



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

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, May 10, 2016**

---

**A. ORGANIZATION**

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

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

**3. PLEDGE OF ALLEGIANCE**

**4. PRESENTATIONS:**

**A-4a: COUNTY OF ORANGE DISTRICT REPRESENTATIVE JEREMY TRAN,  
SUPERVISOR MICHELLE STEEL'S OFFICE RE: SECOND DISTRICT UPDATE**

Jeremy Tran was unable to appear as scheduled.

**A-4b: LT. ROB GUNZEL RE: ORANGE COUNTY SHERIFF QUARTERLY CRIME  
STATISTICS**

Lieutenant Robert Gunzel had a scheduling conflict and could not be present. The report was received and filed.

**A-4c: EXECUTIVE DIRECTOR LINA LUMME RE: THE YOUTH CENTER SUMMER DAY  
CAMP PROGRAM**

Lina Lumme thanked the RCSD Board of Directors and staff for the 27 year partnership with the Los Alamitos Youth Center. She provided an overview of the 2016 Summer Day Camp Program, the Teen Camp Program and R.A.S.C.A.L.S After School Program at Rossmoor Park. She provided the Board with testimonials from two program participants and information on the scholarship program. She added that, to date, no child had ever been turned away from the Youth Center. The report was received and filed.

**B. ADDITIONS TO AGENDA--None**

**C. PUBLIC FORUM:**

Resident Bernard Beskind requested and was permitted to opine relative to ITEM H-6 CITIZEN

REQUEST FOR BOARD ACTION RE: PARKWAY TREE ROOTS-POTENTIAL SAFETY CONDITIONS. He discussed his research on risk management as it pertained to the senior population and trip and fall injuries, liability, insurance and filing claims. He suggested removing environmental risks. He further opined that removing parkway tree roots was one way to mitigate environmental risks and reducing potential injury. He proposed that the Board form a Risk Management Ad Hoc Committee comprised of Rossmoor residents to deal with potential risks and hazards.

Mark Nitikman provided an update on the Kempton Park Planting Workshop this past Saturday, May 7, 2016. He stated that the Eagle Scout portion of the project would commence sometime in mid-June, once the school year had concluded.

Beverly Houghton provided an after action report on the Rossmoor Community Festival. She thanked the RCSD Board and Staff for their co-sponsorship and support.

**D. REPORTS TO THE BOARD:**

**1. QUARTERLY STATUS REPORT**

Omero Perez reported to the Board regarding park maintenance, water conservation and CIP Projects during the quarter. He announced that the Valleycrest Landscaping Company merger was now complete and the company was now known as Brightview. He described the landscaping work done on the Kempton Park Renovation Project and Native Planting event and stated that the Eagle Scout portion of the project would be completed in the beginning of summer. The report was received and filed.

**2. QUARTERLY RECREATION REPORT**

Chris Argueta reported to the Board on the Recreation Department's Quarterly milestones and activities. He reported on upcoming summer events and stated that the Movies and Concerts in the Park would be combined this year into a Two-For-One venture. He added that Shakespeare in the Park would also be back this summer. The report was received and filed.

**3. QUARTERLY TREE REPORT**

Mary Kingman provided an overview of tree plantings, removals, watering and other activities for the quarter. She also provided an update regarding various urban forest educational outreach efforts and her fulfillment of Tree City USA renewal requirements with tree related activities at the RCSD Booth at this year's Rossmoor Community Festival. Discussion ensued relative to aesthetic trims, sapling watering and maintenance, the increase in diseased and damaged tree removals and replacements and its corresponding impact on the budget. The report was received and filed.

**E. CONSENT CALENDAR:**

**DIRECTOR BURGESS REQUESTED THAT ITEM E-2 BE PULLED FROM THE CONSENT CALENDAR FOR DISCUSSION**

**1a. MINUTES REGULAR BOARD MEETING—April 12, 2016**

**1b. MINUTES BOARD WORKSHOP—April 12, 2016**

Motion by Director Maynard, seconded by Director Casey to approve Items E-1a. and E-1b. on the Consent Calendar as submitted. Motion passed 5-0.

## **2. REVENUE AND EXPENDITURE REPORT—March 2016**

Director Burgess opined on the March 2016 Revenue and Expenditure report and contrasted it with the March 2015 Revenue and Expenditure Report. Discussion ensued. Directors Kahlert and Maynard further opined and called for a Motion to accept Item E-2.

Motion by Director Maynard, seconded by Director Casey 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. SECOND READING OF AMENDMENTS TO POLICY NO. 3050 PURCHASING**

Recommendation to give second reading and approve proposed amendments to Policy No. 3050 Purchasing adding additional requirements for the District's bidding and contracting process.

Discussion ensued. Motion by Director Maynard, seconded by Director Casey to approve proposed amendments to Policy No. 3050 Purchasing. Motion passed 5-0.

### **2. SECOND READING OF AMENDMENTS TO POLICY NO. 3020 BUDGET PREPARATION, ADOPTION AND REVISION**

Recommendation to give second reading and approve proposed amendments to Policy No. 3020 Budget Preparation, Adoption and Revision.

Discussion ensued. Motion by Director Maynard, seconded by Director Kahlert to approve proposed amendments to Policy No. 3020 Budget Preparation, Adoption and Revision. Motion passed 5-0.

### **3. AUTHORIZE GENERAL MANAGER TO EXECUTE CONTRACT WITH LOWEST RESPONSIBLE BIDDER FOR REPLACEMENT OF ROSSMOOR PARK COMMUNITY CENTER CABINETRY.**

Recommendation to authorize the General Manager to execute a contract with the lowest responsible bidder for replacement of Rossmoor Park Community Center Cabinetry.

Discussion ensued relative to the quality of materials used and whether or not there was a warranty. Project Manager, Cheryl Williamsen addressed the Board's questions and provided historical information on the cabinetry. She stated that the original cabinetry was made of particle board, which, when combined with lower grade fixtures and renter wear and tear, contributed to the damage to the structure and surface of the cabinetry. The countertops remained in good condition.

Cheryl Williamsen said the new cabinetry would be constructed out of sturdy plywood and German-made hinges. She concluded that the work came with a five year warranty.

The General Manager noted that the bid did not include prevailing wages, which when added would increase the cost to \$10,678.

Motion by Director Kahlert, seconded by Director Burgess to authorize the General Manager to execute a contract with the lowest responsible bidder, RJ Cabinetry and Construction in the amount of \$10,678 for replacement of Rossmoor Park Community Center Cabinetry. Motion passed 5-0.

#### **4. AUTHORIZE THE GENERAL MANAGER TO EXECUTE AGREEMENT FOR WEEKLY FARMERS' MARKET AT RUSH PARK**

Recommendation to authorize General Manager to execute an agreement with El Segundo Kiwanis Club for conducting a Certified Farmers' Market at Rush Park on a trial basis.

The General Manager reported on Local Harvest Director Lee Ostendorf's qualifications and experience. He stated that Ms. Ostendorf ran several successful farmers' markets in other communities in both Los Angeles and Orange Counties and was impressed with the possibilities of having one in Rossmoor. He stated that all insurance requirements had been met and a termination clause was included in the contract as well. He added that the Farmers' Market would be good for the community and recommended that the Board approve the one year agreement for a Weekly Farmers' Market.

Director of Local Harvest Farmers' Market, Lee Ostendorf reported to the Board on her plans for a Weekly Certified Farmers Market at Rush Park. She stated that she had run several successful Farmers Markets in a variety of locations over the course of her career and looked forward to bringing the event to the Rossmoor Community. Ms. Ostendorf explained the rigorous inspection process that each farmer underwent on a regular basis. Her goal was to bring the community together and support local farmers who would be charged 6% of gross profits and additional fees. Food truck vendors, specialty and hot food vendors would be charged 10% of gross sales. Finally, she expressed her desire to work with the District on the Rossmoor Winter Festival.

President DeMarco opened the Item up for discussion by the public. Several people opined relative to the Farmers' Market concept. Many liked the idea in concept, but were concerned about increased crime, traffic, park wear and tear and cleanup. Others were afraid it would restrict local family and sports teams use of the park. Still others objected to the idea of the profits going to the Kiwanis Club rather than the Rossmoor Community.

President DeMarco opened the item up for discussion by the Board. Discussion ensued relative to various concerns expressed by residents. Director Maynard stated that he liked the concept, however he did not believe the proposed economic and logistical model was a good fit for Rossmoor and would need to be modified in order to gain his support. Director Kahlert inquired as to whether the booths could be relocated to the parking lot rather than the grass; he also had reservations regarding the evening hours and felt the proposal needed more thorough clarification. Director Burgess requested more specific information on the number of vendor booths and vehicles involved. It was the consensus of the Board that the Farmers' Market was theoretically a good idea; however, the concept required more thorough inspection by the Parks and Facilities Committee in

order to address community concerns regarding traffic, wear and tear on the parks, and monetary considerations.

Director Kahlert further opined that there were too many unanswered questions. Motion by Director Kahlert, seconded by Director Casey to refer the item to the Parks and Facilities Committee for its further study, consideration and recommendation and bring the item back to the full Board at a future Board meeting. Motion passed 5-0.

**5. REQUEST FOR FUNDING FOR THE 4<sup>TH</sup> OF JULY FIREWORKS SPECTACULAR AT THE JOINT FORCES TRAINING BASE.**

Recommendation to authorize the General Manager to contribute funds in the amount of \$6,200 to the 29<sup>th</sup> Annual 4<sup>th</sup> of July Fireworks Spectacular event at the JFTB.

Brief Discussion ensued. Motion by Director Maynard, seconded by Director Burgess to Authorize the General Manager to contribute funds in the amount of \$6,200 to the 29<sup>th</sup> Annual 4<sup>th</sup> of July Fireworks Spectacular event at the JFTB. Motion passed 5-0.

**6. CITIZEN REQUEST FOR BOARD ACTION RE: PARKWAY TREE ROOTS-POTENTIAL SAFETY CONDITIONS.**

Recommendation to refer the request for Board action to the Tree Committee for study and review of the request and for a report to Board on its findings and recommendations.

Discussion ensued relative to the complexity and viability of the resident's request. Motion by Director Maynard, seconded by Director Casey to refer the request for Board action to the Tree Committee for study and review of the request and for a future report to Board on its findings and recommendations. Motion passed 5-0.

**I. GENERAL MANAGER ITEMS:**

The General Manager reported that he had recently met with Jeremy Tran, District Representative, Orange County Supervisor Michelle Steel's office and President DeMarco. Mr. Tran was given a tour of the Rossmoor Community, briefed on concerns such as Montecito Road Lighting and Bradbury Road restriping. He remarked that the meeting was very productive. He updated the Board on the progress made on the latest Capital Improvement Projects and stated that work on the Rush Park Tot Lot Canopy Upgrade was progressing well. He praised Cheryl Williamsen for her excellent management of the projects. He stated that despite several meetings and recruitment efforts, so far, no volunteers had signed up for Wildlife Watch. Finally, he announced that due to a mandatory maintenance power outage on Wednesday, May 11<sup>th</sup>, the RCSD Offices would be closed for business and would resume on Thursday, May 12, 2016.

**J. BOARD MEMBER ITEMS:**

Director Casey discussed the Environmental Quality Control Board and informed the public that the Negative Declaration Document for the proposed construction of an LA Fitness Health Club at the Shops at Rossmoor in Seal Beach was available for review at Seal Beach City Hall and the Los Alamitos/Rossmoor Library. He encouraged residents to review the document and attend the Environmental Quality Control Board's May 18, 2016 public hearing at Seal Beach City Hall to

opine and express their concerns regarding the project's impact on traffic in the Rossmoor Community. Director Casey reported on the latest I-405 Project Technical Steering Committee Meeting. He remarked that the meeting was primarily dedicated to charts and graphs and overall was not very productive. He concluded by praising the Rossmoor Community Festival and stated that he particularly enjoyed the senior band.

Director Maynard thanked Youth Center Director Lina Lumme for coming. He agreed that it has been a great partnership between the two organizations over the years and it's still growing. What started as a summer camp has evolved to a great after school program. The programs provide kids with a safe, fun place to gather. He thanked everyone who worked on the Kempton Park Renovation Project and praised it as one of the most impactful projects of the year. He thanked Bev Houghton for the Rossmoor Community Festival update, praised the event and its organizers. He reminded residents that watering trees during the drought was still permitted. He expressed concern regarding extra tree removals due to drought, disease and weather and suggested that the Budget Committee consider increasing funds to allow for aesthetic trims. He thanked Cheryl Williamsen for her work developing contractor specifications for bids on District Capital Projects. He concluded by stating that he loved the concept of a Farmers Market and looked forward to working with his colleagues and the community to develop the right model and event scale for Rossmoor.

President DeMarco stated that although Lt. Gunzel couldn't be present this evening to report on the crime statistics, according to the report, crime appeared to be down. He encouraged residents to view the crime statistics report located in the agenda packet on the District website. He stated that he attended this year's Rossmoor Community Festival and it was well attended, lots of fun and praised festival organizer Bev Houghton for another great job. President DeMarco concluded by thanking the community for attending and sharing their viewpoints on the issues.

**K. CLOSED SESSION—None**

**L. ADJOURNMENT:**

Motion by Director Maynard, seconded by Director Casey to adjourn the regular meeting at 10:00 p.m.  
Motion passed 5-0.

**SUBMITTED BY:**

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