



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

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, October 9, 2018**

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**A. ORGANIZATION**

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

- 2. ROLL CALL:** Directors Casey, Kahlert, Maynard, Nitikman  
President DeMarco  
Directors Kahlert and Maynard had excused absences

**3. PLEDGE OF ALLEGIANCE**

**4. PRESENTATIONS:**

- a. California Senator Janet Nguyen presentation of Proclamation of Outstanding Achievement to outgoing Rossmoor Community Services District General Manager, James D. Ruth

Jack Emmett, representative for Senator Janet Nguyen, presented James D. Ruth with a Proclamation of Outstanding Achievement. Photos were taken. Applause ensued.

- b. Office of Orange County Supervisor Michelle Steel Re: Proclamation of Outstanding Achievement: Rossmoor Community Services District General Manager, James D. Ruth

Tim Whitaker, representative for Supervisor Michelle Steel, presented James D. Ruth with a Proclamation of Outstanding Achievement. Photos were taken. Applause ensued.

- c. President Tony DeMarco Re: Retirement Award of Outstanding Achievement: Rossmoor Community Services District General Manager, James D. Ruth.

President DeMarco presented Jim Ruth with a crystal award engraved with the quote, "Every day is a gift" and an Angels baseball signed by all the staff. He also presented Jim's wife, Linda Ruth, with a colorful bouquet of flowers. Photos were taken. Applause ensued. The presentations were received and filed.

**B. ADDITIONS TO AGENDA—None**

**C. PUBLIC FORUM:**

Candidate Mike Monin announced he was running for the Vice President position on the Independent Special District Association (ISDOC). He briefed the Board of Directors on his qualifications and asked for their vote.

RHA President Ralph Vartabedian offered kind words and sentiments to outgoing General Manager James D. Ruth. He presented him with a plaque from the Rossmoor Homeowners Association. Photos were taken. Applause ensued.

**D. REPORTS TO THE BOARD:**

**1. RECEIVE THE REPORT OF THE AUDIT COMMITTEE AND APPROVE FY 2017-2018 ANNUAL AUDIT REPORT.**

In accordance with Policy No. 3025, the Audit Committee met on September 25, 2018 with the District's Auditor and staff to review a draft of the District's FY 2017-2018 Annual Audit Report. The Audit Committee reviewed the report in detail. The Committee was apprised by the Auditor that the District had received an unmodified audit, the highest rating possible. The report was received and filed.

**E. CONSENT CALENDAR:**

**1a. MINUTES REGULAR BOARD MEETING—SEPTEMBER 11, 2018**

**1b. MINUTES REGULAR BOARD MEETING—SEPTEMBER 27, 2018**

**2. REVENUE AND EXPENDITURE REPORT—AUGUST 2018**

Motion by Director Nitikman, seconded by Director Casey to approve the Consent Calendar items as submitted. Motion passed 3-0.

**F. PUBLIC HEARING—None**

**G. RESOLUTIONS:**

**1. RESOLUTION NO. 18-09-11-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT RE: AUTHORIZING THE DISPENSING OF ALCOHOL (BEER & WINE) AT THE 2018 ROSSMOOR WINTER FESTIVAL AND APPROVAL OF RESOLUTION NO. 18-10-09-01 RE: BOARD APPROVAL FOR THE SERVING OF ALCOHOL (BEER & WINE) AT THE ROSSMOOR WINTER FESTIVAL**

The General Manager reported that for the last three years the RCSD Board has approved the annual Rossmoor Winter Festival and associated activities, one of which was a beer and wine garden to be organized and sponsored by the Seal Beach Lions Club, a local non-profit group. This year the Seal Beach Lion's Club is requesting to organize a beer garden at the fourth annual Rossmoor Winter Festival. Should the Board approve moving ahead with the request, attached Resolution No. 18-10-09-01 must also be approved and is required for dispensing of alcohol on District property.

Recommendation to approve Resolution No. 18-10-09-01 by reading the title only and waiving further reading as follows:

**RESOLUTION NO. 18-09-11-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT RE: AUTHORIZING THE DISPENSING OF ALCOHOL (BEER & WINE) AT THE 2018 ROSSMOOR WINTER FESTIVAL AND APPROVAL OF RESOLUTION NO. 18-10-09-01 RE: BOARD APPROVAL FOR THE SERVING OF ALCOHOL (BEER & WINE) AT THE ROSSMOOR WINTER FESTIVAL**

Discussion ensued relative to beer garden safety and security practices and enforcement. President DeMarco expressed concerns about the potential for underage drinking and whether alcohol was appropriate for the Winter Festival. Directors Nitikman and Casey opined in favor of the Beer Garden, however they requested more information and accountability regarding the funds generated by the Seal Beach Lions Club. Motion by Director Nitikman, seconded by Director Casey to approve and adopt Resolution No. 18-10-09-01, by roll call vote by reading the title only and waiving further reading. Motion passed 2-1, with President DeMarco voting No.

**ORDINANCES—None**

**H. REGULAR CALENDAR:**

**1. ELECTION OF INDEPENDENT SPECIAL DISTRICT OF ORANGE COUNTY (ISDOC) OFFICERS**

Authorize the General Manager to submit a ballot for the election of ISDOC Officers. As a member agency of ISDOC, the District is eligible to submit a ballot for the election of its officers. Attached is a letter from ISDOC asking each member District to submit its ballot for the following seats: *President, First Vice President, Second Vice President, Third Vice President, Secretary and Treasurer* on the Executive Committee of the Independent Special Districts of Orange County (ISDOC). ISDOC bylaws require a majority vote of the member districts in order to certify the election. With approval of the Board, the General Manager will submit a ballot prior to the posted deadline of October 23, 2018.

Discussion ensued relative to the various candidates. Motion by Director Nitikman, seconded by Director Casey to authorize the District's ISDOC Representative Ron Casey to vote for candidate Michael Posey for President and Mike Monin for Vice President. Motion passed 3-0.

**2. DISCUSSION AND POSSIBLE ACTION RE: REQUEST BY THE ROSSMOOR HOMEOWNERS ASSOCIATION (RHA) FOR COSPONSORSHIP OF THE 2019 ROSSMOOR COMMUNITY FESTIVAL**

Staff recommendation to approve the request of the RHA for co-sponsorship of the 2019 Rossmoor Community Festival event.

Discussion ensued relative to past practices, staff After Action reports and the potential for improvements in next year's event. RHA Festival Coordinator Bev Houghton stated that in response to popular demand she was planning to bring in more rides for the younger children.

Motion by Director Nitikman, seconded by Director Casey to approve the request of the RHA for cosponsorship of the 2019 Rossmoor Community Festival. Motion passed 3-0.

### **3. SECOND READING RCSD POLICY NO. 3091 CONTRACT MAINTENANCE**

Staff recommendation to give second reading and approve revised Policy No. 3091 Contract Maintenance.

Brief discussion ensued relative to the purpose of the policy. Discussion ensued relative to the minor changes made as requested at the September Board Meeting. No further changes were requested. Motion by Director Casey, seconded by Director Nitikman to give second reading and approve revised Policy No. 3091 Contract Maintenance. Motion passed 3-0.

### **4. DISCUSSION AND POSSIBLE ACTION REGARDING PUBLIC EMPLOYMENT, ONE POSITION, TITLE: DISTRICT GENERAL MANAGER.**

Approve the Employment Agreement with Joe R. Mendoza and appoint Mr. Mendoza to fill the position of District General Manager pursuant to District Policy No. 2000, "General Manager Duties and Responsibilities".

Brief discussion ensued relative to the recruitment process and the Board's confidence in their decision to hire Mr. Joe Mendoza as the District's new General Manager. Motion by Director Nitikman, seconded by Director Casey to approve the Employment Agreement with Joe R. Mendoza and appoint Mr. Mendoza to fill the position of District General Manager. Motion passed 3-0.

#### **I. GENERAL MANAGER ITEMS:**

The General Manager stated that he and District Tree Consultant Mary Kingman had recently met with Orange County Public Works regarding the upcoming concrete repair work. He invited Mary Kingman to report on the concrete repair schedule and the District's new Tree Identification Program and Tree Walk. Mrs. Kingman reported that the concrete repair work would take approximately 3.5 months; however the work could extend to January 2019. She announced that all Rush Park and Rossmoor Park trees had been identified and labeled and the tree walk map would soon be available on the website. She also stated there had been two recent native tree plantings in Rossmoor.

Director Nitikman asked if it would be possible to notify the schools about the new tree walk so that teachers and students could utilize the asset as an educational tool. He also asked if the District promoted California Native Tree Species at its Rossmoor Community Festival Booth. Mary Kingman stated that the District offered a variety of urban forest related information at its festival booth, including information on native species. Staff agreed to notify the school district regarding the tree walk and post the map to the website. The report was received and filed.

#### **J. BOARD MEMBER ITEMS:**

Director Casey thanked everyone for their attendance at James D. Ruth's Farewell Reception and Awards Ceremony. He stated that it had been an absolute pleasure to work with Jim over the past five years. Anything the District needed was facilitated by Mr. Ruth's extensive network. He

complimented him on his effective utilization of District staff and always being able to get things done.

Director Nitikman concurred with Director Casey. He stated that Jim Ruth had been a great asset to the community and the Board—they would never be able to thank him enough. Director Nitikman stated that he would miss their breakfast meetings and conversations adding that he would buy Jim breakfast in the near future. On an unrelated note, he stated that there was a street light outage near his neighbor's home on Brimhall Road in Rossmoor.

President DeMarco welcomed Joe Mendoza to his new position as General Manager of the Rossmoor Community Services District. He remarked that the breakfast meetings were a great idea and suggested that each of the Board Members take the time over the next few weeks to meet with Joe Mendoza over breakfast. He commented that he was eager to work with Mr. Mendoza. President DeMarco announced that he had attended the Los Alamitos Unified School District Walk/Bike to School Event earlier in the week. The event, which encouraged children to walk/bike to school rather than drive, drew a significant turnout of over 200 people. President DeMarco thanked everyone for their attendance at James D. Ruth's Farewell Reception and Awards Ceremony. He stated that he was very proud to have worked with Jim Ruth and the entire District and community had been blessed as well. He concluded by wishing Jim Ruth the very best—it had been a pleasure knowing and working with him.

**K. CLOSED SESSION—None**

**L. ADJOURNMENT:**

Motion by Director Nitikman, seconded by Director Casey to adjourn the regular meeting at 8:50 p.m.  
Motion passed 3-0.

**SUBMITTED BY:**

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