

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board

Agenda Package

January 10, 2017

BOARD OF DIRECTORS

AGENDA
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, January 10, 2017

7:00 p.m.

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 Casey, Kahlert, Maynard, Nitikman
President DeMarco
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS
 - a. President DeMarco (2016) State of the District Address
 - b. Deepthi Arabolu, Orange County Traffic Engineering Department Re: Rossmoor Traffic Study
5. ELECTION OF OFFICERS

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—None

E. CONSENT CALENDAR

1. MINUTES.

a. Regular Board Meeting of December 13, 2016.

2. NOVEMBER 2016 REVENUE AND EXPENDITURE REPORT.

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

F. PUBLIC HEARING-None.

G. RESOLUTIONS

1. RESOLUTION NO. 17-01-10-01-LIST OF OFFICIALS AUTHORIZED TO TRANSACT BUSINESS WITH THE DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS.

ORDINANCES-None

H. REGULAR CALENDAR:

1. DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF SECOND READING OF PROPOSED REVISION OF POLICIES RELATED TO RCSD FIVE-YEAR FISCAL PLAN.

2. REPORT OF THE CIP COMMITTEE FOR DISCUSSION AND POSSIBLE ACTION RE: PROPOSAL FROM EXPRESS ENERGY SERVICES INC. TO CONVERT PARKS AND FACILITIES LIGHTING TO L.E.D. GENERAL ENERGY COST SAVINGS.

1. GENERAL MANAGER ITEMS

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

J. BOARD MEMBER ITEMS

This part of the Agenda is reserved for individual Board members briefly to make general comments, announcements, reports of his or own activities, and requests of staff, including that specific items be placed on a future Agenda. The Board may not discuss or take action on items not on the Agenda.

K. CLOSED SESSION-None

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.

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the January 10, 2017, 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:

Elizabeth Deering for

JAMES D. RUTH
General Manager

Date 1/4/17_____

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a

Date: January 10, 2017
To: Honorable Board of Directors
From: Board President Michael Maynard
Via: General Manager
SUBJECT: 2016 STATE OF THE DISTRICT ADDRESS

RECOMMENDATION:

Receive presentation.

BACKGROUND:

It is customary for the President of the Board to deliver a State of the District Address as the final act prior to election of Board Officers for the coming year.

ATTACHMENTS:

1. 2016 State of the District Address

STATE OF THE DISTRICT

2016

PRESENTED BY:

Tony DeMarco, Board President
Rossmoor Community Services District

The Following report is a recap of the 2015 – 2016 progress achieved by the District:

I. Financial

The 2015-2016 Fiscal year ended on a high note with the District accomplishing the following:

1. Paying off the wall bonds \$108,000 one year early thus saving \$9,135 in interest fees.
2. Reducing administrative costs by \$44,900 and increasing the year end revenues over expenses by approximately \$68,000, enabling the District to set aside \$50,000 for much needed capital improvements and returning the balance of \$28,000 to our reserve fund.
3. Increasing our rainy day reserve fund from \$250,000 to \$500,000.
4. Proposed five fiscal policies to add greater fiscal control over budget management. Policies were approved unanimously by our Board at the December 13th meeting.
5. Implementation of our annual audit by Rogers Anderson Malody and Scott was completed to assure fiscal transparency and independent review. Previous audits have had no negative findings. The 2015-2016 audit was unanimously approved by the Board of Directors and once again there were no negative findings in their unmodified report.
6. Received an \$18,092 grant from the State of California as a reimbursement for our drought tolerant upgrades of irrigation, turf removal and drought tolerant plants at Rush and Rossmoor parks.
7. Developed a five year fiscal plan projecting revenues and expenditures as well as potential capital improvement needs from 2015 through 2020.
8. Initiated cost saving measures in our Recreation special events, resulting in a \$10,037 operating cost reduction.

II. Special Projects

1. The Proposed 37,000 sf. Fitness center in the Shops of Rossmoor was denied through a successful appeal by impacted residents from Seal Beach and Rossmoor, fully supported by our Board of Directors. A resolution in opposition by our Board of Directors was unanimously approved and contributed to the successful appeal denial. Staff and impacted residents are still monitoring the status of the proposed project and its potential impacts on traffic and parking on Rossmoor residents
2. Montecito Rd. street lighting upgrade – After lengthy negotiations with the County of Orange, City of Seal Beach and Edison Company, the upgrading of street lighting on Montecito Rd. has been approved by Edison Company. Further analysis to use L.E.D.

lighting instead of fluorescent lighting is being conducted and the installation of twenty nine lights should commence in January 2017.

3. Kempton Park demonstration project – The RCSD Board approved a demonstration project proposed by the RHA at Kempton Park. The project was funded by the RHA and Eagle Scout Owen Pierce and has been completed.
4. After a thorough analysis of the pros and cons of continuing to pursue additional latent powers for the Community of Rossmoor, it was unanimously determined that such a process was too expensive, had no guarantee of a successful outcome and would be very time consuming, impacting our ability to focus on current and future priorities of the District. The Board voted to suspend all activities on this issue.
5. Winter Festival - Through the leadership of Director Bill Kahlert and with the support of the entire Board, the first annual winter festival was held at Rush Park in December 2015. The event was co-sponsored by the RHA and carried out by RCSD staff and a host of volunteers. The project was an outstanding success. Approximately 1,500 residents attended the first festival. The 2nd Annual Rossmoor Winter Festival was held on Friday, December 9, 2016 and offered a full range of activities for children and adults. Local youth choirs from Hopkinson Elementary, Oak and Mc Auliffe Middle Schools entertained the audience along with a Neil Diamond tribute performer, the bell choir from Bethlehem Lutheran Church and a live band known as “The Dinosaurs”. Over 2,000 residents attended the event.
6. Hiring of legal counsel – With the resignation of our legal counsel employed by Jenkins & Hogins, the Board interviewed two outstanding law firms and chose Jones & Mayer to serve as our legal counsel and appointing Tarquin Preziosi as our counsel.
7. All District employees completed a Red Cross certification training class with major emphasis on CPR and AED.
8. Disaster Preparedness event was held on March 17, 2016 co-chaired by Rhonda Boggess and past President Bill Kahlert. Attendance was excellent with guest speakers from Sun Coast Fire Protection and occupational health and safety administration.
9. The implementation of a new outreach program, “Coffee with a Cop”, is being implemented by our Sheriff’s Department and will be held at Rush Park. The initial date for this event is in the planning process.

III. District Communication and Technology Milestones

1. The new RecDesk cloud based Reservation Portal platform has been getting a lot of use by the public and staff. Online tennis reservations are coming soon, we have received policy compliant software developments from the vendor and are in the process of scheduling training for staff. Press releases were also sent out regarding the Movies in the Park and Shops of Rossmoor fit club issues. Website traffic saw an increase due to the District Newsletter, board meetings, elections, facility reservations, summer events

and the Rossmoor Winter Festival. The newsletter continues to enjoy exceptional open rates, receive positive feedback, new e-subscribers and submission requests. The 2016 Rossmoor Winter Festival website was designed completely in house using the Wix.com platform at a cost savings of \$1,700 approximately to the District. The District's main website is in the process of being redesigned in cooperation with the Brea IT developer, with an estimated completion date of January 2017.

2. Public relations and promotional efforts included in the District's newsletter, e-blasts, flyers, brochures, signs, banners, website posts, and social media posts encouraging the public's attendance at the Rossmoor Community Festival, summer events and public hearings on the LA Fitness Center Project and Rossmoor Winter Festival. Social media campaigns and post sharing have generated reciprocity as well as positive community feedback. These outreach strategies have been extremely effective and budget friendly.
3. Thanks to the guidance of the District, Wildlife Watch program has been successfully launched, complete with a hotline and website to report sightings, an interactive map to plot sightings and share educational information. Volunteers may still sign up at www.rossmoorwildlife.org
4. Homeless issues: The growing homeless issues throughout the County, State and Nation continue to be a concern to our residents. A proactive coordinated effort by our Sheriff's Department, CalTrans, County Flood Control, County Public Works, Cities of Los Alamitos and Seal Beach Police Departments and Rossmoor staff has been instrumental in addressing multiple issues affecting our residents. All participating agencies will continue to work with the County of Orange to develop action plans within our legal and jurisdictional authority to look for short and long term solutions to these issues.

IV. Capital Projects

1. Rossmoor Park Community Room - Kitchen cabinets and counter tops were replaced along with kitchen flooring. All cabinets upgraded to commercial grade laminate and to meet hospital standards.
2. Rossmoor Park drinking fountains – Board approved the replacement of three drinking fountains at Rossmoor Park. Existing fountains are very old, not functional and can no longer get replacement parts. Three new fountains have been installed.
3. Rush Park playground canopy replacement installation of the 30'x15' canvas canopy was installed during the week of December 12, 2016. The bid was awarded to Aqua Net, inc. to replace existing canopy that did not meet fire standards and ADA requirements.
4. Outdoor Storage container – has been installed at Rossmoor Park to accommodate increased use of the Community Center and alleviate congested storage by long term facility users.
5. Purchase of a 2016 Ford 150 truck for maintenance – The District replaced its 1995 4 cylinder truck that was inadequate for the multiple tasks required of the vehicle and was

incurring increased maintenance costs, with a new 2016 Ford 150 truck in accordance with Board approved specifications and under the 33,000 cap authorized by the Board.

V. Elections

1. The election to fill the three expired terms on the Rossmoor Community Services District Board of Directors was held on November 8, 2016. All three incumbents were reelected to four year terms and look forward to serving the citizens of the Rossmoor Community. Due to the resignation of former Board Member Dave Burgess, Mark Nitikman was appointed by our Board to fill the vacancy.

VI. Recreation

1. This year's summer events offered the residents a variety of no cost activities for all age groups. With the combination of the Concert and Movie In The Park events this summer, attendance levels at these events were great and seem to continue to grow each year. The District's summer series events held at Rush Park provided another successful year of great performances for the community. The bands *Elm Street Band*, *Big Sandy and His Fly Rite Boys*, and *King Salmon* all rocked the stage and definitely provided the sounds to get people on their feet and dancing throughout the night. The live music was followed by some popular movie choices for families to come and enjoy the evening. This year's movies were Disney's *Inside Out* and *Zootopia*, along with *Minions*. Shakespeare in the Park events included the theatrical performances of *Othello* and *Cymbeline*. The Shakespeare by the Sea crew did another fine job this year with production of both of the performances. As with every year, these events are always highly anticipated and highly attended.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4b

Date: January 10, 2017
To: Honorable Board of Directors
From: Orange County Traffic Engineering Department
Via: General Manager
Subject: COUNTY OF ORANGE PRESENTATION FOR DISCUSSION AND POSSIBLE ACTION RE: ROSSMOOR TRAFFIC REPORT BY DEEPTHI ARABOLU, ORANGE COUNTY TRAFFIC ENGINEERING DEPARTMENT

RECOMMENDATION:

Receive the presentation of the Rossmoor Traffic Report by the Orange County Traffic Engineering Department for discussion and Possible Action by the Board of Directors of the Rossmoor Community Services District.

BACKGROUND:

Attached for your review is a copy of the Rossmoor Traffic Study conducted by Deepthi Arabolu with the County of Orange Traffic Engineering Division of the Public Works Department.

The study addresses community concerns regarding the Foster Road bike lane, historical data on accidents, vehicle speed, various modes of transportation used by our residents, current traffic volumes, school enrollment trends as well as some potential alternatives for the community's consideration.

This item was previously agendized at our December 13, 2016 Board meeting in order to assure that the Rossmoor community was aware of the report, had access to the study and was informed that the County Traffic Engineering Division of the Public Works Department will make a presentation on the study at tonight's board meeting. The public is invited to attend and participate in this presentation.

ATTACHMENTS:

1. Rossmoor Traffic Report.

ORANGE COUNTY TRAFFIC ENGINEERING

STAFF REPORT OF: September 26, 2016

SUPERVISORIAL DISTRICT: 2

SUBJECT: Rossmoor Traffic Study

LOCATION: Rossmoor; T.B. 796-H4

INVESTIGATOR: Deepthi Arabolu

BACKGROUND

At the May 21, 2015 Orange County Traffic Committee meeting, a request to remove time based parking restrictions on both sides of Foster Road/Hedwig Road between Druid Lane and Wallingsford Road was agendized and discussed by the Committee. This request to remove parking restrictions was initiated by the Rossmoor Homeowners Association due to inconvenience to residents fronting Foster Road/Hedwig Road. The Committee voted to maintain the current time based parking restrictions and to conduct a more comprehensive study in collaboration with the Rossmoor Homeowners Association, the Los Alamitos Unified School District and other stakeholders. This traffic study and the information below outlines research conducted and additional information collected by OC Public Works/Traffic Engineering staff as part of the OC Traffic Committee recommendation.

EXISTING CONDITIONS

The Rossmoor community is bound by the San Gabriel (I-605) Freeway to the west, by the San Diego (I-405) Freeway to the south, by Katella Avenue to the north, and Seal Beach/Los Alamitos Boulevard to the east. On the north, access to the community is limited to one location at Wallingsford Road off Katella Avenue, and on the east, access is available from Seal Beach/Los Alamitos Boulevard at six locations: Hedwig Road, Orangewood Avenue, Rossmoor Way, Bradbury Road, Rossmoor Center Way, and Saint Cloud Drive. Freeway access to the I-605 and I-405 freeways is limited to the Katella Avenue interchange and the Seal Beach/Los Alamitos Boulevard interchange.

Wallingsford Road between Katella Avenue and Hedwig Road is a fully improved, residential collector street with one travel lane in each direction separated by a centerline stripe. Wallingsford Road has a posted speed limit of 25 mph. The intersection of Wallingsford Road and Katella Avenue is controlled by a traffic signal operated and maintained by the City of Los

Alamitos; the intersection of Wallingsford Road and Hedwig Road is controlled by an all-way stop. Three residential streets intersect the segment of Wallingsford Road between Katella Ave and Hedwig Road; all are controlled by stop signs. Currently, parking is prohibited on the west side of Wallingsford Road; on the east side, parking is also prohibited except for a segment fronting an apartment complex near the intersection of Hedwig Road which has restricted parking between the hours of 7am to 9 am excluding weekends and holidays.

Within the community, Hedwig Road, Foster Road, and Yellowtail Drive form a loop road that runs through the entire Rossmoor community. These streets are fully improved, residential collector streets with one travel lane in each direction separated by a centerline stripe and a posted speed limit of 25 mph. Hedwig Road begins at Los Alamitos Boulevard and changes its name to Foster Road at Donnis Road. Westerly of Donnis Road, Foster Road continues as a residential collector street southerly through the community. At the south end of this segment, Foster Road again changes its name to Yellowtail Drive at Druid Lane, and ends at its intersection with Saint Cloud Drive. Foster Road is centrally located within the community and provides the primary access to the northerly half of Rossmoor. All streets intersecting Hedwig Road/Foster Road/Yellowtail Drive are residential streets controlled by stop signs. Of these intersections, Copa de Oro Drive, Main Way Drive, Bostonian Drive, Shakespeare Drive, and Wallingsford Road are all-way stop controlled intersections.

On the west side of Foster Road between Bostonian Drive and Shakespeare Drive, there are two elementary schools, Lee Elementary and Weaver Elementary. Another school, Hopkinson Elementary, is located west of Foster Road with access from Kensington Road and Gertrude Drive. Rossmoor Park occupies the south side of Foster Road/Hedwig Road between Kerth Drive and Pemberton Road. There are assigned school crossing guards located on Foster Road at the intersections of Gertrude Drive, Bostonian Drive, and Shakespeare Drive; in addition, there is an assigned school crossing guard located at the intersection of Gertrude Drive at Kensington Road. Between Druid Lane and Wallingsford Road, parking is prohibited between the hours of 7:30 am to 9:30 am on school days on the easterly side of Foster Road/Hedwig Road and between 2:30 pm to 4:30 pm on school days on the westerly side of Foster Road/Hedwig Road. Foster Road/Hedwig Road between Druid Lane and Wallingsford Road is currently signed as a Bike Route; the parking lanes are striped and marked for bike usage during the parking restrictions period.

Orangewood Avenue, Montecito Road, and Saint Cloud Drive form a loop road that intersects Seal Beach/Los Alamitos Boulevard at two locations. These streets are fully improved, residential collector streets with two travel lanes in each direction separated by a centerline stripe and have a posted speed limit of 35 mph. All streets intersecting Orangewood Avenue/Montecito Road/Saint Cloud Drive are controlled by stop signs. Of these intersections, Shakespeare Drive, Bostonian Drive, Bradbury Road, Main Way Drive/Rossmoor Center Way, and Copa de Oro Drive are all-way stop controlled intersections. The intersections of Los Alamitos Boulevard at Orangewood Avenue, Rossmoor Way, Bradbury Road, Rossmoor Center

Way, and Saint Cloud Drive are controlled by traffic signals that are operated and maintained by the City of Los Alamitos and/or the City of Seal Beach. Rossmoor Elementary School is located on the east side of Montecito Road between Bostonian Drive and Shakespeare Drive; school access is available from the local streets of Bostonian Drive and Shakespeare Drive. There are assigned school crossing guards located on Montecito Road at the intersections of Bostonian Drive and at Shakespeare Drive. Parking is allowed on both sides of Orangewood Avenue/Montecito Road/Saint Cloud Drive.

Rossmoor Way between Bostonian Drive/Shakespeare Drive and Los Alamitos Boulevard has a posted speed limit of 25 mph and is a fully improved, residential collector street with two travel lanes in each direction divided by a landscaped raised median. Weatherby Road is the only street that intersects Rossmoor Way within this segment and is stop controlled. Rossmoor Way at Los Alamitos Boulevard is controlled by a traffic signal that is operated and maintained by the City of Los Alamitos; Rossmoor Way intersects Shakespeare Drive/Bostonian Drive at a “T” intersection controlled by a stop sign. There is an assigned school crossing guard located on Rossmoor Way at the intersection of Shakespeare Drive/Bostonian Drive. Parking is allowed on both sides of Rossmoor Way.

Bradbury Road between Montecito Road and Seal Beach/Los Alamitos Boulevard has a posted speed limit of 25 mph and is a fully improved, residential collector street with one travel lane in each direction separated by a Two-Way Left Turn Lane (TWLTL). The intersection of Bradbury Road and Seal Beach/Los Alamitos Boulevard is controlled by a traffic signal operated and maintained by the City of Los Alamitos; the intersection of Bradbury Road and Montecito Road is controlled by an all-way stop. Four residential streets intersect this segment of Bradbury Road and all are controlled by stop signs. Parking is allowed on both sides of Bradbury Road and the parking lanes are striped.

Rossmoor Center Way between Montecito Road and Seal Beach Boulevard has a posted speed limit of 25 mph and is a fully improved street with one travel lane in each direction separated by a centerline stripe. Rossmoor Center Way primarily provides access to the Rossmoor Shopping Center. The intersection of Rossmoor Center Way and Seal Beach Boulevard is controlled by a traffic signal operated and maintained by the City of Seal Beach; Rossmoor Center Way intersects Montecito Road at a “T” intersection controlled by an all-way stop. Parking is prohibited on both sides of Rossmoor Center Way.

Ruth Elaine Drive, Martha Ann Drive, and Druid Lane form a loop road that runs through the entire Rossmoor community and intersects Wallingsford Road and Saint Cloud Drive. These streets are fully improved, residential collector streets with a posted speed limit of 25 mph, and one travel lane in each direction separated by a centerline stripe. Ruth Elaine begins at Wallingsford Road and changes its name to Martha Ann Drive east of Donnis Road. Martha Ann Drive continues as a residential collector street southerly through the west side of the community. At the south end of this segment, Martha Ann Drive changes its name to Druid

Lane near Foster Road/Yellowtail Drive and ends at its intersection with Saint Cloud Drive. Ruth Elaine Drive at Wallingsford Road is controlled by a stop sign with traffic on Ruth Elaine stopping for Wallingsford Road traffic. Ruth Elaine Drive has only one minor intersecting street, Donnis Road, controlled by a stop sign. None of the streets that intersect Martha Ann Drive are controlled by stop signs except for Piedmont Avenue, Shakespeare Drive, Bostonian Drive, and Main Way Drive. Piedmont Avenue is stop controlled at Martha Ann Drive; Shakespeare Drive, Bostonian Drive and Main Way Drive are all all-way stop controlled at their intersection with Martha Ann Drive. The four-way intersection at Druid Lane and Foster Road/Yellowtail Drive is controlled by a two-way stop control with traffic on Druid Lane stopping for Foster Road/Yellowtail Drive traffic. All streets intersecting Druid Lane are uncontrolled. Druid Lane at Saint Cloud Drive is controlled by a stop sign with traffic on Druid Lane stopping for Saint Cloud Drive traffic. Parking is allowed on both sides of Ruth Elaine Drive/Martha Ann Drive/Druid Lane.

DEMOGRAPHICS

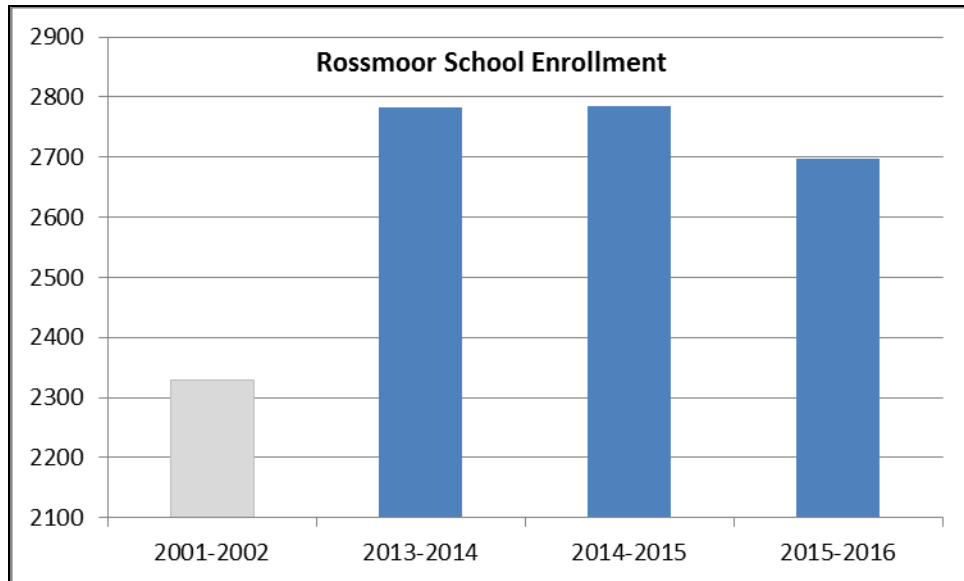
Rossmoor is a self-contained community with a population of 10,244 as of the 2010 United States Census; the approximate number of household units was 3,710 with an average family size of three persons per family. There were approximately 2,550 children living in Rossmoor. The projected total daily trips generated by the community are approximately 42,000 vehicles, consistent with the 38,000 total daily inbound and outbound trips measured most recently in 2015 at the seven entrances to the community.

SCHOOL ENROLLMENT

The Los Alamitos Unified School District (LAUSD) serves the Rossmoor community. Currently there are four elementary schools located within the boundaries of Rossmoor: Hopkinson, Lee, Rossmoor, and Weaver. With the exception of Weaver Elementary which is a year-round school, all the elementary schools in Rossmoor are on a nine month academic year calendar.. Based on the LAUSD provided school enrollment data for the Rossmoor schools, the current year's school enrollment within Rossmoor has increased by approximately 16% since 2002. However, enrollment numbers have remained consistent over the past 3 years.

The school enrollment data is tabulated and graphed below:

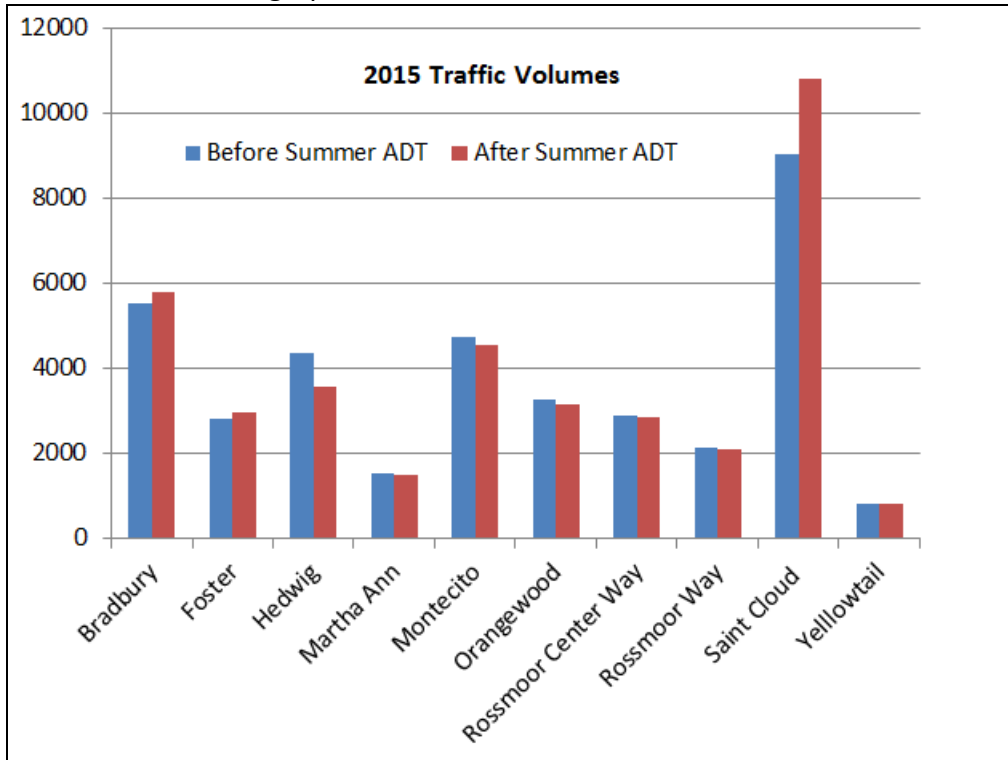
Rossmoor School Enrollment				
School	School Year			
	2001-2002	2013-2014	2014-2015	2015-2016
Hopkinson	637	694	711	703
Lee	617	659	683	659
Rossmoor	618	712	676	650
Weaver	458	717	716	685
Total	2,330	2,782	2,786	2,697



TRAFFIC DATA (VOLUMES / SPEEDS)

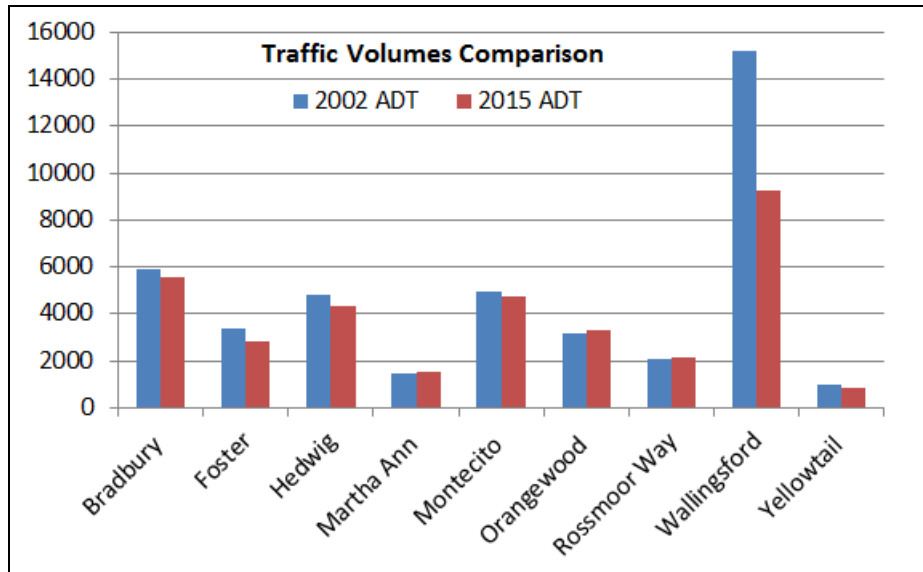
Vehicular volume counts and speed profiles have been conducted over the last 15 years at several locations on the residential collector streets within the Rossmoor community. A summary of this data is tabulated and shown in Table 1 of the Appendix. The table includes available historical data from 2002 traffic counts, 2015 Traffic Flow Map counts, and a 2013 Engineering & Traffic Survey data. A review of vehicular volumes conducted before and after the summer of 2015 shows that overall, there has been no significant change in vehicular volumes with the exception of two streets, Saint Cloud Drive and Hedwig Road. Volumes increased on Saint Cloud Drive by 20%; while volumes on Hedwig Road decreased by 18%. These changes may be the result of changes in demographics and new school year traffic patterns.

The 2015 traffic volumes are graphed below:

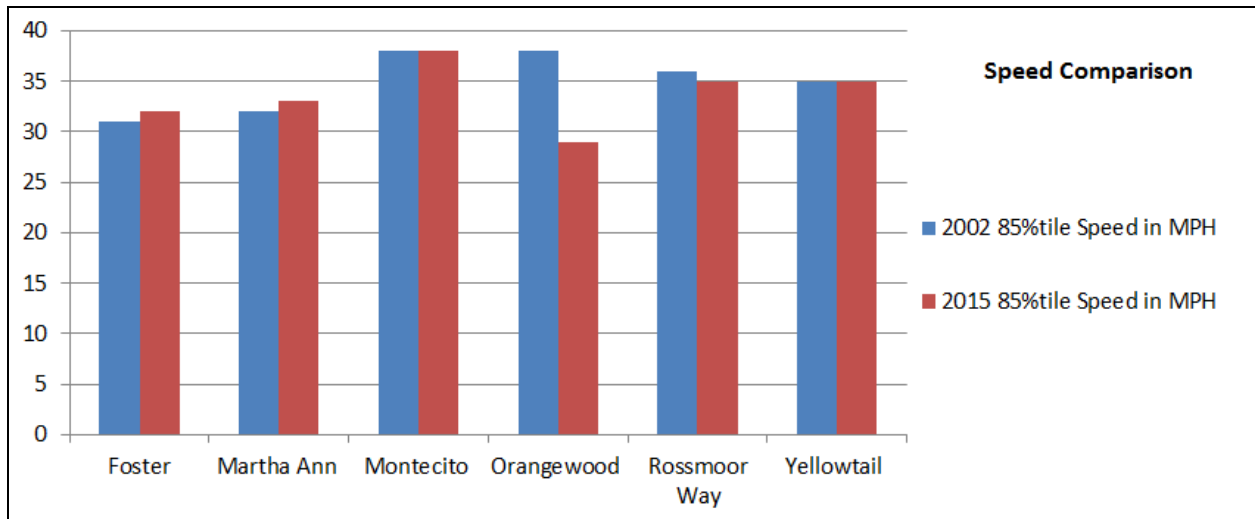


Current traffic volumes were also compared to available historical data from 2002. Overall the traffic volumes in Rossmoor have remained relatively constant over the 13-year period with the exception of Wallingsford Road which experienced a 39% decrease in vehicular volume. Taking in consideration the overall consistency of traffic volumes and the increase in school enrollment experienced since 2002, it can be inferred that more people are driving less to school and are walking, carpooling, or being bussed to school instead.

The comparison of traffic volumes between 2002 and 2015 is graphed below:



Current prevailing speeds were compared to available historical data from 2002. Based on the data, the prevailing speeds have remained relatively constant over the years with the exception of Orangewood Avenue which experienced a 9 mph decrease in speed. The prevailing speeds on the Rossmoor residential collector streets are comparable to other collector streets within the County. The following graph illustrates the speed comparison between 2002 and 2015:



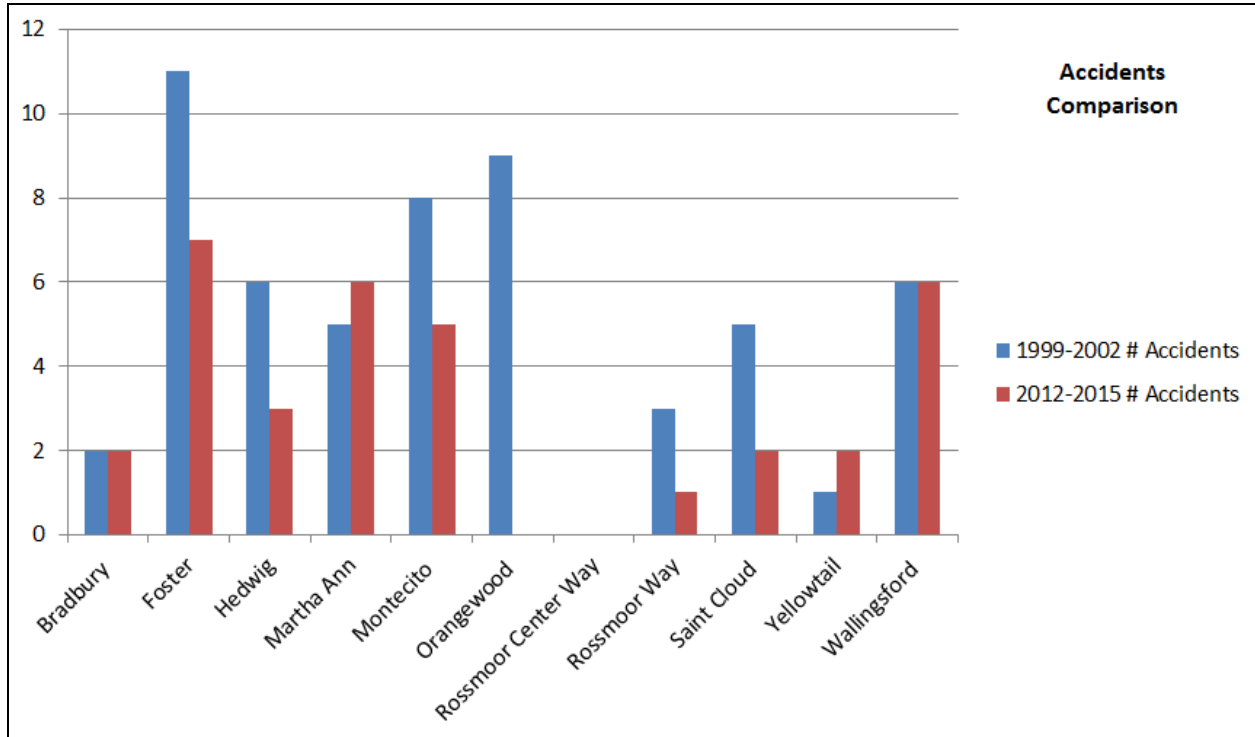
ACCIDENT DATA

We reviewed collision data for the last three year period on eleven primary collector streets within Rossmoor:

Traffic Collision Records: 12/31/2012 to 12/31/2015		
Street Name	No. of Accidents	No. of Ped/Bike Accidents
Bradbury Road	2	0
Foster Road	7	1
Hedwig Road	3	0
Martha Ann Drive	6	0
Montecito Road	5	1
Orangewood Avenue	0	0
Rossmoor Center Way	0	0
Rossmoor Way	1	0
Saint Cloud Drive	2	0
Yellowtail Drive	2	0
Wallingsford Road	6	1
Total	34	3

For a historical perspective, the above three year collision data was compared with the 2002 three year collision data (12/31/1999 to 12/31/2002).

The following graphs illustrate the resulting comparisons for the two periods:

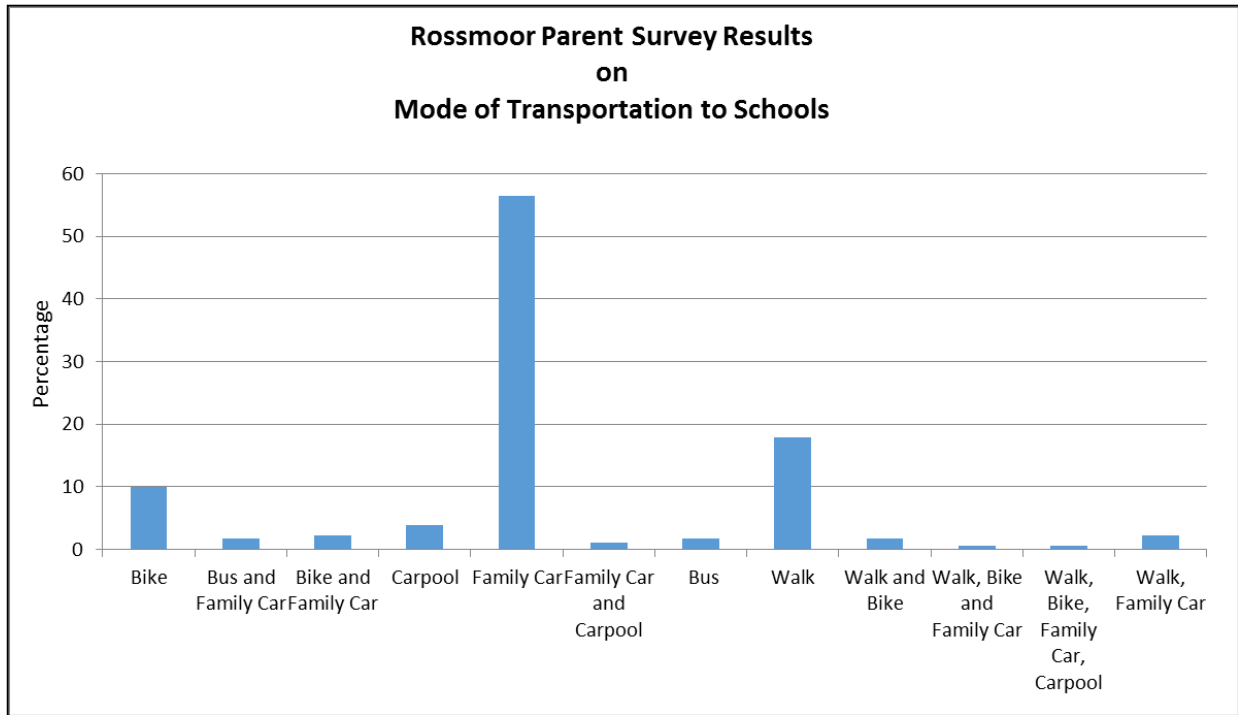


The total number of accidents has declined from 56 to 34 based on the collision data. The total number of pedestrian/bicycle related accidents has also decreased from 6 to 3. Therefore, the relative accident rate has declined within the community. It can be inferred that traffic safety has improved within Rossmoor despite the increased school enrollment.

ROSSMOOR PARENT ROUTE TO SCHOOL SURVEY

In collaboration with Traffic Engineering, LAUSD conducted a school survey of parents from all four schools within Rossmoor to determine their typical mode of transportation to school. A total of 203 parents responded to the LAUSD survey with information; 24 responded that they do not live within walking distance to school therefore no mode of transportation was provided in the response. A summary of the 179 responses to the school survey data is tabulated in the Appendix, Table 2.

The following graph illustrates the percentage of transportation modes to school:



The survey results show that a majority of parents (56%, 101) drive their children to school in their personal vehicle, followed by 18% (32) who walk to school, and 10% (18) who bike to school. All other modes of transportation or combination of modes shown in the graph are considered negligible.

Additionally, LAUSD also conducted a survey that focused on Rossmoor children attending Oak Middle School, located outside of the Rossmoor community, north of Katella Avenue. All of the Rossmoor parents with children exclusively biking or walking to Oak Middle School were requested to take this survey.

Following are the results of the 9 parents that responded to this survey:

Rossmoor Residents attending Oak Middle School	
Student Id	Walking or Biking Route
1	Donnie Ann/ Wallingsford
2	Weatherby/ Wallingsford
3	Bostonian/ Montecito/ Harrisburg/ Wallingsford
4	Donnie Ann/ Wallingsford
5	Bradbury/ Seal Beach/ Katella
6	Montecito/ Bradbury/ Weatherby/ Hedwig/ Wallingsford/ Katella
7	Foster/ Hedwig/ Wallingsford
8	Donovan/ Shakespeare/ Foster/ Hedwig/ Wallingsford
9	Foster/ Donnis/ Quail Run/ Wallingsford

The survey indicated only 4 of the 9 children are walking or biking to school along Foster Road/ Hedwig Road to attend Oak Middle School.

CONCLUSIONS

In summary, on the basis of existing and historical volume, speed, and collision data, traffic in the Rossmoor community shows an overall decline in vehicular volumes, speed, and collisions. However, through analysis of prior studies, data collection, field observations and community input, OC Public Works/ Traffic Engineering staff has developed the following alternatives for traffic operational improvements and enhancements to potentially mitigate existing community concerns related to traffic congestion created by peak school student drop-off and pick-up periods, parking availability, and bicycle safety.

Foster Road/ Hedwig Road:

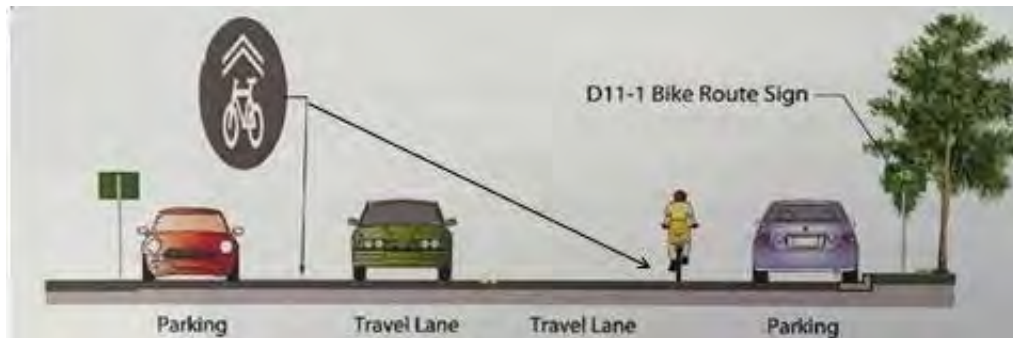
Foster/ Hedwig Road is the only roadway in the Rossmoor community that currently has time based parking restrictions on the roadway. These restrictions work in coordination with the striped parking lanes to facilitate bicycle traffic. On school days, parking is prohibited between the hours of 7:30 am to 9:30 am on the easterly side of Foster Road/Hedwig Road and between 2:30 pm to 4:30 pm on school days on the westerly side of Foster Road/Hedwig Road. The parking restrictions were originally implemented to provide Rossmoor children attending Oak Middle School, located outside of the Rossmoor community, unimpeded bicycle lanes when traveling to and from school; however, our field reviews along Foster and Hedwig Road performed over a period of several days during the morning and afternoon school peak hours confirmed that the parking lanes are under-utilized as bicycle lanes. Only two children were observed biking along these lanes. Other children were also observed biking but utilizing the

sidewalks instead of the bicycle lanes and were fewer in numbers. This observation is consistent with the Los Alamitos Unified School District’s survey results that indicated only four children bike and walk to Oak Middle School along Foster and Hedwig Roads.

Observed speeds on Foster/ Hedwig Road are higher than the prima facie speed limit of 25 mph. However, the lack of speed related accidents and excellent safety record within the community demonstrates that motorists are interpreting the road conditions and safely travel at speeds higher than the posted speed limit.

Alternatives:

1. **DO NOTHING:** Maintain the current time period parking restrictions between the hours of 7:30 am to 9:30 am on the easterly side of Foster Road/Hedwig Road and between 2:30 pm to 4:30 pm on school days on the westerly side of Foster Road/Hedwig Road. This alternative does not address the concerns expressed by the Rossmoor Home Owners Association (RHA).
2. **SHARE THE ROAD & PARKING:** This alternative would remove existing time based parking restrictions on either side of Foster / Hedwig Road and install “Shared Lane Markings” to assist bicyclists during all times with lateral positioning in lanes. This alternative was originally requested by the RHA with the addition of bicycle markings on the traveled way to raise bicycle traffic awareness. This alternative does not address bicycle safety concerns raised by the Parent-Teacher Association (PTA).

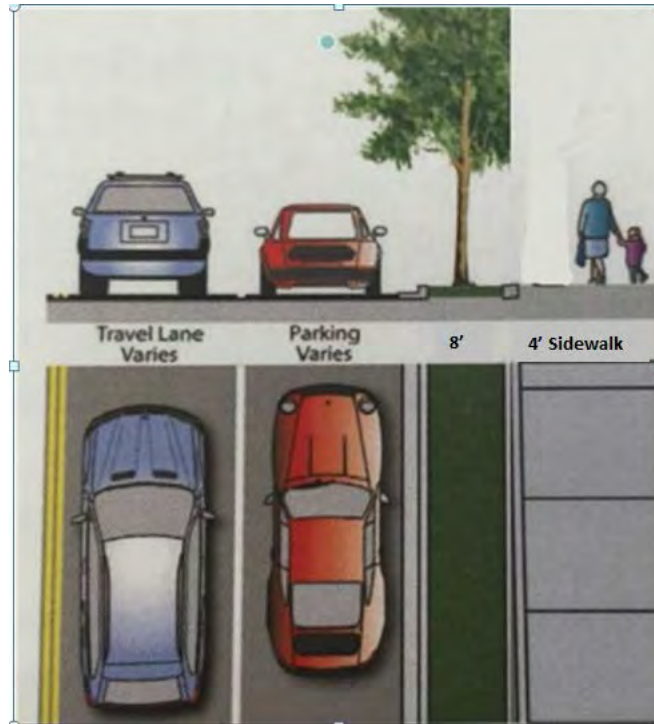


Alternative 2

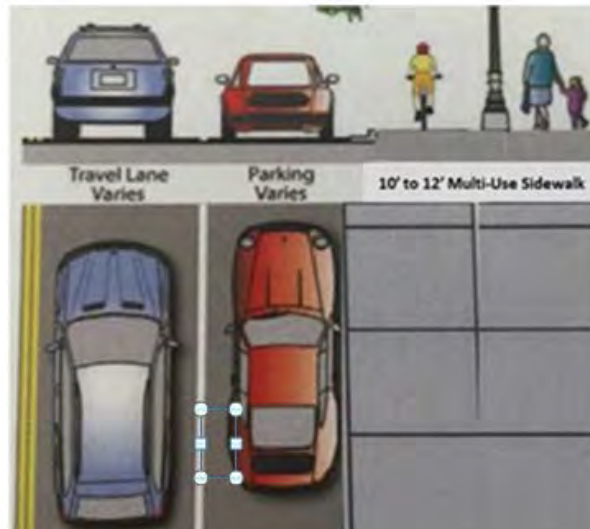
3. **MULTI-USE SIDEWALK:** This alternative would widen the existing sidewalk on both the sides of Foster/ Hedwig Road to a multi-use 10’ to 12’ wide sidewalk that could accommodate both pedestrians and bicyclists. This alternative contains removal of the 8’ existing parkway on both sides of Foster/ Hedwig Road. All existing trees, shrubs and greenery would have to

be eliminated to build a multi-use sidewalk that could accommodate both pedestrian and bike traffic.

The figures below illustrate the existing condition and the proposed scenario:



Existing Condition



Proposed Condition
(Remove Existing Parkway)

Martha Ann Drive:

24 hour speed data indicates prevailing speeds are higher than the posted speed limit on Martha Anna. However, there has been only one speed-related accident over the past 3 years on Martha Ann. Furthermore, based on the location of Martha Ann with respect to the Rossmoor Community layout, it is evident that the majority of traffic the roadway carries are residents living on Ruth Elaine, Martha Anna, Druid Lane and other Rossmoor streets; Therefore, people driving on this street are in fact mostly Rossmoor residents.

Alternatives:

INSTALLATION OF PAINTED PARKING LANES: This alternative would install parking lanes on both sides of Ruth Elaine, Martha Anna, and Druid Lane. The striped parked lanes are recommended as a traffic calming measure to help reduce driver speeds by creating side friction due to parked cars. This striping helps in giving a visual impression of a reduced width travel lane which has been shown to slow vehicles down while travelling along a roadway. This method has proven successful in other areas of the county.

ESTABLISH BICYCLE LANES ON MARTHA ANN DRIVE: Unlike Foster/ Hedwig Road, Martha Ann does not serve as primary access within Rossmoor. Martha Ann marks the outside perimeter of the Rossmoor community on its west side and collects the majority of its traffic from residents living on Martha Ann or adjacent blocks and nearby streets. Based on the location of the schools with respect to Martha Ann, it is not a convenient route for children to bicycle to and from their respective schools. Relocation of bicycle lanes from Foster/ Hedwig Roadways to Martha Ann Drive is not a convenient alternative for bicycle users.

APPENDIX

Table 1. Traffic Data (Volumes/Speeds)				
Street Name	Location Limits	Date	ADT Volume	85% MPH
Bradbury Road	Montecito Rd. to Los Alamitos Blvd.	2002	5,874	
Bradbury Road	Montecito Rd. to Los Alamitos Blvd.	06/02/15	5,438	37
Bradbury Road	Montecito Rd. to Los Alamitos Blvd.	06/03/15	5,654	37
Bradbury Road	Montecito Rd. to Los Alamitos Blvd.	07/29/15	4,509	36
Bradbury Road	Montecito Rd. to Los Alamitos Blvd.	07/30/15	5,208	36
Bradbury Road	Montecito Rd. to Los Alamitos Blvd.	10/13/15	5,581	34
Bradbury Road	Montecito Rd. to Los Alamitos Blvd.	10/14/15	5,982	34
Foster Road	Druid Ln. to Tigertail Dr.	2002	613	31
Foster Road	Druid Ln. to Tigertail Dr.	06/02/15	428	32
Foster Road	Druid Ln. to Tigertail Dr.	06/03/15	426	31
Foster Road	Druid Ln. to Tigertail Dr.	07/29/15	343	29
Foster Road	Druid Ln. to Tigertail Dr.	07/30/15	345	29
Foster Road	Druid Ln. to Tigertail Dr.	10/13/15	412	34
Foster Road	Druid Ln. to Tigertail Dr.	10/14/15	435	34
Foster Road	Engel Dr. to Blume Dr.	2002	2,170	31
Foster Road	Engel Dr. to Blume Dr.	06/02/15	1,759	30
Foster Road	Engel Dr. to Blume Dr.	06/03/15	1,798	30
Foster Road	Engel Dr. to Blume Dr.	07/29/15	1,166	29
Foster Road	Engel Dr. to Blume Dr.	07/30/15	1,262	29
Foster Road	Engel Dr. to Blume Dr.	10/13/15	1,784	34
Foster Road	Engel Dr. to Blume Dr.	10/14/15	1,842	34
Foster Road	Kempton Dr. to Oak Knoll Dr.	2002	2,170	31
Foster Road	Kempton Dr. to Oak Knoll Dr.	06/02/15	2,711	33
Foster Road	Kempton Dr. to Oak Knoll Dr.	06/03/15	2,774	32
Foster Road	Kempton Dr. to Oak Knoll Dr.	07/29/15	2,019	30
Foster Road	Kempton Dr. to Oak Knoll Dr.	07/30/15	2,106	31
Foster Road	Kempton Dr. to Oak Knoll Dr.	10/13/15	2,506	36
Foster Road	Kempton Dr. to Oak Knoll Dr.	10/14/15	2,701	35
Foster Road	Piedmont Ave. to Channing Wy.	2002	3,740	31
Foster Road	Piedmont Ave. to Channing Wy.	06/02/13	3,211	32
Foster Road	Piedmont Ave. to Channing Wy.	06/03/15	3,155	33
Foster Road	Piedmont Ave. to Channing Wy.	07/29/15	2,290	32

Table 1. Traffic Data (Volumes/Speeds) Continued				
Street Name	Location Limits	Date	ADT Volume	85% MPH
Foster Road	Piedmont Ave. to Channing Wy.	07/30/15	2,427	33
Foster Road	Piedmont Ave. to Channing Wy.	10/13/15	3,050	35
Foster Road	Piedmont Ave. to Channing Wy.	10/14/15	3,252	35
Foster Road	Silverwood Dr. to Shakespeare Dr.	2002	5,345	31
Foster Road	Silverwood Dr. to Shakespeare Dr.	06/02/15	4,489	30
Foster Road	Silverwood Dr. to Shakespeare Dr.	06/03/15	4,354	30
Foster Road	Silverwood Dr. to Shakespeare Dr.	07/29/15	3,083	30
Foster Road	Silverwood Dr. to Shakespeare Dr.	07/30/15	3,284	30
Foster Road	Silverwood Dr. to Shakespeare Dr.	10/13/15	4,404	33
Foster Road	Silverwood Dr. to Shakespeare Dr.	10/14/15	4,518	33
Foster Road	Chesney Dr. to Kerth Dr.	2002	6,075	32
Foster Road	Chesney Dr. to Kerth Dr.	06/02/15	4,414	32
Foster Road	Chesney Dr. to Kerth Dr.	06/03/15	4,471	32
Foster Road	Chesney Dr. to Kerth Dr.	07/29/15	3,770	31
Foster Road	Chesney Dr. to Kerth Dr.	07/30/15	3,938	31
Foster Road	Chesney Dr. to Kerth Dr.	10/13/15	5,306	34
Foster Road	Chesney Dr. to Kerth Dr.	10/14/15	5,424	34
Hedwig Road	Wallingsford Rd. to Los Alamitos Blvd.	2002	4,786	
Hedwig Road	Wallingsford Rd. to Los Alamitos Blvd.	06/02/15	4,348	
Hedwig Road	Wallingsford Rd. to Los Alamitos Blvd.	06/03/15	4,357	
Hedwig Road	Wallingsford Rd. to Los Alamitos Blvd.	07/29/15	3,154	
Hedwig Road	Wallingsford Rd. to Los Alamitos Blvd.	07/30/15	3,439	
Hedwig Road	Wallingsford Rd. to Los Alamitos Blvd.	10/13/15	3,559	
Hedwig Road	Wallingsford Rd. to Los Alamitos Blvd.	10/14/15	No Data	
Martha Ann Drive	Gertrude Dr. to Mainway Dr.	2002	743	31
Martha Ann Drive	Gertrude Dr. to Mainway Dr.	06/02/15	854	31
Martha Ann Drive	Gertrude Dr. to Mainway Dr.	06/03/15	880	31
Martha Ann Drive	Gertrude Dr. to Mainway Dr.	07/29/15	538	32
Martha Ann Drive	Gertrude Dr. to Mainway Dr.	07/30/15	504	32
Martha Ann Drive	Gertrude Dr. to Mainway Dr.	10/13/15	728	35
Martha Ann Drive	Gertrude Dr. to Mainway Dr.	10/14/15	734	35
Martha Ann Drive	Piedmont Ave. to Channing Wy.	2002	1,493	34
Martha Ann Drive	Piedmont Ave. to Channing Wy.	06/02/15	1,690	32
Martha Ann Drive	Piedmont Ave. to Channing Wy.	06/03/15	1,643	31
Martha Ann Drive	Piedmont Ave. to Channing Wy.	07/29/15	1,010	33

Table 1. Traffic Data (Volumes/Speeds) Continued				
Street Name	Location Limits	Date	ADT Volume	85% MPH
Martha Ann Drive	Piedmont Ave. to Channing Wy.	07/30/15	970	33
Martha Ann Drive	Piedmont Ave. to Channing Wy.	10/13/15	1,613	39
Martha Ann Drive	Piedmont Ave. to Channing Wy.	10/14/15	1,677	38
Martha Ann Drive	Chesney Dr. to Ruth Elaine Dr.	2002	2,064	33
Martha Ann Drive	Chesney Dr. to Ruth Elaine Dr.	06/02/15	2,099	30
Martha Ann Drive	Chesney Dr. to Ruth Elaine Dr.	06/03/15	2,067	30
Martha Ann Drive	Chesney Dr. to Ruth Elaine Dr.	07/29/15	1,469	30
Martha Ann Drive	Chesney Dr. to Ruth Elaine Dr.	07/30/15	1,391	29
Martha Ann Drive	Chesney Dr. to Ruth Elaine Dr.	10/13/15	2,063	33
Martha Ann Drive	Chesney Dr. to Ruth Elaine Dr.	10/14/15	2,113	34
Montecito Road	Copa de Oro to Rossmoor Center Wy.	2002	6,099	38
Montecito Road	Rossmoor Center Wy. To Bradbury Rd.	12/17/13		35
Montecito Road	Rossmoor Center Wy. To Bradbury Rd.	03/05/15	5,847	
Montecito Road	Rossmoor Center Wy. To Bradbury Rd.	10/13/15	5,817	37
Montecito Road	Rossmoor Center Wy. To Bradbury Rd.	10/14/15	5,671	37
Montecito Road	Bostonian Dr. to Shakespeare Dr.	2002	3,765	38
Montecito Road	Bostonian Dr. to Shakespeare Dr.	03/05/15	3,610	
Montecito Road	Bostonian Dr. to Shakespeare Dr.	10/13/15	3,424	38
Montecito Road	Bostonian Dr. to Shakespeare Dr.	10/14/15	3,376	37
Orangewood Avenue	Shakespeare Dr. to Weatherby Rd.	2002	2,693	38
Orangewood Avenue	Shakespeare Dr. to Los Alamitos Blvd.	03/05/15	3,289	
Orangewood Avenue	Shakespeare Dr. to Weatherby Rd.	10/13/15	3,148	29
Orangewood Avenue	Shakespeare Dr. to Weatherby Rd.	10/14/15	2,868	28
Orangewood Avenue	Weatherby Rd. to Los Alamitos Blvd.	2002	3,692	
Orangewood Avenue	Weatherby Rd. to Los Alamitos Blvd.	07/29/15	1,974	
Orangewood Avenue	Weatherby Rd. to Los Alamitos Blvd.	07/30/15	2,008	
Orangewood Avenue	Weatherby Rd. to Los Alamitos Blvd.	10/13/15	3,361	
Orangewood Avenue	Weatherby Rd. to Los Alamitos Blvd.	10/14/15	3,291	
Rossmoor Center Way	Montecito Rd. to Seal Beach Blvd.	2002		
Rossmoor Center Way	Montecito Rd. to Seal Beach Blvd.	06/02/15	2,945	
Rossmoor Center Way	Montecito Rd. to Seal Beach Blvd.	06/03/15	2,876	
Rossmoor Center Way	Montecito Rd. to Seal Beach Blvd.	07/29/15	2,521	
Rossmoor Center Way	Montecito Rd. to Seal Beach Blvd.	07/30/15	2,473	

Table 1. Traffic Data (Volumes/Speeds) Continued				
Street Name	Location Limits	Date	ADT Volume	85% MPH
Rossmoor Center Way	Montecito Rd. to Seal Beach Blvd.	10/14/15	2,899	
Rossmoor Way	Shakespeare Dr. to Los Alamitos Blvd.	2002	2,070	36
Rossmoor Way	Shakespeare Dr. to Los Alamitos Blvd.	06/02/15	2,144	
Rossmoor Way	Shakespeare Dr. to Los Alamitos Blvd.	06/03/15	2,111	
Rossmoor Way	Shakespeare Dr. to Los Alamitos Blvd.	07/29/15	1,275	
Rossmoor Way	Shakespeare Dr. to Los Alamitos Blvd.	07/30/15	1,378	
Rossmoor Way	Shakespeare Dr. to Los Alamitos Blvd.	10/13/15	2,179	35
Rossmoor Way	Shakespeare Dr. to Los Alamitos Blvd.	10/14/15	2,013	35
Saint Cloud Drive	Montecito Rd. to Seal Beach Blvd.	2002	No Data	
Saint Cloud Drive	Montecito Rd. to Seal Beach Blvd.	12/17/13		36
Saint Cloud Drive	Montecito Rd. to Seal Beach Blvd.	02/24/15	9,033	
Saint Cloud Drive	Montecito Rd. to Seal Beach Blvd.	07/29/15	8,360	
Saint Cloud Drive	Montecito Rd. to Seal Beach Blvd.	07/30/15	8,190	
Saint Cloud Drive	Montecito Rd. to Seal Beach Blvd.	10/13/15	10,734	
Saint Cloud Drive	Montecito Rd. to Seal Beach Blvd.	10/14/15	10,917	
Wallingsford Road	Hedwig Rd. to Katella Ave.	2002	15,204	
Wallingsford Road	Hedwig Rd. to Katella Ave.	07/29/15	10,383	
Wallingsford Road	Hedwig Rd. to Katella Ave.	07/30/15	10,464	
Wallingsford Road	Hedwig Rd. to Katella Ave.	10/13/15	9,068	
Wallingsford Road	Hedwig Rd. to Katella Ave.	10/14/15	9,422	
Yellowtail Drive	Silverfox Rd. to St. Cloud Dr.	2002	961	35
Yellowtail Drive	Silverfox Rd. to St. Cloud Dr.	06/02/15	815	33
Yellowtail Drive	Silverfox Rd. to St. Cloud Dr.	06/03/15	802	32
Yellowtail Drive	Silverfox Rd. to St. Cloud Dr.	07/29/15	759	32
Yellowtail Drive	Silverfox Rd. to St. Cloud Dr.	07/30/15	687	32
Yellowtail Drive	Silverfox Rd. to St. Cloud Dr.	10/13/15	819	37
Yellowtail Drive	Silverfox Rd. to St. Cloud Dr.	10/14/15	794	36

Table 2. School Survey Data		
Distance from home to school	Mode of Transportation	Attending School
Between 1 to 2 miles	Rides the bus, Family Car	Hopkinson Elementary
Between 1 to 2 miles	Bike	Weaver Elementary
Between 1 to 2 miles	Bike	Lee Elementary
Between 1 to 2 miles	Bike	Lee Elementary
Between 1 to 2 miles	Bike	Rossmoor Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Bike	Hopkinson Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Bike	Lee Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Bike	Lee Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Bike	Hopkinson Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Bike	Hopkinson Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Bike	Weaver Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Bike	Hopkinson Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Bike	Hopkinson Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Bike	Hopkinson Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Bike	Hopkinson Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Bike	Hopkinson Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Bike	Hopkinson Elementary
Less than a 1/4 mile (3 blocks)	Bike	Rossmoor Elementary
Less than a 1/4 mile (3 blocks)	Bike	Hopkinson Elementary
Less than a 1/4 mile (3 blocks)	Bike	Rossmoor Elementary
Between 1 to 2 miles	Bike, Family Car	Weaver Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Bike, Family Car	Hopkinson Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Bike, Family Car	Lee Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Bike, Family Car	Lee Elementary
Between 1 to 2 miles	Carpool	Hopkinson Elementary
Between 1 to 2 miles	Carpool	Hopkinson Elementary
Between 1 to 2 miles	Carpool	Weaver Elementary
Between 1 to 2 miles	Carpool	Weaver Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Carpool	Hopkinson Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Carpool	Hopkinson Elementary
Between 1 to 2 miles	Family Car	Lee Elementary
Between 1 to 2 miles	Family Car	Lee Elementary

Table 2. School Survey Data Continued		
Distance from home to school	Mode of Transportation	Attending School
Between a 1/2 mile to a mile (6-12 blocks)	Carpool	Hopkinson Elementary
Between 1 to 2 miles	Family Car	Lee Elementary
Between 1 to 2 miles	Family Car	Lee Elementary
Between 1 to 2 miles	Family Car	Rossmoor Elementary
Between 1 to 2 miles	Family Car	Lee Elementary
Between 1 to 2 miles	Family Car	Lee Elementary
Between 1 to 2 miles	Family Car	Hopkinson Elementary
Between 1 to 2 miles	Family Car	Rossmoor Elementary
Between 1 to 2 miles	Family Car	Hopkinson Elementary
Between 1 to 2 miles	Family Car	Rossmoor Elementary
Between 1 to 2 miles	Family Car	Weaver Elementary
Between 1 to 2 miles	Family Car	Weaver Elementary
Between 1 to 2 miles	Family Car	Weaver Elementary
Between 1 to 2 miles	Family Car	Rossmoor Elementary
Between 1 to 2 miles	Family Car	Rossmoor Elementary
Between 1 to 2 miles	Family Car	Lee Elementary
Between 1 to 2 miles	Family Car	Lee Elementary
Between 1 to 2 miles	Family Car	Lee Elementary
Between 1 to 2 miles	Family Car	Rossmoor Elementary
Between 1 to 2 miles	Family Car	Hopkinson Elementary
Between 1 to 2 miles	Family Car	Rossmoor Elementary
Between 1 to 2 miles	Family Car	Weaver Elementary
Between 1 to 2 miles, We do not live within walking distance to school (Submit form after completing this question)	Family Car	Weaver Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Hopkinson Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Lee Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Rossmoor Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Lee Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Rossmoor Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Rossmoor Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Weaver Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Lee Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Hopkinson Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Hopkinson Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Hopkinson Elementary

Table 2. School Survey Data Continued		
Distance from home to school	Mode of Transportation	Attending School
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Rossmoor Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Lee Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Lee Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Lee Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Weaver Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Rossmoor Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Hopkinson Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Hopkinson Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Lee Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Hopkinson Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Family Car	Lee Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Family Car	Weaver Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Family Car	Hopkinson Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Family Car	Weaver Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Family Car	Lee Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Family Car	Lee Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Family Car	Hopkinson Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Family Car	Weaver Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Family Car	Weaver Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Family Car	Weaver Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Family Car	Hopkinson Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Family Car	Hopkinson Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks), Between a 1/2 mile to a mile (6-12 blocks)	Family Car	Rossmoor Elementary
Less than a 1/4 mile (3 blocks)	Family Car	Hopkinson Elementary
Less than a 1/4 mile (3 blocks)	Family Car	Hopkinson Elementary

Table 2. School Survey Data Continued		
Distance from home to school	Mode of Transportation	Attending School
More than 2 miles	Family Car	Weaver Elementary
More than 2 miles	Family Car	Rossmoor Elementary
More than 2 miles	Family Car	Rossmoor Elementary
More than 2 miles	Family Car	Lee Elementary
More than 2 miles	Family Car	Weaver Elementary
More than 2 miles	Family Car	Hopkinson Elementary
More than 2 miles	Family Car	Hopkinson Elementary
More than 2 miles	Family Car	Rossmoor Elementary
More than 2 miles	Family Car	Lee Elementary
More than 2 miles	Family Car	Rossmoor Elementary
More than 2 miles	Family Car	Weaver Elementary
More than 2 miles	Family Car	Lee Elementary
More than 2 miles	Family Car	Lee Elementary
More than 2 miles	Family Car	Lee Elementary
More than 2 miles	Family Car	Hopkinson Elementary
More than 2 miles	Family Car	Lee Elementary
We do not live within walking distance to school	Family Car	Hopkinson Elementary
We do not live within walking distance to school	Family Car	Lee Elementary
We do not live within walking distance to school	Family Car	Hopkinson Elementary
We do not live within walking distance to school	Family Car	Lee Elementary
We do not live within walking distance to school	Family Car	Hopkinson Elementary
We do not live within walking distance to school	Family Car	Weaver Elementary
We do not live within walking distance to school	Family Car	Rossmoor Elementary
We do not live within walking distance to school	Family Car	Hopkinson Elementary
We do not live within walking distance to school	Family Car	Hopkinson Elementary
We do not live within walking distance to school	Family Car	Weaver Elementary
We do not live within walking distance to school	Family Car	Weaver Elementary
We do not live within walking distance to school	Family Car	Weaver Elementary
We do not live within walking distance to school	Family Car	Rossmoor Elementary
We do not live within walking distance to school	Family Car	Lee Elementary
We do not live within walking distance to school	Family Car	Hopkinson Elementary
We do not live within walking distance to school	Family Car	Lee Elementary

Table 2. School Survey Data Continued		
Distance from home to school	Mode of Transportation	Attending School
We do not live within walking distance to school (Submit form after completing this question)	Family Car	Lee Elementary
We do not live within walking distance to school	Family Car	Lee Elementary
We do not live within walking distance to school	Family Car	Rossmoor Elementary
We do not live within walking distance to school (Submit form after completing this question)	Family Car	Weaver Elementary
We do not live within walking distance to school	Family Car	Rossmoor Elementary
We do not live within walking distance to school	Family Car	Weaver Elementary
More than 2 miles	Family Car, Carpool	Weaver Elementary
We do not live within walking distance to school	Family Car, Carpool	Hopkinson Elementary
Between 1 to 2 miles	Rides the bus	Hopkinson Elementary
Between 1 to 2 miles	Rides the bus	Hopkinson Elementary
Between 1 to 2 miles	Rides the bus	Hopkinson Elementary
More than 2 miles	Rides the bus, Family Car	Hopkinson Elementary
We do not live within walking distance to school	Rides the bus, Family Car	Rossmoor Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Walk	Rossmoor Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Walk	Weaver Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Walk	Weaver Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Walk	Weaver Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Walk	Rossmoor Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Walk	Rossmoor Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Walk	Hopkinson Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Walk	Rossmoor Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Walk	Lee Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Walk	Lee Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Walk	Lee Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Walk	Hopkinson Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Walk	Rossmoor Elementary

Table 2. School Survey Data Continued		
Distance from home to school	Mode of Transportation	Attending School
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Walk	Lee Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Walk	Lee Elementary
Less than a 1/4 mile (3 blocks)	Walk	Hopkinson Elementary
Less than a 1/4 mile (3 blocks)	Walk	Lee Elementary
Less than a 1/4 mile (3 blocks)	Walk	Rossmoor Elementary
Less than a 1/4 mile (3 blocks)	Walk	Lee Elementary
Less than a 1/4 mile (3 blocks)	Walk	Rossmoor Elementary
Less than a 1/4 mile (3 blocks)	Walk	Hopkinson Elementary
Less than a 1/4 mile (3 blocks)	Walk	Hopkinson Elementary
Less than a 1/4 mile (3 blocks)	Walk	Hopkinson Elementary
Less than a 1/4 mile (3 blocks)	Walk	Lee Elementary
Less than a 1/4 mile (3 blocks)	Walk	Hopkinson Elementary
Less than a 1/4 mile (3 blocks)	Walk	Rossmoor Elementary
Less than a 1/4 mile (3 blocks)	Walk	Weaver Elementary
Less than a 1/4 mile (3 blocks)	Walk	Rossmoor Elementary
Less than a 1/4 mile (3 blocks)	Walk	Lee Elementary
Less than a 1/4 mile (3 blocks)	Walk	Lee Elementary
Less than a 1/4 mile (3 blocks)	Walk	Weaver Elementary
Less than a 1/4 mile (3 blocks)	Walk	Rossmoor Elementary
Between a 1/4 mile to a 1/2 mile (3-6 blocks)	Walk, Bike	Weaver Elementary
Less than a 1/4 mile (3 blocks)	Walk, Bike	Rossmoor Elementary
Less than a 1/4 mile (3 blocks)	Walk, Bike	Rossmoor Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Walk, Bike, Family Car	Lee Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Walk, Bike, Family Car, Carpool	Lee Elementary
Between a 1/2 mile to a mile (6-12 blocks)	Walk, Family Car	Lee Elementary
Less than a 1/4 mile (3 blocks)	Walk, Family Car	Hopkinson Elementary
Less than a 1/4 mile (3 blocks)	Walk, Family Car	Lee Elementary
Less than a 1/4 mile (3 blocks)	Walk, Family Car	Lee Elementary

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-5

Date: January 10, 2017

To: Honorable Board of Directors

From: General Manager

Subject: ELECTION OF OFFICERS: PRESIDENT, FIRST VICE PRESIDENT
AND SECOND VICE PRESIDENT.

RECOMMENDATION:

That the Board of Directors take the following actions in the order indicated:

1. Election of President - conducted by the General Manager;
2. Election of First Vice President - conducted by the newly elected President; and
3. Election of Second Vice President - conducted by the newly elected President.

BACKGROUND:

District Policy No. 4040, Board Officers and Terms of Office, Section 4040.20 provides that the term for Board Officers shall be one year, and that the elections for these officers shall take place at the first Board meeting in January for the succeeding year. Officers shall serve until their successors are elected.

The current officers are as follows:

Tony DeMarco, President
Michael Maynard, 1st Vice President
Ron Casey, 2nd Vice President

ATTACHMENTS:

1. Policy No. 4040 Board Officers and Terms of Office.

Rossmoor Community Services District

Policy

No. 4040

TERMS OF OFFICE FOR BOARD OFFICERS AND DIRECTORS

4040.10 Board Officers: The officers of the Board of Directors of the Rossmoor Community Services District shall be the President, First Vice-President and Second Vice-President.

4040.11 Term of Office: The term for Board officers shall be one year. Elections for these officers shall take place at the first Board meeting in January for the succeeding year. Officers shall serve until their successors are elected, or they resign, die or illness prevents further service as an officer.

4040.12 Officer Vacancy: If a Director elects to resign as an officer, he/she should immediately send a signed letter of resignation as an officer with an effective date to the General Manager or Board President who upon receipt of the letter will immediately notify all other members of the Board. Announcement of the resignation and replacement of the officer shall be done at the next regular meeting of the Board or as soon thereafter as possible.

4040.20 Board of Directors: The term of office for individual Directors is four (4) years. Normally, two or three Directors are elected in November of even-numbered years, and each Director takes office on the first Friday of December (Cal. Govt. Code section 61042).

4040.21 Director Vacancy: If a Director elects to resign from the Board, he/she should immediately send a signed letter of resignation with an effective date to the President and General Manager who will immediately notify all other members of the Board. At the next meeting any vacancy on the Board created by a resignation, illness or death of a Director will be made public by the General Manager or the President. The Board shall determine if the vacancy is to be filled by a Board appointment or a public election within sixty (60) days of receiving the letter of resignation or the effective date, whichever is later. If a vacancy is to be filled by Board appointment, a Notice of Vacancy is to be posted at least fifteen (15) days before appointment is made at the next Board meeting, and if by election, the General Manager is to notify the Orange County Registrar of Voters within sixty (60) days of the resignation date. If appointment is made, the Registrar of Voters is to be notified within fifteen days (Cal. Govt. Code sections 1780(a) and 61225).

Adopted: December 8, 1993
Amended: October 17, 2000
Approved Renumbering & Format: October 8, 2002
Reaffirmed: March 11, 2003
Amended: April 13, 2004
Amended: First Reading - May 9, 2006
Amended: Second Reading and Approval - August 8, 2006

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a.

Date: January 10, 2017

To: Honorable Board of Directors

From: General Manager

Subject: MINUTES: REGULAR MEETING OF JANUARY 10, 2017

RECOMMENDATION:

Approve the Minutes of the Regular Meeting of December 13, 2016 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their meeting of December 13, 2016 Meeting of the Board as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes-Regular Meeting of December 13, 2016 Prepared by the Board's Secretary/General Manager.



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

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, December 13, 2016

A. ORGANIZATION

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

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

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS—None

5. CERTIFICATION OF ELECTION AND SWEARING IN OF NEWLY ELECTED BOARD MEMBERS

O.C. Supervisor Michelle Steel could not be present. Mr. Tim Whitacre, Field Representative for Vice-Chair Michelle Steel, announced that Superior Court Judge Mary Kreber-Varipapa would preside over the swearing in ceremony.

Directors Tony DeMarco, Michael Maynard and Ron Casey were officially sworn in by Judge Mary Kreber-Varipapa and the election was certified. Applause ensued.

B. ADDITIONS TO AGENDA—None

C. PUBLIC FORUM:

Jody Roubanis opined relative to citizen opposition to the proposed removal of the Foster Road bike lane. She referenced a survey that had been done among residents. She also stated that a vote had been taken at the Oak Middle School PTA Meeting and members were overwhelmingly against removing the bike lane. She indicated her frustration as a working mother and the limited transportation choices available to her and other working parents. She also cited the PTA Mission and its support for promoting opportunities for children to walk and bike to school whenever possible.

Director Nitikman requested the date and scope of the survey taken and requested that the Oak Middle School PTA provide the RCSD with a copy of the results. Jody agreed to provide the data to the District.

Trisha Oldaz, PTA President for Oak Middle School opined relative to the City of Los Alamitos Planning Commission's recent addendum to the Village 605 Shopping Center EIR which consisted of the construction of a 120' illuminated LED sign that would be highly visible to Oak Middle School students and would also face many Rossmoor homes. She stated that the sign consisted of very bright—

continuously flashing lights with rotating images and advertisements. The Oak PTA had considerable concerns about the content of the signs and the fact that there would be no oversight of potential advertising which could be inappropriate for children.

John Kouroj also opined regarding the Village 605 LED sign installation. He objected to the immense size of the structure—120 ft. high and 4,000 ft. wide, as well as the traffic impact—particularly the degeneration of traffic flow on Wallingsford Road at Katella Avenue. Furthermore the bright light would interfere with the El Dorado Nature Center and many nearby homes and businesses. Finally, he opined relative to his objection to the Los Alamitos Planning Commission’s lack of transparency, stating the proposed plans for the sign should have been included in the original EIR. Adding the sign project as a subsequent EIR Addendum deprived affected residents and the public from providing input.

Doug Smith opined regarding same. He had additional comments regarding the harsh LED lighting being related to the Kelvin temperature and wattage. At the request of the Board he agreed to forward said information to the General Manager.

Theresa Blankenstein opined relative to the Rossmoor Traffic Study and her opposition to the proposed removal of the Foster Road bike lane.

D. REPORTS TO THE BOARD:

1. GENERAL MANAGER REPORT RE: ROSSMOOR TRAFFIC REPORT BY ORANGE COUNTY TRAFFIC ENGINEERING DEPARTMENT FOR RCSD BOARD INITIAL REVIEW AND DISCUSSION AND SUBSEQUENT PRESENTATION AT THE JANUARY 10, 2017 BOARD MEETING

The General Manager reported on the progress for the quarter. He discussed progress on the Rush Park Tot Lot Canopy Project, Montecito Road Lighting Upgrades, etc. The report was received and filed.

E. CONSENT CALENDAR:

DUE TO CONSECUTIVE ABSENCES OF VARIOUS BOARD MEMBERS OVER THE PAST SEVERAL MONTHS, DIRECTOR MAYNARD REQUESTED THAT ITEMS E-1a, E-1b, E-1c, AND E-1d BE PULLED FROM THE CONSENT CALENDAR AT THIS TIME TO BE VOTED ON SEPARATELY.

President DeMarco and General Counsel concurred.

1a. MINUTES REGULAR BOARD MEETING—November 1, 2016

Motion by Director Kahlert seconded by Director Nitikman to approve Item E-1a. on the Consent Calendar as submitted. Motion passed 4-0. (Director Casey abstained)

1b. MINUTES REGULAR BOARD MEETING— October 11, 2016

Motion by Director Casey seconded by Director Maynard to approve Item E-1b. on the Consent Calendar as submitted. Motion passed 3-0. (Directors Kahlert and Nitikman abstained)

1c. MINUTES REGULAR BOARD MEETING—September 13, 2016

Motion by Director Casey seconded by Director Kahlert to approve Item E-1c. on the Consent Calendar as submitted. Motion passed 3-0. (Directors Maynard and Nitikman abstained)

1d. MINUTES SPECIAL BOARD MEETING—September 6, 2016

Motion by Director Maynard seconded by Director Casey to approve Item E-1d. on the Consent Calendar as submitted. Motion passed 3-0. (Directors Kahlert and Nitikman abstained)

2. REVENUE AND EXPENDITURE REPORT—OCTOBER 2016

Motion by Director Maynard seconded by Director Kahlert to approve Item E-2 on the Consent Calendar 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 PROPOSED REVISION OF POLICIES RE: RCSD FIVE-YEAR FISCAL PLAN

Recommendation to adopt the RCSD Five-Year Fiscal Plan’s six specific recommendations as outlined below:

1. Establish a minimum reserve level of \$500,000 which includes the \$250,000 “rainy day” amount.
2. Establishing Board policy for review by the Board of any unbudgeted initiative proposed by the Board which would draw down reserves by more than \$5,000 for each occurrence with a maximum of \$25,000 annually subject to emergency situations.
3. Update the Fiscal Plan by staff on an annual basis prior to the development of the Preliminary Annual Budget.
4. Establish Board policy stating that Fund transfers to Fund 10 are allocated to Fund Balance (reserves), not revenue except as indicated in No. 5, below.
5. Eliminate the budgeting of one-time unanticipated (wind fall) monies into Fund 10 revenue without a specific review by the Board to determine if such transfers would result in an on-going rather than a one-time expenditure.
6. Eliminate the budgeting or transfer of one-time monies from other Funds into Fund 10 revenue without a specific review by the Board to determine if such transfers would result in an on-going rather than a one-time expenditure.

Discussion ensued relative to whether the amount allocated to the rainy day fund was sufficient; the allocation of a flat amount to reserves versus six months of revenue; the definition of a “windfall”; maintaining consistency between the nomenclature contained in the budget and revenue and expenditure

report (funds, departments and categories); the use of the term “reserve” fund for Fund 10, when there was no actual reserve fund.

Henry Taboada stated that the nomenclature of financial documents would be reviewed for consistency. He agreed to make the necessary changes to nomenclature to ensure consistency of terminology for both budget and revenue and expenditure reports.

Motion by Director Maynard, seconded by Director Casey, to adopt the six specific recommendations; strike all occurrences of the term “category” and change to “department”. Motion passed 5-0.

District Counsel recommended that each proposed policy revision be voted on separately:

Motion by Director Nitikman, seconded by Director Maynard to give first reading to proposed revisions to Policy No. 3020 Budget Preparation, Adoption and Revision and move to second reading. Motion passed 5-0.

Motion by Director Casey, seconded by Director Kahlert to give first reading to proposed revisions to Policy No.3021 Budgetary Control with the language amendments discussed relative to the terms categories/departments/funds and move to second reading. Motion passed 5-0.

Motion by Director Maynard, seconded by Director Casey to give first reading to proposed revisions to Policy No. 3040 Utilization and Control of District Fiscal Resources and move to second reading. Motion passed 5-0.

Motion by Director Kahlert, seconded by Director Nitikman to give first reading to proposed Policy No. 3045 Preservation of District Fiscal Resources and move to second reading. Motion passed 5-0.

Motion by Director Nitikman, seconded by Director Maynard to give first reading to proposed revisions to Policy No. 3050 District Purchasing, Bidding and Contracting and move to second reading. Motion passed 5-0.

I. GENERAL MANAGER ITEMS:

The General Manager reported that the Rush Park Playground canopy would be installed by the end of the week. He stated that a CIP Committee Meeting had been scheduled for next Monday, December 19th at 11:30 a.m. to discuss park and facility lighting improvements. The proposed upgrades to LED Lighting would be at no capital expense to the District. The CIP Committee would bring their report back to the Board at the January 10, 2017 regular board meeting.

Director Maynard encouraged residents to attend the meeting and bring samples of specific locations that have already converted to LED lighting in order to help the committee reach a decision. He added that it was the last day to file an appeal with the City of Los Alamitos regarding the proposed EIR Addendum for installation of the enormous digital billboard sign discussed earlier during public comments. The hearing date will be determined by January 4, 2017 and the hearing will take place no later than March 5, 2017. He added that as soon as the District had more definitive information they would notify residents so they might opine.

J. BOARD MEMBER ITEMS:

Director Nitikman congratulated his colleagues on their reelection to another four year term on the RCSD Board. He also wished everyone Happy Holidays.

Director Casey announced that the LA Fitness Center developer at the Shops at Rossmoor in Seal Beach was expected to file another request to construct a similar project in the area behind Sprouts Farmers Market. He provided a brief overview on his attendance at a recent OCTA Technical Steering Committee Meeting. Finally, he thanked the RCSD Staff for their excellent work and long hours spent on this year's Rossmoor Winter Festival Event. It was a successful event with over 2,000 people in attendance. He wished everyone a Happy Holiday Season and reminded them to be careful in their travels. It only takes one accident to spoil the holiday.

Director Kahlert thanked President DeMarco for his leadership in 2016. He announced the upcoming winter carnival at the Los Alamitos High School. He also congratulated his fellow Directors on their reelection. The Board would continue to monitor the Los Alamitos City Council regarding the 605 Village shopping center and sign developments and he encouraged citizens to remain vigilant. Finally, he wished everyone Happy Holidays and urged them to be safe.

Director Maynard thanked the residents for sharing the information on the 605 Village Study and reminded them that they do have a voice. He congratulated his fellow colleagues on their reelection to the RCSD Board of Directors. He concluded by reminding everyone that it was getting darker earlier and to be careful driving.

President DeMarco thanked everyone for an outstanding Rossmoor Winter Festival event. He was very impressed with the turnout, great weather and the great time had by all. He remarked that it was especially noteworthy that Senator Janet Nguyen had taken the time out of her busy schedule to attend the winter festival. He complimented Director Kahlert on making his vision a reality as well as all the staff, volunteers, sponsors and everyone who made it possible. He reminded the residents that the RCSD Board meets every 2nd Tuesday of the month. While the District does not have jurisdiction over all community concerns they can certainly gather information and share it with the public at large in order to better understand the issues. He added that it was not neighborly for the City of Los Alamitos to add an addendum to the 605 Village EIR at the last minute for the installation of a 120' sign and encouraged the entire community to get involved. The District intended to get answers and information and disseminate it to all residents as it becomes available. He announced that the tetherball had been reinstalled at Kempton Park. He reminded those interested in opining on the proposed LED lighting upgrades to attend the CIP Committee meeting next week. He remarked that the Shops at Rossmoor property owners were enforcing the no parking rule and he had noticed the overflow of cars on the surrounding streets. Finally, he congratulated his fellow Directors on their reelection, thanked all his supporters for their vote and stated that he looked forward to serving for the next four years.

K. CLOSED SESSION—None

L. ADJOURNMENT:

Motion by Director Maynard, seconded by Director Kahlert to adjourn the regular meeting at 9:05 p.m.
Motion passed 5-0.

SUBMITTED BY:

James D. Ruth
General Manager

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2.

Date January 10, 2017
To: Honorable Board of Directors
From: General Manager
Subject: REVENUE & EXPENDITURE REPORT - NOVEMBER, 2016

RECOMMENDATION:

Receive and file the Revenue and Expenditure Report for November, 2016.

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 November, 2016.

PENDING REPORT PLACEHOLDER

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: January 10, 2017
To: Honorable Board of Directors
From: General Manager
SUBJECT: RESOLUTION NO. 17-01-10-01-LIST OF OFFICIALS
AUTHORIZED TO TRANSACT BUSINESS WITH THE
DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS

RECOMMENDATION:

Approve by roll call vote, Resolution No. 17-01-10-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING CERTAIN DISTRICT OFFICIALS TO TRANSACT BUSINESS WITH FINANCIAL INSTITUTIONS WHICH HOUSE THE DISTRICT'S INVESTMENTS, SAVINGS OR OTHER FINANCIAL ACCOUNTS.

BACKGROUND:

The District elects new Board officers in the month of January. This necessitates updating the District's banking signature forms authorizing new officials to transact business with its financial institutions which house the District's investments, savings and other financial accounts. Attached is a list of proposed officials for such authorization.

ATTACHMENTS:

1. Resolution No. 17-01-10-01
2. List of Officials Authorized to Transact Business with the District's Banks and other Financial Institutions.
3. Policy No. 4055 District Bank and Investment Accounts.

RESOLUTION NO. 17-01-10-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING CERTAIN DISTRICT OFFICIALS TO TRANSACT BUSINESS WITH FINANCIAL INSTITUTIONS WHICH HOUSE THE DISTRICT'S INVESTMENTS, SAVINGS, OR OTHER FINANCIAL ACCOUNTS

WHEREAS, the Rossmoor Community Services District did hold elections for new Board officers at its Regular Meeting on January 10, 2017.

WHEREAS, those Board officers assumed their elective duties at its Regular Meeting on January 10, 2017.

WHEREAS, District Policy No. 4055 Authorized Signatures for Bank Accounts designates the Board President, 1st Vice President, 2nd Vice President, and General Manager as authorized to sign checks.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Rossmoor Community Services District hereby designates those persons identified on the attached Exhibit "A" to transact business with financial institutions which house the District's funds.

BE IT FURTHER RESOLVED, that the Board of Directors of the Rossmoor Community Services District hereby designates the District's Accountant/Bookkeeper as authorized to have access to transfer funds to and from the District's financial accounts.

AYES:

NOES:

ABSENT:

ABSTAIN:

PASSED, SIGNED, AND ADOPTED this 10th day of January 2017.

By: _____
President
Rossmoor Community Services District

ATTEST:

James D. Ruth, Secretary
Rossmoor Community Services District

EXHIBIT A

LIST OF DISTRICT OFFICIALS AUTHORIZED TO TRANSACT BUSINESS WITH THE DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS

- PRESIDENT
- 1ST VICE PRESIDENT
- 2ND VICE PRESIDENT
- GENERAL MANAGER JAMES D. RUTH
- ACCOUNTANT/BOOKKEEPER KATHLEEN BELL (Access only)

Rossmoor Community Services District

Policy

No. 4055

DISTRICT BANK AND INVESTMENT ACCOUNTS

4055.10 Authorized Signatures For Bank and Investment Accounts: Each District bank account opened or closed shall require two signatures from official signatories. Each investment account opened or closed shall require two signatures from official signatories unless it is a maturing (closed) time certain investment e.g. CD.

4055.11 Investment Account Approvals: Any transaction involving a District investment account other than LAIF, shall have been reviewed by the Investment Committee and approved by the Board.

4055.12 Payment Signing Approvals: Two signatures from official signatories shall be required on all payments issued by the District, either on actual checks or other documentation supporting the amount paid out.

4055.20 Official Signatories: The following named officials of the District are authorized signatories: President, 1st Vice President, 2nd Vice President and General Manager.

4065.30 Proceeds from Closed Accounts: Any proceeds from a closed banking account, investment account and interest or dividend payment shall be immediately deposited into the District's checking or LAIF account.

4055.40 Reinvestment of Funds from a Closed Account: As soon as practicable thereafter, the Investment Committee shall meet *and* recommend to the Board the *reinvestment* of proceeds *and* other monies from a closed account. The Board shall determine the final placement of such funds.

Adopted: Resolution 87-5, January 28, 1987
 Approved renumbering & format: October 8, 2002
 Reaffirmed: June 10, 2003
 Amended: July 12, 2005
 Amended: July 13, 2010
 Amended: July 13, 2010
 Amended: November 11, 2014

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: January 10, 2017
To: Honorable Board of Directors
From: General Manager
Subject: SECOND READING OF PROPOSED REVISION OF POLICIES RE:
RCSD FIVE-YEAR FISCAL PLAN SPECIFIC
RECOMMENDATIONS

RECOMMENDATION:

Approve the second reading to proposed amendments to proposed policies relating to the Specific Recommendations for implementation of the RCSD Five-Year Fiscal Plan (Plan).

BACKGROUND:

The Board has previously adopted the Plan. At your December 2016 meeting, the Board took specific actions to amend the Five Specific Recommendations relating to the Plan's implementation. The amended Plan will be presented to the Board for adoption at your February meeting.

The Board also gave first reading to proposed policies for implementation of the Plan. After deliberation, the Board made a minor edit to Policy No. 3021 which is now incorporated into the proposed policy. The Board's amendments for implementation of the Plan are enumerated in redline revisions to existing policies and a new proposed policy. These recommended changes and additions now fully address the edits adopted at first reading by the Board. These revised policies are attached for your review and second reading by the Board as follows:

a. Policy No. 3020 proposes revisions which incorporates the inclusion of the RCSD Five-Year Plan Specific Recommendations as a part of the budget review and adoption process, as well as, minor language changes.

b. Policy No. 3021 proposes revisions which provide for the authority for the General Manager to move budgeted amounts within a specific Department. From a practical matter, the General Manager must routinely evaluate budget expenditures in order to properly manage the operation of the District. A requirement for Board approval for the

movement of monies between and among what has been termed “categories” within a departmental budget conflicts with Policy No. 2000 which authorizes the General Manager to expend funds in accordance with the latest approved budget. Departmental “Categories” are now simply referred to as groupings of line items within a departmental budget. These groupings are now defined in the proposed policy which maintains consistency between the adopted Budget and the Revenue and Expenditure Report reporting formats.

c. Revision to Policy No. 3040 simply broadens the scope of the policy and also includes a provision for inquiries or requests from the public.

d. Introduction of Policy No. 3045 sets forth the manner and methods for implementation of the RCSD Five-Year Fiscal Plan Specific Recommendations.

e. Revision of Policy No. 3050 is a minor change regarding the multiple uses of the District’s credit card.

General Counsel has reviewed and made recommended edits to the proposed policy amendments. These have been incorporated into this document.

ATTACHMENTS:

1. Draft Minutes of the December 2016 Meeting of the Board re: Adoption of Specific Recommendations Based on Five-Year Fiscal Plan.
2. Policy No. 3020 Budget Preparation, Adoption and Revision.
 - a. Current
 - b. Redline
3. Policy No.3021 Budgetary Control.
 - a. Current
 - b. Redline
4. Policy No. 3040 Utilization and Control of District Fiscal Resources.
 - a. Current
 - b. Redline
5. Policy No. 3045 Preservation of District Fiscal Resources.
 - a. Proposed
6. Policy No. 3050 District Purchasing, Bidding and Contracting.
 - a. Current
 - b. Redline

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

Date: January 10, 2017
To: Honorable Board of Directors
From: CIP Committee/General Manager
Subject: CIP COMMITTEE REPORT-PROPOSAL FROM EXPRESS ENERGY SERVICES INC. TO CONVERT PARKS AND FACILITIES LIGHTING TO L.E.D. GENERAL ENERGY COST SAVINGS

RECOMMENDATION:

Receive the report of the CIP Committee and approve their recommendations to accept the proposal from Express Energy Services, Inc. to convert existing incandescent lighting in RCSD parks and facilities to L.E.D. lighting and authorize the General Manager to execute the necessary agreements to implement the proposed upgrading of our parks and facilities lighting system.

BACKGROUND:

On Monday, December 19th, the Capital Improvement Committee met to review and consider a proposal from Express Energy Services, Inc. to convert existing incandescent lighting in our parks and facilities to L.E.D. lighting in an effort to reduce energy consumption and create cost savings for the District.

Staff has met with representatives of Energy Services Inc., Doc Rivers and Dixon Hinderaker, on a number of occasions over the past several weeks to explore the possibility of such a project with no out-of-pocket costs to the District which would be funded by the Edison Company's 0% interest loan. All capital costs would then be reimbursed to Edison from the cost savings generated through the upgraded lighting system.

The CIP Committee, composed of Michael Maynard and Bill Kahlert, reviewed the consultants' proposal, and after considerable discussion of the attached project detail and bid documents, have recommended to the Board of Directors that we accept the proposal and authorize the General Manager to execute the necessary agreements to implement the proposed upgrading of our parks and facilities lighting system.

ATTACHMENTS:

1. CIP Committee Agenda C-1

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: December 19, 2016

To: CIP/Public Works Committee

From: General Manager

Subject: DISCUSSION WITH GENERAL MANAGER RE: PROPOSAL TO UPGRADE PARKS WALKWAY LIGHTS, TENNIS COURTS AND AUDITORIUM TO LED LIGHTING AND INSTALL A NEW SECURITY LIGHT POLE AT KEMPTON AND FOSTER PARKS

RECOMMENDATION:

Review and make recommendations to the Board regarding upgrading lighting.

BACKGROUND:

During the past several weeks, staff has been meeting with representatives of Express Energy Services Inc. to explore an energy saving proposal that would reduce our energy and maintenance costs and improve the quality of lighting throughout our system.

The proposal would require no out-of-pocket costs to the District with all funding provided by savings through financing at 0% interest through Southern California Edison Company. Representatives Doc Rivers and Dixon Hinderaker from Express Energy Savings are in attendance to walk us through their proposal.

Staff has reviewed the proposal which is based on actual power used by RCSD in the operation of our parks and facilities and believes the proposal has excellent possibilities for us.

ATTACHMENTS:

1. Proposal from West Coast Electric
2. LED Lighting Upgrade Report – Rossmoor Parks Interior & Exterior
3. LED Lighting Upgrade Report – Foster & Kempton Park
4. Lighting Upgrade Proposal
5. Southern California Edison On-Bill Financing

WEST COAST ELECTRIC
11632 Paseo Bonita
Los Alamitos, Ca. 90720
Mobile- (310) 612-9449
Contractors License C-10 #389647



Proposal – for Budget purposes

To: RCSD, C.O.: Jim Ruth
From: West Coast Electric
Date: 10/13/2015
Re: Park LED fixture upgrades

Work description:

#1 Rush Park: Replace (17) existing 100 watt MH fixtures with ~18 watt LED fixtures per supplied sample.

Project Total for Item #1 is estimated to be **\$7,140.00**

#2 Rossmoor Park: Replace (14) existing 100 watt MH fixtures with ~18 watt LED fixtures per supplied sample, replace (5) courtyard walkway fixtures adjacent to the park building with ~12 watt LED fixtures similar in design to the supplied sample.

Project Total for Items #2 is estimated to be **\$7,960.00**

Energy savings for Item #1 is estimated at \$750 annually, based upon a 10 hour operating day, 365 days/year @ \$.15 / k.w.-hr.

Energy savings for Item #2 is estimated at \$900 annually, based upon a 10 hour operating day, 365 days/year @ \$.15 / k.w.-hr.

This doesn't include maintenance costs for the existing fixtures which may be ~\$300.00 / fixture about every three years. The LED fixtures should eliminate maintenance costs as they are rated for +50,000 hours. This should be over 12 years of operating life.

Combining energy and maintenance savings shows an economic payback period of ~3years.

Notes- County, Permit, Planning and Engineering Fees not included if required. Shouldn't be as it would be considered to be a maintenance project.

Please consider this document for budgeting or discussion purposes only, as I have not yet received a formal quote for material from the manufacturer. It was based upon a verbal estimate only, but should be close.

I am not aware of any SCE programs currently in place that would cover this project. There are specialty consultants available that may be able to determine this and assist with the application process if that is desired.

LED Opportunity Report for: Rush Park 3021 Blume Dr, Rossmoor, CA 90720.

September 19, 2016

Executive Summary

The LED program opportunity is for your property to receive approximately 51 fixture upgrades to new LED products to reduce your lighting energy cost approximately 63%, resulting in an estimated \$3,931 of annual operating savings from lighting with additional interior fixture A/C savings and maintenance cost reduction.

We are affiliated with a trade association buying network that negotiates extra incentives from LED manufacturers. These added incentives are provided to building operators, in addition to securing utility rebates for those buildings. Thus, the property benefits from a double rebate with compelling economics.

Express Energy is the program manager, which includes interior and exterior fixtures, retrofit kits, linear tubes, down light cans and other emerging technologies. In addition to the reduced operating cost, lighting quality is improved and there is a positive impact on the environment.

SCE OBF – NO Capital Outlay

No Capital Outlay Option. – The 0% loan from SCE on your utility bill will pay for the project with no capital outlay by your company. New LED products at no cost to you. SCE will pay the estimated \$11,122.78 net cost to Express Energy, the supplier and installation team. \$3931 of the estimated pure energy savings repays the financing source for a 36-month period. After 34 months, the property will likely reduce operating cost in excess of \$4,520 annually, without ever having spent a dollar of the property's funds.

Program Benefits

Energy Savings - Maintenance Savings - R.O.I. ----- You can replace the approximate 51 of your old generation lights with LEDs to reduce lighting energy costs by approximately 63% as well as reduce A/C cost, due to reduced heat from the lower interior space lighting wattage. In addition to energy savings, there is significant reduced maintenance cost and demand on staff, due to LEDs' rated life up to 100,000 hours. The operating savings offset net project cost with a ROI payback period of 34 months. Included is a 5-year product warranty – no lighting purchases.

Over a 5-year period, the property will have saved \$19,653 of operational costs by implementing the LED upgrades included in this report.

The Preliminary Economic Overview

Pre-Incentive Project Cost	\$ 14,976.45
Estimated Utility Incentive	\$ (2,249.05)
Project Cost	\$ 12,727.40
Trade Association Subsidy	\$ (1,604.62)
Net Project Cost	\$ 11,122.72
Payback	
	Years 2.83
	Months 33.96



Lighting Upgrade Proposal - Executive Summary

**Rush Park - Rossmoor
8/22/2016**

V
4-530

	Totals		
Estimated Existing Annual Lighting Energy Cost	\$ 6,218.39		
Estimated Proposed Annual Lighting Energy Cost	\$ 2,287.64		
Estimated Annual Lighting Energy Savings	\$ 3,930.76	Monthly Savings	\$ 327.56
1st Year Estimated Energy Savings	\$ 3,930.76		
Industry Standard Project Cost	\$ 14,976.45		
Estimated Utility Incentive	\$ (2,249.05)		
Project Cost	\$ 12,727.40		
Trade Association Subsidy	\$ (1,604.62)		
Net Project Cost	\$ 11,122.78		
Total Estimated Net Project Cost	Years 2.83		
Payback (Cost / estimated energy savings)	Months 33.96		

Year	Annual Savings
1	\$ 3,930.76
2	\$ 3,930.76
3	\$ 3,930.76
4	\$ 3,930.76
5	\$ 3,930.76
Total	\$ 19,653.80

PROJECT CAN BE COMPLETED WITH NO CAPITAL OUTLAY

1. Subject to Utility approval, you can complete this project with no capital outlay.
2. The net project cost \$ 11,123 can be paid direct to a contractor through a special project financing program by the Utility.
3. The project financing is provided at zero percent interest.
4. The project financed amount of \$ 11,123 is repaid from energy savings.
5. \$3,931 of the annual operational savings repays the financed amount for 34
6. During the 34 months, the maintenance savings continues with the 5 year warranty
7. After the 34 months, you:
 - a. Keep all energy savings, estimated to be in excess of \$ 4,520
 - b. Has the lighting quality from all new fixtures.
 - c. Has enjoyed reduced maintenance and interior space A/C costs
 - d. Will not have had out-of-pocket cost.
8. Estimated rebate from the Utility is subject to utility approval with operational savings to be determined upon finalization of the project scope.

LED Lighting Upgrade Report

Rossmoor Parks Interior & Exterior

Rossmoor, CA 90720



November 15, 2016

By



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C10 Electrical License # 719566

LED 5 Year Warranty Program



Lighting Upgrade Proposal - Executive Summary

Rossmoor Park - Rossmoor 11/15/2016				Meter 25800- 026252 High Demand		
		Rossmoor Park Totals	Rush Park - Rossmoor Totals	Rush Park - Rossmoor Totals	Montecito (Kempton- Foster) Park Totals	All Parks
Estimated Existing Annual Lighting Energy Cost		\$ 6,112.67	\$ 6,256.19	\$ 6,330.40	\$ 3,250.38	\$ 23,949.64
Estimated Proposed Annual Lighting Energy Cost		\$ 2,342.24	\$ 2,484.38	\$ 2,609.67	\$ 1,261.97	\$ 8,708.14
Estimated Annual Lighting Energy Savings		\$ 3,770.43	\$ 3,761.84	\$ 5,720.83	\$ 1,988.41	\$ 15,241.51
1st Year Estimated Energy Savings		\$ 3,770.43	\$ 3,761.84	\$ 5,720.83	\$ 1,988.41	\$ 15,241.51
Monthly Savings		\$ 314.20	\$ 313.48	\$ 476.74	\$ 165.70	\$ 1,270.13
Pre-Incentive Project Cost		\$ 40,435.74	\$ 17,702.37	\$ 36,403.00	\$ 17,353.12	\$ 111,884.23
Estimated Utility Incentive		\$ (6,655.06)	\$ (2,249.05)	\$ 988.42	\$ (1,120.06)	\$ (8,036.63)
Project Cost		\$ 33,770.74	\$ 15,453.32	\$ 37,391.42	\$ 16,038.02	\$ 102,853.60
Trade Association Subsidy		\$ (4,331.33)	\$ (1,898.89)	\$ (3,800.39)	\$ (498.64)	\$ (10,528.89)
Net Project Cost		\$ 29,439.41	\$ 13,555.64	\$ 33,491.10	\$ 15,539.37	\$ 102,324.71
Payback		Years 7.81	3.60	5.85	7.81	6.04
(Cost / estimated energy savings)		Months 93.70	43.24	70.26	93.78	72.46
Year		Annual Savings	Annual Savings	Annual Savings	Annual Savings	\$
1		\$ 3,770.43	\$ 3,761.84	\$ 5,720.83	\$ 1,988.41	\$ 15,241.51
2		\$ 3,770.43	\$ 3,761.84	\$ 5,720.83	\$ 1,988.41	\$ 15,241.51
3		\$ 3,770.43	\$ 3,761.84	\$ 5,720.83	\$ 1,988.41	\$ 15,241.51
4		\$ 3,770.43	\$ 3,761.84	\$ 5,720.83	\$ 1,988.41	\$ 15,241.51
5		\$ 3,770.43	\$ 3,761.84	\$ 5,720.83	\$ 1,988.41	\$ 15,241.51
Total		\$ 18,852.17	\$ 18,809.18	\$ 28,604.16	\$ 9,942.03	\$ 61,753.62
kW reduction		12.64	4.68	5.11	2.96	28.39
kW % reduced		62%	59%	59%	64%	2.64
kWh savings		17,954	17913.50	14,302	11,584	61,753.62

OBFC Cumulative Report Average

PROJECT CAN BE COMPLETED WITH NO CAPITAL OUTLAY

- Subject to Utility approval, you can complete this project with no capital outlay.
- The net project cost \$ 92,027 can be paid direct to a contractor through a special project financing program by the Utility.
- The project financing is provided at zero percent interest.
- The project financed amount of \$ 92,027 is repaid from energy savings.
- \$15,242 of the annual operational savings repays the financed amount for 72 average months
- During the 72 months, the maintenance savings continues with the 5 year warranty
- After the 72 months, you:
 - Keep all energy savings, estimated to be in excess of \$ 17,528
 - Has the lighting quality from all new fixtures.
 - Has enjoyed reduced maintenance and interior space A/C costs.
 - Will not have had out-of-pocket cost.
- Estimated rebates from the Utility is subject to utility approval with operational savings to be determined upon finalization of the project scope.



Lighting Upgrade Proposal - Executive Summary

Rossmoor Park - Rossmoor
9/30/2016

	Totals		
Estimated Existing Annual Lighting Energy Cost	\$ 6,112.67		
Estimated Proposed Annual Lighting Energy Cost	\$ 2,342.24		
Estimated Annual Lighting Energy Savings	\$ 3,770.43	Monthly Savings	\$ 314.20
1st Year Estimated Energy Savings	\$ 3,770.43		
Industry Standard Project Cost	\$ 40,425.74	Year	Annual Savings
Estimated Utility Incentive	\$ (6,655.00)	1	\$ 3,770.43
Project Cost	\$ 33,770.74	2	\$ 3,770.43
Trade Association Subsidy	\$ (4,331.33)	3	\$ 3,770.43
Net Project Cost	\$ 29,439.41	4	\$ 3,770.43
Total Estimated Net Project Cost		5	\$ 3,770.43
Payback (Cost / estimated energy savings)	7.81	Months	93.70
		Total	\$ 18,852.17

kW reduction	12.64
KW % reduced	62%
kWh savings	17,954

PROJECT CAN BE COMPLETED WITH NO CAPITAL OUTLAY

1. Subject to Utility approval, you can complete this project with no capital outlay.
2. The net project cost \$ 29,439 can be paid direct to a contractor through a special project financing program by the Utility.
3. The project financing is provided at zero percent interest.
4. The project financed amount of \$ 29,439 is repaid from energy savings.
5. \$3,770 of the annual operational savings repays the financed amount for 94
6. During the 94 months, the maintenance savings continues with the 5 year warranty
7. After the 94 months, you:
 - a. Keep all energy savings, estimated to be in excess of \$ 4,336
 - b. Has the lighting quality from all new fixtures.
 - c. Has enjoyed reduced maintenance and interior space A/C costs.
 - d. Will not have had out-of-pocket cost.
8. Estimated rebate from the Utility is subject to utility approval with operational savings to be determined upon finalization of the project scope.



**Rossmoor Park - Rossmoor
Energy Calculations
9/30/2016**

Location ID		Existing System				Proposed System			
#	Location	Fixture Type	Existing Qty	Input Watts	Kw	Conversion	Proposed Qty	Input Watts	Kw
1	Walkway Poles	150w HID Pole Light single head	21	190	3.99	75w LED pole w step dim controls	21	75	1.58
2	Tennis Courts	400w HID Pole Shoebox	32	454	14.53	150w LED w step dim controls	32	150	4.80
3	Volleyball	400w HID Pole Shoebox	4	190	0.76	150w LED w step dim controls	4	150	0.60
4	Basketball	400w HID Pole Shoebox	4	190	0.76	150w LED w step dim controls	4	150	0.60
5	Monument Sign3232	100w HID floods	2	130	0.26	40w LED Floods	2	40	0.08
Totals			63		20.30	Totals	63		7.66

Existing Kw	20.30
Proposed Kw	7.66
Reduced Kw	12.64
Savings	62%



Lighting Upgrade Proposal - Executive Summary

Rush Park - Rossmoor
8/22/2016

	Totals	
Estimated Existing Annual Lighting Energy Cost	\$ 6,256.19	
Estimated Proposed Annual Lighting Energy Cost	\$ 2,494.36	
Estimated Annual Lighting Energy Savings	\$ 3,761.84	Monthly Savings \$ 313.49
1st Year Estimated Energy Savings	\$ 3,761.84	

Industry Standard Project Cost	\$ 17,702.37	
Estimated Utility Incentive	\$ (2,249.05)	
Project Cost	\$ 15,453.32	
Trade Association Subsidy	\$ (1,896.68)	
Net Project Cost	\$ 13,556.64	
Total Estimated Net Project Cost	Years 3.60	
Payback (Cost / estimated energy savings)	Months 43.24	

Year	Annual Savings
1	\$ 3,761.84
2	\$ 3,761.84
3	\$ 3,761.84
4	\$ 3,761.84
5	\$ 3,761.84
Total	\$ 18,809.18

PROJECT CAN BE COMPLETED WITH NO CAPITAL OUTLAY

1. Subject to Utility approval, you can complete this project with no capital outlay.
2. The net project cost \$ 13,557 can be paid direct to a contractor through a special project financing program by the Utility.
3. The project financing is provided at zero percent interest.
4. The project financed amount of \$ 13,557 is repaid from energy savings.
5. \$3,762 of the annual operational savings repays the financed amount for 43
6. During the 43 months, the maintenance savings continues with the 5 year warranty
7. After the 43 months, you:
 - a. Keep all energy savings, estimated to be in excess of \$ 4,326
 - b. Has the lighting quality from all new fixtures.
 - c. Has enjoyed reduced maintenance and interior space A/C costs.
 - d. Will not have had out-of-pocket cost.
8. Estimated rebate from the Utility is subject to utility approval with operational savings to be determined upon finalization of the project scope.



**Rush Park - Rossmoor
Energy Calculations
8/22/2016**

Location ID		Existing System				Proposed System			
#	Location	Fixture Type	Existing Qty	Input Watts	Kw	Conversion	Proposed Qty	Input Watts	Kw
1	Parking Lot	400w HID Pole Light 3 poles 2 heads	6	454	2.72	160w LED w step dim controls	6	150	0.90
2	Walkway Poles	150w HID Pole Light single head	17	190	3.23	75w LED pole w step dim controls	17	75	1.28
3	Exterior Canopy	2LF32T8 Tub gasketed	2	60	0.12	New 30wLED tub fixture gasketed exterior surface canopy	2	30	0.06
4	Foyer entry	2 H fixtures 2LF96T12HO	2	220	0.44	8ft 42w LED slim new fixtures radial wrap	2	42	0.08
5	Kitchen	2LF32T8 wraps and troffers	6	60	0.36	New 40w LED fixture	6	40	0.24
6	Bathroom	2LF32T8 wraps and troffers	2	60	0.12	New 40w LED fixture	2	40	0.08
7	Jims Office	2LF32T8 wraps and troffers	4	60	0.24	New 40w LED fixture	4	40	0.16
8	Office	2LF32T8 wraps and troffers	6	60	0.36	New 40w LED fixture	6	40	0.24
9	Office	2LF32T8 wraps and troffers	6	60	0.36	New 40w LED fixture	6	40	0.24
Totals			51		7.95	Totals	51		3.28

Existing Kw	7.95
Proposed Kw	3.28
Reduced Kw	4.68
Savings	59%



Lighting Upgrade Proposal - Executive Summary

Rush Park - Rossmoor Meter 259000-026252 High Demand
9/13/2016

	Totals	
Estimated Existing Annual Lighting Energy Cost	\$ 8,330.40	
Estimated Proposed Annual Lighting Energy Cost	\$ 2,609.57	
Estimated Annual Lighting Energy Savings	\$ 5,720.83	Monthly Savings \$ 476.74
1st Year Estimated Energy Savings	\$ 5,720.83	

Industry Standard Project Cost	\$ 36,403.00		
Estimated Utility Incentive	\$ 988.42	Year	Annual Savings
Project Cost	\$ 37,391.42	1	\$ 5,720.83
Trade Association Subsidy	\$ (3,900.32)	2	\$ 5,720.83
Net Project Cost	\$ 33,491.10	3	\$ 5,720.83
Total Estimated Net Project Cost		4	\$ 5,720.83
Payback (Cost / estimated energy savings)		5	\$ 5,720.83
	Years		
	5.85	Total	\$ 28,604.16
	Months		
	70.25		

kW reduction 6.11
KW % reduced 69%
kWh savings 14,302

PROJECT CAN BE COMPLETED WITH NO CAPITAL OUTLAY

1. Subject to Utility approval, you can complete this project with no capital outlay.
2. The net project cost \$ 33,491 can be paid direct to a contractor through a special project financing program by the Utility.
3. The project financing is provided at zero percent interest.
4. The project financed amount of \$ 33,491 is repaid from energy savings.
5. \$5,721 of the annual operational savings repays the financed amount for 70
6. During the 70 months, the maintenance savings continues with the 5 year warranty
7. After the 70 months, you:
 - a. Keep all energy savings, estimated to be in excess of \$ 6,579
 - b. Has the lighting quality from all new fixtures.
 - c. Has enjoyed reduced maintenance and interior space A/C costs.
 - d. Will not have had out-of-pocket cost.
8. Estimated rebate from the Utility is subject to utility approval with operational savings to be determined upon finalization of the project scope.



Meter 259000-026252 High Demand
Rush Park - Rossmoor
Energy Calculations
 9/13/2016

Location ID		Existing System				Proposed System			
#	Location	Fixture Type	Existing Qty	Input Watts	Kw	Conversion	Proposed Qty	Input Watts	Kw
1	Small Stage Light	200PAR66MFL	4	200	0.80	New LED fixture conversion 40w LED	4	40	0.16
2	Large Stage Light	500w Quartz halogen recessed large fixture	8	600	4.00	New LED fixture conversion 80w LED	8	80	0.64
3	Small Midline Stage Light	150w inca stage fixture	4	60	0.24	New LED fixture conversion 40w LED	4	40	0.16
4	Large Midline Stage Light	300w inca stage fixture	4	220	0.88	New LED fixture conversion 60w LED	4	60	0.24
5	Large Center Line Stage Light	500w Quartz Spot Light	4	220	0.88	New LED fixture conversion 80w LED	4	80	0.32
6	Storage room	2LF32T8 wraps	2	60	0.12	New 40w LED Wrap	2	40	0.08
7	Offices	2LF32T8 fixtures	2	60	0.12	New 36wLED insert	2	36	0.07
8	Offices	2LF32T8 fixtures	6	60	0.36	New 36wLED insert	6	36	0.22
9	Offices	2LF32T8 fixtures	4	60	0.24	New 36wLED insert	4	36	0.14
10	Offices	2LF32T8 fixtures	2	60	0.12	New 36wLED insert	2	36	0.07
11	Offices	2LF32T8 fixtures	2	60	0.12	New 36wLED insert	2	36	0.07
12	Offices	2LF32T8 fixtures	3	60	0.18	New 36wLED insert	3	36	0.11
13	Offices	2LF32T8 fixtures	3	60	0.18	New 36wLED insert	3	36	0.11
14	Offices	2LF32T8 fixtures	2	60	0.12	New 36wLED insert	2	36	0.07
15	Offices	2LF32T8 fixtures	3	60	0.18	New 36wLED insert	3	36	0.11
16	Offices	2LF32T8 fixtures	4	60	0.24	New 36wLED insert	4	36	0.14
16	Offices	2LF32T8 fixtures	2	60	0.12	New 36wLED insert	2	36	0.07
Totals			59		8.90	Totals	59		2.79

Existing Kw 8.90
 Proposed Kw 2.79
 Reduced Kw 6.11
 Savings 69%



Lighting Upgrade Proposal - Executive Summary

Montecito Park - Rossmoor
10/30/2016

<i>Estimated Existing Annual Lighting Energy Cost</i>	\$	Totals 3,250.38	
<i>Estimated Proposed Annual Lighting Energy Cost</i>	\$	1,261.97	
<i>Estimated Annual Lighting Energy Savings</i>	\$	1,988.41	Monthly Savings \$ 165.70
1st Year Estimated Energy Savings	\$	1,988.41	

Industry Standard Project Cost	\$ 17,353.12	\$ 10,805.12		
Estimated Utility Incentive	\$ (895.00)	\$ (895.00)		
Project Cost	\$ 16,458.12	\$ 9,910.12		
Trade Association Subsidy	\$ (498.64)	\$ (1,157.69)		
Net Project Cost	\$ 15,959.48	\$ 8,752.43		
Total Estimated Net Project Cost	8.03	Years	4.40	
Payback (Cost / estimated energy savings)	96.32	Months	52.82	

Year	Annual Savings
1	\$ 1,988.41
2	\$ 1,988.41
3	\$ 1,988.41
4	\$ 1,988.41
5	\$ 1,988.41
Total	\$ 9,942.03

\$	6,548.00	Kempton Foster
\$	10,805.12	Montecito
\$	17,353.12	Total Project Cost

PROJECT CAN BE COMPLETED WITH NO CAPITAL OUTLAY

1. Subject to Utility approval, you can complete this project with no capital outlay.
2. The net project cost \$ 15,959.48 can be paid direct to a contractor through a special project financing program by the Utility.
3. The project financing is provided at zero percent interest.
4. The project financed amount of \$15,959.48 is repaid from energy savings.
5. \$1,988 of the annual Energy savings repays the financed amount for months, the 96
6. During the 96 maintenance savings continues with the 5 year warranty months,
7. After the 96 you:
 - a. Keep all energy savings, estimated to be in excess of \$ 2,287
 - b. Has the lighting quality from all new fixtures.
 - c. Has enjoyed reduced maintenance and interior space A/C costs.
 - d. Will not have had out-of-pocket cost.
8. Estimated rebate from the Utility is subject to utility approval with operational savings to be determined upon finalization of the project scope.



**Montecito Park - Rossmoor
Energy Calculations
10/30/2016**

Location ID		Existing System				Proposed System			
#	Location	Fixture Type	Existing Qty	Input Watts	Kw	Conversion	Proposed Qty	Input Watts	Kw
1	Parking Lot	250w HID shoebox	2	290	0.58	150w LED add motion sensor on fixture	2	150	0.30
2	Exterior Lights	250w HID shoebox	8	290	2.32	80wLED Pole light	8	80	0.64
3	Kitchen	2x4 pendant 2Lamp 4ft T8	11	60	0.66	New 40watt LED Pendant fixture	11	40	0.44
4	Big Room	4ft fixture 2Lamp 4ft T8	8	60	0.48	New 40watt LED Pendant fixture	8	40	0.32
5	Mens & Women Bathroom	Dome Ceiling Light 60w inca	2	60	0.12	New 15w LED Drum	2	15	0.03
6	Interior Closet	4ft strip 2L T8	1	60	0.06	4ft LED 24w Strip conversion	1	24	0.02
7	Exterior Closet	60A19 keyless socket	1	60	0.06	New 15w LED Drum	1	15	0.02
Totals			33		4.28	Totals	33		1.77

Existing Kw	4.28
Proposed Kw	1.77
Reduced Kw	2.51
Savings	69%

LED Lighting New Install Projects

Foster & Kempton Park Facilities



October 30, 2016

By



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C10 Electrical License # 719566

LED 5 Year Warranty Program

Foster Park – Add Light Project



Existing green meter power box at fence line.

Add a pole light at fence line near Meter box 10ft pole with 100watt LED Flood light or shoebox style fixture or install at white stub up located to the left of the trash container.

- **New 10ft pole**
- **New top pole adapter**
- **New fixture head 100w LED light source**
- **Tap into existing meter power to feed new light with underground conduit schedule 40 PVC with new wiring and photocell control for dusk to dawn on off.**

The price to complete is \$ 2,814

Kempton Park – Add Light Project



Existing green meter power box at fence line.

Add a pole light at 15ft out from fence line directly in front of the Meter box. Add a 10ft pole with 100watt LED Flood light or shoebox style fixture.

- **New 10ft pole**
- **New top pole adapter**
- **New fixture head 100w LED light source**
- **Tap into existing meter power to feed new light with underground conduit schedule 40 PVC with new wiring and photocell control for dusk to dawn on off.**

The price to complete is \$ 2,884

Suggest low voltage lighting to provide light for the park signage.

- **12v transformer in ground**
- **Low voltage cable buried in ground to new LED flood lights**
- **2 each new LED flood fixtures landscape**

The price to complete is \$ 850

Total both sites \$2814 + \$2884 + \$850 = \$6,548 (ADD TO OBF AT OTHER PARKS TO FUND)



Lighting Upgrade Proposal - Executive Summary

Fossilcoor Park - Rossmoor		Meter 259060-025252 High Demand	Rush Park - Rossmoor	Monticito (Kemptoi - Foster) Park	All Parks
1/15/2016					
Estimated Existing Annual Lighting Energy Cost		Totals	Totals	Totals	Totals
		\$ 6,112.67	\$ 6,156.19	\$ 8,330.40	\$ 23,949.64
Estimated Proposed Annual Lighting Energy Cost					
		\$ 2,342.24	\$ 2,494.36	\$ 2,619.57	\$ 8,708.14
Estimated Annual Lighting Energy Savings					
		\$ 3,770.43	\$ 3,661.84	\$ 5,710.83	\$ 15,241.51
1st Year Estimated Energy Savings					
		\$ 3,770.43	\$ 3,761.84	\$ 5,710.83	\$ 15,241.51
Monthly Savings		\$ 314.20	\$ 313.49	\$ 476.74	\$ 1,270.13
Pre-Incentive Project Cost		\$ 40,425.74	\$ 17,702.37	\$ 36,403.00	\$ 111,984.23
Estimated Utility Incentive		\$ (6,655.00)	\$ (2,249.05)	\$ 988.42	\$ (9,035.63)
Project Cost		\$ 33,770.74	\$ 15,453.32	\$ 37,314.58	\$ 102,953.50
Trade Association Subsidy		\$ (4,331.33)	\$ (1,896.68)	\$ (3,900.32)	\$ (10,826.98)
Net Project Cost		\$ 29,439.41	\$ 13,556.64	\$ 33,414.26	\$ 92,126.52
Payback		7.81	3.60	5.86	6.04
Cost per method savings		93.70	43.24	70.25	93.78
Annual Savings		\$ 3,770.43	\$ 3,661.84	\$ 5,710.83	\$ 15,241.51
Year 1		\$ 3,770.43	\$ 3,661.84	\$ 5,710.83	\$ 15,241.51
Year 2		\$ 3,770.43	\$ 3,661.84	\$ 5,710.83	\$ 15,241.51
Year 3		\$ 3,770.43	\$ 3,661.84	\$ 5,710.83	\$ 15,241.51
Year 4		\$ 3,770.43	\$ 3,661.84	\$ 5,710.83	\$ 15,241.51
Year 5		\$ 3,770.43	\$ 3,661.84	\$ 5,710.83	\$ 15,241.51
Total		\$ 18,852.17	\$ 18,839.18	\$ 28,604.16	\$ 99,420.03
kW reduction		12.54	4.68	6.11	2.96
kW % reduction		6.2%	59%	69%	64%
kWh savings		17,954	17,313.50	14,302	11,584

OBFCumulative Report Average
PROJECT CAN BE COMPLETED WITH NC CAPITAL OUTLAY

1. Subject to utility approval, you can complete this project with no capital outlay.
2. The net project cost is \$ 92,027 can be paid direct to a contractor through a special project financing program by the Utility.
3. The project financing is provided at zero percent interest.
4. The project financed amount of \$ 92,027 is repaid from energy savings.
5. \$15,242 of the annual operational savings represents the financial amount for 72 months, the maintenance savings continues with the 5 year warranty.
6. After the 72 months, you will keep all energy savings, estimated to be in excess of \$ 17,528.
7. Has the lighting quality from all new fixtures.
8. Has enjoyed reduced maintenance and interior space 1/3 cost.
9. Will not have had out-of-pocket cost.
10. Estimated rebate from the Utility is subject to utility approval with operational savings to be determined upon finalization of the project scope.

On-Bill Financing

Zero-Interest Financing for Qualified Energy Efficiency Projects



Finance your energy efficiency project with our On-Bill Financing program

Staying competitive in today's economy means reducing operating expenses while enhancing your bottom line. Let us work with you to help achieve your organization's goals by financing your next energy efficiency project.

What Is On-Bill Financing?

On-Bill Financing lets you finance your qualified energy efficiency projects interest-free. With On-Bill Financing, you'll enjoy:

- 0% interest loans
- No fees or loan costs
- Convenient loan repayment through your monthly SCE bill

Along with On-Bill Financing, you may also receive these benefits from your energy efficiency project:

- Financial incentives for installing qualified energy-efficient equipment
- Lower monthly electricity usage
- Long-term energy savings

Who Is Eligible?

All SCE business customers are eligible. To participate in On-Bill Financing, you must:

- Apply for one or more of the following programs:
 - Express Solutions (for project not yet installed)
 - Customized Solutions
 - Third Party Programs
- Have an active SCE account for a minimum of the last two years
- Be in good credit standing with SCE without:
 - A disconnection notice in the past two years
 - A 48-hour shut-off notice in the past two years
 - A returned check in the past 12 months
 - A deposit to establish or re-establish credit in the past 12 months
 - No more than three Overdue Past Due Notices (20 days late) in the past 12 months

On-Bill Financing

Zero-Interest Financing for Qualified Energy Efficiency Projects



How to Apply

You must apply for On-Bill Financing along with an Energy Management Solutions Incentive Application. To find out how this program can work for your organization, contact your Account Representative or visit sce.com/onbill.

What Are the Loan Limits?

Loan limits vary by customer segment. Loans are capped at the Service Account (SA) level. Customers with multiple SAs may have loans at each SA up to the maximum amount for their segment. When special requirements are met, we will Bundle or Consolidate qualifying loans for customers.

Bundled OBF Loans — Government and Institutional (G&I) customers can bundle multiple service accounts, under the same Customer Account Number, at *one or more* premises¹, into a single OBF Loan. Individual SA OBF loan applications can be bundled to meet the loan minimum. Customer segment loan limits apply.

Consolidated OBF Loans — All business customers can consolidate multiple service accounts, under the same Customer Account Number, at the *same* premise, into one OBF Consolidated Loan. Individual SA loans must meet the \$5K OBF loan minimum to be consolidated. Customer segment loan limits apply.

Note: All projects in a Bundled or Consolidated Loan must be complete before any loan funds are distributed.

On-Bill Financing Loan Limits and Terms

Customer Segment	Individual SA	Bundled SAs	Consolidated SAs	Loan Terms
Government & Institutional	Min: \$5,000 Max: \$250,000	Min: \$5,000 Max: \$250,000	N/A	Up to 10 years
Business*	Min: \$5,000 Max: \$100,000	N/A	Min: \$5,000 Max: \$100,000	Up to 3 years for Lighting Projects Up to 5 years for Non-Lighting Projects

*OBF will cap Finance projects where single end use lighting measures comprise more than 20% of the total project costs. Emerging technologies will be exempted from the 20% project cap. These technologies include targeted lighting measures as outlined:

- LED integral lamps
- LED fixtures
- Advanced lighting controls (i.e. energy management systems, day lighting, etc.)

Excluded from advanced lighting controls are occupancy sensors and any other lighting controls required by Title 24 effective July 1, 2014.

A complete list of exempt lighting technologies is available in the reference section of the SCE Energy Management Online Application Tool at sceonlineapp.com.

On-Bill Financing

Zero-Interest Financing for Qualified Energy Efficiency Projects

How Are Loan Term and Approved Loan Amount Calculated?



The maximum loan amount for a loan is the difference between the final approved total project cost of the installed eligible energy efficiency solutions and the incentives paid by SCE. Loan funds must be used for the purchase and installation of qualified energy efficiency equipment.

The factors determining how the final approved loan amount is calculated are:

1. **Estimated Bill Neutrality²** – The monthly loan repayment amount is calculated to be equal to the estimated monthly reduction in the customer’s SCE utility bill as a result of the energy efficiency project.
2. **Loan Amount Limits** – The loan amount for any one service account cannot exceed the established loan term limits presented here.

Note: In no cases will the eligible loan term be greater than that indicated by the bill neutrality calculation.

The factors determining the term length of the OBF loan include:

1. The maximum loan term cannot exceed the loan term limits presented above.
2. The term cannot exceed the expected useful life (EUL) of the installed equipment.

The project example shown here is for a government customer. The OBF Loan payment would be \$667 per month for 120 months. The fixed monthly OBF loan payment amount is determined by a Loan Term Calculation (LTC), and will be approximately equal to the average estimated monthly savings of the newly installed energy efficient equipment bill neutrality. In no cases will the customer’s loan term exceed their segment cap or the bill neutrality calculation.

The customer may elect to choose a shorter term than allowed by the segment cap or indicated by the bill neutrality calculation, and the customer may repay the loan in its entirety at any time.

Project Example

Project Information (Government Customer)	Project Values
Project Cost	\$110,000
Rebate/Incentive Amount	\$20,000
Financeable Amount	\$90,000
Estimated Annual Energy Savings	66,667 kWh
Average 12-month Electric Rate	\$0.12
Estimated Monthly Electric Cost Savings	\$677
Monthly Debt Repayment	\$677
Months to Fully Repay Loan	123.9 (10.3 years)
Loan Exceed Segment Cap	120 months (10.0 years)
Adjusted OBF Loan Amount	\$80,000
Customer Contribution/Buy Down	\$10,000

On-Bill Financing

Zero-Interest Financing for Qualified Energy Efficiency Projects

How It Works

1. Submit a new Energy Management Solutions Incentives Application together with your On-Bill Financing Application using the SCE Energy Management Online Application Tool at sceonlineapp.com. If you are unable to apply online, you may request an application by calling 1-800-736-4777 or emailing EMSAApplication@sce.com.

Note: For Third Party OBF Program Applications contact your authorized Third Party Program Implementer.

2. Review of OBF Application and Payment History With SCE

SCE will review both your project and OBF applications and evaluate your credit-worthiness based on your SCE utility bill payment history.

3. Equipment Pre-Inspection

An SCE engineer or approved third-party inspector will conduct an inspection of your project site. If the existing equipment has been removed, your project will not be eligible for an On-Bill Financing loan, and may not be eligible for an SCE energy efficiency incentive.

Note: Equipment must be an ENERGY STAR[®] approved model³ when final inspection is completed to be eligible for an SCE energy efficiency incentive. It is the applicant or applicant's authorized agent's responsibility to ensure the installed equipment is an ENERGY STAR approved model when installed.

4. OBF Application Approval and Reservation

Upon approval of your credit-worthiness review, project inspection and loan term calculation (LTC), funds will be reserved for your project provided the funds are available, and the estimated loan amount meets program requirements.

Note: This reservation is a calculated estimate, and represents the maximum loan amount for your project. The loan amount may change if the project subsequently installed does not match the conditions of the Project Application approval. The final loan amount may be less, but cannot be greater, than the reservation amount.

5. Equipment Installation

Upon receipt of the approval for your Project and OBF Loan Applications you may install your energy efficiency project.

6. Submission of Installation Report/Project Completion Certificate

When your project installation is complete, submit an Installation Report (IR) form to SCE. Please refer to the 2013 Statewide Program Manuals for Express Solutions and Customized solutions on sce.com/onbill for terms and conditions.

7. Review and Approval of Project Installation

Once your installation is inspected and approved, SCE will process your incentive payment, finalize your On-Bill Financing Loan Agreement and send it to you to be signed and notarized by the authorized customer representative.

8. OBF Loan Funds Distribution

Upon receipt of your signed and notarized Loan Agreement, SCE will provide you, or your designated payee, with the On-Bill Financing loan proceeds.

9. Monthly Repayments Begin

Your first monthly zero-interest loan repayment will appear on your next scheduled SCE bill.

This program is funded by California utility ratepayers and administered by Southern California Edison under the auspices of the California Public Utilities Commission. This program is offered on a first-come, first-served basis and is effective until funding is expended or the program is discontinued by the California Public Utilities Commission. The program may be modified or terminated without prior notice.

1. Premise is defined as a building or a single location that provides a particular service or is used for a particular purpose.
2. Bill neutrality, according to the CPUC's May 18, 2012 decision guiding the 2013-2014 portfolio, refers to the situation in which the combined monthly or annual cost of energy efficiency loan repayments and the post-project utility bill do not exceed the amount of the original utility bill prior to the project being undertaken. See <http://www.cpuc.ca.gov> for more information.
3. Visit energystar.gov for a list of Energy Star qualified products.

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ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

Date: January 10, 2017
To: Honorable Board of Directors
From: General Manager
Subject: SECOND READING PROPOSED REVISION OF POLICIES RE:
RCSD FIVE-YEAR FISCAL PLAN SPECIFIC
RECOMMENDATIONS

RECOMMENDATION:

Approve the revised Specific Recommendations Based on the RCSD Five-Year Fiscal Plan (Plan) and give Second Reading to proposed amendments to policies and a proposed policy relating to the Specific Recommendations for implementation of the Plan.

BACKGROUND:

The Board has previously adopted the Plan. At your July meeting, the Board took specific actions to amend the Five Specific Recommendations relating to the Plan's implementation. These were as follows:

1. Eliminate Recommendation 2.
2. Split Recommendation 5 into two separate items.
3. Define the term "unanticipated windfall".
4. Reword the Five-Year Fiscal Plan to include the Board's latest recommendation and bring back as policy redlines for consideration at a future Board meeting.

Following are responses to the Board's recommendations:

1. Perhaps the request to eliminate Recommendation 2 is based on a belief that this action is already contained in existing policies; it is not. The basis of the Recommendation is, in fact, to protect expenditures that have a negative effect on the District's reserves, not approved budgets. This recommendation does not limit the Board's discretion on expenditures within the approved budget limits nor does it limit the Board from exceeding the District's budget limits after a review of the Five-Year Fiscal Plan and amendment of the budget by resolution. Rather,

Recommendation 2 simply requires a conscious review and decision by the Board to use reserves for an unbudgeted expense which exceeds the \$5,000 (one-time) and \$25,000 (annually) which would require a drawdown of reserves or elimination of other budgeted expenditures.

It is therefore recommended that Recommendation 2 be restored and be made a part of Board policy as contained in Section 3045.30 Use of Unrestricted Reserve Funds in proposed Policy No. 3045 Preservation of District Fiscal Resources.

2. Recommendation 5 may be split into two separate actions, as follows:

a. Recommendation 5 shall read “Eliminate the budgeting of one-time unanticipated (wind fall) monies into Fund 10 revenue without a specific review by the Board to determine if such action would result in ongoing rather than a one-time expenditure”.

b. Recommendation 6 shall read “Eliminate the transfer of one-time monies from other Funds into Fund 10 revenue without a specific review by the Board to determine if such transfers would result in an ongoing rather than a one-time expenditure”.

3. A definition of a “windfall” is contained to Section 3050.50 Unanticipated Revenue of proposed Policy No. 3050 Preservation of District Financial Resources

4. The Board’s request for policy amendments for implementation of the RCSD Five-Year Fiscal Plan are addressed above. All of the Plan’s recommendations are enumerated in redline revisions to existing policies and a new proposed policy. These recommended changes and additions fully address the intent of the Plan. These are attached for your review and first reading by the Board based on the following:

a. Policy No. 3020 proposes revisions which incorporates the inclusion of the RCSD Five-Year Plan Specific Recommendations as a part of the budget review and adoption process, as well as, minor language changes.

b. Policy No. 3021 proposes revisions which provide for greater authority for the General Manager to move budgeted amounts within a specific Department. From a practical matter, the General Manager must routinely evaluate budget expenditures in order to properly manage the operation of the District. A requirement for Board approval for the movement of funds between and among categories within a departmental budget conflicts with Policy No. 2000 which authorizes the General Manager to expend funds in accordance with the latest approved budget.

c. Second Reading Revision to Policy No. 3040 simply broadens the scope of the policy and also includes a provision for inquiries or requests from the public.

d. Second Reading of Policy No. 3045 sets forth the manner and methods for implementation of the RCSD Five-Year Fiscal Plan Specific Recommendations.

e. Second Reading Revision of Policy No. 3050 is a minor change regarding the multiple uses of the District's credit card.

General Counsel has reviewed and made recommended edits to the proposed policy amendments. These have been incorporated into this document.

ATTACHMENTS:

1. Draft Minutes of the July 12, 2016 Meeting of the Board re: Adoption of Specific Recommendations Based on Five-Year Fiscal Plan.
2. Policy No. 3020 Budget Preparation, Adoption and Revision.
 - a. Current
 - b. Redline
3. Policy No.3021 Budgetary Control.
 - a. Current
 - b. Redline
4. Policy No. 3040 Utilization and Control of District Fiscal Resources.
 - a. Current
 - b. Redline
5. Policy No. 3045 Preservation of District Fiscal Resources.
 - a. Proposed
6. Policy No. 3050 District Purchasing, Bidding and Contracting.
 - a. Current
 - b. Redline
7. RCSD Five-Year Fiscal Plan's Specific Recommendations.
 - a. Current
 - b. Redline.



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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, July 12, 2016

A. ORGANIZATION

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

- 2. ROLL CALL:** Directors Burgess, Casey, Kahlert
1st Vice President Maynard
President DeMarco had an excused absence

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS—None

B. ADDITIONS TO AGENDA--None

C. PUBLIC FORUM:

D. REPORTS TO THE BOARD: None

E. CONSENT CALENDAR:

DIRECTOR BURGESS REQUESTED THAT ITEM E-2 REVENUE AND EXPENDITURE REPORT BE PULLED FROM THE CONSENT CALENDAR.

1a. MINUTES REGULAR BOARD MEETING—June 14, 2016

1b. MINUTES SPECIAL BOARD MEETING—June 28, 2016

Motion by Director Casey seconded by Director Kahlert to approve Items E-1a., E-1b on the Consent Calendar as submitted. Motion passed 4-0.

2. REVENUE AND EXPENDITURE REPORT—May 2016

Director Burgess had comments relative to health insurance costs and his desire to replace employee health coverage with a 401K Plan. Acting President Maynard stated that the Board had voted on providing health benefits for its employees and if he disagreed with that decision he could submit a request RCSD President DeMarco to have the matter placed on a future agenda for discussion and consideration by the current Board.

Motion by Director Kahlert seconded by Director Casey to approve Item E-2 on the Consent Calendar as submitted. Motion passed 4-0.

F. PUBLIC HEARING:

1. ADOPTION OF PROPOSED FY 2016-2017 FINAL BUDGET.

Recommendation to open hearing, receive presentation from General Manager, take public testimony, close hearing, deliberate and approve Fiscal Year 2016-2017 Proposed Final Budget. Upon the Board's approval of the Proposed Final Budget, you will be asked to adopt Annual Budget Revenues and Expenditures Total Amounts by resolution.

The budget document before you was prepared before final year 2015-2016 budget numbers have been audited by the District's Auditor. This is due to the timing of the budget calendar required by SB 135 which does not provide sufficient time to complete an audit before the Final Budget must be adopted. The Final Budget will be fully reconciled when the District's Annual Audit is completed, at which time it will be presented to the Audit Committee and the Board at a future meeting.

The Budget Estimates to Close are considered sufficiently accurate for adoption of the Final Budget. The Final Budget has also been adjusted to account for changes recommended by the Budget and Public Works CIP Committees and approved by the Board during the intervening period since your review of the Preliminary Budget.

These changes include the Annual Salary Plan, as recommended by the Budget Committee and Capital Improvement budget and Project Lists adjustments, as recommended by the Public Works/CIP Committee. Not included this year are adjustments to fees due to the almost flat CPI during the year.

AT THIS TIME ACTING PRESIDENT MAYNARD OPENED UP THE PUBLIC HEARING

Discussion Ensued. Motion by Casey, seconded by Director Kahlert to adopt the proposed FY 2016-2017 Final Budget. Motion passed 3-1, with Director Burgess voting No.

G. RESOLUTIONS:

1. RESOLUTION NO. 16-07-12-01 ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2016-2017 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT.

Recommendation to approve Resolution No. 16-07-12-01 by roll call vote by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT RESOLUTION NO. 16-07-12-01 ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2016-2017 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT.

Motion by Director Kahlert, seconded by Director Casey to approve Resolution No. 16-07-12-01 Establishing the Annual Revenue and Expenditure Total Amounts for Fiscal Year 2016-2017 for the Rossmoor Community Services District. Motion passed 4-0.

ORDINANCES: None

H. REGULAR CALENDAR:

1. ADOPTION OF SPECIFIC RECOMMENDATIONS BASED ON FIVE-YEAR FISCAL PLAN.

As a conclusion to the Board's adoption of the Final Budget, it is deemed appropriate to approve the Specific Recommendations for future budgetary control. These recommendations could be formalized in new or amended Board policies. Should the Board be amenable to proceeding in this manner, staff will develop policies and/or amendments to current policies and present these to the Budget Committee for their review. Based on the Committee's review, these policies will be presented to the Board for first reading at a future meeting.

Recommendation to Approve the Specific Recommendations based on the RCSD Five-Year Fiscal Plan (Plan). Discussion ensued.

Motion by Director Kahlert, seconded by Director Casey to eliminate Item 2, split Item 5 into two separate items and define the term "unanticipated windfall" to provide clarity and process and bring back to the Board in articulated policy language format with redlines.

General Counsel Tarquin Preziosi suggested a policy amendment as restated below.

Amended Motion by Director Kahlert, seconded by Director Burgess to reword the Five-Year Fiscal Plan to include the Board's latest recommendations and bring back as policy redlines for consideration at a future board meeting. Motion passed 4-0.

2. ELECTION OF CANDIDATE FOR THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BOARD OF DIRECTORS.

Recommendation to discuss proposed slate of candidates (3) and give direction to General Manager to submit its vote for one candidate for the Board of the California Special District Association (CSDA).

Discussion ensued. Motion by Director Casey, seconded by Director Kahlert to vote for candidate Bill Nelson for the Board of the California Special District Association (CSDA). Motion passed 4-0.

3. AUTHORIZE THE GENERAL MANAGER TO AWARD A CONTRACT TO THE LOWEST RESPONSIBLE BIDDER FOR INSTALLATION OF A SHADE CANOPY IN RUSH PARK.

Recommendation to authorize General Manager to execute contract with lowest responsible bidder for the replacement of Rush Park Shade Canopy adjacent to the playground.

As a part of the review of the proposed FY 2016-2017 Preliminary Budget the Budget and the Public Work/CIP Committees recommended that the Board approve Rush Park Canopy capital project for this fiscal year. The Shade Canopy is for the purpose of replacing the temporary shade canopy

adjacent to the playground. The condition of the current canopy warrants immediate replacement due to its failure to meet fire code and the condition of the canopy which poses a safety issue for users.

Based on Board approval of Agenda Item F-1, it is recommended that the General Manager be authorized to proceed immediately with this project. Attached are bids and costs which are consistent with the funds available for this project. It is therefore recommended that the Board authorize the General to execute a contract with the lowest responsible bidder for the project.

Discussion ensued. Motion by Director Kahlert, seconded by Director Casey to authorize the General Manager to execute a contract with the lowest responsible bidder for the replacement of the Rush Park Shade Canopy adjacent to the playground. Motion passed 4-0.

I. GENERAL MANAGER ITEMS:

The General Manager reported that the Rossmoor Community Services District Board of Directors held a special meeting on June 28, 2016 at 7:00 p.m. at Rush Park in order to address citizen concerns surrounding the decision of the Seal Beach Planning Commission to approve the construction of an LA Fitness Health Club in the Shops at Rossmoor in Seal Beach. At that meeting the RCSD Board adopted a formal Resolution opposing the decision. Rossmoor Townhomes President Margaret Parker was present at the special meeting and, together with her Rossmoor neighbors, has filed an appeal of the Planning Commission's decision. He encouraged Rossmoor residents to attend the next Seal Beach City Council meeting on the 25th of July at 7:00 p.m. to opine. The General Manager stated that the Eagle Scout phase of the Kempton Park Demonstration Project was well underway. He praised Eagle Scout Owen Pierce for a job well done. He added that the Rossmoor Park replacement cabinets were now installed and were fully operational. The Montecito Road lighting improvements have been scheduled by SoCal Edison; proceeding with project \$17K rebate. Golden State Water had recently notified the District regarding modifications to the drought mandates; it was now permissible to water three times per week and Park Superintendent Omero Perez was working hard to implement the increased allowances. The General Manager also stated that he had spoken to Tim Whitaker, Representative with Supervisor Michelle Steele's office, regarding the status of the traffic study. Mr. Whitaker had indicated that the County has bi-furcated the study with one dedicated to the Foster Road Bike Lane issue. He announced that this Friday, July 15th was the second Concert/Movie in the Park, featuring Big Sandy and His Fly Rite Boys and Inside Out. The File Depot had agreed to sponsor the August Concert/Movie Event. For the first time the Movie was being sponsored by The File Depot, who had also offered to become one of the sponsors of the Rossmoor Winter Festival Event. The report was received and filed.

J. BOARD MEMBER ITEMS:

Director Burgess stated that the turnout for the last Concert/Movie in the Park event was more than double the usual attendance. He wanted to know if the movie screen size had been reduced and if a larger one could be obtained for the next event. The General Manager stated that he would research the matter with the Recreation Superintendent. Director Burgess concluded by stating that the Eagle Scout Project was proceeding this weekend with the drawing of the circle and installation of bender board. He added that much of the sand had been relocated to Rush and Rossmoor Park in order to supplement the playground areas, at a significant cost savings to the District.

Director Casey encouraged both Rossmoor and Seal Beach residents to opine at the next Seal Beach City Council Meeting on Monday, July 25th at 7 p.m. to opine regarding the appeal of the LA Fitness Center Project in the Shops at Rossmoor. He added that the District had approved a resolution in opposition of the project and the higher the public attendance, the stronger the chances the decision would be overturned. Director Casey announced that two Shakespeare in the Park performances (Cybeline and Othello) would be held on Saturday, July 23rd and Sunday, July 24th and invited everyone to enjoy the theatrical performances. He concluded by reminding residents to guard their small pets from coyotes as it was coyote breeding season and coyote kills were increasing again. He reminded residents to report coyote sightings and encounters on the new RossmoorWildlife Watch website or call the hotline. For emergencies, citizens should always call 9-1-1.

Director Kahlert thanked the RCSD for watering the field at Rush Park; it looked much greener. He urged staff to continue watering. Director Kahlert praised the Kempton Park Mini-Park Demonstration Project, stating it was a fantastic two phase endeavor. He suggested adding another sign which included a legend of plant identifiers so that visitors could educate themselves about the species of plants. Acting President Maynard concurred and added that they had also spoken about adding signage memorializing the project contributors.

Project Coordinator Mark Nitikman responded that the plans for the demonstration project included signage which identified the plant species.

Acting President Maynard thanked Cheryl Williamsen for her attendance and the detailed and comprehensive report she provided to the Board. He added that the District had undergone many positive changes over the past year, including the Rush Park Drought Tolerant Landscaping and Beautification project, the Kempton Park Demonstration Project, facility upgrades and more. He concluded that the addition of these safe and beautiful community assets was a good investment for the District. He concluded with comments relative to the LA Fitness Health Club project appeal and stated that the Seal Beach Planning Commission chose to ignore the original EIR Commission's vote opposing the project 4-1 and decided instead to approve the project on a 3-2 vote. He opined that the City of Seal Beach did not seem to care about the lives of those below the I-405 fwy. He asked General Counsel if it was possible for the Seal Beach City Council to decide that there wasn't enough study done. Tarquin Preziosi replied that the City Council could deny the appeal or sustain the appeal and direct further studies.

K. CLOSED SESSION—None

L. ADJOURNMENT:

Motion by Director Casey, seconded by Director Kahlert to adjourn the regular meeting at 9:23 p.m. Motion passed 4-0.

SUBMITTED BY:

James D. Ruth
General Manager

Rossmoor Community Services District

Policy

No. 3020

BUDGET PREPARATION, ADOPTION AND REVISION

3020.10 Budget Calendar: This policy shall serve as the budget calendar unless the Board modifies the dates herein. If so, the General Manager shall prepare and the Board shall adopt a budget calendar for the succeeding fiscal year at the March meeting of the Board.

3020.20 Preliminary Budget: A Preliminary Budget based on current year estimates to close and on forecasting of expected revenues and expenditures for the succeeding fiscal year shall be prepared by the General Manager by April 30. The Preliminary Budget shall conform to generally accepted accounting and budgeting procedures for special districts.

3020.25 Public Works/CIP Committee: The Public Works/Capital Improvement Projects (CIP) Committee is comprised of two Board members and the General Manager. The President of the Board appoints the members of the Committee

3025.26 Capitol Project Budget: Prior to the development of the Preliminary Budget, the Public Works/CIP Committee shall meet and make recommendations to the Board on recommended capital improvement projects for inclusion in the proposed Fund 40 budget portion of the Preliminary Budget. Capital improvement projects shall be those projects with an estimated cost of \$5,000 or over and have a five-year service life. Projects of a lesser amount or of less than a five-year service life will be included in the appropriate departmental budgets of Fund 10 of the Preliminary Budget.

3020.30 Budget Committee: The Budget Committee is comprised of two Board members and the General Manager. The President of the Board appoints members to the Committee.

3020.31 Presentation of Preliminary Budget: The Budget Committee shall review the Preliminary Budget prepared by the General Manager and make recommended changes. The General Manager shall present the amended Preliminary Budget to the Board at its meeting in May.

3020.40 Preliminary Budget: The proposed Preliminary Budget, as reviewed and amended by the Budget Committee, shall be reviewed and approved by the Board at its May meeting.

3020.50 Appropriations Limit: On or before July 1 of each year, the Board shall adopt a resolution establishing its appropriations limit pursuant to Section 61113 of the Government Code.

3020.60 Public Hearing Notice: On or before July 1 of each year, and at least two weeks before the hearing, a notice of public hearing shall be published in a newspaper of general circulation, which specifies the following:

3020.61 Availability for Inspection: The proposed Final Budget shall be available for inspection at a specified time in the District office.

3020.62 Public Hearing: The date, time and place of the meeting of the Board when the Board will meet to adopt the Final Budget and that any person may appear and be heard regarding any item in the budget or the addition of other items.

3020.70 Second Public Notice: The public notice must be published a second time at least

two (2) weeks before the Final Budget hearing in at least one newspaper of general circulation in accordance with Section 61110(d) of the Government Code.

3020.80 Final Budget Adoption: The General Manager shall submit a Final Budget to the Board as soon as practicable, but no later than the meeting of the Board in August. The Final Budget shall be based on the latest financial data available or the audited numbers for the previous fiscal year, if available. At the August Board meeting or sooner, the Board will hold the public hearing on the Final Budget and upon completion of the public hearing will consider adoption of the Final Budget. On or before September 1 of each year, the Board must adopt a Final Budget that conforms to generally accepted accounting and budgeting procedures for special districts. Immediately thereafter, the Board will adopt a Resolution stating the District Annual Budget Revenues and Expenses Totals by Fund.

3020.90 County Auditor: After Final Budget adoption and completion of the District's Financial Audit, the General Manager shall forward a copy of both documents to the County Auditor.

3020.100 Budget Adjustment: The Budget Committee shall review budget adjustments prepared by the General Manager prior to the February Board meeting. The General Manager shall present budget adjustment recommendations at the February meeting of the Board. The Board shall review current revenue and expenditure projections and make necessary adjustments to the current Budget, which are reflective of the District's current financial condition. The Board may adjust the budget by adoption of a resolution amending the budget.

3020.110 Budgetary Control: Control of movement of funds is governed by Policy No. 3021 Budgetary Control.

Amended: November 9, 2004

Amended: January 11, 2005

Amended: April 10, 2007

Amended: October 9, 2007

Amended: January 13, 2009

Amended: January 10, 2012

REDLINE

Rossmoor Community Services District

Policy

No. 3020

BUDGET PREPARATION, ADOPTION AND REVISION

3020.10 Budget Calendar: This policy shall serve as the budget calendar unless the Board modifies the dates herein. If so, the General Manager shall prepare and the Board shall adopt a budget calendar for the succeeding fiscal year at the March meeting of the Board.

3020.20 Preliminary Budget: A Preliminary Budget based on current year estimates to close and on forecasting of expected revenues and expenditures for the succeeding fiscal year shall be prepared by the General Manager by April 30. The Preliminary Budget shall conform to generally accepted accounting and budgeting procedures for special districts.

3020.21 RCSD Five-Year Fiscal Plan: Concurrently with the preparation of the Preliminary Budget, the General Manager shall update the Plan for review by the Budget Committee.

3020.25 Public Works/CIP Committee: The Public Works/Capital Improvement Projects (CIP) Committee is comprised of two Board members and the General Manager. The President of the Board appoints the members of the Committee

3025.26 Capitol Project Budget: Prior to the development of the Preliminary Budget, the Public Works/CIP Committee shall meet and make recommendations to the Board on recommended capital improvement projects for inclusion in the proposed Fund 40 budget portion of the Preliminary Budget. Capital improvement projects shall be those projects with an estimated cost of \$5,000 or over and have a five-year service life. Projects of a lesser amount or of less than a five-year service life will be included in the appropriate departmental budgets of Fund 10 of the Preliminary Budget.

3020.30 Budget Committee: The Budget Committee is comprised of two Board members and the General Manager. The President of the Board appoints members to the Committee.

3020.31 Presentation of Preliminary Budget: The Budget Committee shall review the Preliminary Budget prepared by the General Manager and make recommended changes. The General Manager shall present the amended Preliminary Budget to the Board at its meeting in May.

3020.40 Preliminary Budget: The proposed Preliminary Budget, as reviewed and amended by the Budget Committee, shall be reviewed and approved by the Board at its May meeting.

3020.50 Appropriations Limit: On or before July 1 of each year, the Board shall adopt a resolution establishing its appropriations limit pursuant to Section 61113 of the Government Code.

3020.60 Public Hearing Notice: On or before July 1 of each year, and at least two weeks before the hearing, a notice of public hearing shall be published in a newspaper of general circulation, which specifies the following:

3020.61 Availability for Inspection: The proposed Final Budget shall be available for inspection at a specified time in the District office.

3020.62 Public Hearing: The date, time and place of the meeting of the Board when the Board will meet to adopt the Final Budget and that any person may appear and be heard regarding any item in the budget or the addition of other items.

3020.70 Second Public Notice: The public notice must be published a second time at least two (2) weeks before the Final Budget hearing in at least one newspaper of general circulation in accordance with Section 61110(d) of the Government Code.

3020.80 Final Budget Adoption: The General Manager shall submit a Final Budget to the Board as soon as practicable, but no later than the meeting of the Board in August. The Final Budget shall be based on the latest financial data available or the audited numbers for the previous fiscal year, if available. At the August Board meeting or sooner, the Board will hold the public hearing on the Final Budget and upon completion of the public hearing will consider adoption of the Final Budget. On or before September 1 of each year, the Board must adopt a Final Budget that conforms to generally accepted accounting and budgeting procedures for special districts. Immediately thereafter, the Board **shall** adopt a Resolution stating the District Annual Budget Revenues and Expenses Totals by Fund.

3020.90 County Auditor: After Final Budget adoption and completion of the District's Financial Audit, the General Manager shall forward a copy of both documents to the County Auditor.

3020.100 Budget Adjustment: The Budget Committee shall review budget adjustments prepared by the General Manager prior to the February Board meeting. The General Manager shall present budget adjustment recommendations at the February meeting of the Board. The Board shall review current revenue and expenditure projections and make necessary adjustments to the current Budget, which are reflective of the District's current financial condition. The Board **shall** adjust the budget, **if necessary**, by adoption of a resolution amending the budget.

3020.110 Budgetary Control: Control of movement of funds is governed by Policy No. 3021 Budgetary Control.

Amended: November 9, 2004

Amended: January 11, 2005

Amended: April 10, 2007

Amended: October 9, 2007

Amended: January 13, 2009

Amended: January 10, 2012

Amended:

Rossmoor Community Services District

Policy

No. 3021

BUDGETARY CONTROL

3021.10 Budgetary Control: This policy shall serve as the budget control document for the District and shall govern the movement of funds within the budget.

3021.20 Budget Elements: The District's expense budget is structured upon Funds, Departments and Departmental categories of expense or account classes which currently include Salaries and Benefits, Operations and Maintenance, Contract Services and Capital Expenditures (each a "Category"). Each of these contains enumerated line items of expense.

3021.30 Budget Control Points: Movement or transfer of funds is controlled as follows:

3021.31 Movement or Transfer of Budgeted Amounts Between Funds or Between Departments: Board approval by Resolution is required for this transaction.

3021.32 Transfer of Budgeted Amounts Between and Among Categories : Board approval is required for this transaction.

3021.33 Transfer of Budget Amounts Within Line Items (Within a Category): The General Manager has the authority, in accordance with Policy 2000.80, to expend funds in accordance with the latest approved budget.

3021.40 Budget Approval Calendar/Revision: Budget approval and revision are governed by Policy No. 3020 Budget Preparation, Adoption and Revision.

3021.50 Purchasing Limits: Purchasing limits and control are governed by Policy No. 3050 Purchasing.

Adopted: October 9, 2007

REDLINE

Rossmoor Community Services District

Policy

No. 3021

BUDGETARY CONTROL

E

3021.10 Budgetary Control: This policy shall serve as the budget control document for the District and shall govern the movement of funds within the budget.

3021.20 Budget Elements: The District's expense budget is structured upon Funds, Departments and Departmental categories of expense or account classes which currently include Salaries and Benefits, Operations and Maintenance, Contract Services and Capital Expenditures (each a "Category"). Each of these contains enumerated line items of expense.

3021.30 Budget Control Points: Movement or transfer of funds is controlled as follows:

3021.31 Movement or Transfer of Budgeted Amounts Between Funds or Between Departments: Board approval by Resolution is required for this transaction.

3021.32 Transfer of Budgeted Amounts Between and Among Line Items within Departments: The General Manager has the authority, in accordance with Policy No. 2000.80, to expend funds within the approved Budget. Line Items are grouped as follows; a) Salaries and Benefits, b) Operations and Maintenance, c) Contract Services, and d) Capital expenditures.

3021.33 Transfer of Budget Amounts Within Line Items (Within a Category): The General Manager has the authority, in accordance with Policy No, 2000.80, to expend funds in accordance with the latest approved budget.

3021.40 Budget Preparation, Adoption and Revision: Budget preparation, adoption, and revision are governed by Policy No. 3020 Budget Preparation, Adoption and Revision.

3021.50 Expenditure/Purchasing Limits: Expenditure/purchasing limits and control are governed by Policy No. 3050 District Expenditure, Purchasing, Bidding and Contracting Limits.

Adopted: October 9, 2007

Amended:

Rossmoor Community Services District

Policy

No. 3040

UTILIZATION OF DISTRICT RESOURCES

3040.10 Purpose: In order to more effectively utilize the resources and priorities of the District in terms of staff time and labor, this Policy shall apply to those situations where the General Manger receives requests or inquiries from individual Board members. This policy shall not apply to requests for public records pursuant to Government Code Section 6250.

3040.20 Procedure: A request or inquiry from a Board Member to the General Manager which the General Manager determines would consume an inordinate amount of time and/or labor to fulfill, may be placed on the next regularly scheduled agenda for consideration by the Board of Directors.

3040.30 Action by the Board: The Board shall consider any such requests or inquiries and provide direction to the General Manager

Adopted: June 9, 2015

REDLINE

Rossmoor Community Services District

Policy

No. 3040

UTILIZATION AND CONTROL OF DISTRICT FISCAL RESOURCES

3040.00 Policy: The utilization and control of District financial resources is a prime responsibility of the Board and General Manager.

3040.10 Board Member Requests: In order to more effectively utilize the resources and priorities of the District in terms of staff time and labor, this Policy shall apply to those situations where the General Manger receives requests or inquiries from individual Board members. This policy shall not apply to requests for public records pursuant to Government Code Section 6250.

3040.20 Procedure: A request or inquiry from a Board Member to the General Manager which the General Manager determines would consume an inordinate amount of time and/or labor to fulfill, may be placed on the next regularly scheduled agenda for consideration by the Board of Directors.

3040.30 Action by the Board: The Board shall consider any such requests or inquiries, **within the scope and context of RCSD Five-Year Fiscal Plan**, and provide direction to the General Manager.

Adopted: June 9, 2015

Amended:

PROPOSED
Rossmoor Community Services District

Policy

No. 3045

PRESERVATION OF DISTRICT FISCAL RESOURCES

3045.00 District Fiscal Resources: A critical element of financial stability is the maintenance of adequate reserve levels within District Funds and accounts.

3045.10 Fund Level Reserves: Each Fund within the District's Annual Budget and Fund of Accounts may have different reserve requirements.

3045.11 Debt Service Funds: Debt service Funds will have specific reserve requirements which are spelled out in the bond covenants creating the debt. Those required reserve levels may only be used as a safe guard for meeting debt service requirements for the retirement of the debt. Any amounts collected from the bond holders over and above the required reserve amount(s) may be used for any legal purpose of the District as determined by the trustee.

3045.12 Operating Fund Reserves: Operating fund reserves for Funds such as Fund 10 General Fund require minimum reserve levels as set forth in General Accounting Standards Board (GASB) for establishment]] of an adequate " Rainy Day Fund". The District's Auditor determined that a sum of \$250,000 was appropriate with the District's Annual Operating Budget. In addition, the Board has adopted a total emergency reserve amount of \$500,000 as called for in the RCSD Five-Year Fiscal Plan. Operating Funds such as Fund 40 Capital Improvement Fund which have no dedicated revenue do not require a reserve level.

3045.20 Pooled Cash: In order for the District to match monthly on-going expenses with fluctuating revenue, all of the District's idle funds are pooled for this purpose. Monies used for this purpose may include Fund 10 reserves, inter Fund transfers, one-time unanticipated revenue (wind falls) or cash on hand within any District account. Upon year-end reconciliation of District accounts, all monies used as pooled cash are restored to their appropriate accounts.

3045.30 Use of Unrestricted Reserve Funds: Use of reserves for unbudgeted expenses, other than for emergency purposes, **which would draw down reserves by more than \$5,000 for each occurrence with a maximum of \$25,000 in a fiscal year**, shall be reviewed and approved by the Board through amendment of the Annual Budget by resolution and in accordance with the RCSD Five-Year Fiscal Plan. In no event, other than an emergency situation, will such expenditures be authorized which would affect the "Rainy Day" minimum level established in Section 3045.12 of this policy.

3045.40 Fund Transfers: Transfer of monies from other Funds to the Fund 10 General Fund requires Board approval by Resolution as set forth in Policy No. 3021 Budgetary Control. Such transfers which are not specifically identified for funding unbudgeted expenses approved by the Board shall be accounted for as additional reserves, not operating budget revenue.

3045.50 Unanticipated Revenue: Use of unanticipated revenue (wind falls) shall not be used for any purpose which would result in an on-going expense without a review and approval by the Board within the scope and context of the RCSD Five-Year Fiscal Plan. A wind fall is defined as

unanticipated, unbudgeted, one-time revenue from a non-traditional source such as a grant or donation. Fluctuations in normal revenue sources such, as property and assessment taxes are not considered a windfall and may be used for expenditures during the course of normal District business.

3045.60 RCSD Five-Year Fiscal Plan: The Plan shall be updated annually by the General Manager after adoption of the Annual Audit by the Board and prior to the development of the Mid-Year Budget Adjustment and the Preliminary Annual Budget which shall be presented to the Budget Committee and the Board as a part of the Mid-Year Budget adjustment and the Preliminary Annual Budget review process.

DRAFT

Adopted:

Rossmoor Community Services District

Policy

No. 3050

DISTRICT PURCHASING, BIDDING AND CONTRACTING

3050.10 Expense Authorization: The General Manager has the authority and responsibility for managing and expending District funds in accordance with the approved annual District Final Budget (see Policy No. 2000, General Manager Authority and Responsibilities).

3050.20 Limits on Expenditures: The General Manager shall report promptly to the Board any expenditure for equipment, supplies or contract services that exceeds \$5,000. Any contract for goods or services totaling \$10,000 or more, in any one year or any amendment or extension thereto involving a change of more than \$10,000 shall be subject to Board review and approval.

3050.30 Required Payment Signatures: All District payments require two signatures in accordance with Policy No. 4055. All requests for payment shall be accompanied by an invoice or other documentation supporting the claim.

3050.40 Credit Card: The District credit card shall have a limit of \$5,000. Review of the claims and payments will be performed in the manner required by Policy 3050.30, above.

3050.50 Revolving Cash Fund: The Revolving Cash Fund for incidental expenses shall be \$400. A review of these expenditures for authorization by the approved District Budget shall be performed prior to replenishment of the fund.

3050.60 Public Works Projects: The General Manager shall conduct a competitive bid process in accordance with the Public Contract Code section 20161, including noticed bidding and sealed bids for any contract for the construction of a public works project which is estimated to cost in excess of \$25,000. The General Manager shall present the competitive bid results to the Board and the Board shall award the contract, if at all, to the lowest responsive and responsible bidder.

3050.61 Specific Bidder Requirements: In order to qualify as a responsible bidder, unless otherwise specifically exempt under applicable law, a bidder must submit evidence of currently valid California State Contractor's license as specified in the notice inviting bids, must agree to provide Worker's Compensation Insurance pursuant to the provisions of Labor Code section 1860 et seq, and the payment of prevailing wages, and must agree to indemnify the District in an amount as determined by the General Manager.

3050.70 Emergency Expenditures: All emergency expenditures shall be in accordance with Policy No. 2000.160.

Adopted: December 9, 2003
Amended: April 10, 2007
Amended: October 9, 2007
Amended: November 11, 2014
Amended May 10, 2016

REDLINE

Rossmoor Community Services District

Policy

No. 3050

**DISTRICT EXPENDITURE, PURCHASING, BIDDING AND
CONTRACTING LIMITS**

3050.10 Expense Authorization: The General Manager has the authority and responsibility for managing and expending District funds in accordance with the approved annual District Final Budget (see Policy No. 2000, General Manager Authority and Responsibilities).

3050.20 Limits on Expenditures: The General Manager shall report promptly to the Board any expenditure for equipment, supplies or contract services that exceeds \$5,000. Any contract for goods or services totaling \$10,000 or more, in any one year or any amendment or extension thereto involving a change of more than \$10,000 shall be subject to Board review and approval.

3050.30 Required Payment Signatures: All District payments require two signatures in accordance with Policy No. 4055. All requests for payment shall be accompanied by an invoice or other documentation supporting the claim.

3050.40 Credit Card: The District credit card shall have a limit of \$5,000 **per expenditure**. Review of the claims and payments will be performed in the manner required by Policy 3050.30, above.

3050.50 Revolving Cash Fund: The Revolving Cash Fund for incidental expenses shall be \$400. A review of these expenditures for authorization by the approved District Budget shall be performed prior to replenishment of the fund.

3050.60 Public Works Projects: The General Manager shall conduct a competitive bid process in accordance with the Public Contract Code, including noticed bidding and sealed bids for any contract for the construction of a public works project as defined in Public Contract Code section 20161 which is estimated to cost in excess of \$25,000. The General Manager shall present the competitive bid results to the Board and the Board shall award the contract, if at all, to the lowest responsive and responsible bidder.

3050.61 Specific Bidder Requirements: In order to qualify as a responsible bidder, unless otherwise specifically exempt under applicable law, a bidder must submit evidence of currently valid California State Contractor's license as specified in the notice inviting bids, must agree to provide Worker's Compensation Insurance pursuant to the provisions of Labor Code section 1860 et seq, and the payment of prevailing wages, and must agree to indemnify the District in an amount as determined by the General Manager.

3050.70 Emergency Expenditures: All emergency expenditures shall be in accordance with Policy No. 2000.160.

Adopted: December 9, 2003
Amended: April 10, 2007
Amended: October 9, 2007
Amended: November 11, 2014
Amended: May 20, 2016
Amended:

ROSSMOOR

COMMUNITY SERVICES DISTRICT



PIFC Meeting of the Board

Agenda Package

January 10, 2017

BOARD OF DIRECTORS

**AGENDA
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT
PUBLIC IMPROVEMENTS FINANCING CORPORATION
REGULAR MEETING**

RUSH PARK
3021 Blume Drive
Rossmoor, California

**Tuesday, January 10, 2017
7:00 p.m. (see Call to Order)**

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m. (immediately following adjournment of the Regular Meeting of the Board of Directors of the Rossmoor Community Services District)
2. ROLL CALL: Board Members Casey, Kahlert, Maynard, Nitikman
President DeMarco
3. PLEDGE OF ALLEGIANCE
4. MINUTES:
 - a. Regular Meeting of January 12, 2016. *(Information only).*
5. PRESENTATIONS: None.
6. ELECTION OF OFFICERS:
 - a. President.
 - b. Vice President.

B. ADDITIONS TO AGENDA

In accordance with Section 54954.2(b)(2) 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 5494.5 (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 need 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 - None.

E. CONSENT CALENDAR - None.

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.17-01-10-1. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.

H. BIDS, CONTRACTS AND AGREEMENTS - None.

I. ADMINISTRATIVE ITEMS - None.

J. INFORMATIONAL ITEMS - None.

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 on his or her own activities, and requests of staff, including that specific items be placed on a future Agenda. The Board may not discuss or take action on items that are not on the Agenda.

L. CLOSED SESSION - None.

The Board may, from time to time, adjourn to a Closed Session to consider the following items, which deal with litigation, personnel matters, or to discuss with legal counsel matters within the attorney-client privilege, pursuant to applicable sections of the Government Code.

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.

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the January 10, 2017, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services Public Improvements Financing Corporation was posted at least 72 hours prior to the time of the meeting.

ATTEST:



James D. Ruth
Secretary

1/4/17

Date

ROSSMOOR COMMUNITY SERVICES DISTRICT
PUBLIC IMPROVEMENTS FINANCING CORPORATION

AGENDA ITEM A-4

Date: January 10, 2017
To: Honorable Board of Directors
From: General Manager
Subject: MINUTES: REGULAR MEETING OF JANUARY 12, 2016.

RECOMMENDATION:

Review the Minutes of the Regular Meeting of January 12, 2016.

BACKGROUND:

The report reflects the actions of the Board at their Regular Meeting of January 12, 2016, previously approved.

ATTACHMENTS:

1. Minutes - Regular Meeting of January 12, 2016.



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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, January 12, 2016

A. ORGANIZATION

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

2. ROLL CALL: Directors Burgess, Casey, DeMarco, Maynard
President Kahlert

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS:

a. Proclamation re: Park Superintendent Omero Perez for 22 Years of Exemplary Service to the District.

President Kahlert presented Park Superintendent Omero Perez with a Proclamation of Appreciation for his 22 years of exemplary service to the Rossmoor Community Services District. Applause Ensued. Omero Perez thanked the Board and Community. Further Applause ensued. Photos were taken. The report was received and filed.

b. Proclamation re: Recreation Superintendent Chris Argueta for Outstanding Achievement with Winter Festival.

President Kahlert presented newly promoted Recreation Superintendent Chris Argueta with a Proclamation of Appreciation for his outstanding achievement with the first annual Rossmoor Winter Festival Event. Applause Ensued. Chris Argueta thanked the Board and Community. Further Applause ensued. Photos were taken. The report was received and filed.

c. Mr. John Cox, ValleyCrest Landscape Co. re: Drought Measures Update.

Mr. John Cox, Valleycrest Landscape Company, discussed the recent turf replacement and drought tolerant landscaping upgrades to District Parks. He presented a brief overview of the various smart irrigation upgrades. He commented that the brown areas

caused by the drought would quickly turn green with the winter rain and upcoming warmer weather. The report was received and filed.

d. **President Kahlert (2015) State of the District Address**

President Kahlert presented the 2015 State of the District Address. He highlighted the many achievements the District had accomplished over the year. He expressed appreciation for the Board and Staff and praised them for all their hard work and dedication. The report was received and filed.

5. ELECTION OF OFFICERS

a. President

Administrative Assistant Elizabeth Deering called for nominations for the office of President. Director Maynard nominated Director DeMarco to the office of President. The nomination was seconded by Director Casey. The Administrative Assistant asked if there were any additional nominations. Seeing none the nominations were closed and a roll call vote was taken. Director DeMarco was unanimously elected as President, 5-0.

President DeMarco then presided over the remainder of the meeting.

b. First Vice President

President DeMarco called for nominations for the office of First Vice President. President DeMarco nominated Director Michael Maynard to the office of First Vice President. The nomination was seconded by Director Casey. President DeMarco asked if there were any additional nominations. Seeing none the nominations were closed and a roll call vote was taken. Director Maynard was unanimously elected as First Vice President, 5-0.

c. Second Vice President

President DeMarco called for nominations for the office of Second Vice President. Director Maynard nominated Director Casey to the office of Second Vice President. The nomination was seconded by Director Kahlert. President DeMarco asked if there were any additional nominations. Seeing none the nominations were closed and a roll call vote was taken. Director Casey was unanimously elected to a second term as Second Vice President, 5-0.

B. ADDITIONS TO AGENDA—None

C. PUBLIC FORUM:

Beverly Houghton announced that the 2016 Rossmoor Community Festival would take place on May 1st from 10 a.m. to 4 p.m. at Rush Park. She added that a new festival website had been created and encouraged residents to access the site at: www.rossmoorfestival.com for sponsorship forms and vendor applications.

Erwin Anisman had comments relative to private property foliage growing over and around the exterior of the Rossmoor Signature Wall. He stated that the wall policy prohibits this practice and asked that the RCSD correct it. He added he wasn't sure how much this would cost the District.

D. REPORTS TO THE BOARD—None

E. CONSENT CALENDAR

1a. MINUTES REGULAR BOARD MEETING—December 8, 2015

2. REVENUE AND EXPENDITURE REPORT—November 2015

Motion by Director Maynard, seconded by Director Kahlert to approve the items on the Consent Calendar as submitted. Motion passed 5-0.

F. PUBLIC HEARING—None

G. RESOLUTIONS:

1. RESOLUTION NO. 16-01-12-01

Recommendation to approve Resolution No. **16-01-12-01** by roll call vote by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT LIST OF OFFICIALS AUTHORIZED TO TRANACT BUSINESS WITH THE DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS.

Motion by Maynard, seconded by Director Casey to approve Resolution No. **16-01-12-01** Authorizing District List of Officials Authorized to Transact Business With The District's Banks and Other Financial Institutions, by roll call vote by reading the title only and waiving further reading. Motion passed 5-0.

2. RESOLUTION NO. 16-01-12-02

Recommendation to approve Resolution No. **16-01-12-02** by roll call vote by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT REJECTION OF GOVERNMENT CLAIM—MERCURY INSURANCE GROUP

Motion by Burgess, seconded by Director Casey to approve Resolution No. **16-01-12-02** Rejection of Government Claim—Mercury Insurance Group, by roll call vote by reading the title only and waiving further reading. Motion passed 5-0.

3. RESOLUTION NO. 16-01-12-03

Recommendation to approve Resolution No. **16-01-12-03** by roll call vote by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT REJECTION OF GOVERNMENT CLAIM—BRENT WOOD

Discussion ensued relative to the difference between the two claims and why the insurance offered to pay the \$12,000. General Counsel responded that the insurance agreed to pay the cost of damage but not the diminished value of the vehicle. There is no recovery in California for diminished value. Motion by Director Maynard, seconded by Director Kahlert to approve Resolution No. **16-01-12-03** Rejection of Government Claim—Brent Wood, by roll call vote by reading the title only and waiving further reading. Motion passed 5-0.

ORDINANCES—None

H. REGULAR CALENDAR:

1. RESIDENT REQUEST FOR STREET TREE TRIMMING BY PRIVATE ARBORIST.

Recommendation to receive the report of the Tree Committee and make a determination regarding the resident's request to trim a parkway tree by a private certified arborist.

The General Manager reported at your December meeting, the Board took up the matter of a request by a resident to trim a parkway tree by a private certified arborist. Staff made a recommendation to deny the request stating that parkway trees were a District responsibility in accordance with Policy No. 3080 Parkway and Rossmoor Median Tree Maintenance. The policy prohibits tree trimming by anyone other than the District. Further the policy states that parkway trees are to be trimmed in accordance with County standards. Therefore, trimming a parkway tree by a private certified arborist would not guarantee adherence to those standards.

The Board deliberated the request of the resident and voted to refer the matter to the District's Tree Committee for further review. The Tree Committee met on January 6, 2016 and voted to recommend denial of the resident's request by the Board.

General Counsel Tarquin Preziosi stated that the District had recently amended its tree policy and created a new tree ordinance, therefore it was now the law. President DeMarco stated that the tree committee had reviewed the item at length, concluding that interim tree trims were allowed, but not by a private arborist.

Mary Kingman reported to the Board relative to the current condition of the tree. She reiterated the Tree Committee's recommendation to deny the resident's request as it would be contrary to policy and impossible to manage administratively.

Motion by Director Maynard seconded by Director Burgess to receive the report of the Tree Committee and deny resident Joyce Bloom's request to have her tree trimmed by a private arborist. Motion passed 5-0.

2. REPORT OF THE TREES/PARKWAYS COMMITTEE RE: RESIDENT REQUEST FOR REMOVAL OF PARKWAY TREE.

Recommendation to receive the report of the Trees/Parkways Committee and deny resident's request to remove a parkway tree.

Staff has received a request by Ms. Cindy Nelson residing at 3072 Ruth Elaine Drive to remove a parkway tree at that location. The matter was presented to the Trees/Parkways Committee at their meeting of January 6, 2016. The Committee reviewed staff's recommendation to deny the request and also considered the report of West Coast Arborist Rebecca Mejia, ISA Certified Arborist and Qualified Assessor. The tree has been evaluated as healthy and does not qualify for removal. The tree has an estimated value of \$9,830. The Committee voted 2-0 to deny the resident's request to remove the tree.

Mary Kingman addressed the Board regarding the historical trim data and certified arborist report relative to the resident's tree removal request. She stated that the tree had received all scheduled trims. She stated that West Coast Arborist's report had evaluated the tree as healthy and ineligible for removal.

Resident Cindy Nelson addressed the Board regarding alleged inconsistencies. She argued that the tree was unhealthy and dropping many limbs presenting a safety issue. She refuted the District's recommendation and requested more time to prepare a response.

Discussion ensued. President DeMarco asked Ms. Kingman if it was normal for a tree of that size to drop limbs. Mary Kingman stated that it was normal for large trees to drop limbs from time to time. Motion by Director Maynard, seconded by Director Burgess to postpone the item to the February 9, 2016 Meeting of the Board in order to allow Ms. Nelson to prepare a response. Motion passed 5-0.

I. GENERAL MANAGER ITEMS:

The General Manager provided the board with an update on the flood control channel gates (better known as coyote gates). He stated that there had been a resident request for RCSD to take over the responsibility of raising and lowering the gates; however that was not legally, jurisdictionally or logistically feasible. The County Public Works Department continued to do a great job of maintaining the gates and communicating with the RCSD and residents whenever they were in the open position. He also reported that staff was in the process of scheduling various committee meetings and were preparing for a lot of work ahead in the New Year. He reported regarding the proposed resident donation of a memorial bench for the Kempton Mini-Park Demonstration Project. The bench would be in honor of a long time Rossmoor resident and former Disney artist, Gretchen Destefano. The mid-year budget adjustments were approaching. The Montecito Road Lighting Adjustments were progressing. As per the County, the cost to upgrade the current lighting deficiencies was \$12,000. A photometric study was not needed after all. Edison will do the installation. The current output is only 70w and the minimum standard is 150w. President DeMarco stated that no wonder the streets were so dark because the lighting was so dim. The General Manager concluded by announcing that recreation staff was in the process of planning the second

annual Rossmoor Night Basketball event at CSULB. On January 20th they would be playing CSU Irvine, on January 27th CSU Fullerton, and on March 5th they would be playing Hawaii, which was an outstanding team. Now all they had to do was commit to a date and lock it in. The report was received and filed.

J. BOARD MEMBER ITEMS

Director Maynard thanked former President Bill Kahlert for his leadership over the past year. He stated that President Kahlert had a vision for the winter festival and made it happen. His passion paid off. He announced that the District now had two wonderful events to look forward to each year, The Rossmoor Community Festival on May 1st and the next wonderful winter event. He thanked Chris Argueta and Omero Perez who were recognized earlier in the evening for their contributions; stating that they probably didn't get thanked enough. He thanked Elizabeth Deering and the rest of the RCSD staff who worked hard for the benefit of the community. He concluded that he resolved to continue maintaining and upgrading Rossmoor in the coming year.

Director Casey stated he was pleased about the General Manager's updates on the coyote gates. He was also happy to report our new drought resistant landscaping was tough and weather resistant. He thanked outgoing President Bill Kahlert and RCSD Staff for an outstanding Rossmoor Winter Festival. He added that the cold weather only added to the appeal. He thanked Bill Kahlert for a job well done, stating there were many successful projects and events accomplished under his leadership. Director Casey concluded by wishing everyone a Happy New Year.

Director Burgess thanked Chris and Omero for a great job. He welcomed Chris Argueta as the newly promoted Recreation Superintendent. He was pleased about the success of the Winter Festival. He also remarked that he learned a lot from Mary Kingman's report about interim tree trims and asked that the District publicize this in some way. He also had comments relative to coyote sightings and the District's role in the reporting process.

Director Kahlert thanked the Board and staff for the opportunity to serve as President over the past year. He stated that it was a lot of fun and he was looking forward to serving as Director in 2016. He offered to make himself available to President DeMarco if needed. He thanked Elizabeth Deering for her tireless efforts and behind the scenes coordination of events and Kathy Bell for keeping the District financially sound. He thanked Chris Argueta for a fantastic job on the Rossmoor Winter Festival and a great summer season. He thanked Omero Perez for his outstanding service over the past 22 years and added that he was so impressed with his ongoing professionalism, performance, perpetual smile and positive attitude. He thanked General Counsel Tarquin Preziosi for his demeanor and knowledge. He stated he was proud of the many accomplishments in 2015: decreased costs and increased revenue, the drought landscaping and beautification project, facility upgrades, etc. Last, but not least he thanked General Manager Jim Ruth for his patience and wisdom and for being an invaluable resource. Director Kahlert concluded by reminding everyone that it was coyote season and the floodgates were open in response to forecasted rain. He relayed a recent encounter he had with a coyote while walking his dog in Rush Park at 2 p.m. approximately 2 weeks ago. He stated the coyote looked like a large dog with a bushy tail and was not scared of him at all. He encouraged the public to be vigilant and stay away from coyotes.

President DeMarco thanked the Board for electing him and trusting him to the office of President. He looked forward to a productive year and agreed with the Board that the District had a very productive 2015. No matter how small the government entity, things like lighting improvements on Montecito Road, the Bradbury Road restriping and coyote management all take time and patience. He thanked the residents for their participation and community activism. He stated that the RCSD Board members are all Rossmoor Residents and they want to make the residents happy. He encouraged everyone to have their voices heard. President DeMarco thanked outgoing President Kahlert for his outstanding service over the past year and added that he would certainly seek his counsel over the coming months.

K. CLOSED SESSION—None

I. ADJOURNMENT:

Motion by Director Casey, seconded by Director Kahlert to adjourn the regular meeting at 9:15 p.m. Motion passed 5-0.

SUBMITTED BY:

James D. Ruth
General Manager

ROSSMOOR COMMUNITY SERVICES DISTRICT
PUBLIC IMPROVEMENTS FINANCING CORPORATION

AGENDA ITEM A-6 a, b

Date: January 10, 2017
To: Honorable Board of Directors
From: General Manager
Subject: ELECTION OF OFFICERS: PRESIDENT AND VICE PRESIDENT
AND MAKING APPOINTMENTS

RECOMMENDATION:

That the Board of Directors of the Rossmoor Community Services District Public Improvements Financing Corporation (“Corporation”) have certain Officers of the Rossmoor Community Services District (RCSD) Board for the year 2017 serve in the same capacity on the Board of the Rossmoor Community Services District Public Improvements Financing Corporation and that the Corporation elect officers and make appointments to the Corporation.

It is also recommended that General Manager James D. Ruth be appointed as Secretary and Chief Financial Officer and that the law firm of Jones & Mayer be appointed as General Counsel of the Corporation.

BACKGROUND:

The Bylaws of the Rossmoor Community Services District Public Improvements Financing Corporation, Section 5.01 and Section 5.02 provide for the number and qualifications of officers, as well as election and term of office.

The current Corporation officers are as follows:

Tony DeMarco, President

Michael Maynard, Vice President

The Corporation bylaws Section 5.07 and Section 5.08 also call for the appointment of a Secretary and Chief Financial Officer of the Corporation.

The current Corporation appointees are as follows:

Secretary and Chief Financial Officer, James D. Ruth
Counsel, Jones & Mayer

ATTACHMENTS:

1. Bylaws of Rossmoor Community Services District Public Improvements Financing Corporation.

BYLAWS

OF

ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS
FINANCING CORPORATION

(A Nonprofit Public Benefit Corporation)

ARTICLE I

NAME, ORGANIZATION AND PURPOSE,
PRINCIPAL OFFICE, SEAL

SECTION 1.01. Name. The name of this Corporation is Rossmoor Community Services District Public Improvements Financing Corporation (hereinafter called the "Corporation").

SECTION 1.02. Organization, Purpose and Use of Funds. The Corporation is a nonprofit public benefit corporation organized under the Nonprofit Public Benefit Corporation Law of the State of California (Title 1, Division 2, Part 2 of the California Corporations Code) for public purposes.

The specific and primary purpose for which the Corporation is formed is to render financial assistance to the Rossmoor Community Services District (the "District") (a special district of the State of California) by financing, refinancing, acquiring, constructing, improving, leasing, selling, or otherwise conveying property of any kind to the District. The activities of the Corporation shall be limited to the activities permitted by its Articles of Incorporation. No gains, profits or dividends shall be distributed to any of the directors or officers of the Corporation, and no part of the net earnings, funds or assets of the Corporation shall inure to the benefit of any director, officer or individual, or any person, firm or corporation, excepting only the District.

SECTION 1.03 Principal Office. The principal office of the Corporation shall be located at the principal executive offices of the District, wherever located from time to time.

ARTICLE II

MEMBERSHIP

SECTION 2.01. The Corporation shall have no members. Any action which would otherwise require approval by a majority of all members or approval by the members shall require only approval of the directors and all rights which would otherwise vest in the members shall vest in the directors.

ARTICLE III

DIRECTORS

SECTION 3.01. Number of Directors, Term of Office. The Board of Directors of the Corporation shall consist of five (5) persons. The members of such Board of Directors shall be the persons serving from time to time as the members of the Board of Directors of the District.

SECTION 3.02. Organization Meeting. The first Board of Directors may at any time hold an organizational meeting at which the directors shall organize by electing from their number a President, a Vice President and a Secretary. In addition, the Board of Directors shall elect a Chief Financial Officer and may elect such subordinate officers as they may determine, none of whom need to be a director of the Corporation.

SECTION 3.03. Place of Directors' Meetings. Meetings of the directors shall be held at such place in the County of Orange, or elsewhere, as may be designated in the notice of meeting or by resolution of the Board of Directors.

SECTION 3.04. Regular Meetings. The Board of Directors shall hold a regular meeting not less than once each calendar year. The Board of Directors shall by resolution fix the date, time and place of holding such meetings.

SECTION 3.05. Special Meetings. Except as otherwise provided by law, special meetings of the Board of Directors may be called from time to time by the President or by a written call signed by a majority of the Directors and filed with the Secretary. Each special meeting of the Board of Directors shall be held at such place, either within or outside the County of Orange, as shall be designated in the notice of such meeting, insofar as not inconsistent with law.

SECTION 3.06. Notice of Meetings. All meetings of the Board of Directors shall be noticed, conducted and held in accordance with the provisions of the laws of the State of California governing the noticing, conducting and holding of meetings of legislative bodies of local agencies.

SECTION 3.07. Waiver of Notice. The transactions of any meeting of the Board of Directors, however called and noticed or wherever held, shall be as valid as though taken at a meeting duly held after regular call and notice, if a quorum is present, and either before or after the meeting, each of the directors not present signs a written waiver of notice, a consent to holding the meeting, or an approval of the minutes. The waiver of notice or consent need not specify the purpose of the meeting. All waivers, consents and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Notice of a meeting shall also be deemed given to any director who attends the meeting

without protesting before or at its commencement about the lack of adequate notice.

SECTION 3.08. Quorum. Except as provided in Section 3.08 of this Article III, a majority of the Board of Directors shall constitute a quorum for the transaction of business. In determining the presence of a quorum, all directors present, in person or by telephone, shall be counted. Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board of Directors, subject to the provisions of the California Nonprofit Corporation Law, including, without limitation, those provisions relating to (i) approval of contracts or transactions in which a director has a direct or indirect material financial interest, (ii) appointment of committees, and (iii) indemnification of directors. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of directors, if any action taken is approved by at least a majority of the required quorum for that meeting.

SECTION 3.09. Adjournments and Adjourned Meetings. The Board of Directors may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified by the Board of Directors in accordance with law. If less than a majority is present at a meeting, a majority of those Directors present may adjourn the meeting from time to time.

SECTION 3.10. Conduct of Meetings. The President or, in his or her absence, the Vice President shall preside at all meetings of the Board of Directors.

SECTION 3.11. Resignations and Vacancies. Any director of the Corporation may resign at any time by giving written notice to the President or to the Board of Directors, and, where such resignation would leave the Corporation without a duly elected director or directors in charge of its affairs, to the Attorney General of the State of California. Such resignation shall take effect at the time specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

A vacancy or vacancies in the Board of Directors shall be deemed to exist in the event of the death, resignation or removal of any member of the Board of Directors of the District. If, for any reason, there shall not be five (5) members of the Board of Directors of the District for any period of time, then the resulting vacancy in the Board of Directors shall be filled by a majority of the remaining directors, whether or not less than a quorum, subject to the approval of the Board of Directors of the District.

SECTION 3.12. Compensation of Directors. No director shall be entitled to receive any compensation for serving as a

director or an officer of the Corporation; provided, however, that directors shall be entitled to receive such per diem compensation and reimbursement of expenses in the same manner as directors receive compensation and reimbursement for services rendered as directors of the District Board of Directors.

SECTION 3.13. Removal of Directors. Any director may be removed by the vote of a majority of all directors or by the Board of Directors of the District for cause.

SECTION 3.14. Notice to and Attendance by the Board of Directors of the District. Notice of all meetings of the Board of Directors of the Corporation shall be given by the Secretary of the Corporation to the President of the Board of Directors, and to the Secretary of the Board of Directors, of the District.

SECTION 3.15. Use of Conference Telephones. Any director may attend any meeting of the Board of Directors, whether regular or special, by conference telephone or similar communication equipment, so long as all of the directors participating in the meeting can hear one another, and all such directors shall be deemed to be present in person at such meeting.

SECTION 3.16. Action Without Meeting. Any action required or permitted to be taken by the Board of Directors may be taken without a meeting, if all members of the Board, individually, or collectively, consent in writing to that action. Such action by written consent shall have the same force and effect as an unanimous vote of the Board of Directors. Such written consent or consents shall be filed with the minutes of the proceedings of the Board of Directors.

ARTICLE IV

POWERS OF BOARD OF DIRECTORS

SECTION 4.01. General Powers of Board of Directors. All corporate powers shall be exercised by or under the authority of, and the business, property and affairs of the Corporation shall be controlled by, the Board of Directors.

SECTION 4.02 Indemnification. To the full extent permitted by law, the Board of Directors hereby authorizes indemnification by the Corporation of any person who is or was a director, officer, employee or other agent of the Corporation, and who was or is a party or is threatened to be made a party to a proceeding by reason of the fact that such person is or was an agent of the Corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding (including attorneys' fees), if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the Corporation and, in the case of a criminal proceeding, had no reasonable cause

to believe the conduct of such person was unlawful and, in the case of an action by or in the right of the Corporation, acted with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

ARTICLE V

OFFICERS

SECTION 5.01. Number and Qualifications. The officers of the Corporation shall be a President, a Vice President, a Secretary, a Chief Financial Officer and such subordinate officers, including one or more assistant secretaries and assistant financial officers, as the Board of Directors may elect from time to time. Only directors shall be qualified to hold the office of President or Vice President, but the Board of Directors may elect any person, whether or not a director of the Corporation, to hold the office of Secretary or Chief Financial Officer or any subordinate office.

SECTION 5.02. Election, Term of Office. Each officer shall be elected by the Board of Directors and shall hold office until his or her successor shall have been elected and qualified, or until the death, resignation or removal of such officer.

SECTION 5.03. Resignations. Any officer may resign at any time by giving written notice to the President or to the Board of Directors of the Corporation. Any such resignation shall take effect at the time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 5.04. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws for regular election to such office.

SECTION 5.05. President. The President shall be the chief executive officer of the Corporation and shall have general supervision over the business of the Corporation, subject, however, to the control of the Board of Directors. The President shall preside at all meetings of the Board of Directors. The President may sign and execute, in the name of the Corporation, deeds, mortgages, leases, bonds, contracts and other instruments duly authorized by the Board of Directors, and generally shall perform all duties incident to the office of President and such other duties as may from time to time be assigned to such office by the Board of Directors.

SECTION 5.06. Vice President. At the request of the President or in case of his or her absence or disability, the Vice President shall perform all duties of the President and, when so acting, shall have all the powers of, and be subject to all restrictions upon, the President. In addition, the Vice President

shall perform such other duties as may from time to time be assigned to that office by the Board of Directors or the President.

SECTION 5.07. Secretary. The Secretary shall:

(a) Certify and keep at the office of the Corporation, or at such other place as the Board of Directors may order, the original or a copy of these Bylaws, as amended or otherwise altered;

(b) Keep at the office of the Corporation, or at such other place as the Board of Directors may order, a book of minutes of all meetings of the directors, recording therein the time and place of holding, whether regular or special, and, if special, how authorized, the notice thereof given, and the proceedings thereat;

(c) See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;

(d) Be custodian of the records and seal of the Corporation;

(e) Exhibit at all reasonable times to any director, upon application, these Bylaws and minutes of the meetings and proceedings of the directors of the Corporation; and

(f) In general, perform all duties of the office of Secretary and such other duties as may from time to time be assigned to such office by the Board of Directors or the President.

SECTION 5.08. Chief Financial Officer. The Chief Financial Officer shall receive and have charge of all funds of the Corporation and shall disburse such funds only as directed by the Board of Directors. The Chief Financial Officer shall, in general, perform all duties incident to the office of Chief Financial Officer and such other duties as may from time to time be assigned to such office by the Board of Directors or the President.

SECTION 5.09. Subordinate Officers. Subordinate officers shall perform such duties as shall be prescribed from time to time by the Board of Directors or the President.

ARTICLE VI

DISSOLUTION

SECTION 6.01. The Corporation shall not be voluntarily dissolved except by approval of the Board of Directors of the District. In the event of dissolution of the Corporation in any

manner and for any cause, after the payment or adequate provision for the payment of all of its debts and liabilities, all of the remaining funds, assets and properties of the Corporation shall be paid or distributed to the District.

ARTICLE VII

GENERAL

SECTION 7.01. Fiscal Year. The fiscal year of the Corporation shall be the twelve-month period beginning on each January 1 and ending on the last day of the next succeeding December, except the first fiscal year which shall run from the date of incorporation of the Corporation to December 31, 1998.

SECTION 7.02. Execution of Documents. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Corporation and such authority may be general or confined to specific instances; and unless so authorized by the Board of Directors, no officer, agent or other person shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

SECTION 7.03. Inspection of Bylaws. The Corporation shall keep in its principal office the original or a copy of these Bylaws, as amended or otherwise altered to date, certified by the Secretary, which shall be open to inspection at all reasonable times during office hours.

SECTION 7.04. Annual Report. The annual report referred to in Section 6321 of the Nonprofit Public Benefit Corporation Law of the State of California is expressly dispensed with.

SECTION 7.05. Ralph M. Brown Act. To the extent required by law, the Corporation shall comply with the provisions of the Ralph M. Brown Act, Chapter 9 of Part 1 of Division 2 of Title 5 of the California Government Code, commencing with Section 54950 (the "Brown Act"). In the event such provisions of the Brown Act conflict with any section of these Bylaws, the Brown Act shall be controlling.

ARTICLE VIII

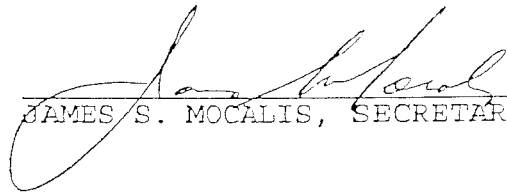
AMENDMENT OF BYLAWS

SECTION 8.01. With the prior written consent of the Board of Directors of the Rossmoor Community Services District, any of those Bylaws may be amended or repealed, and new Bylaws may be adopted, by vote or written consent of the Board of Directors.

SECRETARY'S CERTIFICATE

The undersigned hereby certifies that the undersigned is the Secretary of the Rossmoor Community Services District Public Improvements Financing Corporation, a California nonprofit public benefit corporation; that the foregoing is a full, true and correct copy of the Eylaws of said Corporation; and that said Eylaws are in full force and effect as of the date hereof.

DATED: April 29, 1998



JAMES S. MOCALIS, SECRETARY

{SEAL}

ROSSMOOR COMMUNITY SERVICES DISTRICT
PUBLIC IMPROVEMENTS FINANCING CORPORATION

AGENDA ITEM G-1

Date: January 10, 2017

To: Honorable Board of Directors

From: General Manager

Subject: RESOLUTION NO. 17-01-10-1, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.

RECOMMENDATION:

Approve by roll call vote, Resolution No. 17-01-10-1, directing the General Manager to include the names of the newly elected officers and appointees, and by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.

BACKGROUND:

The Bylaws of the Rossmoor Community Services District Public Improvements Financing Corporation, Section 5.01 and Section 5.02 describe the number and qualifications of officers, as well as the election and term of office. Section 3.04 describes regular meetings of the Board of Directors.

ATTACHMENTS:

1. Resolution No. 17-01-10-1.

RESOLUTION NO. 17-01-10-1

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE ROSSMOOR COMMUNITY SERVICES DISTRICT
PUBLIC IMPROVEMENTS FINANCING CORPORATION
ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF
FINANCIAL OFFICER TO THE CORPORATION AND
DESIGNATING THE TIME AND PLACE FOR THE HOLDING
OF REGULAR MEETINGS OF THE BOARD.**

The Board of Directors of the Rossmoor Community Services District Public Improvements Financing Corporation (the "Corporation") DOES HEREBY RESOLVE as follows:

Section 1. That pursuant to the Bylaws of the Corporation, Section 5.01 and Section 5.02, the following officers are elected by the Board of Directors to hold the offices set forth opposite their respective names:

<u>Name</u>	<u>Office</u>
	President
	Vice President
James D. Ruth	Secretary and Chief Financial Officer

Section 2. That Jones & Mayer, LLP is hereby appointed as counsel to the Corporation.

Section 3. That the regular meeting of the Board of Directors of this Corporation be held on the second Tuesday of January in each year at the conclusion of the RCSD Board of Directors' meeting at the District Chambers of the Rossmoor Community Services District, 3021 Blume Drive, Rossmoor, California 90720.

Section 4. This Resolution shall take effect from and after its date of adoption.

ADOPTED, SIGNED AND APPROVED THIS 10th day of January 2017.

President
Rossmoor Community Services District
Public Improvements Financing Corporation

ATTEST:

James D. Ruth, Secretary
Rossmoor Community Services District
Public Improvements Financing Corporation