



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

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, May 11, 2021**

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**A. ORGANIZATION:**

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

**2. ROLL CALL:** Directors DeMarco, Nitikman, Rips, Searles  
President Barke

**3. PLEDGE OF ALLEGIANCE:** Director Rips led the Pledge of Allegiance.

**4. PRESENTATIONS:**

**a. California Highway Patrol Officer Matt Musselmann Re: CHP Quarterly Traffic Report**

Officer Matt Musselmann reported on the quarterly traffic statistics in Rossmoor. He stated that he was concentrating his efforts predominantly near schools and emphasized that educating residents about the 25mph speed limit within the community was helpful as speeding was definitely an issue. The report was received and filed.

**b. Orange County Vector Control Public Information Officer, Heather Hyland Presentation Re: OC Vector Control Services Overview**

Orange County Vector Control Public Information Officer, Heather Hyland presented an overview of Vector Control Services in Orange County. She discussed various mosquito species, diseases carried by mosquitos and breeding mitigation and eradication efforts and resources. Heather Hyland stated that she would be happy to partner with the District in educating the community about the services and resources available. The report was received and filed.

**B. ADDITIONS TO AGENDA: None**

**C. PUBLIC FORUM:**

Resident Art Remnet read from a letter composed by the Rossmoor Homeowners Association, opposing the removal of the facility fee waiver they currently enjoy for the use of Rossmoor Park Community Center to hold their monthly RHA Board Meetings, and requested that fees be waived for banners, meetings and special events. Ralph Vartabedian and Art Remnet further opined that the RHA was a volunteer organization that donated many hours to the community. Zoom caller

Frank Facey agreed with Art Remnet. The General Manager stated that the District had experienced significant revenue loss due to COVID-19 and had to be consistent when working with non-profit groups. The RCSD Board requested that the RHA fee waiver request be placed on the June 8, 2021 Board Meeting agenda for discussion. Seeing no further comment, the public forum was closed.

**D. REPORTS TO THE BOARD:**

**1. QUARTERLY RECREATION REPORT**

Recreation Superintendent Chris Argueta reported on current and upcoming summer events and programming planned for the community. The report was received and filed.

**2. GENERAL MANAGER COMMUNITY TRAFFIC UPDATE**

Joe Mendoza confirmed the installation locations of two permanent Radar Speed Feedback Signs (RSFS) along the St. Cloud Drive, Montecito Road and Orange Avenue Corridor. He reported that he also requested that OC Public Works consider placing additional RSFS at each flood control channel. The request is pending further observation by County Public Works. Staff received a Geographic Information System (GIS) map from OCPW that shows locations of existing street signs and street markings within Rossmoor. The General Manager announced that the next Community Traffic/Safety Advisory Committee meeting is scheduled for Thursday, May 27, 2021 at 7:00 p.m. at the Rush Park Auditorium (in-person and via Zoom). As part of the District's ongoing Traffic Safety Campaign, he encouraged residents to pick up a free SLOW DOWN to 25 mph yard sign at the Rush Park office during regular business hours. The report was received and filed.

**3. DISCUSSION REGARDING ESTABLISHING A PROCESS FOR AMENDING THE PROVISIONS OF THE COMMUNITY SERVICES DISTRICT LAW FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT**

Joe Mendoza reported he has met with Supervisor Katrina Foley's Constituent Services Manager, Manuel Chavez, to discuss the RCSD's effort towards increased local control. Supervisor Foley's office has shown interest in RCSD's efforts. He has also met with Assemblywoman Janet Nguyen's Scheduler/Legislative Aide, Preston Romero, who has acknowledged the District's efforts and will be working closely with us to set a calendar to move the proposed Assembly bill forward.

Discussion ensued relative to scheduling a series of Legislative Committee Meetings to establish a timeline and strategy, researching consultants to assist, developing effective community education and outreach efforts to ensure that sufficient public input and participation was obtained early in the process, distributing a community survey, and establishing a calendar of workshops to provide information to constituents and secure their input. The report was received and filed.

**E. CONSENT CALENDAR:**

**1a. MINUTES OF THE REGULAR BOARD MEETING—April 13, 2021**

**1b. REVENUE AND EXPENDITURE REPORT – MARCH 2021**

Motion by President Barke, seconded by Director Nitikman to approve the Consent Calendar Items E-1a, E-1b., as submitted. Motion passed 5-0.

**F. PUBLIC HEARING:** None

**G. RESOLUTIONS:** None

**ORDINANCES:** None

**H. REGULAR CALENDAR:**

**1. CONSIDERATION OF FUNDING REQUEST FROM THE CITY OF LOS ALAMITOS FOR FOURTH OF JULY EVENT ON THE JOINT FORCES TRAINING BASE (JFTB)**

Los Alamitos Recreation Coordinator Emeline Noda addressed the Board and requested a donation of \$8,000 for the Fourth of July Event on the Joint Forces Training Base (JFTB) in Los Alamitos. Discussion ensued relative to the amount of the donation, the District's current budget situation, Rossmoor resident participation and whether those funds could be better utilized toward the District's own inhouse recreation program and Independence Day celebration. To aid in the decision-making process, the Board requested that Mrs. Noda provide more compelling justifications for the donation request in addition to a sponsorship packet.

Motion by President Barke seconded by Director Rips to table the item until the June 8, 2021 Board Meeting until the City of Los Alamitos Recreation Department provided more compelling justifications for the donation request in addition to a sponsorship packet. Motion passed 5-0.

**2. DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF PROPOSED PROFESSIONAL SERVICES AGREEMENT WITH CITY OF BREAT SOLUTIONS FOR DISTRICT INTERNET TECHNOLOGY (IT) SERVICES**

The General Manager reported that RCSD Staff recommends renewing the BreaIT Services Proposal which provides for transition to remote support for the RCSD at a flat monthly fee of \$1,800, (\$21,600 annually), which includes unlimited remote support plus (5) hours of dedicated on-site support per month as needed (during normal Brea work hours). Additional onsite hours, if needed, will be provided at our current hourly rate of \$113. Unscheduled after hour and emergency support will remain at the emergency call out rate of \$123. Discussion ensued relative to historical costs, as well as the type and frequency of IT services provided and justification for the increase.

Motion by President Barke, seconded by Director Nitikman to authorize the General Manager to execute the renewed one-year agreement with City of BreaIT Solutions for transition to remote support for the RCSD at a flat monthly fee of \$1,800, (\$21,600 annually), beginning in July 2021, with the stipulation that cost comparison information be obtained for review by the Organizational Committee and ultimately by the full Board of Directors to determine whether to seek additional bids for IT Services. Motion passed 5-0.

**3. DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF PROPOSED PROFESSIONAL SERVICES AGREEMENT WITH ROGERS, ANDERSON, MALODY AND SCOTT, LLP (R.A.M.S.) FOR DISTRICT AUDITING SERVICES**

The General Manager recommended that the Board discuss and take action on a contract renewal with Rogers, Anderson, Malody & Scott, LLP for the provision of auditing services for the District. Discussion ensued considering the length of time the District had been in business with R.A.M.S. and whether it might be prudent to seek additional bids for auditing services. The General Manager stated that staff deemed it prudent to maintain continuity with the auditing function since the current vendor has a thorough working familiarity with the fiscal functions of the District. Furthermore, the lead auditor was rotated each year to maintain compliance.

Motion by President Barke, seconded by Director Nitikman to table the item until review by the Audit Committee, after which the Audit Committee will make a recommendation to the full Board at its June 8, 2021 Board Meeting as to whether to renew the professional services agreement or go out to bid prior to the audit in August 2021. Motion passed 5-0.

**I. GENERAL MANAGER ITEMS:**

The General Manager reported that he has been working on finalizing a resolution and agreement to be presented to the Orange County Board of Supervisors for adoption. The current contract with R.F. Dickson Inc. expired on May 8, 2021 and the District extended the contract for one year.

The General Manager participated on a panel with California Special Districts Association (CSDA) Senior Public Affairs Field Coordinator Chris Palmer and Midway City Sanitation District General Manager Ken Robbins. The panel conducted Zoom meetings with the offices of Senator Tom Umberg and Assemblywoman Janet Nguyen to educate their offices on the negative impacts COVID-19 has had on special districts and request their support for access to relief funding.

At the Board's request the General Manager has been working with the offices of Senator Tom Umberg, Assemblywoman Janet Nguyen, and Supervisor Katrina Foley to mitigate the increased noise caused by the Caltrans Sound Wall freeway expansion.

Staff is working with Accountant Ken Pun to prepare the preliminary FY 2021-2022 budget. Preliminary budget meetings with the Public Works/CIP Committee on May 25, 2021 and the Budget Committee on June 1, 2021 have been scheduled to present the budget to the Board on June 8, 2021. The General Manager also reported that he has instituted a moratorium on receiving and submitting facility fee waiver requests to the Board since RCSD continues to experience a loss in revenue due to the pandemic.

**J. GENERAL COUNSEL ITEMS: None**

**K. BOARD MEMBER ITEMS:**

Director Searles requested that the CSDA letter template be made available to the public if possible. He thanked RCSD staff on the great communication efforts and was pleased at the responsiveness of Orange County Supervisor Katrina Foley's office. He inquired about the District's recreation event costs for the community festival event hosted by Elite Special Events. The General Manager replied that the District was aiming for a total cost recovery.

Director DeMarco thanked Liz Deering for her prolific generation of social media content. He encouraged her to continue reminding residents to utilize the OCSD and CHP contact information

to report crime and traffic incidents. He commented that he was seeing the educational impact of the traffic campaign's NO SPEED yard signs, radar signs and banners, adding that he is pleased overall with RCSD's accomplishments. Director DeMarco remarked that he valued staff's recommendation relative to the BreaIT Solutions contract and understands the value they provide to the District, however, he just wants to be sure they are spending District funds responsibly.

Director Rips had no comments.

Director Nitikman inquired as to when the County of Orange would be moving to a less restrictive COVID-19 tier. He remarked on the new format of the Revenue and Expenditure report and requested that percentages also be included going forward.

President Barke thanked Liz Deering for publishing quality social media content. He remarked that he was pleased that the District was going to be ever more diligent in reviewing its contracts. President Barke announced that the Board would be recessing into closed session shortly.

**AT APPROXIMATELY 9:37 P.M. THE BOARD ADJOURNED INTO CLOSED SESSION.**

**K. CLOSED SESSION:**

*Public Comment: Members of the public are welcome to address the Board of Directors, at this time, only on those items on the Closed Session agenda.*

**1. APPOINTMENT, EMPLOYMENT, OR EVALUATION OF PERFORMANCE OF PUBLIC EMPLOYEE**

Per Government Code Section 54957(b)(1)

Title: General Manager

**AT APPROXIMATELY 10:05 P.M. THE BOARD RECONVENED INTO OPEN SESSION. THERE WAS NO REPORTABLE ACTION.**

**M. ADJOURNMENT:**

Motion by President Barke seconded by Director Rips to adjourn the regular meeting at 10:07 p.m. Motion passed 5-0.

**SUBMITTED BY:**

**Joe Mendoza**  
General Manager