



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

REGULAR MEETING

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720

Tuesday, September 8, 2026

A. ORGANIZATION

1. CALL TO ORDER: 7:02 p.m.

2. ROLL CALL:

Present: Directors Searles, DeMarco, Zinser and President Shade

Absent: Director Maynard

3. FLAG SALUTE: Los Alamitos Girls Softball

4. PRESENTATIONS:

QUARTERLY REPORT FROM SHERIFF CAPTAIN MATTHEW TIMMINS

Captain Matthew Timmins of the Orange County Sheriff's Department presented Rossmoor's second-quarter 2026 statistics for April 1–June 30 (Attachment 1): 480 calls for service and 39 reports. Reported crimes included one domestic violence incident and 27 property or society crimes: 4 burglaries, 10 grand thefts (typically catalytic converters or tailgates), 1 stolen vehicle, 3 identity thefts, 5 frauds, 2 vandalisms, and 1 trespass. He urged prompt reporting of identity theft and check fraud to improve fund recovery. Presentation materials included an incident heat map.

Captain Timmins reported that a major catalytic-converter theft investigation resulted in multiple arrests. In response to Director DeMarco, he expressed confidence that the District Attorney's Office would pursue the criminal enterprise vigorously because of its community impact and the extensive investigation.

Responding to Director Searles, Captain Timmins said the school resource officer was conducting e-bike safety education and enforcement, and the department was developing a standardized citation-diversion program. Coordination continued with Seal Beach and Los Alamitos police because some students enter Rossmoor to avoid municipal police

enforcement. He also announced a District Attorney's Office e-bike buyback program for September 13. In response to Director Zinser, he explained that "investigating dead body" covers any unexpected death and requires deputies to join fire personnel in checking for suspicious circumstances. The Board thanked him for the department's service and improved report format; he invited residents and Board members to contact him about crime-related social media rumors.

B. ADDITIONS TO AGENDA - None

C. PUBLIC FORUM - None

D. REPORTS TO THE BOARD

1. REPORT ON THE URBAN FOREST – URBAN FORESTER MARY KINGMAN

Urban Forester Mary Kingman reported that from March 31 through August 31, 2026, contractors pruned 131 trees, removed 30, and planted none due to seasonal restrictions. No unauthorized pruning or citations occurred. Of 10 limb failures, seven resulted from summer branch drop and three from heavy seed pods after an unusually rainy spring; no full trees failed. One property-damage claim arose from a limb falling on a vehicle during the February 18 windstorm, with gusts of 49 mph; General Manager Landers said the claim was being denied. Staff responded to 158 service requests. Rossmoor had 5,239 trees valued at nearly \$20 million.

Director Searles asked about a Rossmoor Park limb failure. Kingman said a nearby tree, weakened by bark vandalism likely caused by juveniles, may have reduced wind protection. A second hanging limb at the site was coned off for prompt removal. Responding to Director DeMarco, she recommended weekly basin watering for newer trees and slow, deep watering at the drip line for stressed mature trees, noting that lawn sprinklers promote shallow roots and surface encroachment. She told Director Zinser that the county generally removes street trees while the District handles park trees, using West Coast Arborist. She had drafted an MOU to clarify county cost-sharing when removals are infrastructure-related and expected to finalize it soon.

E. CONSENT CALENDAR

1. MINUTES:

a. Regular RCSD Board Meeting of August 11, 2026

2. JULY 2026 REVENUE AND EXPENDITURE REPORTS AND AUGUST 2026 WARRANTS

No items were pulled from the consent calendar.

Director DeMarco moved to approve the consent calendar, including the minutes and the July 2026 Revenue and Expenditure Report and August 2026 Warrants. The motion was seconded by Director Searles. The motion carried unanimously.

F. PUBLIC HEARING

None.

G. REGULAR CALENDAR

1. DISCUSSION AND POSSIBLE ACTION RE: AMENDING THE DISTRICT'S PROFESSIONAL SERVICES AGREEMENT WITH INTERWEST CONSULTING GROUP TO ADD ADDITIONAL WORK RELATED TO THE POURED-IN-PLACE PROJECT AT RUSH PARK AND THE DISTRICT'S CAPITAL IMPROVEMENT PROGRAM

General Manager Landers explained that InterWest Consulting Group, initially retained for the Canopy Project, later assisted with other capital projects, including pickleball noise-blanket wind loads. Additional engineering is needed for the remaining Rush Park poured-in-place work and the five-year Capital Improvement Program. InterWest proposed a \$6,600 amendment, increasing the contract to a budgeted not-to-exceed total of \$17,600. Director Searles requested correction and recirculation of a typographical error before execution, and President Shade commended Landers' project management.

Director Searles moved to approve the amended agreement with InterWest Consulting Group. Director Shade seconded, and the motion carried unanimously.

2. DISCUSSION AND POSSIBLE ACTION RE: AMENDING THE DISTRICT'S PROFESSIONAL SERVICES AGREEMENT WITH DISTRICT AUDITORS NIGRO & NIGRO, PC

General Manager Landers explained that the District's current audit contract with Nigro & Nigro was drafted to require a single payment upon completion of the audit. When Nigro & Nigro submitted a mid-engagement invoice for half the contract value, it was discovered that the contract language did not permit interim payments. In consultation with General Counsel, it was determined that the most appropriate resolution was a contract amendment authorizing an interim payment, with the balance due upon audit completion. The amendment does not change the total contract amount.

Director Zinser moved to approve the amendment to the professional services agreement with Nigro & Nigro. Director Shade seconded the motion. The motion carried unanimously.

3. DISCUSSION AND ACTION RE: AUTHORIZING THE GENERAL MANAGER TO ENTER INTO AN UPDATED CONTRACT WITH HAPPY HOUR FIT CLUB

General Manager Landers presented the renewal of the facility use contract with Happy Hour Fit Club, a fitness group that has used District fields at Rush Park for several years. The primary substantive change from the prior contract is the addition of both resident and non-resident field rental rates to account for the possibility that the business owner may no longer qualify as a District resident. Fees will be assessed in accordance with the District's current user fee schedule, which was updated in the most recently adopted budget to include a 5% increase for residents and 20% increase for non-residents. General Manager Landers indicated she has informed the owner of the different rate structures and that the owner has been receptive. Director Zinser raised questions about monitoring actual hours of use to ensure accurate billing, and whether listing user groups on the District's website would create liability; General Counsel confirmed that indemnification and insurance requirements in the contracts address that concern, though appropriate disclaimer language on the website would be prudent. Director Searles commended the group as responsible, attentive users of the park facilities.

Director DeMarco moved to approve the renewal of the Happy Hour Fit Club contract. Director Searles seconded the motion. The motion carried unanimously.

4. SECOND READING AND APPROVAL OF REVISIONS TO POLICY NO. 3035, INVESTMENT OF DISTRICT FUNDS

General Manager Landers presented the second reading of revisions to Policy No. 3035, which governs investment of District funds. The amendment enables the District to invest long-term funds in state-approved joint power authority investment funds, in addition to the Local Agency Investment Fund (LAIF), which has been the District's sole long-term investment vehicle. The revision also removes a reference to a defunct fund previously administered by the county treasurer. The next practical step following adoption will be for the Investment Committee to evaluate specific alternative investment vehicles and make a recommendation to the Board. No additional budget authority is required; the change simply broadens the District's permissible investment options.

Director DeMarco moved to approve the second reading and adoption of revisions to Policy No. 3035, Investment of District Funds. Director Searles seconded the motion. Upon roll call, the vote was: Director Searles — Aye; Director Zinser — Aye; Director DeMarco — Aye; President Shade — Aye. The motion carried 4-0.

5. SECOND READING AND APPROVAL OF REVISIONS TO POLICY NOS. 5010 AND 5030, BOARD COMMITTEE MEETINGS AND COMMITTEES OF THE BOARD OF DIRECTORS, TO DESIGNATE ALTERNATES FOR EACH COMMITTEE

General Manager Landers presented the second reading of revisions to Policy Nos. 5010 and 5030, which together formalize the appointment of alternate members for each Board committee. The revision arose from a situation in which a board vacancy prevented committee meetings from proceeding due to insufficient membership. Under the new policy, the Board President may appoint an alternate who would be called upon only in the event of an absence requiring action. Landers and General Counsel clarified that because District committees are subject to the Brown Act and are comprised of two members, an alternate should not be physically present at a meeting alongside the two regular members, as this could constitute a majority of the Board.

Director DeMarco moved to approve the second reading and adoption of revisions to Policy Nos. 5010 and 5030. Director Zinser seconded the motion. Upon roll call, the vote was: Director Searles — Aye; Director Zinser — Aye; Director DeMarco — Aye; President Shade — Aye. The motion carried 4-0.

6. FIRST READING OF REVISIONS TO POLICY NO. 6050, FACILITIES — TENNIS AND PICKLEBALL COURTS

General Manager Landers presented the first reading of four substantive amendments to Policy No. 6050, which governs the use of the District's tennis and pickleball courts. She noted that the revisions were developed collaboratively through the Parks and Facilities Committee, which held a well-attended public meeting drawing more than 20 community members, and that the changes reflect both staff observations and direct resident input. Director DeMarco, as a committee member, offered additional remarks.

The four changes are as follows:

1. Walk-on Court Access for Non-Residents Prohibited. Non-residents will no longer have walk-on court privileges at any hour. A non-resident may only access the courts by presenting a valid advance reservation. Residents wishing to walk on will be expected to carry identification to verify residency. Court attendants, anticipated to be on duty in the evenings from 7:00 to 9:00 PM per the recently adopted budget, will assist with enforcement during high-usage hours; however, the policy applies at all times and is intended to encourage self-enforcement.

2. Restrictions on Use of Court Buffer Zones. The policy will now formally prohibit spectators and bystanders from occupying the green buffer/safety zones surrounding the courts. General Manager Landers noted that no such restriction previously existed, and that players, particularly on the pickleball courts, had allowed social gatherings including chairs and personal equipment to accumulate in these safety areas. Fixed metal benches located in low-risk areas (near nets and between courts) remain available. Portable hooks for personal equipment will be added to court fences. Landers indicated she will submit the revised policy language and updated signage to the

District's insurance carrier (CJPIA) for review, consistent with prior practice for liability mitigation.

3. Clarification of Restrictions on Unauthorized Instruction. The District's current policy already prohibits instructing players without a formal agreement with the District. The revision provides additional tools for enforcement by authorizing staff to look for equipment typically used for paid instruction (ball hoppers, carts, bumpers, large quantities of balls) as indicators of unauthorized coaching activity, even when individuals claim personal use.

4. Reservation Timing and Monitor-Based Verification. The policy currently requires reservations to be made by 4:00 PM the previous day, but the reservation software permits bookings up to the moment of desired play, creating an opportunity for abuse. As a practical remedy, the District's court-assignment monitor — displayed on the Rossmoor Community Center building — will now be updated only after a one-hour delay from reservation time. A reservation that is not reflected on the monitor will not be honored to displace a current walk-on player, and reservation fees paid for same-hour bookings will not be refunded.

Director Zinser asked how non-resident status will be verified for online reservations; Landers confirmed that approximately one year ago, she directed staff to require additional proof of residency during account setup, addressing the concern. Director Zinser also raised a practical question regarding how walk-on players waiting for courts will manage the queue without being on the buffer zones; the Board acknowledged that existing waiting-area seating outside the courts, combined with common sense, would provide a reasonable solution. He also inquired about toddlers accompanying parents on benches within court areas; Landers noted she had consulted with the sheriff's department, which confirmed that under most circumstances, this would not constitute enforceable child endangerment, and that the District's provision of benches in safe locations mitigates the District's own liability exposure.

Director DeMarco moved to approve the first reading of revisions to Policy No. 6050, Facilities — Tennis and Pickleball Courts. Director Shade seconded the motion. Upon roll call, the vote was: Director Searles — Aye; Director Zinser — Aye; Director DeMarco — Aye; President Shade — Aye. The motion carried 4-0.

7. RESOLUTION NO. 26-09-08-01 — REJECTION OF GOVERNMENT CLAIM

General Manager Landers presented Resolution No. 26-09-08-01, requesting rejection of a government claim for property damage allegedly caused by a branch falling on a vehicle. As noted in the Urban Forester's report, the incident occurred on February 18th during a severe storm with wind gusts of 49 mph. The District's insurance carrier, CJPIA, reviewed the claim and recommended rejection on the basis that the incident constituted an act of nature and does not reflect District negligence.

Director Searles moved to approve Resolution No. 26-09-08-01, Rejection of Government Claim. Director DeMarco seconded the motion. Upon roll call, the vote was: Director Searles — Aye; Director Zinser — Aye; Director DeMarco — Aye; President Shade — Aye. The motion carried 4-0.

8. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL FOR THE GENERAL MANAGER TO ATTEND THE ANNUAL ICMA CONFERENCE

General Manager Landers requested Board approval to attend the annual International City/County Managers Association (ICMA) conference, to be held in Long Beach, California. Landers is a credentialed ICMA member and serves as a coach within the organization. She noted that she attended the prior year's conference in Tampa at her own expense while serving as interim general manager, and that now in her permanent capacity she is requesting that the District cover registration, parking and travel costs. No hotel costs will be incurred given the proximity of the venue. Landers committed to providing the Board with a post-conference summary of relevant takeaways. Director Searles expressed support, noting that topics such as salary scales, e-bike management, and website development are areas of shared interest across municipalities. President Shade concurred, noting the value of the local venue this year.

Director Searles moved to approve the general manager's request to attend the annual ICMA conference in Long Beach and to cover related registration and travel expenses. President Shade seconded the motion. The motion carried unanimously.

9. DISCUSSION AND POSSIBLE ACTION REGARDING REVISING REGULAR BOARD MEETING DATES

General Manager Landers introduced the item, explaining that District General Counsel Tarquin Preziosi was recently appointed as City Attorney for the City of Mission Viejo, whose city council meetings are held on the second and fourth Tuesdays of each month — conflicting with the District's regular second-Tuesday meeting schedule. Since approximately February or March, Mr. Preziosi has been making colleagues from his firm available to attend District meetings in his place. Given his institutional knowledge, established working relationship with staff, and favorable fee arrangements, Landers expressed her preference for exploring a date change that would allow Mr. Preziosi to resume attendance. She had investigated the first and third Tuesdays, as well as Wednesdays and Thursdays, as potential alternatives, and noted a staff preference for mid-week meetings to accommodate the agenda publication cycle.

The Board engaged in substantive discussion without reaching consensus. Director DeMarco expressed reservations about changing a long-standing meeting schedule, citing the precedent it would set, potential conflicts with the first week of the month, and the absence of community input on the change. He also noted personal schedule conflicts with the first Tuesday option. Director Searles acknowledged the value of Mr. Preziosi's institutional knowledge and favorable rates, and suggested that any change should not take effect for at least three months to allow directors and the public adequate notice. Director Zinser, as the newest member, noted a preference for Tuesdays over Mondays, and suggested that new Board members expected to be seated following the upcoming election should have an opportunity to weigh in before a change is finalized. President Shade expressed flexibility but agreed there was no urgency. General Manager Landers, noting she had been seeking direction on this matter for several months, asked the Board to provide actionable guidance rather than simply tabling the item. The Board directed

her to return to the next meeting with a calendar showing third-Tuesday dates for the coming year so that directors could assess personal availability and determine whether that option was workable.

The item was not voted on and was continued to the next regular meeting.

H. GENERAL MANAGER ITEMS

General Manager Landers reported on the following items:

- HEROES Luncheon to be held on September 17th.
- The third family festival of the season held on August 8th, featuring King Salmon, drawing a crowd of approximately 1,800 attendees.
- The next and final festival of the season, which is scheduled for September 12th, featuring The Trip.
- Swing Renovation Completion and Rush Park
- Director Zinser Appointment to the Board on August 11th
- FY 2026-2027 Budget: The Board approved a fiscal year 2026-2027 budget of just under \$2,500,000.
- California Special Districts Association (CSDA) reduction of membership fee of approximately \$5,000 (down from approximately \$8,000) in exchange for the opportunity to make a presentation at an upcoming Board meeting about membership benefits, resulting in savings of approximately \$3,000 relative to the budgeted amount.
- Community Public Forum: A community public forum held on August 13th drew approximately 25–30 attendees and featured roughly 12 presenters. Presentation slides have been posted to the District website and a recording was made, though the recording does not display the slides clearly. Residents may request the recording from staff. General Manager Landers credited Director Searles with originally recommending this type of event.
- Electric Golf Cart Delivery: The electric golf cart, funded by a generous donation from the Rossmoor Homeowners Association (RHA), arrived on August 28th. The District intends to recognize RHA's contribution with a logo or decal on the cart.

I. BOARD MEMBER ITEMS

Director Searles expressed appreciation for the energy brought to the meeting by the Los Alamitos Girls Softball players and thanked Captain Timmins for his well-prepared and substantive report. He also commended the Parks and Facilities Committee and staff for the pickleball policy work and encouraged residents to attend the upcoming family festival.

Director DeMarco echoed appreciation for the sheriff's report, describing it as the best the department has provided, and commended the sergeant responsible for developing the new format. He reminded the public that the first reading of the pickleball and tennis court policy revisions (Policy No. 6050) had been approved and encouraged any community members with concerns or suggestions to attend the next meeting and provide comment. He also thanked Urban Forester Kingman for her ongoing work and urged residents to be mindful of traffic and school safety as the school year gets underway.

Director Zinser noted that the meeting was notably efficient compared to his first meeting and expressed appreciation for the high quality of reports presented.

President Shade thanked the girls' softball players and their families, acknowledged Captain Timmins and the Sheriff's Department's investigative work on the catalytic converter case, encouraged residents to attend the September 17th Heroes luncheon and the September 12th family festival, and noted the upcoming e-bike buyback program on September 13th administered through the District attorney's office. She thanked RHA for the golf cart donation and commended staff and committee members for the pickleball policy work.

J. CLOSED SESSION – None.

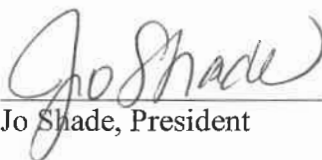
K. GENERAL COUNSEL ITEMS – None.

L. ADJOURNMENT

President Shade adjourned the meeting at 9:17 p.m.

ATTEST:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT


Jo Shade, President


Sharon L. Landers, Secretary
Rossmoor Community Services District

APPROVED: