

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board
Agenda Package

January 11, 2022

AMENDED AGENDA
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

REGULAR MEETING

Please be advised this meeting will be conducted by Zoom only. All persons wishing to attend this meeting may do so via Zoom or telephone.

Join Zoom Meeting: <https://zoom.us/j/98120341211?pwd=NGtBQzdkbVpVa0lMdlZiVEhDRnlRUT09>
Enter Meeting ID: **981 2034 1211** and Passcode: **RossmoorR**

Tuesday, January 11, 2022

7:00 p.m.

Zoom Or Telephonic Only

This Board meeting is presented virtually via Zoom Webinar pursuant to Assembly Bill 361 and Resolution of the Board of Directors No. 21-10-12-0221-12-14-01. To participate in the meeting via Zoom, please follow the following instructions.

1. *To Participate via Zoom Webinar:*

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- *If Zoom is not already installed on your computer, click "Download & Run Zoom" on the launch page and press "Run" when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.*
- *Select "Join Audio via Computer."*
- *The virtual conference room will open. If you receive a message reading, "Please wait for the host to start this meeting," simply remain in the room until the meeting begins.*
- *During the Public Comment Period, use the "raise hand" feature located in the participants' window and wait for district staff to announce your name and unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.*

2. *To Participate via telephone:*

Call: **US: +1 669 900 6833** Webinar ID: **981 2034 1211** Passcode: **72057452**

*During the Public Comment Period, press *9 to add yourself to the queue and wait for city staff to announce your name/phone number and press *6 to unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.*

3. *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 jmendoza@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 part of the meeting record.*



Scan QR Code to Join Zoom Meeting:

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 in the agenda. To speak on an item, follow the instructions above. When addressing the Board, it is requested that you state your name for the record. Address 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 the Vimeo.com or by using the Vimeo icon on the RCSD website at <http://www.rossmoor-csd.org>.

A. ORGANIZATION

- 1. CALL TO ORDER: 7:00 p.m.
- 2. ROLL CALL: Directors DeMarco, Nitikman, Rips, Searles
President Barke
- 3. PLEDGE OF ALLEGIANCE: Director DeMarco
- 4. PRESENTATIONS AND REORGANIZATION:
 - a. President Jeffrey Barke: 2021 State of the District Address
 - b. Election of Officers
 - c. Presentation to Outgoing Board President Jeffrey Barke
 - d. CHP Quarterly Traffic Report presented by Officer Matt Musselmann

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. QUARTERLY TREE REPORT
- 2. MONTHLY TRAFFIC SAFETY UPDATE
- 3. STREET SWEEPING UPDATE

E. CONSENT CALENDAR

1. MINUTES:

- a. Regular Board Meeting of December 14, 2021

2. NOVEMBER 2021 REVENUE AND EXPENDITURE REPORT

3. RESOLUTION NO. 22-01-11-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT TO CONTINUE CONDUCTING MEETINGS OF THE DISTRICT BOARD AND COMMITTEES REMOTELY AS NEEDED DUE TO HEALTH AND SAFETY CONCERNS FOR THE PUBLIC

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. RESOLUTIONS

1. RESOLUTION NO. 22-01-11-02 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING CERTAIN DISTRICT OFFICIALS TO TRANSACT BUSINESS WITH FINANCIAL INSTITUTIONS WHICH HOUSE THE DISTRICT’S INVESTMENTS, SAVINGS, OR OTHER FINANCIAL ACCOUNTS

ORDINANCES

2. INTRODUCTION OF ORDINANCE 2022-01: AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, AMENDING AND RE-ADOPTING POLICY NO. 3085, STREET SWEEPING, AS THE RULES AND REGULATIONS THAT GOVERN STREET SWEEPING WITH THE ROSSMOOR COMMUNITY SERVICES DISTRICT

H. REGULAR CALENDAR

1. DISCUSSION REGARDING PERMANENTLY CHANGING THE DATE OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT MONTHLY REGULAR BOARD MEETINGS

I. 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.

J. 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.

K. 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.

L. 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 web site at www.rossmoor-csd.org.

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the January 11, 2022, 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

Date 1/10/22

JOE MENDOZA
General Manager

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a

Date: January 11, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: 2021 STATE OF THE DISTRICT ADDRESS

RECOMMENDATION

Receive and file presentation.

BACKGROUND

It is customary for the President of the Rossmoor Community Services District (RCSD) Board of Directors to deliver a *State of the District* address prior to election of the 2022 RCSD Board Officers.

President Jeffrey Barke will present the *State of the District* address for 2021.

ATTACHMENTS

1. 2021 *State of the District* Address



Special District of *Rossmoor* California

STATE OF THE DISTRICT 2021

**Presented By:
Jeffrey Barke, RCSD Board President**

At this first meeting of the Rossmoor Community Services District in 2022, it is my pleasure to report on the *State of the District* for 2021.

I am very proud of our Board of Directors, staff, and community in displaying resiliency during this difficult time in our history as a result of the COVID-19 pandemic. I acknowledge that this has been a stressful time and has challenged the District's resources and operations. However, it has also provided the RCSD with an opportunity to evaluate how we can better serve the residents of this community. I am happy to report that I believe we have made significant progress in a number of areas.

First of all, the District's financial outlook remains strong. Financial stability and transparency is a priority to the RCSD Board of Directors. We anticipate staying within the Fiscal Year 2021-2022 budget and adding approximately \$100,000 to the District's reserve account at the end of the fiscal year. The District received an unmodified audit report from our auditing firm Rogers, Anderson, Malody & Scott, with no management findings.

A major undertaking in 2021 was addressing the long-standing issue of the District's street sweeping schedule. The RCSD Board and staff worked hard to secure community input about their complaints with the street sweeping schedule and parking restrictions that were negatively impacting many of them. As possible solutions were evaluated, the Board identified an odd/even street sweeping schedule that would alleviate the parking issues by offering alternative side of the street parking. This has not been an easy process, and began with securing the support of outgoing Orange County Second District Supervisor Michelle Steel, as well as newly elected Second District Supervisor Katrina Foley. Supervisor Foley took us across the finish line to secure a resolution approved by the Orange County Board of Supervisors and Department of Public Works to change the street sweeping schedule to the first and third Mondays for odd addresses, and the first and third Tuesdays for even addresses. Funding was also provided to cover the additional cost of the new street sweeping schedule. I am proud to announce that at the December 2021 RCSD Board meeting, a contract services agreement was approved with Sunset Property Services to provide street sweeping services to Rossmoor beginning January 2022. While this is a major stride, staff continues to work with Orange County Sheriff's, Public Works, and our vendor to focus on the day to day operations. We will make adjustments as needed. I encourage our residents to be patient and understand that there will be a learning curve with this significant change.

RCSD staff was successful in receiving a \$180,000 per capita grant and has utilized portions of the grant allocation for the resurfacing of the Rush Park parking lot, upgrade the audio-visual equipment in the Rush Park Auditorium, and revitalize the playgrounds at Rush and Rossmoor Parks, including repairs of the rubberized surfaces and play equipment. In addition, the flooring at Rossmoor Park and Montecito community centers were replaced with new luxury vinyl tile flooring. Other projects in progress include the addition of a picnic shelter at Rossmoor Park, HVAC replacement at the Rush Park administrative building, and upgrades to the Rossmoor Park ballfields. RCSD facilities and parks are heavily used by the Rossmoor community and we strive to keep them well-maintained and safe. Staff continues to work through the phases of the grant process to meet the appropriate deadlines for the funding.

State of California COVID relief funds were designated to provide assistance to counties and cities. Because RCSD is a special district, we were not part of the funds being allocated from the state. However, working with the California Special District Association, RCSD staff was part of a major lobbying program that successfully directed millions of dollars towards special districts across California. Rossmoor experienced revenue losses, staffing shortages, and increased maintenance costs associated with sanitizing facilities in compliance with COVID safety guidelines. I am pleased to report that the District will receive fiscal relief funding in the amount of \$48,578 from the California Department of Finance to offset the impact to our budget. Additionally, a separate grant funding application has been submitted to FEMA requesting COVID relief funding.

A major concern last year was the legislative redistricting that was underway throughout the State following the 2020 census. The Independent California Citizens Redistricting Commission was formed to use the new census data to redraw the Congressional, State Senate, State Assembly, and State Board of Equalization district boundaries. The Orange County Board of Supervisors Districts were also re-formed. The RCSD Board learned that some of the draft maps being considered would place the District with the City of Long Beach, which would place us with Los Angeles County representation. Therefore, a Special RCSD Board meeting was held on October 19, 2021 where a resolution was adopted that was used to formally express the District's desire to remain in Assembly, State Senate, and Congressional Districts that are not shared with the City of Long Beach; and instead remain in Orange County based Districts. The resolution was submitted for consideration to the Redistricting Commission. After extensive lobbying by our Board and constituents, I am pleased to announce that it appears we were successful in staying within Orange County boundaries with agencies that are connected geographically and with similar interests and/or concerns to Rossmoor.

RCSD takes pride in its urban forest. The District continues to manage over 5,000 park and parkway trees, and planted approximately 208 new trees while overseeing the trimming of over 2,000 trees. The RCSD has earned the "Tree City USA" for the eleventh consecutive year and will be planning an Arbor Day celebration in 2022.

As President, it has been my goal to listen to constituents and facilitate excellent service to our residents. The RCSD Board has joined me in this effort. As a result of a couple of issues, RCSD Board meetings became quite well attended, especially for the public comment portion of the meetings. Although highly spirited, the Board was able to absorb the comments made and listened to what was being shared. Specifically, the local control/latent powers topic was discussed at community forums and is now being worked on by a specially-formed committee of two RCSD Board members, two RHA Board members, and our General Manager to secure community input and make recommendations on how to move forward. It became apparent that the goal for all of us is to determine how to obtain

the best services for Rossmoor residents and that a methodical, careful approach was warranted.

The RCSD Board and staff also collaborated with Orange County Waste and Recycling and CR&R Incorporated to roll out the new three-bin waste and recycling collection program that requires all agencies in California to provide organic waste collection services. This is another major change to the residents of the District and we are moving through the process of changing out containers with new lids to identify the proper disposal bins for items. Again, please have patience – our District staff is available to assist you with questions you may have.

The first ever bulky item clean-up event was also coordinated with CR&R and OCWR to provide residents with an avenue to rid their properties of large items. The event was held at Rush Park and was a major success. Over 250 vehicles brought approximately 17 tons of white goods, e-waste, and bulky items for collection. We look forward for the next event in Spring 2022.

Because there were very limited special events due to the pandemic in 2020, it was important to the RCSD Board to provide safe programs for our residents in 2021 as restrictions relaxed. The goal was to offer events to encourage the community to enjoy their friends and neighbors in an outdoor setting. While RCSD budgeted for smaller events, with the assistance of our generous sponsors, we were able to provide these expanded programs to the community. I would like to take a moment to thank our sponsors for being so generous to the District by offsetting the costs for these events. Second District Supervisor Foley provided a \$10,000 grant, and numerous other businesses and non-profits contributed to the festivals. We appreciate their generosity.

I commend the RCSD staff for creating and providing much-needed relief to families and residents through the five Family Foodie Festivals and the Winter Festival. The programs were very successful and highly attended with approximately 3,000-4,000 participants at each event. These events featured food trucks, entertainment, games, vendor booths, and a kids zone with slides, a rock wall, and moon bounces. Each event also featured a band and dancing.

In closing, it has been a privilege to serve the Rossmoor community as President of this Board. I appreciate my colleagues on the RCSD Board and their dedication. RCSD staff continues to consistently serve and care for our residents. Our fiscal position is strong, and our community's low crime rate and friendly, caring, residents make Rossmoor one of the best places to live in Southern California.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4b

Date: January 11, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: ELECTION OF OFFICERS

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors take the following actions in the order indicated:

1. Election of President – conducted by the General Manager;
2. Election of First Vice President – conducted by the newly elected President; and
3. Election of Second Vice President – conducted by the newly elected President

INFORMATION

District Policy No. 4040, Terms of Office for Board Officers and Directors, Section 4040.11 Term of Office provides that the term for Board Officers shall be one year, and that the elections for these officers shall take place at the first Board meeting in January for the succeeding year. Officers shall serve until their successors are elected.

The current officers and directors are as follows:

Jeffrey Barke, President
Tony DeMarco, First Vice President
Jeffrey Rips, Second Vice President
Mark Nitikman, Director
Nathan Searles, Director

ATTACHMENTS

1. Policy No. 4040 Terms of Office for Board Officers and Directors

Rossmoor Community Services District

Policy

No. 4040

TERMS OF OFFICE FOR BOARD OFFICERS AND DIRECTORS

4040.10 Board Officers: The officers of the Board of Directors of the Rossmoor Community Services District shall be the President, First Vice-President and Second Vice-President.

4040.11 Term of Office: The term for Board officers shall be one year. Elections for these officers shall take place at the first Board meeting in January for the succeeding year. Officers shall serve until their successors are elected, or they resign, die or illness prevents further service as an officer.

4040.12 Officer Vacancy: If a Director elects to resign as an officer, he/she should immediately send a signed letter of resignation as an officer with an effective date to the General Manager or Board President who upon receipt of the letter will immediately notify all other members of the Board. Announcement of the resignation and replacement of the officer shall be done at the next regular meeting of the Board or as soon thereafter as possible.

4040.20 Board of Directors: The term of office for individual Directors is four (4) years. Normally, two or three Directors are elected in November of even-numbered years, and each Director takes office on the first Friday of December (Cal. Govt. Code section 61042).

4040.21 Director Vacancy: If a Director elects to resign from the Board, he/she should immediately send a signed letter of resignation with an effective date to the President and General Manager who will immediately notify all other members of the Board. At the next meeting any vacancy on the Board created by a resignation, illness or death of a Director will be made public by the General Manager or the President. The Board shall determine if the vacancy is to be filled by a Board appointment or a public election within sixty (60) days of receiving the letter of resignation or the effective date, whichever is later. If a vacancy is to be filled by Board appointment, a Notice of Vacancy is to be posted at least fifteen (15) days before appointment is made at the next Board meeting, and if by election, the General Manager is to notify the Orange County Registrar of Voters within sixty (60) days of the resignation date. If appointment is made, the Registrar of Voters is to be notified within fifteen days (Cal. Govt. Code sections 1780(a) and 61225).

Adopted: December 8, 1993
 Amended: October 17, 2000
 Approved Renumbering & Format: October 8, 2002
 Reaffirmed: March 11, 2003
 Amended: April 13, 2004
 Amended: First Reading - May 9, 2006
 Amended: Second Reading and Approval - August 8, 2006

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4c

Date: January 11, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: PRESENTATION TO OUTGOING BOARD PRESIDENT JEFFREY BARKE

RECOMMENDATION

Receive presentation.

INFORMATION

This will provide the Rossmoor Community Services District (RCSD) Board of Directors with an opportunity to express appreciation to Outgoing Board President Jeffrey Barke. The new President will facilitate this presentation.

ATTACHMENT

None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4d

Date: January 11, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: CALIFORNIA HIGHWAY PATROL OFFICER MATT MUSSELMANN RE:
QUARTERLY TRAFFIC REPORT

RECOMMENDATION

Receive and file presentation.

INFORMATION

California Highway Patrol (CHP) Officer Matt Musselmann will present the quarterly traffic report.

ATTACHMENT

None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: January 11, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Initiated by Mary Kingman District Arborist
Subject: QUARTERLY TREE REPORT

RECOMMENDATION

Receive and file report.

BACKGROUND

The Tree Report is intended to provide the Rossmoor Community Services (RCSD) Board of Directors with the status of the urban forest and the work being performed in the maintenance and preservation of the trees within the parks and parkways in Rossmoor.

ATTACHMENTS

1. Tree Report
2. Tree Report Totals

**RCSD TREE DEPARTMENT
YEARLY REPORT ON THE URBAN FOREST
2021**

In 2021, the RCSD Tree Department planted 208 trees in Rossmoor parks and parkways. The new trees replaced trees that were previously removed for various reasons including: disease, age-related wood decay, high-risk hazard ratings and weather/root-related failure. Three trees were removed to accommodate driveway approach relocations. There were 33 reported limb failures with limbs larger than 2" in diameter and of those, 90% were weather-related. There were 7 complete tree failures: 5 were a result of high winds and 2 during calm weather. One fell at Rossmoor Park and upon having the roots and soil tested by a local soil laboratory, it was determined that soil fertility and suitability at the location likely caused the roots to fail. The District Arborist is working with the Parks Superintendent to correct soil and irrigation conditions at the parks. The second tree that failed in calm weather was on a residential parkway; the cause was determined to be unforeseen root decay, which was either caused by a fungal pathogen or poor site conditions. This failure caused a total vehicle damage claim which was accepted and paid out by District Insurance Company CJPIA. There were 2 additional insurance claims for damages to vehicles from failed trees; both rejected by CJPIA. A tree in Rush Park was knocked down by an event vendor and that vendor paid the RCSD for damages and a replacement tree that has been planted. There were a total of 445 resident service requests and inquiries regarding trees. The majority of these were for: tree planting options and trim requests with tree-health concerns, tree-work inquiries and limb failure reporting rounding out the top five. While there are many challenges with our trees being affected by biotic factors caused by pests and bacteria along with abiotic factors such as drought, soil, and climate conditions, people pose one of the biggest threats to our trees. Unauthorized pruning and removal, artificial turf around trees, lawn mower and weed-wacker damage, root pruning and lack of irrigation are just some of the issues we face in protecting Rossmoor's trees. In the coming year, the RCSD Tree Department will continue to promote, protect, and maintain a healthy urban forest in Rossmoor. The following are some of the practices that will be used as part of the District's Urban Forestry program:

Planting Trees

- Replace removed trees vacant parkways and park sites.
- Promote an age and species diverse urban forest.
- Encourage residents to take part in the tree selection process.
- Continue to offer memorial tree plantings in Rossmoor Parks.

Caring for Trees

- Prune all trees on a four-year grid cycle, with one grid area being trimmed each year.
- Order supplemental trims as needed, for crown thinning and structural pruning of young trees.
- Trim for safety and clearance with the assistance of Orange County Public Works.
- Pruning and re-staking of trees by RCSD staff when possible.
- Water newly planted or drought stressed trees as needed.
- Respond to resident service requests in a timely manner.

Monitoring Trees

- Assess and monitor trees regularly for health, maintenance, and safety issues and trim or remove if necessary.
- Respond promptly to resident service requests for safety concerns.

Protecting Trees

- Respond accordingly to parkway tree policy violations such as unauthorized trims, removals, and plantings.
- Issue administrative citations and fines for unauthorized trimming or removal.
- Send letters of correction requesting residents to remove items such as swings and signs that are affixed to parkway trees and to remove artificial turf from around tree bases.

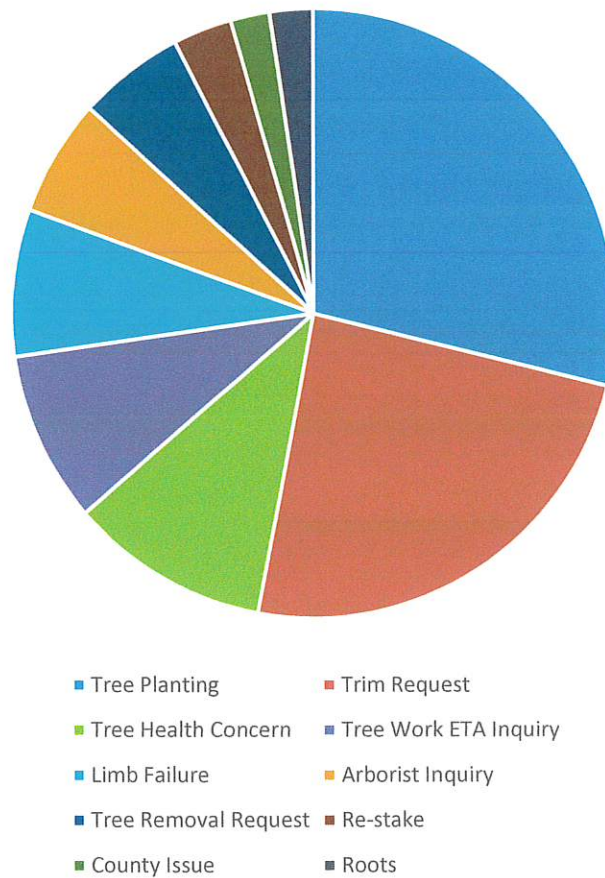
Educating the Public

- Distribute new homeowner welcome packets to inform new Rossmoor residents of the RCSD tree policy.
- Keep the District website updated with information pertaining to Rossmoor's Urban Forest.
- Include tree-related policy information in the RCSD newsletter.
- Host an Arbor Day Celebration to highlight the trees of Rossmoor and to educate citizens on the benefits of trees.

Urban Forest Report 2021 Totals									
Month	Safety Pruning OCPW	Grid Pruning	Off-Grid Pruning	Tree Planting	Trim/ Removal Citations	Tree Removals - Parkways	Tree Removal Parks	Removal Permit, Driveway Relocate	Resident Service Request
Jan-21		478	214	41		15		1	43
Feb-21	25			76	1				22
Mar-21					1	27		1	28
Apr-21	37				1				22
May-22									14
Jun-21	32				1			1	30
Jul-21			29		3	16			36
Aug-21	65		28			32			69
Sep-21		115	91				14		50
Oct-21		646							80
Nov-21		547		23	1				38
Dec-21		80	24	68		38			13
Totals	159	1866	386	208	8	128	14	3	445

SERVICE REQUESTS 2021	TOTALS
Tree Planting	111
Trim Request	93
Tree Health Concern	41
Tree Work ETA Inquiry	35
Limb Failure	30
Arborist Inquiry	24
Tree Removal Request	22
Re-stake	12
County Issue	8
Roots	9
Citation Response/Inquiry	7
Hazardous Limb	6
IPM	6
Memorial Tree	6
Driveway Tree Permit	4
Roots sidewalk/issues	4
Roots/Sewer	3
Tree Failure	3
Trim concern	3
Complaint - Trimming Methods	2
Illegal Trim Reported	2
Mulch inquiry	2
Policy Inquiry	2
Thank you call	2
Tree Watering Request	2
Trim Permit Inquiry	2
Complaint - Tree Litter	1
Complaint - Tree Removal	1
Rossmoor Park Standing Water	1
Tree Damaged by Vehicle	1
Grand Total	445

Top Ten Service Requests



Vacant Sites

Plant list 2022	83
Parks	30
School Parkways	38
Construction Hold	36
Resident Refusals	44
	231

Tree/Limb Failure Details

Date	Tree Part	Limb Size	Conditions	Damage
3/7/2021	Limb	8' x 4"	Unknown	None
4/26/2021	Limb	10' x 3"	High Winds/Decay	None
5/24/2021	Limb	8' x 6"	Winds	None
5/25/2021	Limb	10' x 6"	Disease	Vehicle
6/14/2021	Limb	15' x 8"	Decay	None
6/28/2021	Limb	15' x 6"	Decay	None
7/9/2021	Limb	20' X 8"	Summer Branch Drop	None
7/12/2021	Limb	15' X 8"	Decay	None
7/15/2021	Limb	3" X 5'	Construction damage	None
8/7/2021	Limb	Unknown	Summer Branch Drop	None
7/28/2021	Limb	8" X 15'	Summer Branch Drop	None
7/20/2021	Limb	5" X 15'	Summer Branch Drop	None
8/2/2021	Limb	Unknown	Summer Branch Drop	None
7/12/2021	Limb	3" X 10'	Summer Branch Drop	None
8/13/2021	Limb	Unknown	Summer Branch Drop	None
8/15/2021	Limb	15' X 5"	Decay	None
8/16/2021	Limb	6' X 2"	Summer Branch Drop	None
8/17/2021	Limb	15' X 6"	Decay	None
8/18/2021	Limb	8' x 4"	Summer Branch Drop	None
8/23/2021	Limb	6' x 6"	Summer Branch Drop	None
8/30/2021	Limb	12' x 10"	Summer Branch Drop	None
9/10/2021	Limb	8' X 6"	Summer Branch Drop	None
9/15/2021	Limb	15' x 6"	Heart rot	None
9/16/2021	Limb	15' X 8"	Construction damage	None
10/5/2021	Limb	12' x 4"	Thunderstorm	None
10/5/2021	Limb	10' X 6"	Thunderstorm	None
10/11/2021	Limb	8' x 4"	Winds	None
10/11/2021	Limb	5' x 3"	Winds	None
10/11/2021	Limb	10' X 4"	Winds	None
10/21/2021	Limb	10' X 4"	Construction damage	None
10/15/2021	Limb	15' x 8"	Winds	None
10/15/2021	Limb	10' x 3"	Winds	None
12/27/2021	Limb	10' x 6"	Wind/rain	None

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Date	Tree Part	Tree Size	Conditions	Damage
4/18/2021	Roots	15' X 13"	Winds	None
5/15/2021	Roots	20' x 18"	Root rot	Vehicle
8/23/2021	Roots	30' x 30"	Root rot	Vehicle
10/11/2021	Roots	15' x 8"	Winds	Vehicle
10/11/2021	Trunk	20' x 18"	Winds	None
10/11/2021	Trunk	40' x 18"	Winds	Vehicle
11/26/2021	Trunk	10' x 6"	Winds	None
7/17/2021	Trunk	25' x 15"	Vehicle damaged	N/A

8

Reason for Removal	Totals
Age-related decay	52
Phytophthora/root-rot	18
Xylella fastidiosa	15
drought/anthracnose/decay	14
Poor structure/lean	7
Shot-Hole Borer/Fusarium	6
Age-related decay/dieback	2
decay at base/hazardous	2
Failure to thrive	2
GM approved	2
lean/decay at base	2
trunk girdling - lawn mower	2
decay in trunk/high-risk	1
drought-related dieback	1
root pruning for sidewalk	1
tree base outgrown space	1
Grand Total	128

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-2

Date: January 11, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: MONTHLY TRAFFIC SAFETY UPDATE

RECOMMENDATION

Review and discuss information provided.

BACKGROUND

President Barke has requested the Rossmoor Community Services District (RCSD) staff provide a monthly update to the RCSD Board of Directors to keep the Board and community informed of measures being taken to address traffic safety within the Rossmoor community.

INFORMATION

Since the December RCSD Board meeting, there has not been a Community Traffic/Safety Advisory Committee meeting. However, work is continuing to progress in the following areas:

- The General Manager continues to work with the City of Cerritos regarding arrangements for the portable radar black box that the City is loaning the RCSD. While the black box has been delivered to RCSD, there has been a delay with the City of Cerritos being able to provide the computer that comes with the black box. Due to the restrictions regarding placing portable devices on Edison-owned electrical poles staff drove the District and sought permission of residents with trees that would provide the same view in order to secure results. Therefore, locations have been determined for the black box. *Update: staff is still waiting for City of Cerritos personnel to provide the laptop associated with the black box. Due to the holidays and COVID-19 issues for staff in Cerritos, their availability has been limited. We continue to work together on this for the future.*
- The Traffic Safety Committee discussed possible solutions regarding parking issues on the arterial streets along Montecito Road and Bradbury Road. As requested, the General Manager has contacted the City of Seal Beach and is in the process of scheduling a meeting with the owners at the Shops at Rossmoor in order to engage in a discussion regarding the utilization of the parking lot behind the Rossmoor and Seal Beach condominiums and townhomes. Committee member Ralph Vartabedian is researching the number of parking spots within each homeowner association and will provide an analysis of usage at the next Community Traffic/Safety Advisory Committee meeting. Traffic Committee member Kevin Pearce is gathering information regarding permit parking and enforcement programs from other agencies. *Update: at the next Community Traffic/Safety Advisory Committee meeting these items will be discussed.*

- The General Manager is working with CHP to schedule educational driver and bike safety workshops in 2022 that CHP has offered to provide to the District.

Tentative dates for the next Community Traffic/Safety Advisory Committee meeting are Thursday, January 27 or Thursday, February 3 have been identified. Once the new RCSD President makes the Board assignments to the Committees, the General Manager will confirm the meeting date.

ATTACHMENTS

None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-3

Date: January 11, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: STREET SWEEPING UPDATE

BACKGROUND

The Rossmoor Community Services District (RCSD) Board of Directors have been working diligently on bringing a new street sweeping schedule to the District to better serve our residents and to alleviate the parking issues associated with the previous street sweeping schedule. With the support and assistance of County of Orange Supervisor Katrina Foley (Second District) an ordinance to allow for sweeping to be done on alternate days and sides of the street, and funding, was approved by the Board of Supervisors.

The new schedule provides street sweeping on the first and third Mondays for odd-numbered addresses, and the first and third Tuesdays for even-numbered addresses, thus providing residents and visitors with parking alternatives to avoid an unwarranted parking violation ticket. This new schedule will increase service days and cost, therefore the District requested service quotes from numerous street sweeping companies.

At their Special Meeting of October 19, 2021, the Board of Directors approved Amendment 1 to the Cooperative Services Agreement MA-080-19011372 between the County of Orange and the Rossmoor Community Services District for Street Sweeping Services and authorized the General Manager and General Counsel to make any non-substantial changes necessary. The motion passed 4-0 with Director Nitikman absent. The Agreement included a provision to increase the funding from Orange County Public Works for street sweeping from \$60,000 to a maximum of \$80,000 per year.

At the December 14, 2021, RCSD Board meeting, the Board approved the Contract Services Agreement with Sunset Property Services in the amount of \$78,458.32. This amount does not impact the District's budget as Orange County Public Works will cover the cost of the new street sweeping schedule up to \$80,000.

INFORMATION

The RCSD has been on the street sweeping schedule of the first and third Mondays of each month between 8:30 a.m. and 4:30 p.m., for over 30 years. Thus the new street sweeping schedule is a major change. The General Manager and RCSD staff have been working to inform residents of the new street sweeping schedule through the District website, social media announcements, flyers at special events (i.e. Family Foodie Festivals, Winter Festival, Senior Meal Gap Program gift card distribution days, etc.), a door hanger announcement that is being delivered to all residents. In addition, banners and signs have been placed throughout the District for residents to see as they travel through the community.

Sunset Property Services (Sunset) has been working closely with the RCSD as they made plans to start servicing Rossmoor on Monday, January 3, 2022. While we acknowledged there would be a learning curve and glitches that would need to be worked out, District staff and Sunset are committed to making the new schedule work for our residents. It has been a pleasure working with our new vendor and their Site Operations Manager Andrea Howhannesian. Sunset's first week of service because of the recent rain and winds in late December. The first day we also recognized that some residents use street sweeping day as an opportunity to blow off their entire yard and driveway onto the street. This practice is not acceptable and created a greater debris along the streets that slowed the service down and caused additional trips to the dump. As a result, staff and Sunset is working with the County to assist in notifying residents and asking for their cooperation in not moving yard debris into the street. A campaign to educate our residents and landscapers is underway.

This past month, the challenge has been with working with the Sheriff's Department regarding the appropriate signage that will be used to allow for parking enforcement on street sweeping days. Orange County Public Works and the Sheriff's Department have initially agreed to change out the existing street sweeping entry signs and we will be meeting soon to discuss additional signs that may be needed throughout the community. Parking enforcement will not be done through the month of January as residents become accustomed to the new schedule.

Overall the first week was a huge success. Out of 3,500 residences, approximately 25 inquiries regarding missed service and concerns about trash bins in the street blocking the street sweeper were fielded. One report was that Inverness Drive did not receive any service on either Monday or Tuesday. After talking with Sunset, they reviewed the GPS records and acknowledged they missed the street. They sent a street sweeper out on Wednesday to provide service. The General Manager toured the District and was pleased with the overall performance and cooperation from our residents in parking on the alternate sides of the streets.

This is a major change within our community and we appreciate the patience of our residents in understanding that this is a new schedule and there will be a learning curve. If residents have concerns, please call the District office at (562) 430-3707 or Sunset at (949) 551-5151 or customerservice@sunsetpropertyservices.com.

ATTACHMENTS

1. Letter to residents dated December 3, 2021 (sent to attendees of the Street Sweeping Forums)
2. Informational Door Hanger (placed at each home in Rossmoor; and apartments, condos, and townhomes on Hedwig and Montecito)
3. Outreach Program Flyer and Map



ROSSMOOR COMMUNITY SERVICES DISTRICT

3001 BLUME DRIVE, ROSSMOOR, CA 90720 / (562) 430-3707 / FAX (562) 431-3710

December 3, 2021

NEW STREET SWEEPING SCHEDULE TO BE IMPLEMENTED

The Rossmoor Community Services District (RCSD) Board of Directors is pleased to announce a new street sweeping schedule will be implemented in Rossmoor beginning January 3, 2022. Because you were one of the many individuals who participated in a public stakeholders meeting on October 3, 2019 to discuss alternative options to the street sweeping schedule, we wanted to inform you of the new street sweeping program. The RCSD Board appreciated the interest and comments from those in attendance at this meeting and while it has taken some time to get to where we are today, we are excited to be at the inception of the new program.

The new street sweeping schedule will provide parking alternatives to residents because street sweeping will be provided to odd-numbered sides of the street on the first and third Mondays of the month, and to even-numbered sides of the street on the first and third Tuesdays of the month. Residents will continue to be subject to tickets when in violation of parking restrictions, however, by implementing the new odd/even alternating schedule residents will have alternative parking available within walking distance of their homes.

The RCSD December 2021 Newsletter outlines the new street sweeping schedule in more detail and includes the schedule for 2022 and a map of the routes. The newsletter can be accessed on the District website: <https://www.rossmoor-csd.org:8443/> and following the "District Newsletter" link.

Other Announcements of Importance:

- Please plan to join us on Saturday, December 11, 2021 for the *RCSD Winter Festival* at Rush Park from 4 p.m. – 9 p.m. There will be entertainment, a snow play area and kids carnival, food trucks, craft vendors, and holiday fun. A booth will also be available with information about the new street sweeping schedule.
- Rossmoor residents age 65 years or older are invited to receive a \$200 Sprouts gift card through the Senior Meal Gap Program offered in collaboration with Orange County Second District Supervisor Katrina Foley as part of the allocation through the American Rescue Plan Act (ARPA) of 2021. The gift cards will be distributed at the RCSD Office at Rush Park beginning Monday, December 13 through Saturday, December 18 from 10 a.m. to noon (one per household, while supplies last). Additional eligibility and verification details are available on the District website and in the Newsletter.

We appreciate the patience of the community as the RCSD Board has worked diligently to find a solution to the ongoing complaints from residents about not having a place to park on street sweeping days. The Board also gives special thanks to Orange County Second District Supervisor Katrina Foley and OC Public Works for working with RCSD to support this solution.

Thank you again for your interest in the Rossmoor community. Please share this important information with your neighbors.

Sincerely,

Jeffrey Barke
RCSD Board President

Joe R. Mendoza
General Manager
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Rossmoor Community Services District

Street Sweeping Services

To keep your community clean, please note your street sweeping schedule.

Street sweeping services will occur on the:

**1st & 3rd Mondays:
Odd Addresses**

**1st & 3rd Tuesdays:
Even Addresses**

This new street sweeping schedule for your community starts January 2022.

Every car parked on the street, means three car lengths cannot be swept. Not only does this threaten your curb appeal, but it also threatens to clog our storm drains.

**For more information, please visit
Rossmoor-csd.org or call (562) 430-3707**



Rossmoor Community Services District Street Sweeping Services

Outreach Program

Street Sweeping

Clean & Green

Help keep your storm drains clean & our services effective; please move parked cars from the streets during their scheduled service days.

Residential Street Sweeping

Red / Odd – 1st/3rd Mondays

Blue / Even – 1st/3rd Tuesdays

Please Reference Your
Community Site for More
Information

Rossmoor-csd.org



Sunset Property Services is proud to partner with Rossmoor to provide districtwide street sweeping services. We are reaching out to residents to bring awareness of the importance of street sweeping and to remind residents of the days your streets are swept. Many residents are unaware that street sweeping is not provided just for the beautification of your community; more importantly it's for the benefit of our environment.

The more obvious benefit is the collection and removal of paper, leaves, and other visible debris that collect in the gutters. This debris can block storm water facilities, causing localized flooding during heavy rains. An equally important, but less visible benefit is the removal of metal particles and other hazardous waste products left by motor vehicles. Although they are virtually invisible, these particles can be extremely harmful to fish and other wildlife if they reach our creeks, rivers, beaches and bays. Street sweeping is an effective method of removing both the large and microscopic pollutants that collect on community streets.

Unfortunately, for every vehicle parked on the street on sweeping day, the sweepers have to maneuver the length of two cars to safely service the street; leaving over 40 feet un-swept. Help keep our oceans, streets, and storm drains clean by keeping our services effective; please reference your street's days of service and move parked cars between the hours of 8:30 am & 4:30 pm on these days.

District Sweeping Schedule 2022

Service Month	Red / Odd 1 st /3 rd Mon	Blue / Even 1 st /3 rd Tues
January	3 rd & 17 th	4 th & 18 th
February	7 th & 21 st	1 st & 15 th
March	7 th & 21 st	1 st & 15 th
April	4 th & 18 th	5 th & 19 th
May	2 nd & 16 th	3 rd & 17 th
June	6 th & 20 th	7 th & 21 st
July	6 th * & 18 th	5 th & 19 th
August	1 st & 15 th	2 nd & 16 th
September	7 th * & 19 th	6 th & 20 th
October	3 rd & 17 th	4 th & 18 th
November	7 th & 21 st	1 st & 15 th
December	7 th * & 19 th	6 th & 20 th

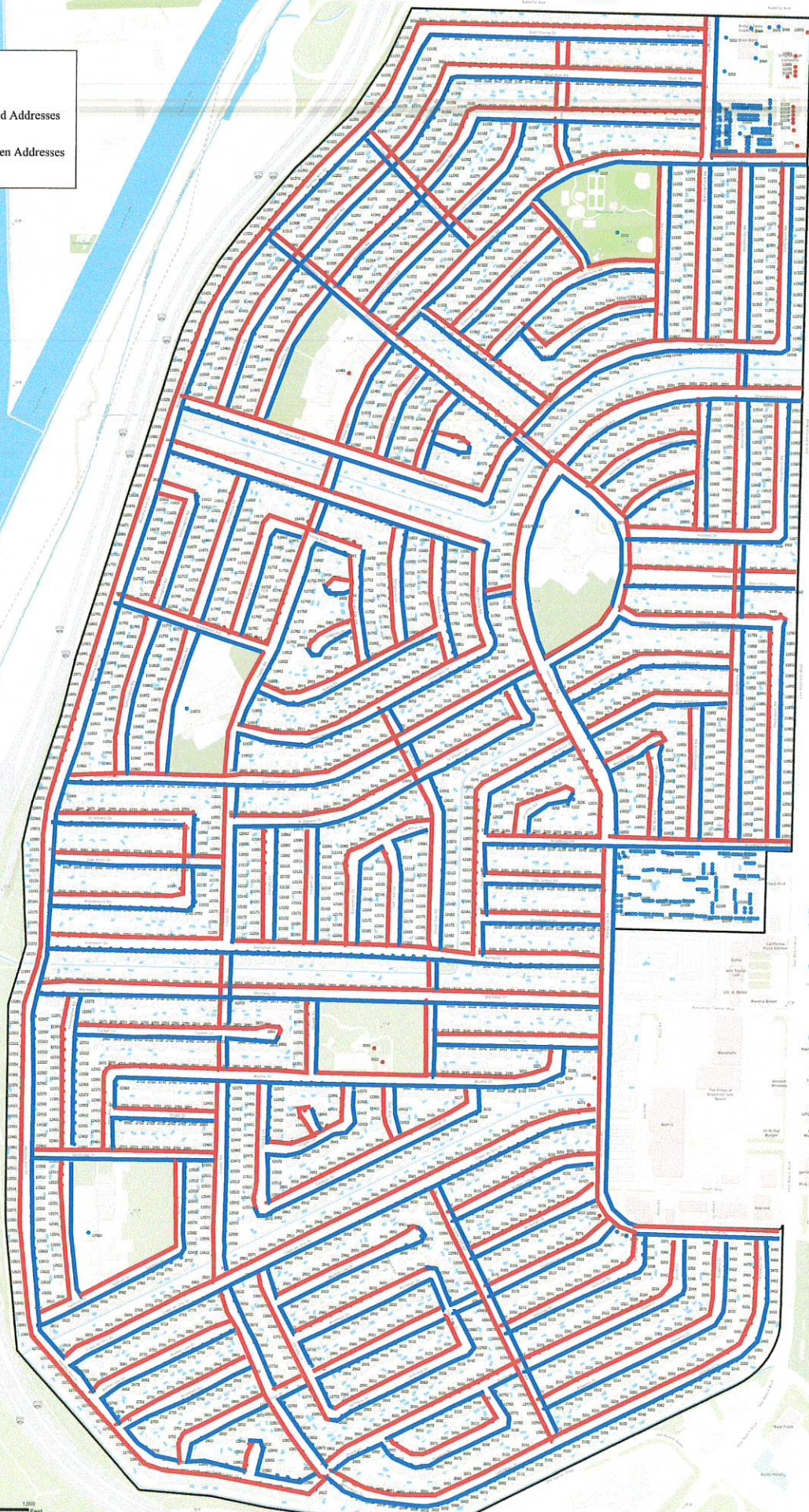
***All services falling on a holiday will be performed on the following Wednesday**

Sunset Property Services

Street Sweeping – Lot Sweeping – Pressure Washing – Custodial/Janitorial/Porter Services
Hauling Services – Graffiti Removal – Sealing – Window Washing – Construction Clean-Up Special Events

Street Sweeping Key

- Monday 1/3 : Odd Addresses
- Tuesday 1/3 : Even Addresses



- Even Numbered Addresses
- Odd Numbered Addresses
- City Boundary



ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a

Date: January 11, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: MINUTES – REGULAR BOARD MEETING OF DECEMBER 14, 2021

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the Minutes of the Regular Meeting of December 14, 2021 prepared by the Board's Secretary/General Manager.

INFORMATION

The Minutes reflect the actions of the RCSD Board of Directors at their meeting of December 14, 2021.

ATTACHMENTS

1. Minutes – Regular Meeting of December 14, 2021



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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, December 14, 2021

A. ORGANIZATION

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

2. ROLL CALL:

Present: Directors DeMarco, Rips, Searles and President Barke

Absent: Director Nitikman (Excused)

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

4. PRESENTATIONS:

- a. CR&R Three Cart Recycling System presented by Hashem Shokair, Senior Sustainability Manager

Chrystal Denning, CR&R, displayed a PowerPoint presentation regarding the new, three cart recycling system; noted no changes in service due to the upcoming holidays as they fall on Saturdays this year; discussed SB 1383; addressed source separated recycling, types of containers and implementation; spoke about the types of acceptable waste materials under the new program and offered to respond to questions from the RCSD Board.

Discussion followed regarding food-soiled papers, the timeline for rolling out the program, challenges with holidays, communicating unexpected delays in service, costs of additional carts, availability of a fact sheet on the RCSD website, enforcement, education and outreach, route audits, penalties for noncompliance, availability of grant funding and plans to increase online capability and customer service.

B. ADDITIONS TO AGENDA - None

C. PUBLIC FORUM

Diane Wood spoke in support of RCSD staff including Jessica Verduzco, Mary Kingman and Omero Perez.

Maureen (via Zoom), commended General Manager Mendoza for his positive attitude and work, especially during the recent community cleanup.

D. REPORTS TO THE BOARD

1. QUARTERLY RECREATION REPORT

General Manager Mendoza commended Recreation Superintendent Chris Argueta for the success of the recent Winter Festival and deferred to him for the Recreation report.

Recreation Superintendent Chris Argueta announced the Red Cross Blood Drive; discussed the recent Bulky Item Clean-up event; provided a summary of the Winter Festival and addressed the Senior Meal Gap Program.

Members of the Board commented positively on the Winter Festival event and the Senior Meal Gap Program.

Director DeMarco referenced the quarterly activity graphs in the report and Recreation Superintendent Argueta explained related calculations/formulas.

2. MONTHLY TRAFFIC SAFETY UPDATE

General Manager Mendoza reported the Traffic Safety Committee did not meet this month but provided an update of activities related to traffic safety including a possible solution relative to arterial streets along Montecito; discussed an upcoming meeting with representatives of Seal Beach and the Rossmoor Shops to address parking issues; stated RHA is analyzing the use of HOA parking spaces for the townhome and condominium residences along Montecito; talked about Committee members researching other districts and agencies regarding parking permit programs and indicated he is working with CHP to coordinate driver safety workshops.

Director Searles requested that General Manager Mendoza ask Officer Musselmann about whether parking lane stripes have reduced speeds along Montecito at the next Traffic Safety Committee meeting.

3. UPDATE REGARDING STATUS OF NEW ACCOUNTING SOFTWARE PROPOSALS FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

General Manager Mendoza presented an update on the status of a new accounting software proposal; discussed the RFP and responses and reported that he and the accountant are evaluating them; reported a presentation will be given to the Budget Committee in January 2022 and the matter will be presented to the Board at its meeting in February 2022.

Ken Pun, Accountant, discussed the RFP and the competitive bids received.

E. CONSENT CALENDAR

1. MINUTES:

a. Regular Board Meeting of November 9, 2021

2. OCTOBER 2021 REVENUE AND EXPENDITURE REPORT

3. RESOLUTION NO. 21-12-14-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT TO CONTINUE CONDUCTING MEETINGS OF THE DISTRICT BOARD AND COMMITTEES REMOTELY AS NEEDED DUE TO HEALTH AND SAFETY CONCERNS FOR THE PUBLIC

Motion by President Barke, seconded by Director Searles to approve the Consent Calendar, as presented. Motion passed 4-0 with Director Nitikman, absent.

F. PUBLIC HEARING - None

G. RESOLUTIONS – None

ORDINANCES - None

H. REGULAR CALENDAR

1. CONSIDERATION OF A CONTRACT SERVICES AGREEMENT FOR STREET SWEEPING WITH SUNSET PROPERTY SERVICES

General Manager Mendoza introduced the item and representatives from Sunset Property Services; discussed changes in service to match the needs of Rossmoor residents; spoke about the RFP and responses received; noted the CR&R bid was the lowest bid but they had challenges meeting the schedule and their bid was rejected. He added that Sunset Property Services was the second-lowest bidder, and they are able to accommodate the required schedule. General Manager Mendoza reported there is no fiscal impact on RCSD as Orange County Public Works will cover the cost up to \$80,000 and recommended the Board award the contract to Sunset Property Services.

Representatives from Sunset Property Services, John Howhannesian, President and Andrea Howhannesian, Site Operations Manager, displayed a PowerPoint presentation addressing the primary purpose of street sweeping, Rossmoor posted changes, added benefits of posted street sweeping, partnering with Sunset Property Services, utilizing technology and the importance of having access to streets.

Discussion followed regarding citations, access to the GPS by the General Manager and Sheriff's Department, vehicle cameras, managing cul-de-sacs, customer service, other agencies that have

street sweeping on alternate sides of the street, efforts to educate residents and additional signage.

Motion by President Barke, seconded by Director Rips, to approve a contract services agreement for street sweeping with Sunset Property Services, as presented. Motion passed 4-0 with Director Nitikman, absent.

2. PROPOSED REVISIONS TO POLICY NO. 3085, STREET SWEEPING, REGARDING CHANGES TO STREET SWEEPING SCHEDULE

General Manager Mendoza presented details of the report and noted an ordinance will be presented to the Board for first reading at its meeting in January.

Motion by Director DeMarco, seconded by President Barke, to approve the proposed revisions to Policy No. 3085 regarding changes to street sweeping schedules and direct staff to return with an ordinance. Motion passed 4-0 with Director Nitikman, absent.

3. DISCUSSION REGARDING PERMANENTLY CHANGING THE DATE OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT MONTHLY REGULAR BOARD MEETINGS

General Manager Mendoza presented details of the report.

Discussion followed regarding possible alternative dates for meetings and avoiding conflicts with Los Alamitos Unified School District's (LAUSD) Board meetings.

The Board concurred to continue discussions regarding this matter to the next Board meeting when it is anticipated that LAUSD would have announced their 2022 Board meeting schedule.

I. GENERAL MANAGER ITEMS

General Manager Mendoza reported FEMA has provided a reimbursement application for COVID-19 along with CSDA and stated he has applied for both; discussed the implementation of the Senior Meal Gap Program; provided an update on local control; addressed development of a satisfaction survey for residents; spoke about the legislative redistricting process and the assignment of a new County Supervisor for RCSD and announced upcoming athletic field renovations.

J. BOARD MEMBER ITEMS

Director Searles thanked General Manager Mendoza for the COVID-19 relief programming; appreciated details on the Monthly Expense Report and in reply to his question about bank fees, General Manager Mendoza reported he is still researching the matter but noted increased credit card processing fees as a result of less cash handling associated with facility reservations, tennis reservations, etc. More information will be provided during the mid-year budget review.

Director DeMarco commented positively on the quality of events and thanked General Manager Mendoza and RCSD staff for their excellent work. He thanked Supervisor Katrina Foley for funding the Winter Festival; thanked Assemblymember Nguyen for attending the Winter Festival and residents for their support. Additionally, he spoke about the new street sweeping contract and the new waste system; suggested a small container for organics and requested adding consideration of pickleball to the CIP agenda.

Director Searles referenced the Open Meetings policy and in response to his inquiry, General Counsel Preziosi reported that generally, ad hoc committees are not subject to the Brown Act but stated the RCSD policy exceeds what the Brown Act requires in that ad hoc committees are subject to open meeting requirements and would be subject to the Brown Act.

Director Searles thanked Supervisor Foley for the resources for the Senior Meal Gap Program; thanked General Manager Mendoza for publicizing it; reminded the public of the Red Cross Blood Drive and reminded residents that the Sheriff's Department does vacation checks.

Director Rips spoke positively about the RCSD community events; thanked General Manager Mendoza and staff; discussed the Senior Meal Gap Program and commented on improvements in sound.

President Barke spoke about the success of the Senior Meal Gap Program; discussed open meetings and reported this is the last meeting wherein he will be President of the Board.

K. GENERAL COUNSEL ITEMS

General Counsel Tarquin Preziosi announced the California Department of Public Health issued an order from December 15, 2021 to January 15, 2022, requiring all persons to wear masks when indoors and summarized exemptions.

President Barke stated reasons why he will not comply.

L. CLOSED SESSION

President Barke opened public comments on Closed Session items. There was no response and public comments were closed.

At approximately 8:55 p.m. the Board adjourned to Closed Session.

1. CONFERENCE WITH LEGAL COUNSEL
Anticipated Litigation – One Case
Government Code Section 54956.9

At approximately 9:10 p.m. the Board reconvened into Open Session. There were no reportable actions.

M. ADJOURNMENT

Motion by President Barke, seconded by Director DeMarco, to adjourn the regular meeting at 9:11 p.m. Motion passed 5-0.

ATTEST:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

President

Joe Mendoza, Secretary
Rossmoor Community Services District

APPROVED: January 11, 2022

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: January 11, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Accountant Ken Pun
Subject: NOVEMBER 2021 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 November 2021.

INFORMATION

The Revenue and Expenditure Report is submitted on a monthly basis, as an indication of the District's unaudited year-to-date revenues and expenses. At the request of the RCSD Board, beginning in December 2021 a new report titled *Explanation of Significant Variances from Budgeted Amounts* was incorporated into the Revenue and Expenditure Report.

ATTACHMENTS

1. Revenue and Expenditure Report for the month of November 2021
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 November 30, 2021

	Original Budget	Current Month November	Adjustments	Year to Date	Variance	% of Budget
Revenues:						
Property taxes	\$ 1,100,000	\$ 190,169	\$ -	\$ 215,566	\$ 884,434	19.60%
Street light assessments	372,000	66,260	-	74,450	297,550	20.01%
Interest on investments	9,600	-	-	530	9,070	5.52%
From Other Governmental Agencies	258,000	-	-	-	258,000	0.00%
Permit and Rental Fees	137,300	20,741	-	89,735	47,565	65.36%
Miscellaneous	19,000	6,347	-	23,861	(4,861)	125.58%
Total Revenues	1,895,900	283,517	-	404,142	1,491,758	21.32%
Expenditures:						
Administrative	957,700	65,892	(151)	371,541	586,159	38.80%
Recreation	39,500	12,009	-	36,171	3,329	91.57%
Rossmoor Park	263,000	14,395	-	69,795	193,205	26.54%
Montecito Center	24,400	1,713	-	9,591	14,809	39.31%
Rush Park	145,500	17,627	-	107,224	38,276	73.69%
Street Lighting	100,000	8,660	-	43,136	56,864	43.14%
Rossmoor Wall	1,000	-	-	-	1,000	0.00%
Street Sweeping	65,000	5,181	5,306	25,548	39,452	39.30%
Parkway Tree	170,000	51,680	30,996	146,129	23,871	85.96%
Mini-Parks and Median	11,800	898	-	6,147	5,653	52.09%
Total Expenditures	1,777,900	178,055	36,151	815,282	962,618	45.86%
Changes in Fund Balance	118,000	\$ 105,462	\$ (36,151)	(411,140)	\$ 529,140	
Fund Balance:						
Beginning of Period	1,283,900			1,283,900		
End of Period	\$ 1,401,900			\$ 872,760		

Adjustments:

- Adjustments to Expenditures were additional invoices received in November for October Expenditures.
- 10-10-5012 includes services contract relating to the new printer.
- 10-10-5670 this account includes monthly IT services contract to Brea, the Fund Balance Annual Fee, and the ADP Payroll Processing Fee.
- 10-10-6025 this account include RecDesk yearly subscription fee.
- 10-30-5032 repair cost incurred that was not anticipated.

Note:

The District also spent the following capital expenditures:

Rossmoor Park: \$13,209 for flooring in the community center and \$3,700 to repair the damage wood.

Rush Park: \$40,153 (partial payment) for sound lighting, audio and visual equipments.

These capital expenditures will be reimbursed by the Prop 68 Grant Fund.

REVENUE/EXPENDITURE REPORT

Rossmoor Community

For the Period: 7/1/2021 to 11/30/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
3000 Current Secured Property Taxes	1,020,000.00	1,020,000.00	187,483.34	187,483.34	0.00	832,516.66	18.4
3001 Current unsecured prop tax	34,000.00	34,000.00	17,637.73	0.00	0.00	16,362.27	51.9
3002 Prior secured property taxes	14,000.00	14,000.00	6,103.39	1,018.91	0.00	7,886.61	43.6
3003 Prior unsecured prop taxes	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
3004 Delinquent property taxes	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
3010 Current supplemental assessmt	18,000.00	18,000.00	4,342.10	1,667.22	0.00	13,657.90	24.1
3020 Public utility tax	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
3105 Street light assessments	372,000.00	372,000.00	74,450.74	66,260.36	0.00	297,549.26	20.0
3200 Interest on investments	9,600.00	9,600.00	529.57	0.00	0.00	9,070.43	5.5
3210 Prop 68 Grant Funding	175,000.00	175,000.00	0.00	0.00	0.00	175,000.00	0.0
3250 FEMA Grant-Covid 19	19,000.00	19,000.00	0.00	0.00	0.00	19,000.00	0.0
3301 State homeowner proptax relief	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
3305 County street sweep reimburse	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
3404 Court reservations	45,000.00	45,000.00	37,115.71	7,052.32	0.00	7,884.29	82.5
3405 Wall Rental	300.00	300.00	308.72	58.88	0.00	-8.72	102.9
3406 Ball field reservations	12,000.00	12,000.00	5,501.30	36.00	0.00	6,498.70	45.8
3407 Tree Trim Permits	5,000.00	5,000.00	264.00	0.00	0.00	4,736.00	5.3
3410 Rossmoor building rental	10,000.00	10,000.00	2,250.00	2,045.00	0.00	7,750.00	22.5
3412 Montecito building rental	15,000.00	15,000.00	12,176.18	3,640.82	0.00	2,823.82	81.2
3414 Rush Park Building Rental	50,000.00	50,000.00	32,117.45	7,908.48	0.00	17,882.55	64.2
3500 Other miscellaneous revenue	5,000.00	5,000.00	7,611.87	97.09	0.00	-2,611.87	152.2
3504 Sponsorships	14,000.00	14,000.00	16,250.00	6,250.00	0.00	-2,250.00	116.1
Dept: 00	1,895,900.00	1,895,900.00	404,142.10	283,518.42	0.00	1,491,757.90	21.3
Revenues							
	1,895,900.00	1,895,900.00	404,142.10	283,518.42	0.00	1,491,757.90	21.3
Expenditures							
Dept: 10 ADMINISTRATION							
4000 Board of Directors Compensatn	9,000.00	9,000.00	8,057.94	1,600.00	0.00	942.06	89.5
4002 Salaries - Part-time	64,272.00	64,272.00	26,218.07	0.00	0.00	38,053.93	40.8
4003 Salaries - Overtime	1,500.00	1,500.00	7,138.03	7,138.03	0.00	-5,638.03	475.9
4006 SALARY - ADMINISTRATION	220,560.00	220,560.00	76,716.32	41,386.37	0.00	143,843.68	34.8
4007 Vehicle Allowance	1,500.00	1,500.00	868.26	145.60	0.00	630.74	58.0
4008 SALARY - RECREATION	116,085.00	116,085.00	43,380.63	5,502.70	0.00	72,704.37	37.4
4009 SALARY - PARK/TREE MAINTENANCE	84,168.00	84,168.00	20,422.42	-19,379.77	0.00	63,745.58	24.3
4010 Workers Compensation Insurance	18,500.00	18,500.00	8,624.36	2,529.51	0.00	9,875.64	46.6
4011 Medical Insurance	85,000.00	85,000.00	30,599.40	6,119.88	0.00	54,400.60	36.0
4015 Federal Payroll Tax -FICA	48,415.00	48,415.00	22,760.78	3,506.51	0.00	25,654.22	47.0
5002 Insurance - Liability	35,000.00	35,000.00	3,115.48	0.00	0.00	31,884.52	8.9
5004 Memberships and Dues	7,200.00	7,200.00	8,868.63	59.88	0.00	-1,668.63	123.2
5006 Travel & Meetings	2,500.00	2,500.00	144.25	50.00	0.00	2,355.75	5.8
5007 Televised Meeting Costs	20,000.00	20,000.00	5,791.30	45.00	0.00	14,208.70	29.0
5010 Publications & Legal Notices	6,500.00	6,500.00	5,392.50	1,606.25	0.00	1,107.50	83.0
5012 Printing	3,000.00	3,000.00	2,984.59	133.43	0.00	15.41	99.5
5014 Postage	2,500.00	2,500.00	355.35	171.22	0.00	2,144.65	14.2
5016 Office Supplies	15,000.00	15,000.00	2,591.76	166.58	0.00	12,408.24	17.3
5020 Telephone	12,000.00	12,000.00	3,824.18	763.47	0.00	8,175.82	31.9
5021 Computer Costs	5,000.00	5,000.00	2,298.20	486.16	0.00	2,701.80	46.0
5030 Vehicle Maintenance	0.00	0.00	2,010.54	0.00	0.00	-2,010.54	0.0
5045 Miscellaneous Expenditures	10,000.00	10,000.00	8,247.88	5,279.19	0.00	1,752.12	82.5
5046 Bank Service Charge	1,000.00	1,000.00	1,923.28	25.69	0.00	-923.28	192.3
5610 Legal Counsel	60,000.00	60,000.00	24,194.58	4,314.58	0.00	35,805.42	40.3
5615 Financial Audit-Consulting	17,000.00	17,000.00	17,225.00	0.00	0.00	-225.00	101.3
5620 Outsourca Financial Consultant	60,000.00	60,000.00	15,000.00	0.00	0.00	45,000.00	25.0
5670 Other Professional Services	35,000.00	35,000.00	18,267.69	3,112.93	0.00	16,732.31	52.2
6010 Equipment	2,000.00	2,000.00	376.95	125.65	0.00	1,623.05	18.8
6025 Soft ware	15,000.00	15,000.00	4,140.00	0.00	0.00	10,860.00	27.6
ADMINISTRATION	957,700.00	957,700.00	371,539.37	65,890.86	0.00	586,160.83	38.8
Dept: 20 RECREATION							

REVENUE/EXPENDITURE REPORT

Rossmoor Community

For the Period: 7/1/2021 to 11/30/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 20 RECREATION							
5017 Community Events	39,500.00	39,500.00	36,171.01	12,008.98	0.00	3,328.99	91.6
RECREATION							
	39,500.00	39,500.00	36,171.01	12,008.98	0.00	3,328.99	91.6
Dept: 30 ROSSMOOR PARK							
5018 Janitorial Supplies	6,000.00	6,000.00	2,883.12	0.00	0.00	3,136.88	47.7
5022 Utilities	12,500.00	12,500.00	4,182.06	610.71	0.00	8,307.94	33.5
5023 Water	28,000.00	28,000.00	23,214.31	5,816.42	0.00	4,785.69	82.9
5025 SECURED PROP TAX	1,150.00	1,150.00	524.03	0.00	0.00	625.97	45.6
5030 Vehicle Maintenance	1,000.00	1,000.00	1,130.61	0.00	0.00	-130.61	113.1
5032 Building & Grounds-Maintenance	30,000.00	30,000.00	4,535.22	200.00	0.00	25,464.78	15.1
5034 Alarm Systems	850.00	850.00	513.88	225.00	0.00	336.12	60.5
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5052 Minor Facility Repairs	500.00	500.00	1,034.27	195.75	0.00	-534.27	206.9
5655 Landscape Maintenance	27,000.00	27,000.00	14,879.99	3,647.26	0.00	12,120.01	55.1
6005 Buildings and Improvements	155,000.00	155,000.00	16,909.36	3,700.00	0.00	138,090.64	10.9
ROSSMOOR PARK							
	263,000.00	263,000.00	69,796.65	14,395.14	0.00	193,203.15	26.5
Dept: 40 MONTECITO CENTER							
5018 Janitorial Supplies	6,000.00	6,000.00	2,820.06	0.00	0.00	3,179.94	47.0
5022 Utilities	2,000.00	2,000.00	571.32	19.25	0.00	1,428.68	28.6
5023 Water	2,250.00	2,250.00	1,381.05	487.95	0.00	868.95	61.4
5025 SECURED PROP TAX	1,000.00	1,000.00	440.07	0.00	0.00	559.93	44.0
5030 Vehicle Maintenance	500.00	500.00	549.90	40.34	0.00	-49.90	110.0
5032 Building & Grounds-Maintenance	8,000.00	8,000.00	350.00	0.00	0.00	7,650.00	4.4
5034 Alarm Systems	650.00	650.00	0.00	0.00	0.00	650.00	0.0
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5655 Landscape Maintenance	3,000.00	3,000.00	3,479.83	1,166.30	0.00	-479.83	116.0
MONTECITO CENTER							
	24,400.00	24,400.00	9,582.23	1,713.84	0.00	14,807.77	39.3
Dept: 50 RUSH PARK							
5018 Janitorial Supplies	6,000.00	6,000.00	2,824.38	0.00	0.00	3,175.62	47.1
5022 Utilities	23,000.00	23,000.00	12,100.36	1,927.58	0.00	10,899.64	52.6
5023 Water	42,000.00	42,000.00	27,955.76	2,505.42	0.00	14,044.24	66.6
5025 SECURED PROP TAX	4,200.00	4,200.00	2,005.48	0.00	0.00	2,194.52	47.7
5030 Vehicle Maintenance	1,000.00	1,000.00	1,323.53	0.00	0.00	-323.53	132.4
5032 Building & Grounds-Maintenance	40,000.00	40,000.00	5,886.29	2,074.53	0.00	34,113.71	14.7
5034 Alarm Systems	800.00	800.00	0.00	0.00	0.00	800.00	0.0
6045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	500.00	500.00	1,259.38	0.00	0.00	-759.38	251.9
5052 Minor Facility Repairs	500.00	500.00	300.00	0.00	0.00	200.00	60.0
5655 Landscape Maintenance	2,700.00	27,000.00	13,415.33	2,961.80	0.00	13,584.67	49.7
6005 Buildings and Improvements	0.00	0.00	25,359.00	7,564.00	0.00	-25,359.00	0.0
6010 Equipment	0.00	0.00	14,793.15	592.54	0.00	-14,793.15	0.0
RUSH PARK							
	121,200.00	145,500.00	107,222.66	17,625.87	0.00	38,277.34	73.7
Dept: 60 STREET LIGHTING							
5650 Lighting and Maintenance	100,000.00	100,000.00	43,135.59	8,659.87	0.00	56,864.41	43.1
STREET LIGHTING							
	100,000.00	100,000.00	43,135.59	8,659.87	0.00	56,864.41	43.1
Dept: 65 ROSSMOOR WALL							
5032 Building & Grounds-Maintenance	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
ROSSMOOR WALL							
	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Dept: 70 STREET SWEEPING							
5642 Street Sweeping	65,000.00	65,000.00	25,548.13	5,181.02	0.00	39,451.87	39.3
STREET SWEEPING							
	65,000.00	65,000.00	25,548.13	5,181.02	0.00	39,451.87	39.3
Dept: 80 PARKWAY TREES							

REVENUE/EXPENDITURE REPORT

Rossmoor Community

For the Period: 7/1/2021 to 11/30/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 80 PARKWAY TREES							
5017 Community Events	1,500.00	1,500.00	78.00	78.00	0.00	1,422.00	5.2
5656 Tree Trimming	120,500.00	120,500.00	139,783.00	45,948.00	0.00	-19,283.00	116.0
5660 TREE REMOVAL	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
6015 Trees	45,000.00	45,000.00	6,268.00	5,654.00	0.00	38,732.00	13.9
PARKWAY TREES	170,000.00	170,000.00	146,129.00	51,680.00	0.00	23,871.00	86.0
Dept: 90 MINI-PARKS AND MEDIANS							
5022 Utilities	500.00	500.00	233.49	53.18	0.00	266.51	46.7
5023 Water	6,000.00	6,000.00	4,680.41	600.94	0.00	1,319.59	78.0
5032 Building & Grounds-Maintenance	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
5046 Miscellaneous Expenditures	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5051 Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052 Minor Facility Repairs	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5655 Landscape Maintenance	3,000.00	3,000.00	1,232.46	243.69	0.00	1,767.54	41.1
MINI-PARKS AND MEDIANS	11,800.00	11,800.00	6,146.36	897.81	0.00	5,653.64	52.1
Expenditures	1,753,600.00	1,777,900.00	815,281.20	178,053.39	0.00	962,618.80	45.9
Net Effect for GENERAL FUND	142,300.00	118,000.00	-411,139.10	105,465.03	0.00	529,139.10	-348.4
Change in Fund Balance:			-411,139.10				
Grand Total Net Effect:	142,300.00	118,000.00	-411,139.10	105,465.03	0.00	529,139.10	

**EXPLANATION OF SIGNIFICANT VARIANCES FROM BUDGETED AMOUNTS
November 2021 Revenue and Expenditure Report**

Expenditure Accounts	Item	Explanation
10-10-4000	Board of Directors Compensation	This allocation will be adjusted during the mid-year budget review process. The overage is due to the numerous town hall meetings, public forum, and special meetings held during the last six months. These were attributed to the street sweeping schedule change, local control forums, and ethnic studies forums, etc.
10-10-4003	Overtime	During the COVID period, overtime was reduced to \$1500. However, due to the large number of special events this summer, the General Manager approved staff overtime for those events. In addition, staffing has been a challenge due to COVID with some staff off ill, and the difficulty in covering the day to day operations and assignments that needed to be completed, therefore overtime was warranted. To date, we have spent \$7,138.03. This will be adjusted during the mid-year budget process and totally offset by the sponsorships and donations received (10-00-3504) for these events.
10-20-5017	Community Events	The budgeted amount is \$39,500; and we have used 91.6% (\$36,171) of the budget. These expenditures were designated for the Family Foodie Festivals and the Winter Festival. It is anticipated there will be a few more invoices will be received associated these event in December. We anticipate going over budget, however, the overage will be completely offset by sponsorship revenue. A detailed report will be provided at mid-year budget.
10-30-5023	Rossmoor Park – Water	Water at Rossmoor Park is well over budget. An audit has been conducted by our water supplier and there are no leakage concerns. However, due to the COVID pandemic, staff has been washing playgrounds, courts, etc. more often. We also determined that we were over-watering during the summer months and will make adjustments to curtail the use of water in the upcoming year.
10-10-5030 10-30-5030 10-40-5030 10-50-5030	Vehicle Maintenance	The General Manager and Accountant are going through the records and detail sheets and will propose budget adjustments during the mid-year budget review.
10-10-5046	Bank Service Charges	Overage is attributed to the service fee being charged to the District for credit/debit card payments from facility users by LADCO which is the processing platform used by RecDesk. In the effort to reduce cash handling, increased usage of credit/debit cards by patrons has increased substantially. An evaluation of how to reduce the fee through another platform if allowed through RecDesk is being looked into; and whether to incorporate the convenience fee into the usage fee or pass the fee on directly to the patron will be considered when reviewing facility usage fees in the future.
10-80-5656 10-80-5660 10-80-5615	Tree Trimming Tree Removal Tree Planting	To date, the overall tree budget is within our budgeted amount. However, we anticipate going over budget due to unanticipated tree trimming and removal of a number of park trees for safety reasons. To date, we are over in 10-80-5656 Tree Trimming and will review this at mid-year and make appropriate adjustments. We are taking a proactive aggressive approach to minimize potential liability. Rossmoor has an aging urban forest in many areas and we are addressing these areas. Staff is concentrating on park trees due to the large number of visitors at our parks.

Revenue Accounts

Account	Item	Explanation
10-00-3404	Court Reservations	Our court reservations are at 82.5%, therefore it is anticipated that our revenue will be well over the \$45,000 budgeted amount.
10-00-3500 10-00-3504	Miscellaneous Revenue and Sponsorships	These revenue accounts are well over the budgeted amounts. It is expected that additional revenue will be forthcoming from sponsorships and Gond and Calvary Churches providing contributions to offset the Rush Park Auditorium audio-visual upgrades.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-3

Date: January 11, 2022

To: Honorable Board of Directors

From: General Manager Joe Mendoza
General Counsel Tarquin Preziosi

Subject: RESOLUTION NO. 22-01-11-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT TO CONTINUE CONDUCTING MEETINGS OF THE DISTRICT BOARD AND COMMITTEES REMOTELY AS NEEDED DUE TO HEALTH AND SAFETY CONCERNS FOR THE PUBLIC

RECOMMENDATION

Approve by roll call vote, Resolution No. 22-01-11-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT TO CONTINUE CONDUCTING MEETINGS OF THE DISTRICT BOARD AND COMMITTEES REMOTELY AS NEEDED DUE TO HEALTH AND SAFETY CONCERNS FOR THE PUBLIC

BACKGROUND

On March 4, 2020, Governor Newsom declared a State of Emergency. That declaration is still in effect. Since March 12, 2020, Executive Orders from the Governor have relaxed various Brown Act meeting requirements to allow remote meetings and to temporarily suspended the Brown Act provisions requiring the physical presence of members at the public meetings. The most recent extension of that authorization expired September 30, 2021. On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means. Additionally, the State implemented a shelter-in-place order, requiring all non-essential personnel to work from home. The RCSD initially implemented teleconference meetings until in-person meetings with limited capacity were reintroduced. In addition, a hybrid option was available for those who preferred to participate remotely in meeting by using Zoom technology for Board and Committee meetings. The usage of Zoom for hybrid public meetings has allowed the District to ensure the public's continued access to meetings while also ensuring the public's, members, and employees' safety.

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which among other things, rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021 for agencies to transition back to public meetings pursuant to the Brown Act.

On September 17, 2021 the Governor signed into law AB 361 which allows local legislative bodies to continue to meet remotely after the October 1, 2021 deadline. A local agency will be allowed to continue to meet remotely when:

- The local agency holds a meeting during a declared state of emergency;
- State or local health officials have imposed or recommended measures to promote social distancing; and
- Legislative bodies declare the need to meet remotely due to present risks to the health or safety of attendees.

Given the ongoing nature of the pandemic we need to remain flexible if conditions worsen, especially with the upcoming holiday season and the onset of the delta variant. The RCSD meets the requirements of AB 361 to continue holding meetings remotely in order to ensure the health and safety of the public and its employees:

- The state of emergency continues to directly impact the ability of the members of the RCSD's legislative bodies to meet safely in person; and
- Federal, State or local officials continue to impose or recommend measures to promote social distancing to mitigate the spread of Covid-19.

Both the California Department of Public Health and the Orange County Health Officer have issued recommendations that members of vulnerable populations (such as older adults and those persons with an elevated risk due to certain medical conditions) continue to practice social distancing. The RCSD cannot ensure social distancing requirements are always met inside the Rush Park Auditorium and/or Conference Rooms where the RCSD Board of Directors and Committees may meet, making it difficult for members of these bodies, RCSD staff, and members of the public to consistently socially distance from each other and take other required precautions.

Pursuant to AB 361, the RCSD Board of Directors needs to declare every 30 days that the RCSD's legislative bodies must continue to meet remotely in order to ensure the health and safety of the public. Staff recommends that the RCSD Board of Directors adopt the proposed resolution making the required findings that the RCSD Board of Directors and Committee meetings can meet remotely pursuant to the requirements of AB 361.

INFORMATION

At the October 12, 2021 RCSD Board of Directors meeting, Resolution No. 21-10-12-02 was passed unanimously. Subsequently, the RCSD Board has passed updated resolutions in November and December 2021.

As required by AB 361, an updated resolution is being presented to the Board this evening so that the RCSD may continue to have the ability to meet remotely if necessary.

ATTACHMENTS

1. Resolution No. 22-01-11-01

RESOLUTION 22-01-11-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT TO CONTINUE CONDUCTING MEETINGS OF THE DISTRICT BOARD AND COMMITTEES REMOTELY AS NEEDED DUE TO HEALTH AND SAFETY CONCERNS FOR THE PUBLIC

WHEREAS, on March 4, 2020, pursuant to California Gov. Code Section 8625, the Governor declared a state of emergency as a result of the COVID-19 pandemic (the "Emergency");

WHEREAS, on September 17, 2021, Governor Newsom signed AB 361, which bill went into immediate effect as urgency legislation;

WHEREAS, AB 361 added subsection (e) to Section 54953 of the California Gov. Code to authorize legislative bodies to conduct remote meetings provided the legislative body makes specified findings;

WHEREAS, state or local officials continue to impose or recommend measures to promote social distancing;

WHEREAS, according to stand and local officials social distancing measures decrease the chance of spread of COVID-19; and

WHEREAS, it is appropriate for the Rossmoor Community Services District to make the findings specified in subsection (e)(1) of section 54953, to thereby authorize the Board of Directors and committees and/or other legislative body of the Rossmoor Community Services District to meet remotely if necessary.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Rossmoor Community Services District that it hereby finds that as a result of the Emergency, if meeting in person would present imminent risks to the health or safety of attendees, meetings would be held remotely.

PASSED AND ADOPTED this 11th day of January 2022.

AYES:

NOES:

ABSTAIN:

ABSENT:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

President

ATTEST:

Joe Mendoza, Secretary
Rossmoor Community Services District

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: January 11, 2022

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: RESOLUTION NO. 22-01-11-02: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING CERTAIN DISTRICT OFFICIALS TO TRANSACT BUSINESS WITH FINANCIAL INSTITUTIONS WHICH HOUSE THE DISTRICT'S INVESTMENTS, SAVINGS, OR OTHER FINANCIAL ACCOUNTS

RECOMMENDATION

Approve by roll call vote, Resolution No. 22-01-11-02 by reading the title only and waiving further reading as follows:

RESOLUTION NO. 2022-01-11-02: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING CERTAIN DISTRICT OFFICIALS TO TRANSACT BUSINESS WITH FINANCIAL INSTITUTIONS WHICH HOUSE THE DISTRICT'S INVESTMENTS, SAVINGS, OR OTHER FINANCIAL ACCOUNTS

BACKGROUND

The Rossmoor Community Services District (RCSD) elects new Board Officers in the month of January. This necessitates updating the District's banking signature forms authorizing new officials to transact business with its financial institutions which house the District's investments, savings and other financial accounts. Attachment 2 is a list of proposed officials for such authorization.

ATTACHMENTS

1. RESOLUTION NO. 2022-01-11-02: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING CERTAIN DISTRICT OFFICIALS TO TRANSACT BUSINESS WITH FINANCIAL INSTITUTIONS WHICH HOUSE THE DISTRICT'S INVESTMENTS, SAVINGS, OR OTHER FINANCIAL ACCOUNTS (with Exhibit A – List of Officials Authorized to Transact Business with the District's Banks and Other Financial Institutions)
2. Policy No. 4055: District Bank and Investment Accounts

RESOLUTION 22-01-11-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING CERTAIN DISTRICT OFFICIALS TO TRANSACT BUSINESS WITH FINANCIAL INSTITUTIONS WHICH HOUSE THE DISTRICT'S INVESTMENTS, SAVINGS, OR OTHER FINANCIAL ACCOUNTS

WHEREAS, the Rossmoor Community Services District did hold elections for new Board Officers at its Regular Meeting on January 11, 2022;

WHEREAS, those Board Officers assumed their elective duties at its Regular Meeting on January 11, 2022;

WHEREAS, District Policy No. 4055 – District Bank and Investment Accounts designates the Board President, 1st Vice President, 2nd Vice President, and General Manager as authorized to sign checks;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Rossmoor Community Services District hereby designates those persons identified on the attached Exhibit "A" to transact business with financial institutions which house the District funds; and

BE IT RESOLVED, that the Board of Directors of the Rossmoor Community Services District hereby designates the District's General Manager and the District's Administrative Assistant as authorized to transfer funds; and Kenneth H. Pun, CPA, CGMA, Managing Partner of The Pun Group LLC, as authorized to have access to monitor the District's financial accounts.

PASSED AND ADOPTED this 11th day of January 2022.

AYES:

NOES:

ABSTAIN:

ABSENT:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

President

ATTEST:

Joe Mendoza, Secretary
Rossmoor Community Services District

EXHIBIT A

LIST OF DISTRICT OFFICIALS AUTHORIZED TO TRANSACT BUSINESS WITH THE DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS

- PRESIDENT
- 1ST VICE PRESIDENT
- 2ND VICE PRESIDENT
- GENERAL MANAGER JOE MENDOZA
- ADMINISTRATIVE ASSISTANT
- KENNETH H. PUN, CPA, CGMA, MANAGING PARTNER OF THE PUN GROUP LLC (ACCESS ONLY)

Rossmoor Community Services District

Policy

No. 4055

DISTRICT BANK AND INVESTMENT ACCOUNTS

4055.10 Authorized Signatures For Bank and Investment Accounts: Each District bank account opened or closed shall require two signatures from official signatories. Each investment account opened or closed shall require two signatures from official signatories unless it is a maturing (closed) time certain investment e.g. CD.

4055.11 Investment Account Approvals: Any transaction involving a District investment account other than LAIF, shall have been reviewed by the Investment Committee and approved by the Board.

4055.12 Payment Signing Approvals: Two signatures from official signatories shall be required on all payments issued by the District, either on actual checks or other documentation supporting the amount paid out.

4055.20 Official Signatories: The following named officials of the District are authorized signatories: President, 1st Vice President, 2nd Vice President and General Manager.

4065.30 Proceeds from Closed Accounts: Any proceeds from a closed banking account, investment account and interest or dividend payment shall be immediately deposited into the District's checking or LAIF account.

4055.40 Reinvestment of Funds from a Closed Account: As soon as practicable thereafter, the Investment Committee shall meet *and* recommend to the Board the *reinvestment* of proceeds *and* other monies from a closed account. The Board shall determine the final placement of such funds.

Adopted: Resolution 87-5, January 28, 1987
 Approved renumbering & format: October 8, 2002
 Reaffirmed: June 10, 2003
 Amended: July 12, 2005
 Amended: July 13, 2010
 Amended: July 13, 2010
 Amended: November 11, 2014

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-2

Date: January 11, 2022

To: Honorable Board of Directors

From: General Manager Joe Mendoza
General Counsel Tarquin Preziosi

Subject: ORDINANCE NO. 2022-01: AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, AMENDING AND RE-ADOPTING POLICY NO. 3085, STREET SWEEPING, AS THE RULES AND REGULATIONS THAT GOVERN STREET SWEEPING WITH THE ROSSMOOR COMMUNITY SERVICES DISTRICT

RECOMMENDATION

Introduce Ordinance No. 2022-01 by reading the title only and waiving further reading and set for public hearing and adoption of thereof as follows:

ORDINANCE NO. 2022-01: AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, AMENDING AND RE-ADOPTING POLICY NO. 3085, STREET SWEEPING, AS THE RULES AND REGULATIONS THAT GOVERN STREET SWEEPING WITH THE ROSSMOOR COMMUNITY SERVICES DISTRICT

INFORMATION

At the December 14, 2021 Rossmoor Community Services District (RCSD) Board of Directors meeting, proposed revisions to Policy No. 3085, Street Sweeping, were discussed. The revisions were specific to the changes to the street sweeping schedule that took place effective January 2022 under the Contract Services Agreement for Street Sweeping with Sunset Property Services (Attachment 1).

The proposed revisions to Policy No. 3085.30, Vehicles, outlines the no parking restrictions that will take place under the new schedule:

Current street sweeping no parking restrictions are posted for the first (1st) and third (3rd) Mondays on the odd-numbered side of the street and the first (1st) and third (3rd) Tuesdays on the even numbered side of the street, between the hours of 8:30 a.m. and 4:30 p.m. If the normal Monday or Tuesday designated for street sweeping is a holiday, street sweeping will occur on the following Wednesday.

At their December meeting, the Board approved the proposed amendment. Because Policy No. 3085 was re-adopted by Ordinance No. 2014-01 in 2014, it was recommended that this amendment similarly be adopted by ordinance. Therefore, General Counsel has prepared an ordinance (Attachment 2) for first reading at tonight's meeting.

With the implementation of the new schedule, parking enforcement has been suspended for the month of January 2022 as residents become accustomed to the odd/even parking restrictions. Ordinance No. 2022-01 will allow for parking enforcement in the future, pursuant to the applicable provisions of the California Vehicle Code and the Codified Ordinances of the County of Orange.

This ordinance will be brought back in February for second reading and adoption and will then go into effect 30 days thereafter pursuant to state law.

ATTACHMENTS

1. December 14, 2021 Agenda Item H-2: PROPOSED REVISIONS TO POLICY NO. 3985, STREET SWEEPING, REGARDING REVISIONS TO STREET SWEEPING SCHEDULE
2. ORDINANCE NO. 2022-01: AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, AMENDING AND RE-ADOPTING POLICY NO. 3085, STREET SWEEPING, AS THE RULES AND REGULATIONS THAT GOVERN STREET SWEEPING WITH THE ROSSMOOR COMMUNITY SERVICES DISTRICT

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

Date: December 14, 2021
To: Honorable Board of Directors
From: General Manager Joe Mendoza
General Counsel Tarquin Preziosi
Subject: PROPOSED REVISIONS TO POLICY NO. 3085, STREET SWEEPING, REGARDING CHANGES TO STREET SWEEPING SCHEDULE

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors consider and approve the proposed revisions to Policy No. 3085, Street Sweeping, regarding changes to the street sweeping schedule consistent with the proposed Contract Services Agreement for Street Sweeping with Sunset Property Services.

INFORMATION

To facilitate the change in the street sweeping schedule within the RCSD, staff prepared a revised Policy No. 3085.30, Vehicles, which outlines the no parking restrictions that will be in place under the new schedule:

Current street sweeping no parking restrictions are posted for the first (1st) and third (3rd) Mondays on the odd-numbered side of the street and the first (1st) and third (3rd) Tuesdays on the even numbered side of the street, between the hours of 8:30 a.m. and 4:30 p.m. If the normal Monday or Tuesday designated for street sweeping is a holiday, street sweeping will occur on the following Wednesday.

Because Policy No. 3085 was re-adopted by Ordinance No. 2014-01 in 2014, staff recommends that this amendment similarly be adopted by ordinance. Should the Board approve the proposed amendment, an ordinance will be brought before the RCSD Board for first reading on January 11, 2021.

ATTACHMENTS

1. Policy No. 3085 -- Street Sweeping: redline version showing changes to current policy
2. Policy No. 3085 -- Street Sweeping: final version for approval

Rossmoor Community Services District

Policy

No. 3085

STREET SWEEPING

3085.10 Policy: The Rossmoor Community Services District (RCSD) has, within its current jurisdiction, the responsibility for providing street sweeping services to keep the streets clean and for soliciting the cooperation of Rossmoor homeowners/residents to achieve this goal. Street sweeping removes pollutants before they are washed by rain or excess sprinkler water to the local drainage channels, to the San Gabriel River channel, and then to the ocean. Also, sweeping reduces the amount of debris that can collect in the channels that could overflow in heavy rainstorms.

3085.20 Responsibility: RCSD has the responsibility for contracting with a reputable company to perform the street sweeping service within the Rossmoor community in a cost effective manner and to monitor the contractor's performance to assure that the service provided is effective and in accordance with the contract. RCSD also has the responsibility for informing, via the quarterly newsletter and other communications, all Rossmoor homeowners/residents of their responsibilities to assist in achieving the goal of keeping the streets clean and promoting the following provisions.

3085.30 Vehicles: No vehicles should be parked on the streets on sweeping days during the hours indicated on signs posted within the Rossmoor community. Rossmoor homeowners/residents should inform visitors at their residences to park in their driveway on street sweeping days. Current street sweeping no parking restrictions are posted for the first (1st) and third (3rd) Mondays on the odd-numbered side of the street and the first (1st) and third (3rd) Tuesdays on the even numbered side of the street, between the hours of 8:30 a.m. and 4:30 p.m. 1st and 3rd Monday of each month from 8:00 a.m. to 4:30 p.m. If the normal Monday or Tuesday designated for street sweeping is a holiday, street sweeping will occur on the following Wednesday.

3085.31 Homeowners/residents or their contractors who need one or more trash bins to be used for the collection of wood, concrete, stucco, and other materials removed from residences undergoing remodeling shall obtain any required permits from the County of Orange to enable them to park the bin(s) on the street.

3085.32 Contractors who have trucks or large equipment trailers that cannot be parked in the driveway of the residence where they are working are exempted from being cited by parking enforcement officers. Also, contractors are responsible for removing all wood, concrete, stucco, dirt and other debris from the street when their work is completed.

3085.40 Trash Containers: Trash barrels/cans/bags and piles of leaves or other debris should not be placed in the street on sweeping days during the hours indicated on the posted signs.

3085.50 Violations: Vehicles on the street during the posted hours on street sweeping days are subject to being cited for violation of the posted regulation by parking enforcement officers.

3085.60 RCSD Monitoring: RCSD staff shall obtain information from the street sweeping contractor and parking enforcement officers to monitor the effectiveness of this policy and shall take appropriate action to remind homeowners/residents of their responsibilities.

Rossmoor Community Services District

Policy

No. 3085

STREET SWEEPING

3085.10 Policy: The Rossmoor Community Services District (RCSD) has, within its current jurisdiction, the responsibility for providing street sweeping services to keep the streets clean and for soliciting the cooperation of Rossmoor homeowners/residents to achieve this goal. Street sweeping removes pollutants before they are washed by rain or excess sprinkler water to the local drainage channels, to the San Gabriel River channel, and then to the ocean. Also, sweeping reduces the amount of debris that can collect in the channels that could overflow in heavy rainstorms.

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3085.31 Homeowners/residents or their contractors who need one or more trash bins to be used for the collection of wood, concrete, stucco, and other materials removed from residences undergoing remodeling shall obtain any required permits from the County of Orange to enable them to park the bin(s) on the street.

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3085.50 Violations: Vehicles on the street during the posted hours on street sweeping days are subject to being cited for violation of the posted regulation by parking enforcement officers.

3085.60 RCSD Monitoring: RCSD staff shall obtain information from the street sweeping contractor and parking enforcement officers to monitor the effectiveness of this policy and shall take appropriate action to remind homeowners/residents of their responsibilities.

ORDINANCE NO. 2022-01

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, AMENDING AND RE-ADOPTING POLICY NO. 3085, STREET SWEEPING, AS THE RULES AND REGULATIONS THAT GOVERN STREET SWEEPING WITH THE ROSSMOOR COMMUNITY SERVICES DISTRICT

WHEREAS, Rossmoor Community Services District (“District”) is a district duly organized and existing under and pursuant to the Community Services District Law, sections 61000 *et seq.* of the California Government Code; and

WHEREAS, the District is empowered by California Government Code section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

WHEREAS, California Government Code section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks; and

WHEREAS, California Government Code section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19; and

WHEREAS, on January 14, 2014 the District adopted Ordinance No. 14-01, which re-adopted Policy No. 3085 Street Sweeping, as the rules and regulations that govern requests for street sweeping within the District; and

WHEREAS, notwithstanding the provisions of California Government Code section 61064(a), it is the intent of the Board of Directors in adopting this ordinance that a violation of Policy No. 3085 shall be punishable as set forth in the applicable provisions of the California Vehicle Code and the Codified Ordinances of the County of Orange; and

WHEREAS, the District desires to amend Policy No. 3085, as set forth herein.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:

SECTION 1. Adoption of Policy No. 3085 Street Sweeping.

The Board of Directors hereby amends, re-adopts, and incorporates by reference, the attached policy, Policy No. 3085 Street Sweeping, as the rules and regulations that govern street sweeping within the Rossmoor Community Services District.

SECTION 2. Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

SECTION 3. Compliance with California Environmental Quality Act

The Board finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

SECTION 4. Effective Date.

This Ordinance shall become effective thirty (30) days from its adoption.

SECTION 5. Publication.

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

Adopted by the Rossmoor Community Services District Board of Directors this 11th day of January, 2022.

President
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on January 11, 2022 and signed by Board Secretary, Joe Mendoza on January 11, 2022.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: January 11, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: DISCUSSION REGARDING PERMANENTLY CHANGING THE DATE OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT MONTHLY REGULAR BOARD MEETINGS

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and discuss the information provided regarding permanently changing the date of the RCSD monthly regular Board meetings, and direct staff accordingly.

BACKGROUND

At the November 9, 2021 RCSD Board of Directors meeting, a written comment was submitted by an individual and read into the record asking the RCSD Board to consider scheduling RCSD Board meetings on a different date and time so they are not in conflict with Los Alamitos Unified School District (LAUSD) meetings also held on the second Tuesday of the month (the District also meets the fourth Tuesday of the month – most months). President Barke requested that the item be placed on the December 14, 2021 agenda for consideration and the Board discussed possible alternative dates for meetings to avoid conflicts with Los Alamitos Unified School District (LAUSD) Board meeting.

On September 10, 2019, the RCSD Board of Directors also discussed the possibility of changing the date of RCSD Board meeting from the current second Tuesday of each month schedule to another date each month. The discussion at that time revolved around the conflict between RCSD and LAUSD meetings that would prohibit Board members attending and/or participating in the respective meetings, and would also create a conflict for residents and community members who desired to attend both agency's meetings.

After discussion, which included the availability of General Counsel Tarquin Preziosi and the videographer for the Board meetings, Doug Wood, the RCSD Board made the decision in September 2019 to keep the second Tuesday of each month Board meeting schedule and no changes were made at that time.

At the December 14, 2021 RCSD Board meeting, the Board noted that consideration could be given to changing the RCSD Board meetings from the second Tuesday to the fourth Tuesday of the month. It was noted that several of the LAUSD meetings scheduled for the fourth Tuesday of the month were not held in certain months. Thus changing the RCSD Board meetings to the fourth Tuesday schedule could reduce the number of times during the calendar year that RCSD Board meetings would be in conflict with LAUSD Board meetings.

The Board requested that the General Manager bring this item back to the Board once LAUSD had announced their 2022 Board meeting schedule.

Any permanent change to the date of the regular Board meeting would need to be approved by resolution at a future Board meeting and the public would need to be properly notified. RCSD Policy No. 5010 (Attachment 1) governs District Board and Committee meetings.

INFORMATION

LAUSD has announced on the District website the *Schedule of Board Meetings for 2022* (Attachment 2). The meetings continue to be primarily scheduled for the second and fourth Tuesdays of each month, with the following exceptions when the second meeting of the month (fourth Tuesday) is not held: February, July, August, November, December. Therefore, if the RCSD Board were to move to a fourth Tuesday of the month schedule, RCSD meetings would be in conflict seven times, rather than 12 times under the current second Tuesday schedule.

The following outlines current meeting schedules for those agencies of particular interest to the RCSD:

Agency	Monthly Board/Council Meeting Dates
Rossmoor Community Services District	Second Tuesday: January – December
Los Alamitos Unified School District	Second and Fourth Tuesdays <i>Note: 2022 canceled meetings for reference: second meetings (fourth Tuesday) in February, July, August, November and December</i>
Rossmoor Homeowners Association	Third Tuesday
City of Los Alamitos	Third Monday
City of Seal Beach	Second and Fourth Mondays <i>Note: second meetings (fourth Monday) canceled in July, August, November, December</i>

The following should be considered if the RCSD Board wishes to move their meeting date from the second Tuesday to another day of the month:

1. **Monday:** A number of District holidays fall on Mondays. General Counsel Preziosi is unavailable the first, second, and third Mondays of the month. Videographer Doug Wood has conflicts as well.
2. **Tuesday:** Legal Counsel Tarquin Preziosi currently is unavailable the first and third Tuesday of the months, LAUSD meets the second/fourth Tuesdays, and RHA meets on the third Tuesday of the month.
3. **Wednesday:** The Rush Park Auditorium is rented by Calvary Chapel on Wednesday evenings.
4. **Thursday:** Legal Counsel Preziosi is not available on Thursdays; videographer Doug Wood has availability; the Auditorium is available.

Should the Board determine they would like to change the RCSD Board meeting schedule, as noted previously, this item would need to be agendaized for the February 2022 meeting with a resolution establishing the new meeting date schedule, and the second reading and adoption would be scheduled for the March 2022 Board meeting. This would allow the new schedule to be implemented in April 2022.

ATTACHMENTS

1. RCSD Policy No. 5010
2. LAUSD Schedule of Board Meetings for 2022

Rossmoor Community Services District

Policy

No. 5010

BOARD/COMMITTEE MEETINGS

5010.10 Presiding Officer: The President shall be the Presiding Officer at all meetings of the Board. In the absence of the President, the First Vice-President shall preside. In the absence of the President and First Vice-President, the Second Vice-President shall preside.

5010.11 Duties of Presiding Officer in Conducting Meetings: All meetings of the Board shall be presided over and chaired by the Presiding Officer. In compliance with the requirements of law, the Presiding Officer may rule a speaker out of order during a Meeting if the subject raised is not within the subject matter jurisdiction of the District, or during a Public Hearing if the speaker is not presenting testimony or evidence relevant to the matter which is the subject of the public hearing.

5010.12 Presiding Officer's Responsibilities: The Presiding Officer shall have the responsibility for the conduct of meetings in an orderly manner and to prevent the obstruction of business, and in carrying out this responsibility shall have the authority to give the floor to any member of the Board or public by recognizing them, to prevent the misuse of legitimate forms of motions or privileges, to take matters up out of order, and to order any persons willfully and persistently disrupting the meeting to be removed from the room after compliance with the requirements of law.

5010.13 Executing Documents. The President (or Vice President, in the absence of the President) shall sign ordinances, resolutions, and contracts adopted by the Board. The Secretary shall attest to the signature of the President or Vice-President.

5010.20 Open Meetings: All Regular Board Meetings, Special Meetings and Committee Meetings of the Board, including ad hoc Committees are subject to the open meeting requirements of the Ralph M. Brown Act (Act). Whenever a majority of the Board or a Committee meets to conduct business, said meetings shall be noticed in accordance with the Brown Act stating the purpose in three conspicuous public places in the District stating the purpose time, date and location of those meetings. the notice shall include copy of the Agenda and be posted with a certification signed by the General Manager that the notice was posted in the appropriate timeframe prior to the meeting as required by the Act.

5010.30 Regular Meetings: Regular meetings of the Board shall be established as to the time and place by Resolution.

5010.31 Public Meetings: All meetings of the Board shall be public, except for closed meetings as provided for in the Act.

5010.32 Quorum: Any three members of the Board shall constitute a quorum for the transaction of official business. Except as provided by law, at least three affirmative votes are required to take action by the Board.

5010.33 Cancellation of Meetings: The President or any three members of the Board may cancel a regular meeting of the Board. When feasible, notice of the cancellation shall be posted at least twenty-four (24) hours in advance of such cancellation.

5010.40 Special Meetings: Special meetings of the Board may be called by the President or any three of the Directors at any time deemed advisable, in compliance with the Act.

5010.41 Notification: All Directors and the General Manager shall be notified of the special Board meeting and the purpose for which it is called. Said notification shall be in writing, and received by them at least twenty-four (24) hours prior to the meeting. Written notice may be dispensed with if the conditions set forth in the Brown Act are met.

5010.42 Items of Business: Only those items of business listed in the agenda/call for the special meeting shall be considered by the Board at any special meeting.

5010.50 Special Emergency Meetings: Where prompt action is necessary due to the disruption or threatened disruption of public facilities, special emergency meetings may be held without the 24-hour notice required in 5010.41 above. The meeting may be called by the General Manager, Board President or 1st Vice President in the President's absence. Such meetings shall be called and conducted in compliance with the Act.

5010.60 Committee Meetings of the Board: Committee meetings shall be conducted under the provisions of Policy No. 5030 Committees of the Board of Directors. Committee meeting may be called by any member of the Committee or requested by the General Manager at any time deemed advisable, in compliance with the Act.

5010.61 Quorum: In order for a Committee to conduct business or take formal action, a quorum of the body must be present throughout the course of the meeting. A quorum of a Committee shall be two members present. A Committee may only have two members and if any additional members of the Board attend, they must only observe and not participate in the Committee meeting or during the public comment portion of the meeting.

5010.62 Committee Agenda Items: Matters referred or under discussion by a Committee shall reside with the Committee until such matters are reported out by the Committee at a Regular or Special meeting of the Board. Once reported out, any member of the Board may raise questions or concerns about the recommendations of a Committee. After discussion, a motion shall be made to adopt, modify, reject or refer the matter back to the Committee for further review.

5010.63 Referrals to Committees: Board members may refer matters to a Committee by requesting such referral during the course of a Board meeting by consent of the Board or by passage of a motion or by making a request to the Board President to request the General Manager to place such matter on the next Agenda of the appropriate Committee. Once the matter is within the jurisdiction of the Committee, a Board member may only pose questions or concerns to the General Manager who shall convey such questions or concerns for discussion at the next meeting of the Committee.

5010.70 Adjourned Meetings: Any meeting of the Board may be adjourned to a later time and place specified in the order of adjournment.

5010.80 Annual Organizational Meeting: The Board shall hold an annual organizational meeting at its regular meeting in January. At this meeting the Board shall elect a President, 1st Vice President, and 2nd Vice President.

5010.90 Order of Agenda Items: The Presiding Officer of the meetings described herein shall conduct the order of agenda items as prescribed in Policy No.5010. Agenda items may be taken out of order at the request of member of the public, the General Manager or a Board member with the consent of the Board.

5010.100 Information for Audience: The General Manager shall provide appropriate information for the audience at meetings of the Board, and ensure that physical facilities for said meetings are functional and appropriate.

5010.110 Public Forum: Anyone in the audience may address the Board about any subject not on the agenda during the Public Forum portion of the meeting, as long as the subject is within the jurisdiction of the District. Time limits are prescribed in Policy No.5020.

5010.120 Agenda Items: Anyone in the audience who wishes to address the Board on any agenda item may do so either at the Public Forum portion of the meeting or when the agenda item comes before the Board, subject to the Board's time limitation. Once the public comments on each agenda item are declared closed and deliberations are returned to the Board, there will be no further input from the audience on that item unless it is reopened by a majority vote of the Board.

5010.130 General Counsel: The District's General Counsel shall attend meetings of the Board at the request of the Board President, a majority of the Board or the General Manager. General Counsel shall render written or oral opinions or advice on matters of law upon a request from a Board Member at a Board meeting or when General Counsel is not present such request shall require approval by the Board. Requests for legal advice from the General Manager may be made whenever deemed appropriate for the proper administration of the District.

5010.140 The General Manager or his/her designee shall attend all meetings of the Board with the right to take part in the discussions, but shall have no vote on any question before the Board.

5010.150 Employee Attendance: An employee of the District, when requested by the General Manager, shall attend a meeting of the Board and if requested by the General Manager, present information relating to matters before the Board.

5010.160 Report to the Board: Under Board Member Items on the Agenda, each Board member shall provide a brief synopsis of any meetings and/or events attended as an elected official, including temporary ad hoc or advisory committees.

Adopted: June 8, 2000
Approved: Renumbering and Format: October 8, 2002
Amended: January 14, 2003
Amended: July 14, 2004
Amended: August 8, 2006
Amended: June 9, 2009
Amended: December 14, 2010

Board Meeting Schedule

Schedule of Board Meetings for 2022

The Board of Education meetings will be held in the Boardroom at the District Office, 10293 Bloomfield Street, Los Alamitos, CA 90720 (<https://goo.gl/maps/ofJ18hxMaeEKbVzqZ>).

January 11

January 25

February 8

March 8

March 22

April 12

April 26

May 10

May 24

June 14

June 28

July 12

August 16

September 6

September 20

October 11

October 25

November 15

December 13 (Organizational Meeting)

Board of Education meetings are usually held on the 2nd and 4th Tuesdays and begin at 6:30 p.m. If needed, Board workshops may be held prior to the regular Board meetings. The start time for workshops will be included on the agenda. Agendas are posted at the District Office and each school site on the Friday prior to each Board meeting. **Agendas are available on the District website (/fs/pages/594)**, as well as on the **California School Boards Association website (https://losalamitos.agendaonline.net/public/)** (**https://losalamitos.agendaonline.net/public/**).

If you have any questions, please call Tina Dingillo, Executive Assistant to the Superintendent and Board of Education, at 562-799-4700 ext. 80401 or email Tina at **tdingillo@losal.org** (**mailto:tdingillo@losal.org**).

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM I

Date: January 11, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: GENERAL MANAGER ITEMS

RECOMMENDATION

Receive and file.

INFORMATION

In addition to the day-to-day operations of the Rossmoor Community Services District (RCSD) General Manager has been working on the following projects:

1. Senior Meal Gap Program: The Senior Meal Gap Program was a huge success. The dates announced for the gift card distribution were Monday, December 13 through Saturday, December 18, from 10 a.m. to noon at the Rush Park Auditorium. Included in the information was that the supply was limited and distribution would take place while the supply lasted. The eligibility criteria were that the participant be a Rossmoor resident, 65 years of age or older, valid identification and proof of residency required; one per household. On the first day of distribution, seniors began lining up at the Rush Park Auditorium prior to 10 a.m. The Auditorium was set up for the seniors and they were given brief forms to complete with the required information to document the gift card distribution. Staff and a team of volunteers greeted the seniors and assisted them with obtaining their gift card. All 350 Sprouts gift cards (\$200 each) were distributed to seniors who came to Rush Park from 10 a.m. to noon the first two days of distribution – Monday, December 13 and Tuesday, December 14. Staff and volunteers received compliments on how well-organized the event was. Patrons were provided with coffee and refreshments and enjoyed visiting with neighbors and sharing stories about living in Rossmoor.

Special thanks go to Directors Rips and Searles who were assigned to work with the General Manager to determine an appropriate program to be offered to RCSD residents. Their foresight and leadership is appreciated. Recipients were extremely pleased with the program and appreciative of the opportunity to participate. As the gift card distribution process was underway, participants enjoyed time socializing with neighbors and other Rossmoor residents. We have received many compliments about the Senior Meal Gap Program and how it was executed.

It was a pleasure serving our seniors and we look forward to adding additional recreational opportunities and services for this population. Thanks to Supervisor Foley for including our District in the program funding provided by the American Rescue Plan Act (APRA) of 2021. Staff has submitted the final summary to the Orange County Community Services Program Manager. Special thanks to our

volunteers from RHA and residents who assisted in greeting, verifying applicant information and distributing the gift cards.

2. Changing of Orange County Supervisorial Districts: On Wednesday, January 5, 2022, the General Manager met with Supervisor Katrina Foley and thanked her for her support and service to our District. Supervisor Foley acknowledged that the highlight of her year was assisting Rossmoor in obtaining the street sweeping schedule change. She is very pleased to have served the District. Effective, January 7, 2022, the RCSD will be represented by District 1 Supervisor Andrew Do. The General Manager also reached out Supervisor Andrew Do's Office and spoke to the representative that will be our liaison, Ophelia Garcia. Ms. Garcia was very supportive and enthusiastic about working with the District. She is looking forward to establishing a relationship with Rossmoor and providing services to the District. She is well aware of issues within the community and will be meeting with the General Manager to tour the District. Ms. Garcia also indicated they will be scheduling a Meet and Greet with the Board and a Roundtable outreach with Supervisor Do in the future.
3. Chamber Awards and Inaugural Luncheon: RCSD continues to support the Los Alamitos Chamber of Commerce which serves the Rossmoor community. On Friday, February 3, 2022 the Chamber will host their annual Awards luncheon at the Rush Park Auditorium.
4. Local Control: The Local Control Ad Hoc Committee (Directors Rips and Nitikman, RHA representatives Marian Last and Gary Stewart, and the General Manager) continue to work on the survey regarding residents' satisfaction with services in Rossmoor. It was determined that with the holidays, the new street sweeping schedule marketing program, the new recycling program being implemented by CR&R, it would be too much to add this survey to the information being sent to residents. The Committee will meet again in January and will bring a report to the Board in the future.
5. Athletic Field Renovation: The athletic (turf) fields at Rossmoor and Rush Parks are being renovated December 13, 2021 through February 1, 2022. Portions of the fields remain open to the public. RCSD staff is in the process of replacing the wood backstops and player dugout benches in preparation of the upcoming softball season. LAGSL has scheduled the infields to be laser graded and manicured.
6. Committee Meetings: Staff is working with various committees (Budget, Parks and Facilities, Tree) in setting meeting dates in preparation for the mid-year budget review, review of the proposed new accounting software, discussion regarding facility fees, review of the Audit request for proposals packet and to discuss upcoming Capital Improvements and parkway trees. These committees will be making recommendations to the RCSD Board at upcoming RCSD Board meetings. The 2022 Committees will be appointed by the new RCSD President.

ATTACHMENTS

None