0.00	-1,494,523.99	



REVENUE/EXPENDITURE REPORT

July 2019 @ 8.34%

Rossmoor Community

For the Period: 7/1/2019 to 7/31/2019		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
3000	Current Secured Property Taxes	936,675.00	936,675.00	5,423.59	5,423.59	0.00	931,251.41	0.6
3001	Current unsecured prop tax	28,000.00	28,000.00	0.00	0.00	0.00	28,000.00	0.0
3002	Prior secured property taxes	6,500.00	6,500.00	303.35	303.35	0.00	6,196.65	4.7
3003	Prior unsecured prop taxes	395.00	395.00	0.00	0.00	0.00	395.00	0.0
3004	Delinquent property taxes	800.00	800.00	768.92	768.92	0.00	31.08	96.1
3010	Current supplemental assessmnt	24,000.00	24,000.00	2,597.10	2,597.10	0.00	21,402.90	10.8
3020	Public utility tax	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00	0.0
PROPERTY TAXES		1,010,370.00	1,010,370.00	9,092.96	9,092.96	0.00	1,001,277.04	0.9
Acct Class: 31 ASSESSMENTS								
3105	Street light assessments	356,040.00	356,040.00	3,167.19	3,167.19	0.00	352,872.81	0.9
ASSESSMENTS		356,040.00	356,040.00	3,167.19	3,167.19	0.00	352,872.81	0.9
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	24,000.00	24,000.00	7,157.08	7,157.08	0.00	16,842.92	29.8
USE OF MONEY AND PROPERTY		24,000.00	24,000.00	7,157.08	7,157.08	0.00	16,842.92	29.8
Acct Class: 33 OTHER GOVERNMENT AGENCIES								
3301	State homeowner proptax relief	5,400.00	5,400.00	0.00	0.00	0.00	5,400.00	0.0
3305	County street sweep reimburse	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
OTHER GOVERNMENT AGENCIES		65,400.00	65,400.00	0.00	0.00	0.00	65,400.00	0.0
Acct Class: 34 FEES AND SERVICES								
3404	Court reservations	25,000.00	25,000.00	4,105.25	4,105.25	0.00	20,894.75	16.4
3405	Wall Rental	500.00	500.00	40.00	40.00	0.00	460.00	8.0
3406	Ball field reservations	25,000.00	25,000.00	3,906.00	3,906.00	0.00	21,094.00	15.6
3410	Rossmoor building rental	18,500.00	18,500.00	160.00	160.00	0.00	18,340.00	0.9
3412	Montecito building rental	27,000.00	27,000.00	766.00	766.00	0.00	26,234.00	2.8
3414	Rush Park Building Rental	85,000.00	85,000.00	7,546.00	7,546.00	0.00	77,454.00	8.9
FEES AND SERVICES		181,000.00	181,000.00	16,523.25	16,523.25	0.00	164,476.75	9.1
Acct Class: 35 OTHER REVENUE								
3500	Other miscellaneous revenue	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
3600	TRANSFER IN/OUT OTHER FUNDS	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
OTHER REVENUE		22,000.00	22,000.00	0.00	0.00	0.00	22,000.00	0.0
Dept: 00		1,658,810.00	1,658,810.00	35,940.48	35,940.48	0.00	1,622,869.52	2.2
Revenues		1,658,810.00	1,658,810.00	35,940.48	35,940.48	0.00	1,622,869.52	2.2
Expenditures								
Dept: 00								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
9997	Transfer Out	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.0
OPERATIONS AND MAINTENANCE		150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.0
Dept: 00		150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.0
Dept: 10 ADMINISTRATION								
Acct Class: 40 SALARIES AND BENEFITS								
4000	Board of Directors Compensatn	8,000.00	8,000.00	600.00	600.00	0.00	7,400.00	7.5
4002	Salaries - Part-time	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
4003	Salaries - Overtime (1)	10,000.00	10,000.00	1,799.57	1,799.57	0.00	8,200.43	18.0
4006	SALARY - ADMINISTRATION	217,400.00	217,400.00	17,263.39	17,263.39	0.00	200,136.61	7.9
4007	Vehicle Allowance (2)	1,500.00	1,500.00	227.94	227.94	0.00	1,272.06	15.2
4008	SALARY - RECREATION	129,600.00	129,600.00	12,228.84	12,228.84	0.00	117,371.16	9.4
4009	SALARY - PARK/TREE MAINTENANCE	132,000.00	132,000.00	11,756.42	11,756.42	0.00	120,243.58	8.9
4010	Workers Compensation Insurance	28,000.00	28,000.00	0.00	0.00	0.00	28,000.00	0.0

REVENUE/EXPENDITURE REPORT

July 2019 @ 8.34%

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Rossmoor Community

For the Period: 7/1/2019 to 7/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
Acct Class: 40 SALARIES AND BENEFITS							
4011 Medical Insurance (3)	79,000.00	79,000.00	15,576.68	15,576.68	0.00	63,423.32	19.7
4015 Federal Payroll Tax -FICA	37,600.00	37,600.00	3,353.81	3,353.81	0.00	34,246.19	8.9
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SALARIES AND BENEFITS	649,100.00	649,100.00	62,806.65	62,806.65	0.00	586,293.35	9.7
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	24,165.00	24,165.00	0.00	0.00	0.00	24,165.00	0.0
5004 Memberships and Dues (4)	7,200.00	7,200.00	2,000.00	2,000.00	0.00	5,200.00	27.8
5006 Travel & Meetings	1,550.00	1,550.00	245.13	245.13	0.00	1,304.87	15.8
5007 Televised Meeting Costs	17,860.00	17,860.00	1,487.60	1,487.60	0.00	16,372.40	8.3
5010 Publications & Legal Notices	6,500.00	6,500.00	0.00	0.00	0.00	6,500.00	0.0
5012 Printing	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
5014 Postage	3,000.00	3,000.00	200.20	200.20	0.00	2,799.80	6.7
5016 Office Supplies	9,000.00	9,000.00	947.63	947.63	0.00	8,052.37	10.5
5020 Telephone	14,365.00	14,365.00	888.54	888.54	0.00	13,476.46	6.2
5021 Computer Costs	5,000.00	5,000.00	278.31	278.31	0.00	4,721.69	5.6
5045 Miscellaneous Expenditures	10,000.00	10,000.00	108.86	108.86	0.00	9,891.14	1.1
5046 Bank Service Charge	2,800.00	2,800.00	222.45	222.45	0.00	2,577.55	7.9
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OPERATIONS AND MAINTENANCE	103,440.00	103,440.00	6,378.72	6,378.72	0.00	97,061.28	6.2
Acct Class: 56 CONTRACT SERVICES							
5610 Legal Counsel	34,000.00	34,000.00	5,100.00	5,100.00	0.00	28,900.00	15.0
5615 Financial Audit-Consulting	12,500.00	12,500.00	0.00	0.00	0.00	12,500.00	0.0
5670 Other Professional Services	15,900.00	15,900.00	374.89	374.89	0.00	15,525.11	2.4
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CONTRACT SERVICES	62,400.00	62,400.00	5,474.89	5,474.89	0.00	56,925.11	8.8
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
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CAPITAL EXPENDITURES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
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ADMINISTRATION	816,940.00	816,940.00	74,660.26	74,660.26	0.00	742,279.74	9.1
Dept: 20 RECREATION							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5017 Community Events	44,000.00	44,000.00	9,854.17	9,854.17	0.00	34,145.83	22.4
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
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OPERATIONS AND MAINTENANCE	44,750.00	44,750.00	9,854.17	9,854.17	0.00	34,895.83	22.0
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0
<hr/>							
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
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RECREATION	45,000.00	45,000.00	9,854.17	9,854.17	0.00	35,145.83	21.9
Dept: 30 ROSSMOOR PARK							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5018 Janitorial Supplies	4,500.00	4,500.00	213.63	213.63	0.00	4,286.37	4.7
5022 Utilities	13,000.00	13,000.00	43.49	43.49	0.00	12,956.51	0.3
5023 Water	22,000.00	22,000.00	0.00	0.00	0.00	22,000.00	0.0
5025 SECURED PROP TAX	940.00	940.00	0.00	0.00	0.00	940.00	0.0
5030 Vehicle Maintenance	1,050.00	1,050.00	100.33	100.33	0.00	949.67	9.6
5032 Building & Grounds-Maintenance	30,000.00	30,000.00	736.72	736.72	0.00	29,263.28	2.5
5034 Alarm Systems	850.00	850.00	14.56	14.56	0.00	835.44	1.7
5045 Miscellaneous Expenditures	450.00	450.00	0.00	0.00	0.00	450.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
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OPERATIONS AND MAINTENANCE	73,290.00	73,290.00	1,108.73	1,108.73	0.00	72,181.27	1.5
Acct Class: 56 CONTRACT SERVICES							

REVENUE/EXPENDITURE REPORT

July 2019 @ 8.34%

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Rossmoor Community

For the Period: 7/1/2019 to 7/31/2019		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 30 ROSSMOOR PARK								
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	30,000.00	30,000.00	2,618.55	2,618.55	0.00	27,381.45	8.7
CONTRACT SERVICES		30,000.00	30,000.00	2,618.55	2,618.55	0.00	27,381.45	8.7
ROSSMOOR PARK		103,290.00	103,290.00	3,727.28	3,727.28	0.00	99,562.72	3.6
Dept: 40 MONTECITO CENTER								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5018	Janitorial Supplies	4,500.00	4,500.00	213.63	213.63	0.00	4,286.37	4.7
5022	Utilities	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
5023	Water	2,250.00	2,250.00	0.00	0.00	0.00	2,250.00	0.0
5025	SECURED PROP TAX	798.00	798.00	0.00	0.00	0.00	798.00	0.0
5030	Vehicle Maintenance	1,050.00	1,050.00	100.33	100.33	0.00	949.67	9.6
5032	Building & Grounds-Maintenance	10,000.00	10,000.00	385.86	385.86	0.00	9,614.14	3.9
5034	Alarm Systems	500.00	500.00	14.13	14.13	0.00	485.87	2.8
5045	Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051	Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052	Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE		22,098.00	22,098.00	713.95	713.95	0.00	21,384.05	3.2
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	3,500.00	3,500.00	290.95	290.95	0.00	3,209.05	8.3
CONTRACT SERVICES		3,500.00	3,500.00	290.95	290.95	0.00	3,209.05	8.3
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0
CAPITAL EXPENDITURES		500.00	500.00	0.00	0.00	0.00	500.00	0.0
MONTECITO CENTER		26,098.00	26,098.00	1,004.90	1,004.90	0.00	25,093.10	3.9
Dept: 50 RUSH PARK								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5018	Janitorial Supplies	4,500.00	4,500.00	214.27	214.27	0.00	4,285.73	4.8
5022	Utilities	23,000.00	23,000.00	2,137.83	2,137.83	0.00	20,862.17	9.3
5023	Water	39,000.00	39,000.00	0.00	0.00	0.00	39,000.00	0.0
5025	SECURED PROP TAX	4,050.00	4,050.00	0.00	0.00	0.00	4,050.00	0.0
5030	Vehicle Maintenance	1,050.00	1,050.00	100.33	100.33	0.00	949.67	9.6
5032	Building & Grounds-Maintenance	38,000.00	38,000.00	3,154.06	3,154.06	0.00	34,845.94	8.3
5034	Alarm Systems	550.00	550.00	14.13	14.13	0.00	535.87	2.6
5045	Miscellaneous Expenditures	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5051	Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052	Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE		110,900.00	110,900.00	5,620.62	5,620.62	0.00	105,279.38	5.1
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	30,000.00	30,000.00	3,163.77	3,163.77	0.00	26,836.23	10.5
CONTRACT SERVICES		30,000.00	30,000.00	3,163.77	3,163.77	0.00	26,836.23	10.5
RUSH PARK		140,900.00	140,900.00	8,784.39	8,784.39	0.00	132,115.61	6.2
Dept: 60 STREET LIGHTING								
Acct Class: 56 CONTRACT SERVICES								
5650	Lighting and Maintenance	103,000.00	103,000.00	21,947.57	21,947.57	0.00	81,052.43	21.3
CONTRACT SERVICES		103,000.00	103,000.00	21,947.57	21,947.57	0.00	81,052.43	21.3
STREET LIGHTING		103,000.00	103,000.00	21,947.57	21,947.57	0.00	81,052.43	21.3
Dept: 65 ROSSMOOR WALL								
Acct Class: 50 OPERATIONS AND MAINTENANCE								

REVENUE/EXPENDITURE REPORT

July 2019 @ 8.34%

Rossmoor Community

For the Period: 7/1/2019 to 7/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 65 ROSSMOOR WALL							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	2,400.00	2,400.00	2,200.00	2,200.00	0.00	200.00	91.7
5032 Building & Grounds-Maintenance	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
OPERATIONS AND MAINTENANCE	4,400.00	4,400.00	2,200.00	2,200.00	0.00	2,200.00	50.0
ROSSMOOR WALL	4,400.00	4,400.00	2,200.00	2,200.00	0.00	2,200.00	50.0
Dept: 70 STREET SWEEPING							
Acct Class: 56 CONTRACT SERVICES							
5642 Street Sweeping	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
CONTRACT SERVICES	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
STREET SWEEPING	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
Dept: 80 PARKWAY TREES							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5017 Community Events	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
5051 Equipment Rental	50.00	50.00	0.00	0.00	0.00	50.00	0.0
OPERATIONS AND MAINTENANCE	1,550.00	1,550.00	0.00	0.00	0.00	1,550.00	0.0
Acct Class: 56 CONTRACT SERVICES							
5656 Tree Trimming	111,000.00	111,000.00	0.00	0.00	0.00	111,000.00	0.0
5660 TREE REMOVAL	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00	0.0
CONTRACT SERVICES	120,000.00	120,000.00	0.00	0.00	0.00	120,000.00	0.0
Acct Class: 60 CAPITAL EXPENDITURES							
6015 Trees	45,000.00	45,000.00	13,810.00	13,810.00	0.00	31,190.00	30.7
CAPITAL EXPENDITURES	45,000.00	45,000.00	13,810.00	13,810.00	0.00	31,190.00	30.7
PARKWAY TREES	166,550.00	166,550.00	13,810.00	13,810.00	0.00	152,740.00	8.3
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5022 Utilities	1,150.00	1,150.00	73.06	73.06	0.00	1,076.94	6.4
5023 Water	7,600.00	7,600.00	442.93	442.93	0.00	7,157.07	5.8
5032 Building & Grounds-Maintenance	2,500.00	2,500.00	8.50	8.50	0.00	2,491.50	0.3
5045 Miscellaneous Expenditures	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5051 Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052 Minor Facility Repairs	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE	11,550.00	11,550.00	524.49	524.49	0.00	11,025.51	4.5
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,500.00	3,500.00	290.95	290.95	0.00	3,209.05	8.3
CONTRACT SERVICES	3,500.00	3,500.00	290.95	290.95	0.00	3,209.05	8.3
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	100.00	100.00	0.00	0.00	0.00	100.00	0.0
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	15,150.00	15,150.00	815.44	815.44	0.00	14,334.56	5.4
Expenditures	1,631,328.00	1,631,328.00	136,804.01	136,804.01	0.00	1,494,523.99	8.4
Net Effect for GENERAL FUND	27,482.00	27,482.00	-100,863.53	-100,863.53	0.00	128,345.53	-367.0
Change in Fund Balance:			-125,350.92				

REVENUE/EXPENDITURE REPORT

July 2019 @ 8.34%

Rossmoor Community

For the Period: 7/1/2019 to 7/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH							
Revenues							
Dept: 00							
Acct Class: 31 ASSESSMENTS							
3100 Property assessments	380,000.00	380,000.00	2,932.05	2,932.05	0.00	377,067.95	0.8
3101 Property assessments-prior yr	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
ASSESSMENTS	381,000.00	381,000.00	2,932.05	2,932.05	0.00	378,067.95	0.8
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
USE OF MONEY AND PROPERTY	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
Dept: 00	383,500.00	383,500.00	2,932.05	2,932.05	0.00	380,567.95	0.8
Revenues	383,500.00	383,500.00	2,932.05	2,932.05	0.00	380,567.95	0.8
Expenditures							
Dept: 50 RUSH PARK							
Acct Class: 56 CONTRACT SERVICES							
5617 Administrative Fees	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
5619 Bond Trustee	3,324.00	3,324.00	0.00	0.00	0.00	3,324.00	0.0
CONTRACT SERVICES	23,324.00	23,324.00	0.00	0.00	0.00	23,324.00	0.0
Acct Class: 58 DEBT SERVICE							
5800 Principal	315,000.00	315,000.00	0.00	0.00	0.00	315,000.00	0.0
5801 Interest	37,355.00	37,355.00	0.00	0.00	0.00	37,355.00	0.0
DEBT SERVICE	352,355.00	352,355.00	0.00	0.00	0.00	352,355.00	0.0
RUSH PARK	375,679.00	375,679.00	0.00	0.00	0.00	375,679.00	0.0
Expenditures	375,679.00	375,679.00	0.00	0.00	0.00	375,679.00	0.0
Net Effect for ASSESSMENT DISTRICT FUND-RUSH	7,821.00	7,821.00	2,932.05	2,932.05	0.00	4,888.95	37.5
Change in Fund Balance:			2,932.05				



REVENUE/EXPENDITURE REPORT

July 2019 @ 8.34%

Rossmoor Community

For the Period: 7/1/2019 to 7/31/2019		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	8,758.00	8,758.00	0.00	0.00	0.00	8,758.00	0.0
PROPERTY TAXES		8,758.00	8,758.00	0.00	0.00	0.00	8,758.00	0.0
Acct Class: 35 OTHER REVENUE								
3600	TRANSFER IN/OUT OTHER FUNDS	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.0
OTHER REVENUE		150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.0
Dept: 00		158,758.00	158,758.00	0.00	0.00	0.00	158,758.00	0.0
Revenues		158,758.00	158,758.00	0.00	0.00	0.00	158,758.00	0.0
Expenditures								
Dept: 30 ROSSMOOR PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	48,100.00	48,100.00	0.00	0.00	0.00	48,100.00	0.0
CAPITAL EXPENDITURES		48,100.00	48,100.00	0.00	0.00	0.00	48,100.00	0.0
ROSSMOOR PARK		48,100.00	48,100.00	0.00	0.00	0.00	48,100.00	0.0
Dept: 50 RUSH PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	86,420.00	86,420.00	0.00	0.00	0.00	86,420.00	0.0
CAPITAL EXPENDITURES		86,420.00	86,420.00	0.00	0.00	0.00	86,420.00	0.0
RUSH PARK		86,420.00	86,420.00	0.00	0.00	0.00	86,420.00	0.0
Dept: 75 CAPITAL PROJECTS								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5045	Miscellaneous Expenditures	11,500.00	11,500.00	565.16	565.16	0.00	10,934.84	4.9
OPERATIONS AND MAINTENANCE		11,500.00	11,500.00	565.16	565.16	0.00	10,934.84	4.9
CAPITAL PROJECTS		11,500.00	11,500.00	565.16	565.16	0.00	10,934.84	4.9
Expenditures		146,020.00	146,020.00	565.16	565.16	0.00	145,454.84	0.4
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS		12,738.00	12,738.00	-565.16	-565.16	0.00	13,303.16	-4.4
Change in Fund Balance:				-565.16				
Grand Total Net Effect:		48,041.00	48,041.00	-98,496.64	-98,496.64	0.00	146,537.64	

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM G-1**

**Date:** September 10, 2019

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza

**Subject:** RESOLUTION NO. 19-09-10-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING SEPTEMBER AS EMERGENCY PREPAREDNESS MONTH IN ROSSMOOR, CALIFORNIA

**RECOMMENDATION:**

Approve by roll call vote, Resolution No. 19-09-10-01 by reading the title only and waiving further reading as follows:

1. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING SEPTEMBER AS EMERGENCY PREPAREDNESS MONTH IN ROSSMOOR, CALIFORNIA

**BACKGROUND:**

National Preparedness Month, is recognized each September to promote family and community disaster and emergency planning now and throughout the year. The 2019 theme is "**Prepared, Not Scared.**" As part of this campaign, the Federal Emergency Management Agency (FEMA) has created weekly themes to increase awareness about emergency and disaster preparedness and survival strategies.

**ATTACHMENTS:**

1. Resolution No. 19-09-10-01

**RESOLUTION NO. 19-09-10-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ADOPTING THE MONTH OF SEPTEMBER AS EMERGENCY PREPAREDNESS MONTH IN ROSSMOOR, CALIFORNIA**

**WHEREAS**, Rossmoor Community Services District is a special district located in Orange County, California governed by an elected five-member board of directors. As a local form of government and an independent public agency, Rossmoor has defined boundaries and provides services and facilities to its residents; and

**WHEREAS**, should an emergency or disaster strike, the Rossmoor Community Services District desires its residents to be informed and educated about emergency preparedness, local agency response levels and communication protocols; and

**WHEREAS**, National Preparedness Month, is recognized each September to promote family and community disaster and emergency planning now and throughout the year. The 2019 theme is "**Prepared, Not Scared.**" As part of this campaign, the Federal Emergency Management Agency (FEMA) has created weekly themes to increase awareness about emergency and disaster preparedness and survival strategies. The Ready.gov website contains comprehensive information to assist the public in preparing for unexpected events, and

**WHEREAS**, it is necessary and desirable that all Federal, State, and local emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

**NOW, THEREFORE, BE IT HEREBY PROCLAIMED** by the Board of Directors of the Rossmoor Community Services District of Orange County, California, at its regular meeting of September 10, 2019 that the month of September be officially adopted as Emergency Preparedness month in Rossmoor.

AYES:

NOES:

ABSENT:

ABSTAIN:

PASSED, SIGNED, AND ADOPTED this 10th day of September 2019.

By: \_\_\_\_\_  
President  
Rossmoor Community Services District

ATTEST:

\_\_\_\_\_  
Joe Mendoza, Secretary  
Rossmoor Community Services District



## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM H-1**

**DATE:** September 10, 2019

**TO:** Honorable Board of Directors

**FROM:** General Manager Joe Mendoza

**SUBJECT:** DISCUSSION REGARDING PERMANENTLY CHANGING THE DATE OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT MONTHLY REGULAR BOARD MEETINGS

### **RECOMMENDATION**

Review and discuss the possibility of changing the date of the Rossmoor Community Services District (RCSD) monthly regular Board meetings and direct staff accordingly. Please be advised, any permanent change to the date of the regular Board meeting would need to be approved by resolution at a future Board meeting and the public would need to be properly notified.

### **BACKGROUND**

At its August 13, 2019 RCSD regular Board meeting, Directors Barke and Nitikman requested that an item be placed on the agenda to discuss the possibility of permanently changing the dates of the Rossmoor Community Services District regular Board meetings from the current second Tuesday of each month schedule to another date each month. Director Barke also requested that the Board convert the current RCSD/LAUSD Ad Hoc Committee to a standing committee and consider revisiting its overall committee structure.

Director Barke proposed changing the date from the second Tuesday of the month to the first Tuesday of the month to avoid conflict with the Los Alamitos Unified School District (LAUSD) Board meetings which are also held the second Tuesday of each month. Director Barke opined that Rossmoor was at a disadvantage since RCSD Board members were unable to attend the LAUSD Board meetings to represent Rossmoor. Los Alamitos Unified School District officials are unable to attend RCSD meetings when desired because of the conflict with their own Board meetings. In addition, with the current meeting schedule, Rossmoor residents interested in attending RCSD and LAUSD Board meetings, must choose one or the other.

### **FINDINGS**

The RSCD Board has made a commitment to be a presence in the community and has expressed a desire to be available to attend meetings of other agencies so that

the lines of communication are open and the Board is able to interact with officials of those agencies about items beneficial to the Rossmoor community.

RCSD staff researched potential scheduling impacts of changing the RCSD Board meeting date and found the following current meeting schedules for those agencies of particular interest to the RCSD:

<b>Agency</b>	<b>Monthly Board Meeting Dates</b>
<i>Rossmoor Community Services District</i>	<i>Second Tuesday</i>
Los Alamitos Unified School District	Second and Fourth Tuesdays  <i>(2019 canceled meetings: April 23, May 28, July 23, August 27, November 26, December 24)</i>
City of Seal Beach	Second and Fourth Tuesdays  <i>(2019 canceled meetings: July 9, August 27, November 26, December 24)</i>
City of Los Alamitos	Third Monday
Rossmoor Homeowners Association	Third Tuesday  <i>(2019 canceled meeting: December 17)</i>

As noted in the table above, the second Tuesday of the month is a meeting date for three agencies: RCSD, LAUSD, and the City of Seal Beach. Also identified are agencies that may cancel meetings at various times throughout the year as noted on their respective websites for 2019.

As the Board considers a permanent change to their monthly meeting date, it should be noted that any permanent change to the date of the regular Board meeting would need to be approved by resolution at a future Board meeting and the public would need to be properly notified. RCSD Policy No. 5010 (Attachment 1) governs District Board and Committee meetings. The California Special District Association stipulates that special districts are only required by law to meet on a quarterly basis (Attachment 2).

Currently, the RCSD has a number of Ad Hoc and Standing Committees. Attachment 3 is a list of RCSD committees and those Board members currently assigned to them. Currently, these meetings are scheduled on an as-needed basis. When scheduled, the meeting agenda is posted in accordance with the Brown Act and open to the public.

The following proposed options are offered for the Board’s consideration. Staff has checked with general counsel and our videographer, Doug Wood, and recorded their availability as follows:

General Counsel Tarquin Preziosi has stated that he is unavailable on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month as well as the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Monday of the month.

Videographer Doug Wood stated potential scheduling conflicts might be associated the 3<sup>rd</sup> Monday of the month and the 4<sup>th</sup> Wednesday of the month.

**Option 1:** Keep the current RCSD Board meeting date schedule and continue to meet on the second Tuesday of each month.

**Option 2:** Change the Board meeting to the first Tuesday of each month beginning in January 2020. Please note that there could be a potential conflict in November as the national election is scheduled for Tuesday, November 3, 2020. Therefore, this meeting may need to be rescheduled or canceled.

**Option 3:** Change the Board meeting date to the first Monday of each month. This would be a difficult choice since staff requires a two-day set up for Board meetings. Because the preceding day would be a Sunday and the churches occupy the auditorium, it would be difficult for staff to have the room prepared for a Board meeting. Many District holidays also fall on a Monday.

Should the Board determine that they would like to change the RCSD Board meeting schedule, as noted previously, this item would again be agendaized for the October meeting with a resolution establishing a new meeting date schedule, and the second reading and adoption scheduled for the November Board meeting. This would allow the new schedule to be implemented in January 2020.

### **ATTACHMENTS**

1. RCSD Policy No. 5010
2. California Special District Association information regarding Board meeting frequency for special districts
3. List of RCSD Ad Hoc and Standing Committees

Rossmoor Community Services District

Policy

No. 5010

**BOARD/COMMITTEE MEETINGS**

**5010.10 Presiding Officer:** The President shall be the Presiding Officer at all meetings of the Board. In the absence of the President, the First Vice-President shall preside. In the absence of the President and First Vice-President, the Second Vice-President shall preside.

**5010.11 Duties of Presiding Officer in Conducting Meetings:** All meetings of the Board shall be presided over and chaired by the Presiding Officer. In compliance with the requirements of law, the Presiding Officer may rule a speaker out of order during a Meeting if the subject raised is not within the subject matter jurisdiction of the District, or during a Public Hearing if the speaker is not presenting testimony or evidence relevant to the matter which is the subject of the public hearing.

**5010.12 Presiding Officer's Responsibilities:** The Presiding Officer shall have the responsibility for the conduct of meetings in an orderly manner and to prevent the obstruction of business, and in carrying out this responsibility shall have the authority to give the floor to any member of the Board or public by recognizing them, to prevent the misuse of legitimate forms of motions or privileges, to take matters up out of order, and to order any persons willfully and persistently disrupting the meeting to be removed from the room after compliance with the requirements of law.

**5010.13 Executing Documents.** The President (or Vice President, in the absence of the President) shall sign ordinances, resolutions, and contracts adopted by the Board. The Secretary shall attest to the signature of the President or Vice--President.

**5010.20 Open Meetings:** All Regular Board Meetings, Special Meetings and Committee Meetings of the Board, including ad hoc Committees are subject to the open meeting requirements of the Ralph M. Brown Act (Act). Whenever a majority of the Board or a Committee meets to conduct business, said meetings shall be noticed in accordance with the Brown Act stating the purpose in three conspicuous public places in the District stating the purpose time, date and location of those meetings. the notice shall include copy of the Agenda and be posted with a certification signed by the General Manager that the notice was posted in the appropriate timeframe prior to the meeting as required by the Act.

**5010.30 Regular Meetings:** Regular meetings of the Board shall be established as to the time and place by Resolution.

**5010.31 Public Meetings:** All meetings of the Board shall be public, except for closed meetings as provided for in the Act.

**5010.32 Quorum:** Any three members of the Board shall constitute a quorum for the transaction of official business. Except as provided by law, at least three affirmative votes are required to take action by the Board.

**5010.33 Cancellation of Meetings:** The President or any three members of the Board may cancel a regular meeting of the Board. When feasible, notice of the cancellation shall be posted at least twenty-four (24) hours in advance of such cancellation.

**5010.40 Special Meetings:** Special meetings of the Board may be called by the President or any three of the Directors at any time deemed advisable, in compliance with the Act.

**5010.41 Notification:** All Directors and the General Manager shall be notified of the special Board meeting and the purpose for which it is called. Said notification shall be in writing, and received by them at least twenty-four (24) hours prior to the meeting. Written notice may be dispensed with if the conditions set forth in the Brown Act are met.

**5010.42 Items of Business:** Only those items of business listed in the agenda/call for the special meeting shall be considered by the Board at any special meeting.

**5010.50 Special Emergency Meetings:** Where prompt action is necessary due to the disruption or threatened disruption of public facilities, special emergency meetings may be held without the 24-hour notice required in 5010.41 above. The meeting may be called by the General Manager, Board President or 1<sup>st</sup> Vice President in the President's absence. Such meetings shall be called and conducted in compliance with the Act.

**5010.60 Committee Meetings of the Board:** Committee meetings shall be conducted under the provisions of Policy No. 5030 Committees of the Board of Directors. Committee meeting may be called by any member of the Committee or requested by the General Manager at any time deemed advisable, in compliance with the Act.

**5010.61 Quorum:** In order for a Committee to conduct business or take formal action, a quorum of the body must be present throughout the course of the meeting. A quorum of a Committee shall be two members present. A Committee may only have two members and if any additional members of the Board attend, they must only observe and not participate in the Committee meeting or during the public comment portion of the meeting.

**5010.62 Committee Agenda Items:** Matters referred or under discussion by a Committee shall reside with the Committee until such matters are reported out by the Committee at a Regular or Special meeting of the Board. Once reported out, any member of the Board may raise questions or concerns about the recommendations of a Committee. After discussion, a motion shall be made to adopt, modify, reject or refer the matter back to the Committee for further review.

**5010.63 Referrals to Committees:** Board members may refer matters to a Committee by requesting such referral during the course of a Board meeting by consent of the Board or by passage of a motion or by making a request to the Board President to request the General Manager to place such matter on the next Agenda of the appropriate Committee. Once the matter is within the jurisdiction of the Committee, a Board member may only pose questions or concerns to the General Manager who shall convey such questions or concerns for discussion at the next meeting of the Committee.

**5010.70 Adjourned Meetings:** Any meeting of the Board may be adjourned to a later time and place specified in the order of adjournment.

**5010.80 Annual Organizational Meeting:** The Board shall hold an annual organizational meeting at its regular meeting in January. At this meeting the Board shall elect a President, 1<sup>st</sup> Vice President, and 2<sup>nd</sup> Vice President.

**5010.90 Order of Agenda Items:** The Presiding Officer of the meetings described herein shall conduct the order of agenda items as prescribed in Policy No.5010. Agenda items may be taken out of order at the request of member of the public, the General Manager or a Board member with the consent of the Board.

**5010.100** Information for Audience: The General Manager shall provide appropriate information for the audience at meetings of the Board. and ensure that physical facilities for said meetings are functional and appropriate.

**5010.110** Public Forum: Anyone in the audience may address the Board about any subject not on the agenda during the Public Forum portion of the meeting, as long as the subject is within the jurisdiction of the District. Time limits are prescribed in Policy No.5020.

**5010.120** Agenda Items: Anyone in the audience who wishes to address the Board on any agenda item may do so either at the Public Forum portion of the meeting or when the agenda item comes before the Board, subject to the Board's time limitation. Once the public comments on each agenda item are declared closed and deliberations are returned to the Board, there will be no further input from the audience on that item unless it is reopened by a majority vote of the Board.

**5010.130** General Counsel: The District's General Counsel shall attend meetings of the Board at the request of the Board President, a majority of the Board or the General Manager. General Counsel shall render written or oral opinions or advice on matters of law upon a request from a Board Member at a Board meeting or when General Counsel is not present such request shall require approval by the Board. Requests for legal advice from the General Manager may be made whenever deemed appropriate for the proper administration of the District.

**5010.140** The General Manager or his/her designee shall attend all meetings of the Board with the right to take part in the discussions, but shall have no vote on any question before the Board.

**5010.150** Employee Attendance: An employee of the District, when requested by the General Manager, shall attend a meeting of the Board and if requested by the General Manager, present information relating to matters before the Board.

**5010.160** Report to the Board: Under Board Member Items on the Agenda, each Board member shall provide a brief synopsis of any meetings and/or events attended as an elected official, including temporary ad hoc or advisory committees.

Adopted: June 8, 2000  
Approved: Renumbering and Format: October 8, 2002  
Amended: January 14, 2003  
Amended: July 14, 2004  
Amended: August 8, 2006  
Amended: June 9, 2009  
Amended: December 14, 2010

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## Minimum Number of Meetings - CSD

### **Is there a minimum required number of meetings for a CSD per year? E.g. if we adopt a quarterly meeting schedule for 2018 at our Dec 2017 meeting, does this satisfy pertinent code?**

The Board of Directors for a Community Services District must conduct a regular meeting at least once every three months. Thus, your Board may adopt a quarterly meeting schedule for 2018. Please consult CSDA's Laws Governing Special Districts Guide, which serves as a general reference guide regarding the governance powers and functions for special districts.

Source: [Government Code section 61044](#)

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[+ Ethics and Fair Political Practices Commission \(FPPC\)](#)

[+ Local Powers](#)



ROSSMOOR COMMUNITY SERVICES DISTRICT  
3001 Blume Drive, Rossmoor, CA 90720

**COMMITTEE ASSIGNMENTS 2019**  
*President Ron Casey*

<b>STANDING</b>	
<b>Audit Committee</b>	<i>Mark Nitikman-C, Jeff Barke</i>
<b>Budget Committee</b>	<i>Tony DeMarco-C, Michael Maynard</i>
<b>Investment Committee</b>	<i>Jeff Barke-C, Mark Nitikman</i>
<b>CIP Committee</b>	<i>R. Casey-C, Mark Nitikman</i>
<b>Parks/Facilities Committee</b>	<i>Michael Maynard-C, Tony DeMarco</i>
<b>Tree Committee</b>	<i>Tony DeMarco-C, Mark Nitikman</i>

<b>AD HOC</b>	
<b>Rossmoor Advisory Committee (RAC)</b>	<i>Michael Maynard-C, Ron Casey</i>
<b>RCSD/RHA Liaison</b>	<i>Jeff Barke-C, Mark Nitikman</i>
<b>Mayor's Consortium Representative</b>	<i>Ron Casey-C, Michael Maynard</i>
<b>ISDOC Representative</b>	<i>Ron Casey, n/a</i>
<b>WCC/OCTA Representative</b>	<i>Ron Casey, n/a</i>
<b>Los Alamitos Unified School District (LAUSD)</b>	<i>Tony DeMarco-C, Jeff Barke</i>
<b>CommunityTraffic/Safety Advisory Committee</b>	<i>Tony DeMarco-C, Ron Casey +(2) RHA, (2) LAUSD, (2)Residents</i>
<b>Legislative Affairs Committee</b>	<i>Mark Nitikman-C, Michael Maynard</i>
<b>Organizational Committee</b>	<i>Ron Casey-C, Michael Maynard</i>

<b>DORMANT AD HOC</b>	
<b>Shops at Rossmoor</b>	<i>No Members</i>
<b>Rossmoor Trades</b>	<i>No Members</i>