



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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, March 10, 2020

A. ORGANIZATION

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

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

3. PLEDGE OF ALLEGIANCE: The Youth Center

4. PRESENTATIONS:

**a. ORANGE COUNTY ANIMAL CARE SERVICES OFFICER CRAIG
PRESENTATION RE: ORANGE COUNTY ANIMAL CARE SERVICES**

Orange County Animal Care Services Officer Craig reported on the County leash law in public parks, the dangers of letting dogs roam off leash and citations that can be issued for any violations witnessed by County Animal Care Officer. The report was received and filed.

B. ADDITIONS TO AGENDA—None

C. PUBLIC FORUM:

James Fisler from Mesa Water District addressed the Board regarding OC LAFCO and the upcoming Orange County LAFCO election. He gave an overview of his experience including that he had served as immediate past president of Independent Special Districts of Orange County. In last year's spring and summer elections he ran for the voting seats on OC LAFCO Commission. He had been an alternate for over 8 years and is now running for the open voting seat made available by Charlie Wilson's resignation. On March 23rd OC LAFCO will send out nomination forms to all the Special Districts which will need to be submitted by April 24th to be on the May 4th ballot, due on June 8th. All RCSD Board Members were welcome to apply. Mr. Fisler advised that if unopposed, he will automatically win the OC LAFCO seat. He opined that he and LAFCO Commissioner Vice-Chair Doug Davert had kept their promises to make changes to OC LAFCO to increase communications and reform its staff-driven, consolidation focused philosophy. Towards that end, the commission has hired a communications consultant to enhance communication and the OC LAFCO strategic plan has

changed to one of facilitator. He further advised that the Municipal Service Review for Rossmoor was scheduled for 2021-2022, with no issues identified at this point. He encouraged the District to contact him with any questions and asked for their consideration in the upcoming election.

D. REPORTS TO THE BOARD:

1. REPORT OF THE CIP COMMITTEE RE: FY 2019-2020 CAPITAL IMPROVEMENT FUND 40 AMENDED BUDGET AND PROJECT LIST

Discussion and possible action on the report of the Capital Improvement Project (CIP) Committee recommending revised project lists and proposed Mid-Year Budget Amendments.

The General Manager reported The CIP Committee met on February 26, 2020 to review the Rossmoor Community Service District's FY 2019-2020 project list and Fund 40 Amended Budget. Due to the payoff of the Rush Bond a year early and the District's cash flow, the Committee discussed reducing the budgeted transfer from Fund 10 to Fund 40 from \$150,000 to \$75,000. The reduced transfer would require two of the projects to be postponed to FY 2020-2021.

Discussion ensued. Motion by Director Nitikman, seconded by Director Casey to approve the CIP Improvement Fund 40 Amended Budget and Project List. Motion passed 5-0.

2. REPORT OF THE BUDGET COMMITTEE RE: APPROVAL OF FY 2019-2020 AMENDED BUDGET, FY 2020-2021 BUDGET CALENDAR AND ADOPTION OF RESOLUTION NO. 20-03-10-01

Recommendation to Adopt recommended Mid-Year Budget Adjustments for FY 2019-2020; Approve FY 2020-2021 Budget Calendar; Adopt Resolution No. 20-03-10-01 Establishing the Mid-Year Amended Budget Revenue and Expenditures Total Amounts for the Fiscal Year 2019-2020.

The General Manager reported that the Budget Committee met on February 27, 2020 to discuss and make recommendations on the District's Mid-Year Amended Budget in accordance with Policy No. 3020. The Amended Budget incorporates the Budget Committee's recommendations, which also consider the recommendations of the Public Works/CIP Committee.

Discussion ensued relative to reserve funds and Rush Park Bond payoff amount and property tax revenue adjustments. Motion by Director DeMarco, seconded by Director Barke to Adopt recommended Mid-Year Budget Adjustments for FY 2019-2020 and Adopt Resolution No. 20-03-10-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES ESTABLISHING THE MID-YEAR AMENDED BUDGET REVENUE AND EXPENDITURES TOTAL AMOUNTS FOR THE FISCAL YEAR 2019-2020.

Motion passed unanimously by roll call vote, 5-0.

Motion by Director DeMarco, seconded by Director Barke to approve the FY 2020-2021 Budget Calendar. Motion passed unanimously by roll call vote, 5-0.

3. STREET SWEEPING UPDATE AND DISCUSSION RE: PROPOSED SCHEDULE

The General Manager recommended that the Board discuss the proposed alternative street sweeping schedules and direct staff accordingly. He requested that the RCSD Board determine the desired street sweeping schedule, authorize staff to submit the proposed parking enforcement resolution to Orange County Supervisor Michelle Steel and contact Supervisor Steel's office regarding obtaining additional funding from the County for the new street sweeping schedule.

The General Manager reported On January 13, 2020, Rossmoor Community Services District (RCSD) representatives (Director Jeff Barke, Director Tony DeMarco and General Manager Joe Mendoza) met with Orange County Supervisor Michelle Steel and her staff regarding the negative impact the current street sweeping schedule has had on Rossmoor. In the meeting, changing the street sweeping schedule to odd/even sides of the street on alternating days was discussed in order to provide residents with more parking alternatives to prevent them from being ticketed.

The General Manager stated that the District already had two bids, one from R.F. Dickson and one from the City of Long Beach. The General Manager stated that one potential vendor desired to sweep on Mondays only, regardless of holidays and would receive overtime pay for any holidays occurring within the year and bidding requirements. Discussion ensued relative to Monday holiday street sweeping make-up days, signage language requirements, enforcement and bidding requirements. General Counsel stated that the street sweeping contract was exempt from public bidding under the public contracts code as it was not a public work with an immediate need and no specific provisions within District policies that addressed public bidding. Therefore the District was not required to go out to bid unless the Board of Directors so desired.

Motion by Director Nitikman, seconded by Director Nitikman to approve in concept, and submit proposed revisions to the Orange County Board of Supervisors parking enforcement resolution, to every other Monday: 1st and 3rd Monday odd side of the street, 2nd and 4th Monday even side of the street (48 weeks), 8:30 a.m. to 1:30 p.m., to Orange County Supervisor Michelle Steel and contact Orange County Supervisor Steel's office regarding obtaining additional funding from the County for the new street sweeping schedule. Motion passed 5-0.

Director Barke asked for a timeline regarding schedule implementation. The General Manager stated the General Counsel would draft a revised resolution to submit to the County Board of Supervisors for their consideration. The revised resolution and contract would need to be submitted simultaneously. General Counsel would also need to draft a new agreement which would take at least a couple of months. If the District chose to go out to bid, the process would be longer. General Counsel further opined that if the District elects to go out to bid it would wait to submit the resolution to the County until a contractor was chosen as not every contractor will agree to the proposed Monday schedule.

E. CONSENT CALENDAR:

DIRECTOR NITIKMAN REQUESTED THAT ITEM E-1a. MINUTES BE PULLED FROM THE CONSENT CALENDAR AT THIS TIME

1a. MINUTES OF THE REGULAR BOARD MEETING—February 11, 2020

Motion by Director DeMarco, seconded by Director Casey to approve Item E-1a. Minutes of the Regular Board Meeting of February 11, 2020 on the Consent Calendar as submitted. Motion passed 4-1. Director Nitikman abstained as he was not present at the February 11, 2020 Board Meeting.

2. REVENUE AND EXPENDITURE REPORT—January 2020

Motion by Director DeMarco, seconded by Director Casey to approve Item E-2 January 2020 Revenue and Expenditure Report on the Consent Calendar as submitted. Motion passed 5-0.

F. PUBLIC HEARING—None

G. RESOLUTIONS:

1. RESOLUTION NO. 20-03-10-02 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT SETTING FORTH THE FEE FOR ISSUANCE OF A TREE TRIMMING PERMIT PURSUANT TO POLICY NO. 3080.

Recommendation to hold a public hearing and adopt by roll call vote, Resolution No. 20-03-10-01 by reading the title only and waiving further reading as follows:

RESOLUTION NO. 20-03-10-02 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT SETTING FORTH THE FEE FOR ISSUANCE OF A TREE TRIMMING PERMIT PURSUANT TO POLICY NO. 3080.

Ordinance 2019-02 which revises and re-adopts Policy No. 3080 (Tree Policy) was adopted at the regular meeting of the Board of Directors on January 14, 2020. This action sets forth by resolution the amount of the fee for the issuance of a Tree Trimming Permit pursuant the Tree Policy. District Staff recommends that the fee for issuance of a Tree Trimming Permit be \$40.00. This amount is based on the cost to the District that is anticipated to be incurred in connection with administering the Tree Trimming Permits. Staff was directed by the Board to develop a vendor qualification checklist, Standard Operating Principles (SOP) and procedures and bring back to the board at its March 10, 2020 regular board meeting.

Discussion ensued relative to marketing postcard, standard operating procedures, tree trimming vendor qualifications and the addition of tree trimmer vendor list disclaimer language. Motion by Director Nitikman, seconded by Director DeMarco to approve Resolution No. 20-03-10-02 Setting Forth the Fee for Issuance of a Tree Trimming Permit Pursuant to Policy No. 3080, and have General Counsel draft disclaimer language to add to the Tree Trimming Vendor List. Motion passed by roll call vote 5-0.

2. RESOLUTION NO. 20-03-10-03 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT REJECTION OF GOVERNMENT CLAIM

The General Manager reported that a claim in the amount of \$1,000.00 has been filed by Rossmoor resident Sarah Duggleby, residing on Woodstock Road, alleging damage to her property caused by a parkway tree. This claim was forwarded to the Special District Risk Management Authority (SDRMA) who provides insurance for the District. They are advising the District to reject this claim. Recommendation to approve by roll call vote, Resolution No. 20-03-10-03 as follows 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

By rejection of this claim, the matter will be turned back over to SDRMA for their decision on whether to pay the claim. Motion by Director DeMarco, seconded by Director Casey to approve Resolution No. 20-03-10-03 Rejection of Government Claim by reading the title only and waiving further reading. Motion passed by roll call vote 5-0.

ORDINANCES—None

H. REGULAR CALENDAR:

1. RESOLUTION NO. 20-03-10-04 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT COUNTY OF ORANGE CALIFORNIA, APPROVING EXECUTION OF THE JOINT POWERS AGREEMENT CREATING THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY

RESOLUTION NO. 20-03-10-05 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT CALIFORNIA, TO AUTHORIZE AND APPROVE POOLING OF SELF-INSURANCE THROUGH THE LIABILITY PROTECTION PROGRAM OF THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY

Recommendation to facilitate the Rossmoor Community Services District (RCSD) becoming a member of the California Joint Powers Insurance Authority (CJPIA), hold a public hearing and adopt:

RESOLUTION NO. 20-03-10-04 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT COUNTY OF ORANGE CALIFORNIA, APPROVING EXECUTION OF THE JOINT POWERS AGREEMENT CREATING THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY

RESOLUTION NO. 20-03-10-05 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT CALIFORNIA, TO AUTHORIZE AND APPROVE POOLING OF SELF-INSURANCE THROUGH THE LIABILITY PROTECTION PROGRAM OF THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY

Further, the RCSD Board of Directors will need to select a delegate and at least one alternate (more may be designated if desired) to the CJPIA. Due to SDRMA membership withdrawal

deadlines, it is imperative that the Board of Directors decide this evening. The underwriting committee met last night and approved the District's membership.

Recommendation to approve by roll call vote, Resolution No. 20-03-10-04 as follows by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT COUNTY OF ORANGE CALIFORNIA, APPROVING EXECUTION OF THE JOINT POWERS AGREEMENT CREATING THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY

Brief discussion ensued. Motion by Director Barke, seconded by Director Casey to approve Resolution No. 20-03-10-04 Approving Execution of the Joint Powers Agreement Creating the California Joint Powers Insurance Authority by reading the title only. Motion passed by roll call vote 5-0.

Recommendation to approve by roll call vote, Resolution No. 20-03-10-05 as follows by reading the title only and waiving further reading as follows:

RESOLUTION NO. 20-03-10-05 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT CALIFORNIA, TO AUTHORIZE AND APPROVE POOLING OF SELF-INSURANCE THROUGH THE LIABILITY PROTECTION PROGRAM OF THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY

Brief discussion ensued regarding crime insurance and cost savings. The General Manager stated that CJPIA offered superior local service for similar cost. and that workers compensation would continue to be provided through State Fund. Motion by Director DeMarco, seconded by Director Casey to approve Resolution No. 20-03-10-05 To Authorize and Approve Pooling of Self-Insurance Through the Liability Protection Program of the California Joint Powers Insurance Authority by reading the title only and waiving further reading. Motion passed by roll call vote 5-0. The General Manager was further directed to file notification of intent to withdraw from SDRMA by April 1, 2020 and submit the delegate form to CJPIA.

I. GENERAL COUNSEL ITEMS: None

J. GENERAL MANAGER ITEMS:

General Manager Joe Mendoza reported that he had been in touch with the California Highway Patrol and was awaiting an update regarding their recommendation pertaining to installation of additional stop signs on Montecito Road. He provided an update on the County street improvements schedule and had been advised that Bostonian and Orangewood improvements should begin in April and July improvements will likely be delayed due to budget constraints. He announced the Arbor Day Celebration would take place this Saturday, provided an overview of attractions and encouraged everyone to attend. The General Manager concluded with an update on the COVID-19 coronavirus, stating that in response to the pandemic the District has met with and educated staff, purchased gloves and safety equipment, increased restroom and facility cleaning and sanitation frequency and intensity, and employees and Youth Center children have been directed to increase self-care and stay home when sick. The report was received and filed.

K. BOARD MEMBER ITEMS:

Director Barke had nothing to report.

Director Nitikman was pleased to see that Kempton and Foster Park weeds had been cleaned up and thanked District staff for following up. He added that he looked forward to seeing everyone at the Arbor Day Celebration.

Director Casey stated that he appreciated Orange County Animal Control Officer Craig’s presentation on the County leash law for dogs and encouraged people who observe violations to report them. He was pleased that the Board had finally found a workable resolution for street sweeping in Rossmoor. He opined that an every-Monday solution will be easier on everyone and the community will be much happier with the results.

Director DeMarco thanked Joe Mendoza for the update on stop signs on Montecito Road. Commends the Board on the street sweeping schedule and the Director DeMarco thanked Liz Deering for fulfilling his request for digital event calendars. He also remarked that his wife had seen a post on Nextdoor that a Rossmoor resident named Wayne was turning 90 years old on March 21st, and wished him a Happy Birthday.

President Maynard had nothing to report

THE BOARD ADJOURNED INTO CLOSED SESSION AT APPROXIMATELY 8:35 P.M.

L. CLOSED SESSION:

1. CONFERENCE WITH LEGAL COUNSEL

Consideration of discipline or dismissal of a public employee.
Pursuant to Government Code section 54957(b)(1).

THE BOARD RECONVENED INTO OPEN SESSION AT APPROXIMATELY 8:53 P.M.

General Counsel Tarquin Preziosi reported that at approximately 8:35 P.M. the Board adjourned in to closed session to discuss one item. The Board reconvened into open session at approximately 8:53 p.m. There was no reportable action.

M. ADJOURNMENT:

Motion by Director Nitikman, seconded by Director Casey, to adjourn the regular meeting at 8:54 p.m. Motion passed 5-0.

SUBMITTED BY:

Joe Mendoza
General Manager