

# ROSSMOOR

COMMUNITY SERVICES DISTRICT



**Regular Meeting of the Board**  
Agenda Package

**December 12, 2023**

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

**REGULAR MEETING**

RUSH PARK  
Auditorium  
3021 Blume Drive  
Rossmoor, California 90720

**Tuesday, December 12, 2023**

**7:00 p.m.**

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**PUBLIC PARTICIPATION**

Please be advised that the public can observe the meeting live on YouTube using the following link:

<https://youtu.be/xNrQVDEhnm> The name is **Rossmoor CSD.**

*This Board meeting will take place in person. Additionally, members of the public who wish to make a written comment on a specific agenda item, may submit a written comment via email to the District Secretary at [RCSD@rossmoor-csd.org](mailto:RCSD@rossmoor-csd.org). Comments received by 3:00 p.m., on the date of the meeting will be provided to the Board of Directors, made available to the public, and will be a part of the meeting record.*

*This agenda contains a brief description of each item to be considered. Except as provided by law; no action shall be taken on any item not appearing on the agenda. To speak on an item if physically present at the meeting, complete a Speaker Request Form(s) identifying the item(s) and topic and deposit it in the speaker request box. To speak on a matter not appearing in the agenda, but under the jurisdiction of the Board of Directors, you may do so during Public Comments at the beginning of the meeting. Speaker request forms must be deposited prior to the beginning of Public Comments. When addressing the Board as a whole through the President. Comments to individual Directors or staff are not permitted. Speakers are limited to three (3) minutes per item with nine (9) minutes cumulative for the entire meeting. Supporting documentation is available for review in the Rush Park main office, 3001 Blume Drive, Rossmoor, CA 90720; 9:00 a.m. – 5:00 p.m., Monday-Friday. The Agenda is available online at: <http://www.rossmoor-csd.org>. Meetings may also be viewed on YouTube.com or by using the YouTube icon on the RCSD website and <http://www.rossmoor-csd.org>.*

**A. ORGANIZATION**

- |                         |  |
|-------------------------|--|
| 1. CALL TO ORDER:       | 7:00 p.m.  |
| 2. ROLL CALL:           | Directors Barke, Maynard, Searles and Shade<br>President DeMarco |
| 3. PLEDGE OF ALLEGIANCE | Cub Scout Troop 647  |

4. PRESENTATIONS:

- a) RECOGNITION OF THE FENTANYL AWARENESS TOWN HALL ORGANIZER KIMI NILSEN

**B. ADDITIONS TO AGENDA – None**

*In accordance with Section 54954 of the Government Code (Brown Act), action may be taken on items not on the agenda, which was distributed, if: A majority of the Board determines by formal vote that an emergency exists per Section 54956.5 (for example, work stoppage or crippling disaster which severely impairs public health and/or safety); or*

*Two-thirds (2/3) of the Board formally votes or, if less than 2/3 of members are present, all of the Board members present vote, that there is a need to take immediate action, which arose after the agenda was posted.*

**C. PUBLIC FORUM**

*Any person may address the Board of Directors at this time upon any subject within the jurisdiction of the Rossmoor Community Services District; however, any matter that requires action may be referred to Staff at the discretion of the Board for a report and action at a subsequent Board meeting.*

**D. REPORTS TO THE BOARD**

1. REPORT REGARDING NEXT STEPS FOR MONTECITO/BRADBURY CORRIDOR TRAFFIC STUDY
2. REPORT FROM THE PERSONNEL AND CONTRACT ADMINISTRATION COMMITTEE
3. REPORT FROM THE WEBSITE AD HOC COMMITTEE
4. UPDATE REGARDING THE AUDITORIUM FLOORING PROJECT AT RUSH PARK
5. UPDATE ON THE FY 2022/2023 AUDIT

**E. CONSENT CALENDAR**

1. MINUTES:
  - a. Regular RCSD Board Meeting of November 14, 2023
2. OCTOBER 2023 REVENUE AND EXPENDITURE REPORT

*Consent items are expected to be routine and non-controversial, to be acted upon by the Board of Directors at one time. If any Board member requests that an item be removed from the Consent Calendar, it shall be removed by the President so that it may be acted upon separately.*

**F. PUBLIC HEARING:**

**None.**

**G. REGULAR CALENDAR**

1. RATIFICATION OF AMENDMENT #2 OF AGREEMENT MA-080-19011372 BETWEEN THE COUNTY OF ORANGE AND THE ROSSMOOR COMMUNITY SERVICES DISTRICT FOR STREET SWEEPING SERVICES
2. SECOND READING OF AN AMENDMENT TO POLICY NO. 6050 TO UPDATE THE FACILITIES – TENNIS COURTS POLICY TO INCLUDE PICKLEBALL
3. DISCUSSION AND ACTION RE: DISTRIBUTION OF 2% EMPLOYEE APPRECIATION INCENTIVE

**H. GENERAL MANAGER ITEMS**

*This part of the agenda is reserved for the General Manager to provide information to the Board on issues that are not on the Agenda, and/or to inform the Board that specific items may be placed on a future agenda. No Board action may be taken on these items that are not on the agenda.*

**I. BOARD MEMBER ITEMS**

*This part of the agenda is reserved for individual Board members briefly to make general comments, announcements, reports of his or her own activities, and requests of staff, including that specific items be placed on a future agenda. The Board may not discuss or take action on items not on the agenda.*

**J. GENERAL COUNSEL ITEMS**

*This part of the agenda is reserved for General Counsel to make comments, announcements and reports of activities that are legal in nature. The Board may not discuss or take action on items not on the agenda.*

**K. ADJOURNMENT**

*It is the intention of the Rossmoor Community Services District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the District will attempt to accommodate you in every reasonable manner.*

*Please contact the District Office at (562) 430-3707 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.*

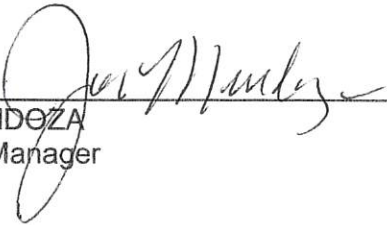
*Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the time the writing is distributed to the Board of Directors.*

*Any such writing will be available for public inspection at the District offices located at 3001 Blume Drive, Rossmoor CA 90720. In addition, any such writing may also be posted on the District's website at [www.rossmoor-csd.org](http://www.rossmoor-csd.org).*

**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for the December 12, 2023, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:

  
\_\_\_\_\_  
JOE MENDOZA  
General Manager

Date 12/7/2023

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4(a)**

**Date:** December 12, 2023  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** RECOGNITION OF THE FENTANYL AWARENESS TOWN HALL ORGANIZER KIMI NILSEN

**RECOMMENDATION**

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors recognize Kimi Nilsen for her role in organizing the Fentanyl Town Hall event held on November 16, 2023.

**BACKGROUND**

Rossmoor resident Kimi Nilsen organized a Fentanyl Awareness Program in cooperation with Sgt. Brian Gunsolley of the Orange County Sheriff's Department that was held on Thursday, November 16, 2023 at 6:30pm in the Rush Park Auditorium. The importance of educating the public regarding this epidemic could be life-saving.

During the fentanyl awareness seminar, Sergeant Brian Gunsolley from the Orange County Sheriff's Department provided attendees with current information about the fentanyl epidemic in Orange County, including statistics, how it's being manufactured and sold, and treatment options for people struggling with Opioid Use Disorder. Additionally, the Orange County Healthcare agency provided two doses of Naloxone for every attendee after a fifteen-minute training session to help reduce the risk of death caused by an accidental fentanyl poisoning.

**ATTACHMENTS**

None

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-1**

**Date:** December 12, 2023  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** REPORT REGARDING NEXT STEPS FOR MONTECITO/BRADBURY  
CORRIDOR TRAFFIC STUDY

**RECOMMENDATION**

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors receive and file this presentation.

**BACKGROUND**

At the October 16, 2023 Ad Hoc Traffic/Safety Committee Meeting, Wei Zhu, Senior Civil Engineer, Orange County Public Works Traffic Investigations and Studies, continued the discussion regarding the traffic study currently being conducted along the Bradbury Road and Montecito Corridor.

At the November 14, 2023 Board Of Directors meeting, the direction was to conduct an informational town hall meeting in December and survey the community in January.

**INFORMATION**

The Committee and Orange County Public Works are seeking to gain a consensus on which remedy will best suit the Rossmoor community while addressing the multitude of traffic concerns. RCSD and OCPW are working in cooperation to disseminate information to the entire Rossmoor Community which will include various options for Montecito Road North, School Area Shakespeare Dr./Bostonian Dr., Montecito Road South and Bradbury Road and the possible use of round-abouts.

Due to the holiday season, the Town Hall Community Information Meeting has been rescheduled to January 2024. Therefore, an informational open house will be held at Rush Park in January 2024 for residents to get informed and ask questions regarding the proposed road



changes (see attachments). It is anticipated that mailing of surveys out to entire community will begin in February 2024.

**ATTACHMENTS**

1. OCPW Proposed Road Changes



# Special District of *Rossmoor* California

## Survey

Thank you for your time in providing your input for this survey. The County of Orange's Public Works Department and the Rossmoor Community are evaluating several road improvements and would like your involvement in the planning process by providing your opinions.

This survey includes recommendations for (5) Rossmoor areas that are under consideration. Please complete this survey to share any insights and opinions by **January 31, 2024**.

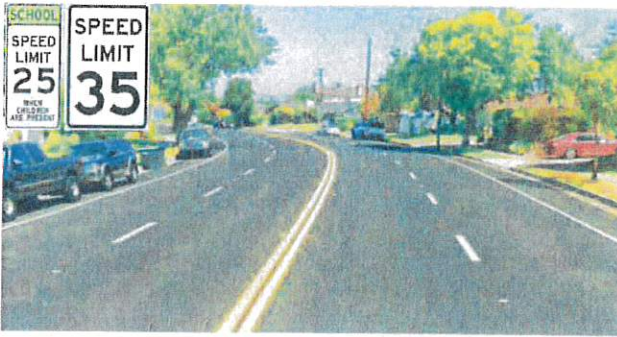
Thank you!



The map identifies areas that are under consideration for improvements.

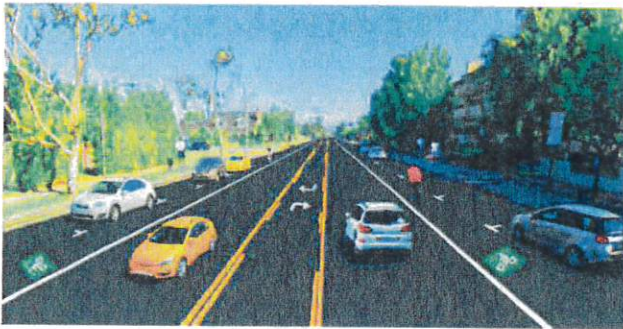
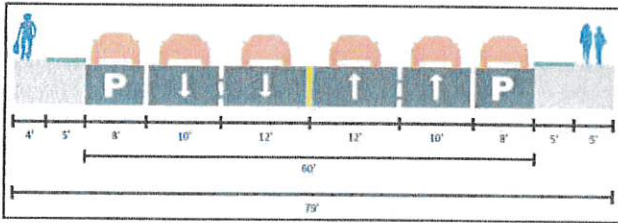
- 1) **Montecito Road – North:**
  - a. One lane per direction, a center turn lane, bike lanes, and parallel parking
- 2) **School Area – Shakespeare Dr./Bostonian Dr.**
  - a. One lane per direction, a center turn lane, bike lanes, and parallel parking
- 3) **Montecito Road – South:**
  - a. One lane per direction, a center turn lane, bike lanes, and parallel parking
- 4) **Bradbury Road:**
  - a. Radar feedback signs: (one in each direction)
  - b. Raised medians (25' long)
  - c. 25mph stencils (one in each direction)
- 5) **Montecito Intersections at Shakespeare, Bostonian, & Bradbury Rd:**
  - a. Add traffic circles

## Montecito Road – North (From Bradbury Rd. to Davenport Rd)



### Existing:

- Two lanes in each direction
- No left-turn lane
- No bike lane
- Parallel parking on both sides



### Proposed:

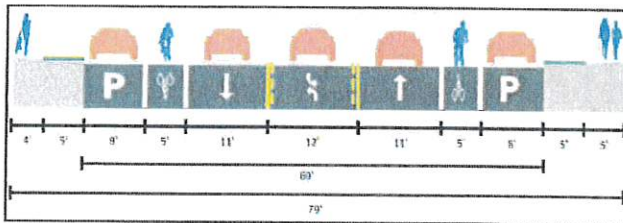
- One lane in each direction
- Two-way left-turn lane
- One bike lane on each side
- Parallel parking on both sides

### Do You Support?

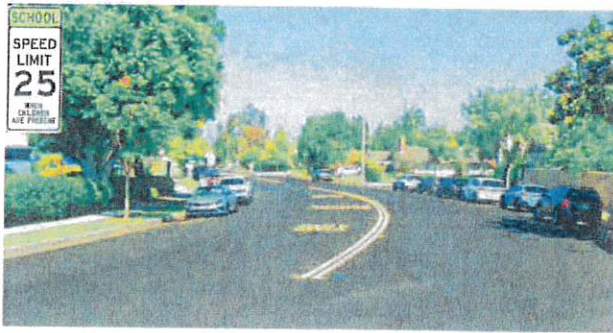
A: Yes

B: No

Comments:

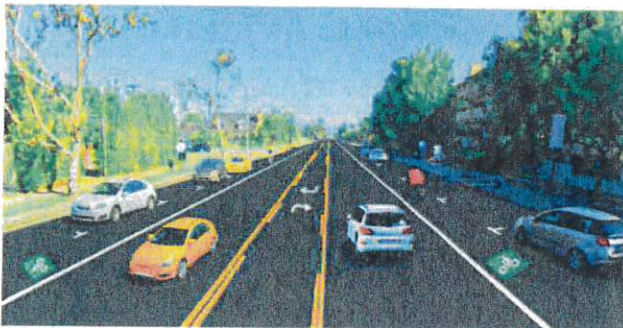
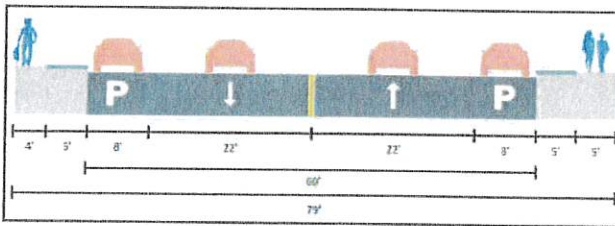


## School Area – Shakespeare Dr./Bostonian Dr.



### Existing:

- No left-turn lane
- No bike lane
- Parallel parking on both sides



### Proposed:

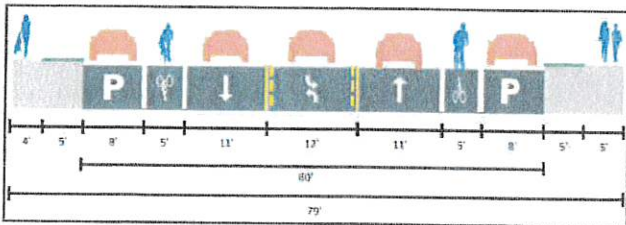
- Two-way left-turn lane
- One bike lane on each side
- Parallel parking on both sides

### Do You Support?

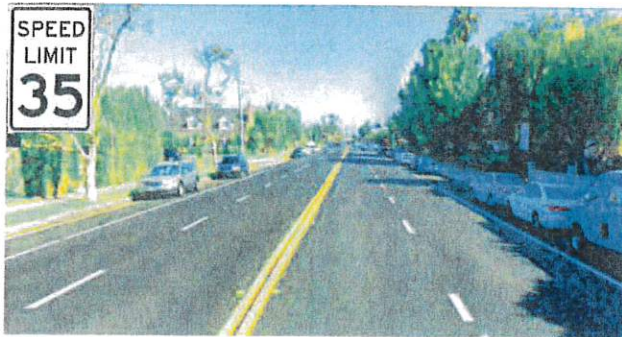
A: Yes

B: No

Comments:

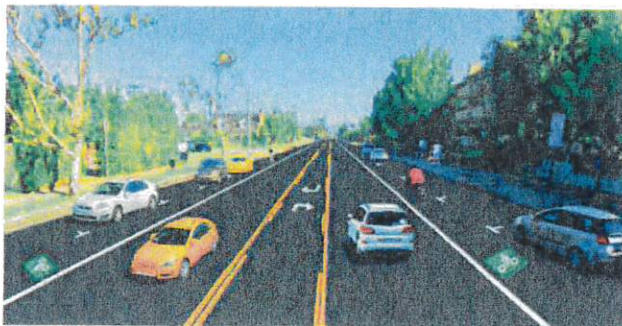
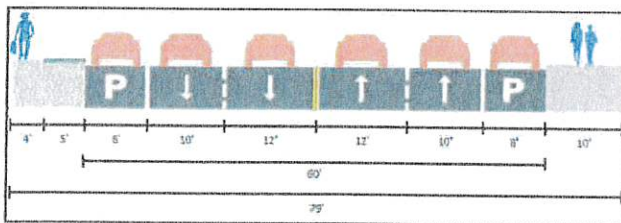


## Montecito Road – South (From Bradbury Rd. to Druid Ln.)



### Existing:

- Two lanes in each direction
- No left-turn lane
- No bike lane
- Parallel parking on both sides



### Proposed:

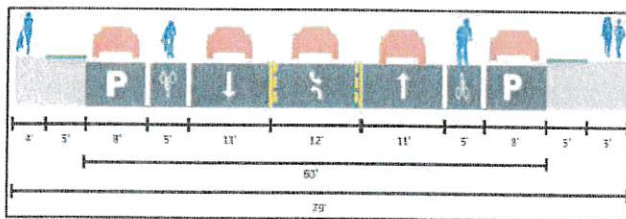
- One lane in each direction
- Two-way left-turn lane
- One bike lane on each side
- Parallel parking on both sides

### Do You Support?

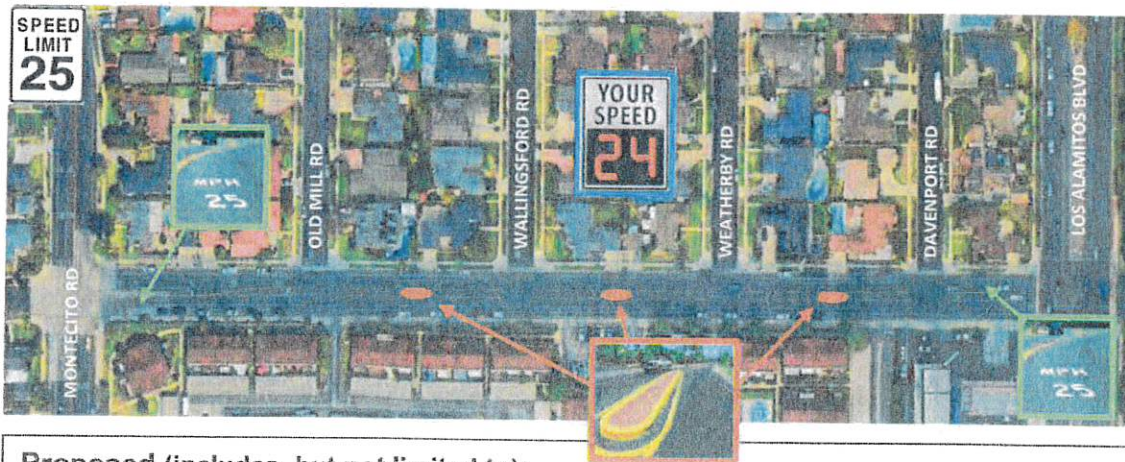
A: Yes

B: No

Comments:



## Bradbury Road (From Montecito Rd. to Davenport Rd.)



### Proposed (includes, but not limited to):

- a) Radar speed feedback signs: (one in each direction)<sup>1</sup>
- b) Raised medians (25' long)
- c) 25mph stencils (one in each direction)

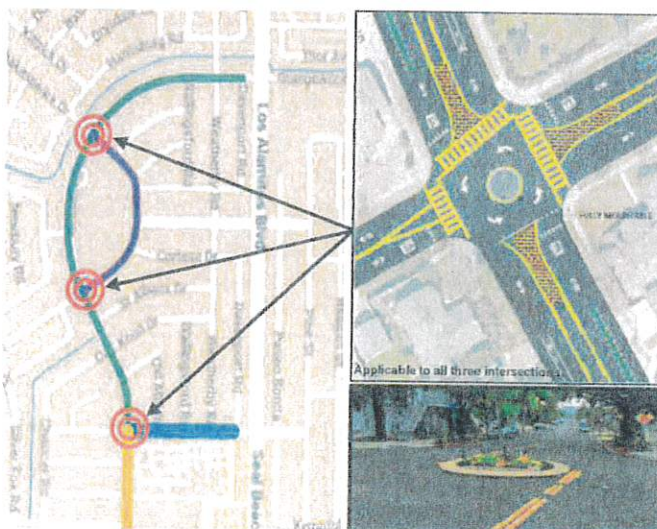
### **Do You Support?**

**A: Yes**

**B: No**

Comments:

## Montecito Rd. Intersections at Shakespeare, Bostonian, and Bradbury:



### Proposed:

- Mini roundabouts/traffic circles

### **Do You Support?**

**A: Yes**

**B: No**

Comments:

<sup>1</sup> Final placement of radar speed feedback signs (RSFS) will consider field conditions and resident support.

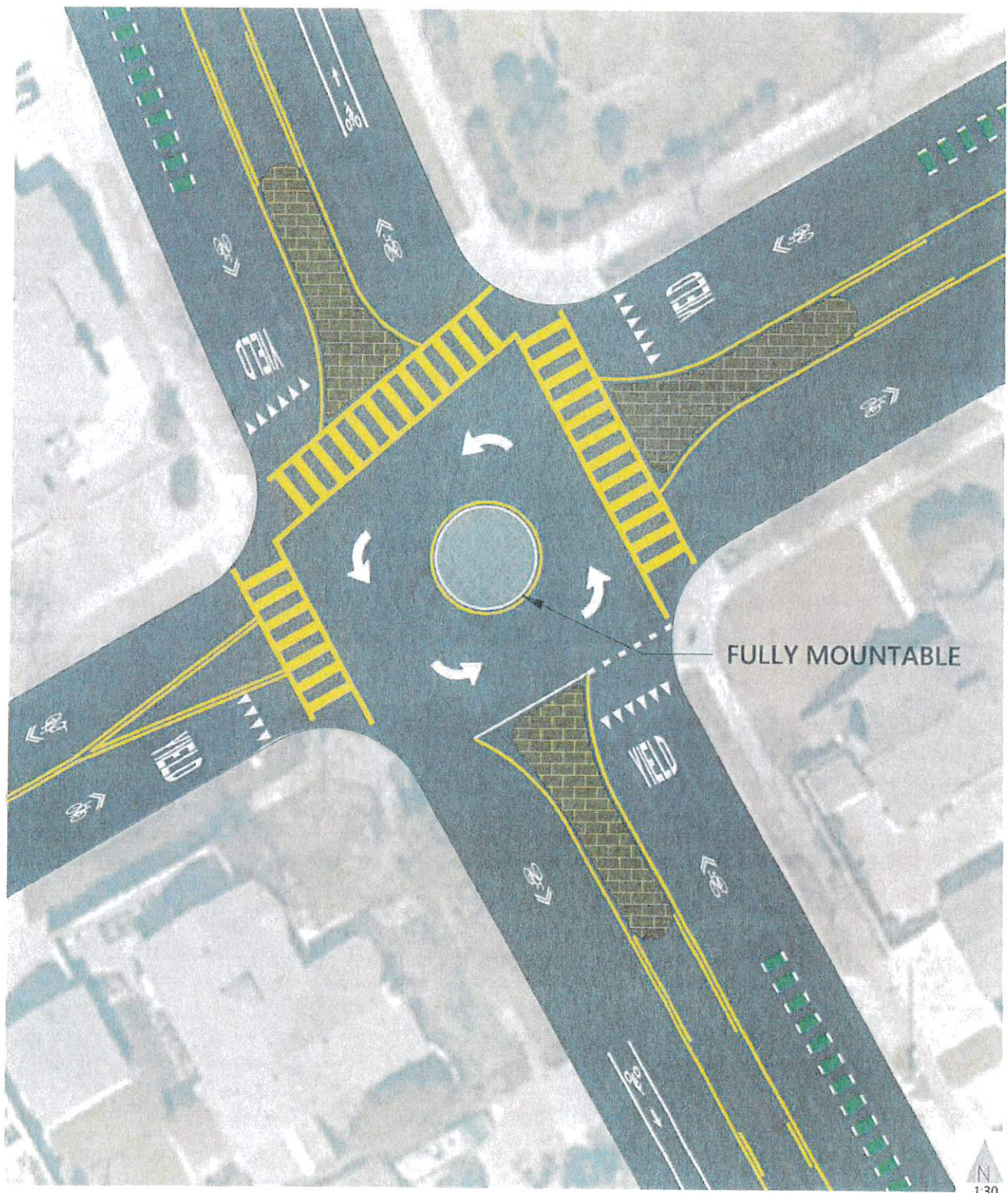


Figure 1

Rossmoor Traffic Circle Concept

\*Applicable to all three intersections



CONCEPTUAL - NOT FOR CONSTRUCTION. ADDITIONAL DETAILED ANALYSIS AND ENGINEERING DESIGN REQUIRED.

## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM D-2**

**Date:** December 12, 2023  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** REPORT FROM THE PERSONNEL AND CONTRACT ADMINISTRATION COMMITTEE

#### **RECOMMENDATION**

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors receive and file this presentation.

#### **BACKGROUND**

At the November 29, 2023 Personnel and Contract Administration Committee Meeting discussion was held regarding the following:

- Brightview Contract
- Youth Center Contract
- LAGSL Contract
- Distribution of Employee Appreciation Incentive

#### **INFORMATION**

**Brightview Contract:** Discussion was held regarding the Brightview Landscaping contract which is up for renewal in March 2024. A preliminary quote from Brightview indicates a 50% increase in cost. The Committee is recommending that the General Manager take the Landscaping Contract out to bid in January 2024.

**Youth Center Contract:** Youth Center Director Lina Lumme and CFO, Eric Fredrikson, met with the Committee to reevaluate the partnership with RCSD. An updated agreement will be presented to the RCSD Board in January 2024.



**Los Alamitos Girls Softball League Memo of Understanding:** Discussion was held regarding the need to schedule a meeting with LAGSL and the Rossmoor Park Neighbors to review the MOU currently in effect. The meeting is tentatively scheduled for January 4, 2024.

**Distribution of Employee Appreciation Incentive:** Distribute a 2% (\$9,100) Appreciation Incentive among staff members that have been employed by the District for at least one year – (\$1,213) for full-time employees and (\$607) for part time employees. Amount to be paid with the December payroll.

**ATTACHMENTS**

None.

## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM D-3**

**Date:** December 12, 2023

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza  
Initiated by Administrative Assistant Carolyn Whang

**Subject:** REPORT FROM THE WEBSITE AD HOC COMMITTEE

#### **RECOMMENDATION**

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and file this report.

#### **INFORMATION**

At the direction of the RCSD Board at the October 10, 2023 meeting, the Ad Hoc Website Committee (President DeMarco and Director Shade) of the Rossmoor Community Services District (RCSD) and staff were given direction to move forward the engagement of Streamline to begin working on the RCSD Website Refresh Project.

Streamline was engaged and has completed the migration of all assets from the old RCSD website. Currently, measures are being taken to archive and update some of the older data from the site. As of this writing, it is anticipated that the site will go live during the first part of January 2024.

#### **ATTACHMENTS**

None.

## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM D-4**

**Date:** December 12, 2023

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza

**Subject:** UPDATE REGARDING THE AUDITORIUM FLOORING PROJECT AT RUSH PARK

#### **INFORMATION**

The General Manager was directed by the Rossmoor Community Service District (RCSD) Board of Directors to procure flooring specifications and samples to prepare a bid package for the Rush Park Auditorium.

#### **FINDINGS**

Staff is currently working on creating a bid package to advertise for the auditorium flooring project to include the following options:

1. Carpeting for the entire auditorium
2. Carpeting for the perimeter of the auditorium with LVT (Luxury Vinyl Tile) inset in the middle of the auditorium.
3. LVT flooring throughout the auditorium
4. LVT flooring for the East Room

It is anticipated that a bid package will be available in February 2024.

#### **ATTACHMENTS**

1. Bid Timeline for Rush Park Auditorium

Rush Park Auditorium  
Flooring Timeline

Release Project Date	FEBRUARY 2, 2024
Mandatory Job Walk	FEBRUARY 8, 2024
Question Submission Deadline	FEBRUARY 16, 2024, 4:00pm
Question Response Deadline	FEBRUARY 19, 2024, 4:00pm
Proposal Submission Deadline	MARCH 1, 2024, 4:00pm
Proposal Review	MARCH 6, 2024
Board Approval	MARCH 12, 2024
Contract Approval and Approx. Start Date	APRIL 1, 2024

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-5**

**Date:** December 12, 2023  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** UPDATE ON FY 2022/2023 AUDIT

**RECOMMENDATION**

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and file this report.

**INFORMATION**

At the direction of the RCSD Board at the November 14, 2023 meeting, the General Manager and District Accountant were asked to further clarify whether or not a Management, Discussion and Analysis (MD&A) section would be considered relevant to the District's audit.

The District Accountant, Michael Matsumoto, was asked to provide a statement as to why he felt the MD&A was not necessary. Below is his reply:

“In my experience, the MD&A tends to be a boilerplate document, so the limited benefits don't justify the costs (time to prepare). Below are my notes as to why I don't think the MD&A is useful.

In the initial draft of GASB 34, the MD&A was to be a narrative by management to help explain the financial statements. It even required an explicit statement as to whether the financial condition improved or worsened during the year.

During the discussions before final adoption of GASB 34, GASB realized that it was not always possible to determine whether an entity had improved financially or not. The explicit statement about whether the financial condition improved was removed.

Also, the uncertainty about what to include in the MD&A made the ability to audit and compare annual financial reports difficult. GASB 34, paragraph 11 – lists the minimum items to include in the MD&A. It sounds like other items that are helpful are

encouraged. It is better to not be boilerplate. When GASB issued the Implementation Guide, there was a question “are governments allowed to discuss issues that are not included in the requirements of GASB 34 paragraph 11?” The answer is “No.” As a result, the MD&A has become a boilerplate document.”

After review and discussion with the District Auditor, Terry Shea from Rogers, Malady and Scott (RAMS) it was determined that the MD&A section would be included in the final audit report. The General Manager and District Accountant in cooperation with the District Auditor (RAMS) are working to formulate this analysis for inclusion in the final report. A revised final audit report will be presented to the Board of Directors at January 9, 2024 meeting.

### **ATTACHMENTS**

None.

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-1a**

**Date:** December 12, 2023  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
Administrative Assistant Carolyn Whang  
**Subject:** MINUTES REGULAR RCSD BOARD MEETING OF NOVEMBER 14, 2023

**RECOMMENDATION**

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the Minutes of the following meeting as prepared by the Board's Secretary/General Manager.

- a. Regular RCSD Board Meeting of November 14, 2023

**INFORMATION**

The Minutes reflect the actions of the RCSD at their meeting of November 14, 2023.

**ATTACHMENTS**

- 1. Minutes – Regular RCSD Board Meeting of November 14, 2023



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

**REGULAR MEETING**

RUSH PARK  
Auditorium  
3021 Blume Drive  
Rossmoor, California 90720

**Tuesday, November 14, 2023**

**A. ORGANIZATION**

1. CALL TO ORDER: 7:00 p.m.

2. ROLL CALL:

Present: Directors Barke, Maynard, Searles, Shade, President DeMarco

3. PLEDGE OF ALLEGIANCE: California Highway Patrol Officer Mitch Smith

4. PRESENTATIONS:

a. Orange County Mosquito and Vector Control District – Lora Young, District Manager

Orange County Mosquito and Vector Control District Manager Lora Young narrated a PowerPoint presentation about the District and discussed vectors, services and programs.

Discussion followed regarding flood/storm channels, the Vector Reduction Program, the lifespan and migration of mosquitos, Rossmoor’s representative on the Board, the mosquito gestation period, frequency of patrols, the dilution of chemicals used for treatment and sterilizing mosquitos.

b. California Highway Patrol Officer Mitch Smith Re: Quarterly Traffic Report

California Highway Patrol Westminster Division Commander Scott Pointer spoke about continued specific deployments to Rossmoor during school times; discussed deployment of their radar trailer and staffing and introduced Officer Zeferino Valdovinos, noting he is replacing Officer Musselman.

California Highway Patrol Officer Smith presented third quarter 2023 statistics (July 1, 2023 to September 30, 2023) related to traffic in Rossmoor, including law enforcement relative to eBikes outreach and training.



Discussion followed regarding the eBike training program/rodeos, CHP deployment in Rossmoor and a recent uptick in CHP presence in Rossmoor.

**B. ADDITIONS TO AGENDA - None**

**C. PUBLIC FORUM**

President DeMarco opened the Public Forum portion of the meeting.

Susan Kaplan discussed the lack of mitigation related to noise from pickleball play; listed actions taken to remove mitigation; opined the sound study previously conducted was incomplete and alleged RCSD acted unprofessionally. Additionally, she commented on a vote taken during a previous meeting noting the Board requested specific information regarding the bid package and process but that the General Manager refused to provide the information to Board Members before the vote; complained the Board is acting irresponsibly and felt the project must be put on hold.

Michele Fieldson listed projects that were budgeted but stalled; expressed concerns regarding RCSD actions related to pickleball; opined there is a lack of sound decision-making and suggested the preparation of a master parks plan.

Curtis Wheeler reported a person from the waste company was going through resident trash receptacles and taking pictures and when she realized she was being watched, began recording him.

Director Barke reported that California is required, by law, to ensure garbage is placed in appropriate bins and that once it is placed on the street, for pickup, the trash is considered public.

There being no others wishing to comment, President DeMarco closed the Public Forum.

President DeMarco announced the Board will consider Item No. H.1. at this juncture.

**D. REPORTS TO THE BOARD**

Director Searles left the meeting at 8:33 p.m.

1. Recreation Report – Recreation Superintendent Chris Argueta

Recreation Superintendent Chris Argueta presented details of the Recreation Report including past, recent, ongoing and upcoming events.

Members of the Board commented favorably on RCSD events and programs.

2. Report from the Ad Hoc Traffic/Safety Committee

General Manager Mendoza presented an overview of recent Ad Hoc Traffic/Safety Committee meeting; discussed options for solutions to control speed and parking; reported plans to display the options at the upcoming Festivals and marketing the options and addressed a resident survey.

Director Maynard expressed concerns regarding marketing the options during the Holiday Festival leading to a bias.

General Manager Mendoza reported that there will be no survey or vote requested during the Holiday Festival but rather information will be provided to spark interest.

Discussion followed regarding distribution of the survey, getting Rossmoor residents engaged and involved and making the Montecito corridor safer for the community.

### 3. Report from the Parks and Facilities Committee

General Manager Mendoza presented an update on a recent Parks and Facilities Committee meeting; addressed the status of RCSD's contract with Taylor Tennis; spoke about the Rossmoor Community Services District Flag and the Board's general agreement regarding the artwork and logo and discussed the status of the new flooring project including consideration of various options.

Discussion followed regarding carpeting versus wood flooring, the potential for increased use of Rush Park auditorium and consideration of upgrading acoustics.

General Manager Mendoza mentioned the study session included a discussion of District policy upgrades and noted these will be addressed under Item No. H.4.

## **E. CONSENT CALENDAR**

### 1. MINUTES:

- a. Regular RCSD Board Meeting of October 10, 2023

### 2. SEPTEMBER 2023 REVENUE AND EXPENDITURE REPORT

### 3. LONG TERM/NONPROFIT USER PERMIT RENEWALS FOR USE OF DISTRICT PROPERTY

### 4. APPROVAL OF VACATION BUY-BACK SUBMITTALS FOR RCSD EMPLOYEES REQUESTING PARTICIPATION IN THE DECEMBER 2023 BUY-BACK PROGRAM

General Manager Mendoza noted Director Searles submitted written edits to the minutes.

Motion by Director Maynard, seconded by Director Barke, to approve the Consent Calendar, as presented, except for Item No. E.1.a. which were approved, as amended. Motion passed 4-0, with Director Searles, absent.

## **E. PUBLIC HEARING – None**

## **G. RESOLUTIONS**

### 1. RESOLUTION NO. 23-11-14-01 REJECTION OF GOVERNMENT CLAIM

General Manager Mendoza presented details of the report noting this involved standard procedures.

Motion by Director Maynard, seconded by Director Shade, to waive full reading of and adopt Resolution No. 23-11-14-01: REJECTION OF GOVERNMENT CLAIM. The motion carried 4-0, with the following vote:

AYES: Directors Barke, Shade, Vice President Maynard, President DeMarco  
NOES: None  
ABSTAIN: None  
ABSENT: Director Searles

2. RESOLUTION NO. 23-11-14-02: A RESOLUTION OF THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT AUTHORIZING THE DISPENSING OF ALCOHOL (BEER AND WINE) AT THE 2023 ROSSMOOR WINTER FESTIVAL

General Manager Mendoza presented details of the report.

Motion by Director Maynard, seconded by Director Shade, to waive full reading of and adopt Resolution No. 23-11-14-02: A RESOLUTION OF THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT AUTHORIZING THE DISPENSING OF ALCOHOL (BEER AND WINE) AT THE 2023 ROSSMOOR WINTER FESTIVAL. The motion carried 3-1, with the following vote:

AYES: Directors Barke, Shade, Vice President Maynard  
NOES: President DeMarco  
ABSTAIN: None  
ABSENT: Director Searles

**ORDINANCES – None**

## **H. REGULAR CALENDAR:**

1. REPORT FROM THE AUDIT COMMITTEE RE: FY 2022-2023 AUDIT

Terry Shea, Auditor, Rogers, Anderson, Melody and Scott, reviewed details of the FY 2022-2023 Audit Report.

Discussion followed regarding the Auditor's general impression regarding last year's audit versus this year's audit, the required supplementary information related to not providing an opinion, omission of management discussion analyses relative to financial statements and the pros and cons of including it versus not including it.

President DeMarco requested a statement from the Accountant relative to comments he made to the Audit Committee, including the rationale for omitting the management discussion analyses and including the statement in the meeting minutes.

Mr. Shea reported the analyses does not add much, especially for smaller districts.

President DeMarco suggested getting information from the Accountant prior to deciding on what to require going forward.

Motion by Director Maynard, seconded by Director Shade, to accept FY 2022-2023 Audit Report, as presented. The motion carried 5-0, with the following vote:

AYES: Directors Barke, Searles, Shade, Vice President Maynard, President DeMarco  
NOES: None  
ABSTAIN: None  
ABSENT: None

The Board returned to Item No. D.1. and followed the rest of the agenda, as published.

## 2. REVIEW SCA AGREEMENT

General Manager Mendoza presented details of the report; spoke about County reimbursements; discussed a proposed fee increase and noted the agreement includes a one-year extension.

President DeMarco suggested getting information from the Accountant prior to deciding on what to require going forward.

Discussion followed regarding necessary signatures, approving the agreement with SCA, the possibility of scheduling a special meeting, giving the General Manager the authority to sign an agreement with SCA for the street sweeping contract and options for Board actions.

General Counsel Preziosi read an email from Ligia Godinez, County of Orange Operations and Maintenance Office to General Manager Mendoza: "I have attached the amendment to the street sweeping agreement. If you accept the terms, please sign and date and e-mail back to me. Please let me know if you have any questions."

After reviewing the item further, General Counsel Preziosi stated an option would be to have Mr. Mendoza sign it, subject to ratification by the Board of Directors at its December meeting.

Motion by Director Maynard, seconded by Director Shade, to give the General Manager the authorization to sign the agreement, subject to ratification by the Board of Directors at its December meeting. Motion passed 4-0, with Director Searles, absent.

## 3. DISCUSSION AND ACTION RE: AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH ELITE SPECIAL EVENTS TO PROVIDE SERVICES AT THE 2023 ROSSMOOR WINTER FESTIVAL

General Manager Mendoza presented details of the report; thanked Director Shade for helping with the entertainment lineup; reviewed the cost analysis and agreement with Elite Special Events and discussed a reduction in the entrance fee as a gift to the community.

Administrative Assistant Whang reviewed corrections made to the agreement at Director Searles's suggestions.

Discussion followed regarding cost differences from last year and sponsorships.

Motion by Director Barke, seconded by Director Maynard, to AUTHORIZE THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH ELITE SPECIAL EVENTS TO PROVIDE SERVICES AT THE 2023 ROSSMOOR WINTER FESTIVAL. Motion passed 4-0, with Director Searles, absent.

**4. INTRODUCTION OF AN AMENDMENT TO POLICY NO. 6050 TO UPDATE THE FACILITIES – TENNIS COURTS POLICY TO INCLUDE PICKLEBALL**

General Manager Mendoza introduced the item and deferred to staff for a report.

Administrative Assistant Whang presented details of the proposed changes to Policy No. 6050, which adds pickleball to the Tennis Court Policy.

Discussion followed regarding updating the reservation policies, this being the first reading of the policy amendment.

Motion by Director Maynard, seconded by Director Shade, to approve the first reading of AN AMENDMENT TO POLICY NO. 6050 TO UPDATE THE FACILITIES – TENNIS COURTS POLICY TO INCLUDE PICKLEBALL. Motion passed 4-0, with Director Searles, absent.

**5. DISCUSSION AND POSSIBLE ACTION RE: EXTENDED HOURS FACILITY REQUEST FOR USE OF RUSH PARK AUDITORIUM, EAST ROOM, WEST ROOM AND FIELD 3 AT RUSH PARK**

General Manager Mendoza presented details of the report and discussed the need for Board approval of extended hours for one event.

Motion by Director Barke, seconded by Director Maynard, to approve EXTENDED HOURS FACILITY REQUEST FOR USE OF RUSH PARK AUDITORIUM, EAST ROOM, WEST ROOM AND FIELD 3 AT RUSH PARK. Motion passed 4-0, with Director Searles, absent.

**I. GENERAL MANAGER ITEMS**

General Manager Mendoza discussed the distribution of NARCAN in the community; spoke about a recent update regarding fentanyl; announced upcoming Committee and Board meetings; addressed maintenance items, the request for a zip code change and commented on addressing lighting issues at Kempton Park.

Administrative Assistant Whang listed comments by Director Searles regarding items in the Consent Calendar and regarding a miscellaneous line item.

**J. BOARD MEMBER ITEMS**

Director Maynard thanked the CHP Officers for attending the meeting and for arresting the recent DUI perpetrator in Rossmoor and spoke about the need for Rossmoor residents to reduce their driving speed when driving through Rossmoor.

President DeMarco thanked Senator Nguyen for the presentation regarding fentanyl and encouraged parents and students to be aware.

In reply to President DeMarco's inquiry, Administrative Assistant Whang provided a brief update on the RCSD website.

**K. GENERAL COUNSEL ITEMS - None**

**L. ADJOURNMENT**

President DeMarco adjourned the meeting at 9:48 p.m.

ATTEST:

BOARD OF DIRECTORS  
ROSSMOOR COMMUNITY SERVICES DISTRICT

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Tony DeMarco, President

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Joe Mendoza, Secretary  
Rossmoor Community Services District

**APPROVED: December 12, 2023**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-2**

**Date:** December 12, 2023  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
Accountant Michael Matsumoto  
**Subject:** OCTOBER 2023 REVENUE AND EXPENDITURE REPORT

**RECOMMENDATION**

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the Revenue and Expenditure Report for October 2023.

**INFORMATION**

The Revenue and Expenditure Report is submitted on a monthly basis, as an indication of the District's unaudited year-to-date revenue and expenses.

**ATTACHMENTS**

1. Revenue and Expenditure Report for the month of October 2023
2. Explanation of Significant Variances from budgeted amounts

Rossmoor Community Services District  
 Schedule of Revenues and Expenditures and Changes in Fund Balance - Budget and Actual  
 For the month ended October 31, 2023

	Original Budget	Amended Budget	Current Month	YTD	YTD Var	YTD % Bud
<b>Revenues:</b>						
Property taxes	\$ 1,333,100	\$ 1,333,100	\$ 4,701	\$ 24,690	\$ (1,308,410)	1.85%
Street light assessments	404,300	404,300	1,510	8,437	(395,863)	2.09%
Interest on investments	30,000	30,000	12,170	12,170	(17,830)	40.57%
From other governmental agencies	136,000	136,000	-	-	(136,000)	0.00%
Permit and rental fees	214,300	214,300	19,909	64,400	(149,900)	30.05%
Misc./Sponsorships	35,000	35,000	5,257	8,953	(26,047)	25.58%
<b>Total Revenues</b>	<b>2,152,700</b>	<b>2,152,700</b>	<b>43,547</b>	<b>118,650</b>	<b>(2,034,050)</b>	<b>5.51%</b>
<b>Expenditures:</b>						
Administration	1,224,390	1,224,390	94,101	383,912	840,478	31.36%
Recreation	63,000	63,000	3,040	19,620	43,380	31.14%
Rossmoor park	209,250	209,250	11,875	50,774	158,476	24.26%
Montecito center	13,450	13,450	1,606	4,303	9,147	31.99%
Rush park	193,070	193,070	17,069	44,199	148,871	22.89%
Street lighting	113,100	113,100	9,800	39,202	73,898	34.66%
Street sweeping	83,100	83,100	6,538	26,152	56,948	31.47%
Parkway trees	189,010	189,010	7,713	13,541	175,469	7.16%
Mini-parks and medians	15,190	15,190	1,099	3,830	11,360	25.21%
<b>Total Expenditures</b>	<b>2,103,560</b>	<b>2,103,560</b>	<b>152,841</b>	<b>585,533</b>	<b>1,518,027</b>	<b>27.84%</b>
<b>Changes in fund balance</b>	<b>49,140</b>	<b>49,140</b>	<b>\$ (109,294)</b>	<b>(466,883)</b>	<b>\$ (516,023)</b>	
<b>Fund balance:</b>						
Beginning of year	1,709,443	1,709,443		1,709,443		
End of period	1,758,583	1,758,583		1,242,560		
<b>Cash Balances at 10/31/23:</b>						
Checking				276,843		
LAIF				995,581		
Total				1,272,424		



ROSSMOOR COMMUNITY SERVICES DISTRICT  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 10 / 23

Fund	Account	Received			Revenue	
		Current Month	Received YTD	Estimated Revenue	To Be Received	% Received
10 General Fund						
3000 Property Tax						
	3001 Current Secure Property Tax	0.00	0.00	1,242,000.00	1,242,000.00	0 %
	3002 Current Unsecured Prop Tax	0.00	15,173.67	36,900.00	21,726.33	41 %
	3003 Prior Secured property Tax	1,678.95	4,494.01	15,200.00	10,705.99	30 %
	3004 Prior Unsecured Property Tax	0.00	0.00	3,300.00	3,300.00	0 %
	3005 Delinquent Property Taxes	692.21	1,124.53	1,100.00	-24.53	102 %
	3006 Current Supplemental Assessment	2,330.14	3,897.68	19,600.00	15,702.32	20 %
	3008 Public Utility Tax	0.00	0.07	10,900.00	10,899.93	0 %
	3009 State Homeowners prop. Tax Relief	0.00	0.00	4,100.00	4,100.00	0 %
	Account Group Total:	4,701.30	24,689.96	1,333,100.00	1,308,410.04	2 %
3100						
	3101 Street light assessments	1,509.96	8,437.20	404,300.00	395,862.80	2 %
	Account Group Total:	1,509.96	8,437.20	404,300.00	395,862.80	2 %
3200						
	3201 Interest on Investments	12,170.05	12,170.05	30,000.00	17,829.95	41 %
	Account Group Total:	12,170.05	12,170.05	30,000.00	17,829.95	41 %
3300 INTERGOVERNMENTAL REVENUE						
	3301 Prop 68 Grant Funding	0.00	0.00	56,000.00	56,000.00	0 %
	3304 County street sweep reimbursement	0.00	0.00	80,000.00	80,000.00	0 %
	Account Group Total:	0.00	0.00	136,000.00	136,000.00	0 %
3400 RENTAL & PERMITS						
	3401 Tennis Courts Reservations	1,548.00	6,620.00	41,000.00	34,380.00	16 %
	3402 Tennis Instructor Private Lessons	1,449.25	6,169.25	38,000.00	31,830.75	16 %
	3403 Basketball Court Reservations	532.00	840.00	0.00	-840.00	** %
	3405 Rossmoor Park Ball Field Reservations	0.00	3,174.00	12,500.00	9,326.00	25 %
	3406 Rush Park Ball field reservations	3,021.00	8,263.27	12,500.00	4,236.73	66 %
	3407 Pickleball Reservation	1,206.00	3,500.00	0.00	-3,500.00	** %
	3411 Signature Wall Banner Rental	60.00	220.00	300.00	80.00	73 %
	3421 Tree Revenue	0.00	561.60	5,000.00	4,438.40	11 %
	3422 Tree Violation Fines	0.00	300.00	0.00	-300.00	** %
	3431 Rossmoor Building Rental	490.00	2,780.00	2,500.00	-280.00	111 %
	3432 Rossmoor Park Picnic Site	285.00	1,265.00	2,500.00	1,235.00	51 %
	3441 Montecito Building Rental	4,806.02	7,635.02	25,000.00	17,364.98	31 %
	3451 Rush Building Rental	5,890.26	20,166.32	67,000.00	46,833.68	30 %
	3452 Rush Park Picnic Site	621.48	2,561.48	7,000.00	4,438.52	37 %
	3453 Rush Park Kitchen	0.00	344.00	1,000.00	656.00	34 %
	Account Group Total:	19,909.01	64,399.94	214,300.00	149,900.06	30 %
3500						
	3501 MISC REVENUE	2,006.81	4,953.04	10,000.00	5,046.96	50 %
	3502 Sponsorships	3,250.00	4,000.00	25,000.00	21,000.00	16 %
	Account Group Total:	5,256.81	8,953.04	35,000.00	26,046.96	26 %
	Fund Total:	43,547.13	118,650.19	2,152,700.00	2,034,049.81	6 %

Grand Total:	43,547.13	118,650.19	2,152,700.00	2,034,049.81	6 %
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ROSSMOOR COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 10 / 23

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund							
5000							
5010 Administration							
4000	Board of Directors Compensatn	900.00	2,300.00	11,000.00	11,000.00	8,700.00	21 %
4002	Salaries - Part-time	1,991.07	11,174.47	82,100.00	82,100.00	70,925.53	14 %
4003	Overtime	1,361.50	5,873.52	10,500.00	10,500.00	4,626.48	56 %
4006	SALARIES - ADMINISTRATION	20,758.25	83,930.94	255,800.00	255,800.00	171,869.06	33 %
4007	VEHICLE ALLOWANCE (MILEAGE	0.00	228.07	2,100.00	2,100.00	1,871.93	11 %
4008	SALARIES - PARK AND RECREATION	15,221.96	62,798.81	166,100.00	166,100.00	103,301.19	38 %
4009	SALARIES - Park /TREE MAINTENANCE	5,047.68	19,918.26	59,700.00	59,700.00	39,781.74	33 %
4010	Workers Compensation Insurance	0.00	12,000.00	15,000.00	15,000.00	3,000.00	80 %
4011	Medical Insurance	7,859.91	30,505.15	84,000.00	84,000.00	53,494.85	36 %
4015	Federal Payroll Tax -FICA	3,539.52	14,497.52	56,390.00	56,390.00	41,892.48	26 %
5002	Insurance - Liability	0.00	38,722.00	41,000.00	41,000.00	2,278.00	94 %
5004	Memberships and Dues	9,182.59	9,452.59	9,980.00	9,980.00	527.41	95 %
5006	Travel & Meetings	85.00	304.13	2,630.00	2,630.00	2,325.87	12 %
5007	Televised Meeting Costs	2,269.32	4,815.71	23,100.00	23,100.00	18,284.29	21 %
5008	Gasoline	556.38	1,481.92	5,250.00	5,250.00	3,768.08	28 %
5010	Publications & Legal Notices	1,112.23	3,956.29	7,880.00	7,880.00	3,923.71	50 %
5012	Printing	267.87	826.64	4,200.00	4,200.00	3,373.36	20 %
5014	Postage	603.87	653.27	2,100.00	2,100.00	1,446.73	31 %
5016	Office & Meeting Supplies	527.29	1,398.84	15,750.00	15,750.00	14,351.16	9 %
5018	Janitorial Supplies	3,826.43	3,972.41	20,790.00	20,790.00	16,817.59	19 %
5020	Telephone	806.04	2,613.72	10,500.00	10,500.00	7,886.28	25 %
5021	Computer/Email/Server Costs	891.50	1,870.10	5,250.00	5,250.00	3,379.90	36 %
5030	Vehicle Maintenance	0.00	262.00	10,500.00	10,500.00	10,238.00	2 %
5032	Building & Grounds-Maintenance	5,198.32	18,174.09	85,050.00	85,050.00	66,875.91	21 %
5045	Miscellaneous Expenditures	1,732.19	12,621.45	21,000.00	21,000.00	8,378.55	60 %
5046	Bank Service Charge	338.68	1,130.92	4,200.00	4,200.00	3,069.08	27 %
5610	Legal Services	0.00	6,514.00	65,520.00	65,520.00	59,006.00	10 %
5615	Financial Audit-Consulting	0.00	0.00	19,950.00	19,950.00	19,950.00	0 %
5620	Outsource Financial Consultant	6,000.00	18,000.00	72,450.00	72,450.00	54,450.00	25 %
5670	Other Professional Services	4,023.16	12,584.64	42,000.00	42,000.00	29,415.36	30 %
6010	Equipment	0.00	251.30	2,100.00	2,100.00	1,848.70	12 %
6025	Software	0.00	1,079.00	10,500.00	10,500.00	9,421.00	10 %
	Account Total:	94,100.76	383,911.76	1,224,390.00	1,224,390.00	840,478.24	31 %
5020 Recreation							
5017	Community Events	3,040.28	19,620.52	63,000.00	63,000.00	43,379.48	31 %
	Account Total:	3,040.28	19,620.52	63,000.00	63,000.00	43,379.48	31 %
5030 Rossmoor Park							
5022	Utilities	1,202.27	5,355.17	13,130.00	13,130.00	7,774.83	41 %
5023	Water	6,464.25	20,267.60	63,000.00	63,000.00	42,732.40	32 %
5025	SECURED PROP TAX	1,089.58	1,089.58	1,260.00	1,260.00	170.42	86 %
5034	Alarm Systems/Security	0.00	123.00	1,050.00	1,050.00	927.00	12 %
5045	Miscellaneous Expenditures	413.87	413.87	4,730.00	4,730.00	4,316.13	9 %
5051	Equipment Rental	0.00	0.00	530.00	530.00	530.00	0 %
5052	Minor Facility Repairs /Tools	0.00	0.00	1,050.00	1,050.00	1,050.00	0 %
5655	Landscape Maintenance / Janitorial	2,705.00	17,897.96	34,500.00	34,500.00	16,602.04	52 %
6005	Buildings and Improvements	0.00	5,626.92	90,000.00	90,000.00	84,373.08	6 %

ROSSMOOR COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 10 / 23

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund							
	Account Total:	11,874.97	50,774.10	209,250.00	209,250.00	158,475.90	24 %
5040 Montecito Center							
	5022 Utilities	182.04	780.06	2,100.00	2,100.00	1,319.94	37 %
	5023 Water	196.31	1,232.91	4,730.00	4,730.00	3,497.09	26 %
	5025 SECURED PROP TAX	915.04	915.04	1,050.00	1,050.00	134.96	87 %
	5034 Alarm Systems/Security	0.00	126.00	680.00	680.00	554.00	19 %
	5045 Miscellaneous Expenditures	0.00	0.00	530.00	530.00	530.00	0 %
	5052 Minor Facility Repairs /Tools	0.00	0.00	530.00	530.00	530.00	0 %
	5655 Landscape Maintenance / Janitorial	312.33	1,249.32	3,830.00	3,830.00	2,580.68	33 %
	Account Total:	1,605.72	4,303.33	13,450.00	13,450.00	9,146.67	32 %
5050 Rush Park							
	5022 Utilities	3,456.01	13,026.38	33,180.00	33,180.00	20,153.62	39 %
	5023 Water	3,187.81	13,121.05	52,500.00	52,500.00	39,378.95	25 %
	5025 SECURED PROP TAX	4,169.92	4,169.92	4,410.00	4,410.00	240.08	95 %
	5034 Alarm Systems/Security	126.00	252.00	840.00	840.00	588.00	30 %
	5045 Miscellaneous Expenditures	0.00	0.00	530.00	530.00	530.00	0 %
	5051 Equipment Rental	0.00	0.00	1,580.00	1,580.00	1,580.00	0 %
	5052 Minor Facility Repairs /Tools	0.00	0.00	530.00	530.00	530.00	0 %
	5655 Landscape Maintenance / Janitorial	6,129.33	13,629.33	34,500.00	34,500.00	20,870.67	40 %
	6005 Buildings and Improvements	0.00	0.00	65,000.00	65,000.00	65,000.00	0 %
	Account Total:	17,069.07	44,198.68	193,070.00	193,070.00	148,871.32	23 %
5060 Street Lighting							
	5650 Street Lighting and Maintenance	9,800.46	39,201.84	113,100.00	113,100.00	73,898.16	35 %
	Account Total:	9,800.46	39,201.84	113,100.00	113,100.00	73,898.16	35 %
5070 Street Sweeping							
	5642 Street Sweeping	6,538.14	26,152.56	83,100.00	83,100.00	56,947.44	31 %
	Account Total:	6,538.14	26,152.56	83,100.00	83,100.00	56,947.44	31 %
5080 Parkway Trees							
	5017 Community Events	0.00	0.00	1,580.00	1,580.00	1,580.00	0 %
	5656 Tree Trimming	5,276.50	8,055.30	137,030.00	137,030.00	128,974.70	6 %
	5660 TREE REMOVAL	1,856.00	4,904.80	3,150.00	3,150.00	-1,754.80	156 %
	6015 Trees	580.80	580.80	47,250.00	47,250.00	46,669.20	1 %
	Account Total:	7,713.30	13,540.90	189,010.00	189,010.00	175,469.10	7 %
5090 Mini-Parks and Medians							
	5022 Utilities	29.04	113.35	530.00	530.00	416.65	21 %
	5023 Water	1,069.77	3,716.19	10,500.00	10,500.00	6,783.81	35 %
	5045 Miscellaneous Expenditures	0.00	0.00	110.00	110.00	110.00	0 %
	5051 Equipment Rental	0.00	0.00	110.00	110.00	110.00	0 %
	5052 Minor Facility Repairs /Tools	0.00	0.00	110.00	110.00	110.00	0 %
	5655 Landscape Maintenance / Janitorial	0.00	0.00	3,830.00	3,830.00	3,830.00	0 %
	Account Total:	1,098.81	3,829.54	15,190.00	15,190.00	11,360.46	25 %
	Account Group Total:	152,841.51	585,533.23	2,103,560.00	2,103,560.00	1,518,026.77	28 %

11/29/23  
16:39:38

ROSSMOOR COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 10 / 23

Page: 3 of 3  
Report ID: B100C

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
	Fund Total:	152,841.51	585,533.23	2,103,560.00	2,103,560.00	1,518,026.77	28 %
	Grand Total:	152,841.51	585,533.23	2,103,560.00	2,103,560.00	1,518,026.77	28 %

## EXPLANATION OF SIGNIFICANT VARIANCES FROM BUDGETED AMOUNTS OCTOBER 2023

### *Revenue Accounts*

Account Code	Item	Explanation
3001	Current Secure Property Tax	November 1st installment has not been received yet
3101	Street Light Assesment	Payment received in installments. First installment has not been received yet
3401	Tennis Courts	Tennis reservations are lagging, however pickleball is supplementing some
3406	Rush Park Baseball Fields	Rental of fields for Friday Night Lights
3407	Pickleball Reservations	Pickleball was approved after the 23-24 FY budget therefore we are producing unanticipated revenue
3431	Rossmoor Building Rental	Rental for the Los Alamitos Youth Center Summer Camp
3502	Sponsorships	Sponsorships are forthcoming with the upcoming Winterfest

### *Expenditure Accounts*

Account Code	Item	Explanation
5010-4003	Overtime	Additional hours worked during the Summer Festivals
5010-4010	Administration - Worker's Compensation Insurance	Annual premium has been paid for FY
5010-5002	Administration - Insurance Liability	Annual premium has been paid for FY
5010-5004	Memberships and Dues	On target. Dues are paid
5010-5010	Publications & Legal Notices	Advertising for traffic meetings
5010-5045	Miscellaneous Expenditures	One-time purchases of \$500 or more (Staff Uniforms, Festival Canopies, Heroes Luncheon)
5010-5655	Landscape Maintenance/Janitorial	Additional landscaping work was done at Rush and Rossmoor Parks
5030-5025 5040-5025 5050-5025	Secured Property Taxes	Property Taxes have been paid for 1st and 2nd installments
5080-5660	Tree Removal	Seasonal project. Do not foresee any additional tree removals

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM G-1**

**Date:** December 12, 2023

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza

**Subject:** RATIFICATION OF AMENDMENT #2 OF AGREEMENT MA-080-19011372 BETWEEN THE COUNTY OF ORANGE AND THE ROSSMOOR COMMUNITY SERVICES DISTRICT FOR STREET SWEEPING SERVICES

**RECOMMENDATION**

It is recommended that the Board of Directors ratify Amendment #2 of Agreement MA-080-19011372 between the County of Orange and the Rossmoor Community Services District for Street Sweeping Services

**INFORMATION**

At the November 14, 2023 Board of Directors meeting, the General Manager was given direction to execute a new agreement with Street Sweeping Corporation of America. Not on the agenda was approval of Amendment #2 of Agreement MA-080-19011372 between the County of Orange and the Rossmoor Community Services District for Street Sweeping Services. This Amendment raises the reimbursement amount for street sweeping from \$60,000 to \$80,000, thereby covering the increased cost of street sweeping service beginning in January 2024.

The General Manager was given direction to execute said document and bring it back before the Board for ratification at the December meeting.

**ATTACHMENTS**

1. Amendment #2 of Agreement MA-080-19011372 between the County of Orange and the Rossmoor Community Services District for street sweeping service.

**AMENDMENT #2 OF AGREEMENT MA-080-19011372**  
**BETWEEN THE COUNTY OF ORANGE AND**  
**THE ROSSMOOR COMMUNITY SERVICES DISTRICT**  
**FOR STREET SWEEPING SERVICES**

THIS AMENDMENT #2 TO AGREEMENT MA-080-19011372 IS MADE AND ENTERED INTO EFFECTIVE October 7, 2023, is by and between County of Orange, a political subdivision of the State of California, (referred to herein as “County”), and the Rossmoor Community Services District (“District”) hereinafter sometimes referred to individually known as “party” and collectively known as the “parties.”

**RECITALS**

**WHEREAS**, County has unincorporated road segment within the District that fall within the District’s sphere of influence; and

**WHEREAS**, County and District entered into Agreement MA-080-19011372 (“Agreement”) on May 7, 2019 for Street Sweeping Services in the amount not to exceed \$60,000; and

**WHEREAS**, County and District agreed to Amendment #1 on October 5, 2021 to change the frequency of the street sweeping per month and increase the amount not to exceed to \$80,000;

**WHEREAS**, the County Board of Supervisors delegated authority to amend the Agreement so long as any future amendments does not increase compensation by more than 10 percent;

**WHEREAS**, the parties with to amend the Agreement to increase the amount paid to the District to \$82,000.00.

**NOW, THEREFORE**, it is mutually understood and agreed by County and District that the Agreement is amended as follows:

**AMENDMENT #2**

1. Exhibit B of the Agreement is deleted in its entirety and replaced with the Exhibit B attached to this Amendment #2
2. All other terms and conditions of the Agreement and Amendment #1 shall remain in full force and effect.



**IN WITNESS WHEREOF**, the Parties hereto have caused this Amendment #2 to be executed as of the date first above written.

**COUNTY OF ORANGE**

By: \_\_\_\_\_  
James Treadaway  
Director Orange County Public Works


Date: \_\_\_\_\_

**APPROVED AS TO FORM:**  
Office of the County Counsel

By: \_\_\_\_\_  
Deputy County Counsel  
County of Orange, California

Date: \_\_\_\_\_

**ROSSMOOR COMMUNITY SERVICES  
DISTRICT**

By:   
Joe Mendoza  
General Manager

Date: 11/21/2023

SIGNED AND CERTIFIED THAT A COPY  
OF THIS DOCUMENT HAS BEEN  
DELIVERED TO THE MANAGER OF  
ROSSMOOR COMMUNITY SERVICES  
DISTRICT

By: \_\_\_\_\_  
District Secretary

ATTACHMENT: EXHIBIT B  
ATTACHMENT: EXHIBIT B – PRICING

STREET SWEEPING SERVICES  
ROSSMOOR COMMUNITY SERVICES DISTRICT

TOTAL CURB MILES	NUMBER OF SWEEPS PER YEAR (ESTIMATED)	TOTAL ANNUAL COST (NOT TO EXCEED)
67	48	\$82,000.00

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM G-2**

**Date:** December 12, 2023

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza

**Subject:** SECOND READING OF AN AMENDMENT TO POLICY NO. 6050 TO UPDATE THE FACILITIES – TENNIS COURTS POLICY TO INCLUDE PICKLEBALL

**RECOMMENDATION**

It is recommended that the Rossmoor Community Services District (RCSD) Board Of Directors review the draft amended Policy No. 6050 and take action as appropriate for the policy to cover the use of Pickleball courts.

**INFORMATION**

Conversion of one tennis court into four Pickleball courts has been approved by the Board of Directors. The conversion project will begin January 2024 and a policy covering Pickleball is needed. The attached Policy No. 6050 Facilities – Tennis Courts, has been marked to show proposed changes to include Pickleball play and to update methods of payment and reservation allotment time.

**ATTACHMENTS**

1. Policy No. 6050 marked to show proposed changes

## Rossmoor Community Services District

**Policy**

**No. 6050**

### **FACILITIES – TENNIS COURTS**

**6050.10** Appropriate Etiquette: All persons playing on or visiting the Rossmoor tennis courts shall use commonly accepted tennis etiquette. All attempts shall be made not to disturb other players. The Rossmoor courts are primarily intended for the playing of games by two or more persons. A reservation does not take effect until two or more persons are present and ready to play.

**6050.20** Use Limitation For Non-Reservation Players: Court use is limited to one hour for non-reservation players when there are people waiting. This does not mean that someone has to wait one hour, only that the party occupying the court has to surrender the court after one hour of use whenever anyone else appears and wishes to use the court to play or immediately if someone appears with a reservation in hand or posted on the Court Tennis Schedule at the east entrance to the tennis courts.

**6050.30** Use Limitation For Players With Reservation: Court use for persons making a reservation is limited to a maximum of one and one-half hours (per day on Saturdays, Sundays, holidays and after 3:00 p.m. on weekdays).

**6050.40** Expiration of Reserved Time: Courts shall be surrendered to the next waiting party when their playing time has expired. When a game is in progress at the time of expiration, play may continue up to a maximum of five (5) minutes to complete the game in progress. No new game, other than the concluding game of a set, should commence with less than five (5) minutes remaining on the allowable playing time.

**6050.50** Advance Reservation: All reservations must be made no later than 4:00 p.m. PST. for use that evening or 4:00 p.m. on Friday for use that evening or the weekend through Monday at 4:00 p.m. Times during PDT shall be 3:00 p.m. The posting of the Court Tennis Schedule shall be done in a manner so as to give proper notice of courts and times reserved. The charge for reservations shall be established by Policy No. 6015 Establishment of Fees and Charges for use of District Parks, Buildings and Facilities.

**6050.51** Reservation Limit: No reservations may be made for more than two weeks in advance by residents and one week in advance by non-residents.

**6050.52** Method of Payment: Payment for the use of reserved play time may be made at the District office during normal business hours or by placing the fee in an envelope provided at the District's Recreation office, and placing the envelope in the slot on the north wall of the Rossmoor Park Community Center building.

**6050.53** Rain Check: A "rain check" or refund may be given, upon request, for a reservation that is not usable due to inclement weather, acts of God or other reasons deemed sufficient by the General Manager. A refund will be given for a reservation that is cancelled no less than twenty-four hours prior to the reserved time.

**6050.60** Use By A Single Player: A single player may occupy a court for practice so long as it is available and there are no groups of two or more waiting. The court shall be vacated by the single player upon determination that there is a group of two or more waiting to play.

**6050.70** Challenge Match: A challenge match, that may consist of up to six persons playing doubles, shall occupy a court for no more than two hours when there are persons waiting to play.

**6050.80 Appropriate Footwear Required**; All players shall use footwear which is appropriate for the hard court surface found at the Rossmoor courts. Such footwear shall not mark, chip, or otherwise damage the surface of the courts.

**6050.90 Court Maintenance**: The tennis courts will be closed for washing or maintenance each Wednesday morning from 7:00 a.m. to 10:00 a.m.. This provision is in effect even if there is no one actually washing or performing maintenance during this time.

**6050.100 Court Reserved For Instruction**: Courts may be reserved at various times for use in both private and group classes sponsored by the District. Reserved times will be posted on the reservations board adjacent to the courts.

**6050.110 Prohibited Uses on Courts**: Tennis courts are for tennis play only. The courts may not be used for other sports, rollerblading or skating, skate boarding, bicycling or any other wheeled device. Courts may not be used for picnicking, barbecuing, or any other group activity. Dogs, whether leashed or unleashed are not permitted within the tennis court complex. Failure to comply with these restrictions will subject the person or persons to eviction from the courts and the park facility in accordance with Policy No. 6010.60.

**6050.120 Tennis Instruction**: Tennis instruction by any individual shall not be offered for compensation without a permit approved by the General Manager pursuant to a written agreement approved by the Board.

Adopted: July 14, 1993  
Amended: August 6, 1997  
Approved renumbering & format: October 8, 2002  
Reaffirmed: December 10, 2002  
Amended: April 13, 2004  
Amended: March 11, 2008  
Amended: July 10, 2012  
Readopted by Ordinance 2014-01: January 14, 2014

# PROPOSED

## Rossmoor Community Services District

Policy

No. 6050

### FACILITIES – TENNIS AND PICKLEBALL COURTS

**6050.10 Appropriate Etiquette:** All persons playing on or visiting the Rossmoor tennis and pickleball courts shall use commonly accepted tennis and pickleball etiquette. All attempts shall be made not to disturb other players. The Rossmoor courts are primarily intended for the playing of games by two or more persons. A reservation does not take effect until two or more persons are present and ready to play.

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**6050.51 Reservation Limit:** No reservations may be made for more than two weeks in advance by residents and one week in advance by non-residents.

**6050.52 Method of Payment:** Payment for the use of reserved play time may be made at the District office during normal business hours with a check or credit card. Payment may also be made by credit card on the Rossmoor Community Services District website through RecDesk with a verified account.

**6050.53 Rain Check:** A "rain check" or refund may be given, upon request, for a reservation that is not usable due to inclement weather, acts of God or other reasons deemed sufficient by the General Manager. A refund will be given for a reservation that is cancelled no less than twenty-four hours prior to the reserved time.

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Amended: July 10, 2012

Readopted by Ordinance 2014-01: January 14, 2014



## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM G-3**

**Date:** December 12, 2023

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza

**Subject:** DISCUSSION AND ACTION RE: DISTRIBUTION OF 2% EMPLOYEE APPRECIATION INCENTIVE

#### **RECOMMENDATION**

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors discuss and approve the incentive program representing a two percent allocation of the RCSD 2023-2024 Employee Salary Plan Budget to employees during the month of December 2023.

#### **BACKGROUND**

During the FY 2023 – 2024 budget process, the Rossmoor Community Services District (RCSD) Board of Directors directed the General Manager to provide a 3% Cost of Living Increase to staff and to calendar an additional 2% distribution to be discussed and paid out by December 2023.

#### **INFORMATION**

At their meeting held on November 29, 2023, the Personnel and Contract Administration Committee agreed to present the following recommendation to the RCSD Board of Directors for approval:

- Distribute a 2% (\$9,100) Employee Appreciation Incentive among staff members that have been employed by the District for at least one year – (\$1,213) for full-time employees and (\$607) for part time employees. Amount to be paid with the December payroll.

#### **ATTACHMENTS**

None.

## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM H**

**Date:** December 12, 2023  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** GENERAL MANAGER ITEMS

#### **RECOMMENDATION**

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors receive and file this report.

#### **INFORMATION**

Below is a brief overview of recent achievements, future projects, and upcoming programs:

##### **RECENT**

- The month of November staff updated signage at Rossmoor and Rush Parks (see attachment).
- A tree was planted next to the playground and shelter at Rush Park to replace tree that removed for safety reasons.
- Tree Trimming continues throughout the
- Rossmoor Park was fumigated and special traps for mice were placed around the recreation building. The kitchen sliding door at Rossmoor Park will have the molding replaced to deter mice.
- The Baseball/Softball backstops have been scheduled for chain link fencing replacement and repair.
- The Rush Park Auditorium has been scheduled to have the drains cleaned and traps secured in anticipation of the upcoming winter season.
- All gutters at all facilities have been cleared of debris in anticipation of the upcoming winter season.
- Staff have been recently trained in Fire Extinguisher Operation and Safety, Training Calendars and Records.
- All Board members have recently completed the AB1234 mandatory Ethics Training via CSDA.

- The court resurfacing and Pickleball court transition contract has been awarded. Work is scheduled to begin January 8, 2024.
- Plumbers have flushed the sewer pipes at Rush Park and staff will be evaluating photos and possible remediation to sustain the pipes.
- Staff has ordered replacement parts for the ice machine at Rush Park
- The new RCSD Flag has been ordered and will be unveiled in January 2024.
- On December 6<sup>th</sup>, The City of Seal Beach held a Scoping Meeting for the Housing Element and Zoning Code Updates Project Environmental Impact Report (EIR). A 30-day public review period for comments on the scope of the EIR began November 16, 2023 and ends on December 15, 2023.

## **FUTURE PROJECTS**

- Staff will be working with an electrician to upgrade lighting at Foster and Kempton Parks.
- Staff will be working with Brightview Landscaping to aerate and fertilize all the parks on December 11<sup>th</sup>.
- The electrical panels have been evaluated at all facilities and the Rush Park Auditorium panel will be replaced in January or February.
- The parking lot at Rush Park will have markings and signage changed to redirect vehicles for safety purposes.
- Signage at all parks will be installed reminding patrons to call for assistance (SEE SOMETHING SAY SOMETHING) with the Sheriffs, CHP, and Fire emergency services phone numbers.
- Assemblyman Tri Ta hosted a Town Hall on Tuesday December 5<sup>th</sup>.
- The Los Alamitos Chamber of Commerce and RCSD hosted a Holiday Breakfast on Friday December 8<sup>th</sup> at the Rush Park Auditorium.
- Supervisor Andrew Do had a Holiday Open House on Tuesday December 12 from 1 pm to 3 pm at the Santa Ana headquarters.
- RCSD hosted the Winter Holiday Program on Saturday December 9<sup>th</sup> from 4 pm to 9 pm at Rush Park.

## **UPCOMING PROGRAMS**

- A new MOU is being prepared for LAGSL. Meetings with the LAGSL Board and RCSD staff and President are in the process of being scheduled.
- The partnership agreement with the Youth Center is being reviewed and ongoing communication with the Youth Center Executive Committee is in process. The goal is to have the agreement completed and submitted to the RCSD Board no later than February 2024.
- RCSD staff will be celebrating the Holidays with a holiday lunch on December 14. The office will be covered.
- The Montecito Corridor Traffic issue will be presented at the RCSD December 12 Board meeting. Residents will be notified that this is a preliminary informational meeting to discuss options with a survey to be conducted in January or early February.

## **ATTACHMENTS**

None.