



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

**REGULAR MEETING**

RUSH PARK  
Auditorium  
3021 Blume Drive  
Rossmoor, California 90720

**Tuesday, August 8, 2023**

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**A. ORGANIZATION**

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

2. ROLL CALL:

Present: Directors Searles, Shade, Vice President Maynard

Absent: Director Barke, President DeMarco (Excused)

3. PLEDGE OF ALLEGIANCE: Director Searles

4. PRESENTATIONS:

- a. California Special District Association (CSDA) – Chris Palmer, Senior Public Affair Field Coordinator

Senior Public Affair Field Coordinator Chris Palmer narrated a PowerPoint presentation with details of the CSDA; provided a legislative briefing; spoke about ensuring that special districts have equal opportunities as cities and counties in terms of applying for grants and partnership opportunities.

Discussion followed regarding RCSD's interest in increasing senior services, the status of various legislative bills, a professional development scholarship and other benefits of membership in CSDA, steps to deal with zip codes and sales tax inequities, the number of community services districts in CSDA and getting feedback from other districts.

- b. California Highway Patrol – Officer Mitch Smith, Traffic Safety Update

CHP Public Information Officer Mitch Smith provided a traffic safety update; spoke about getting back on track to attend RCSD Board meetings and discussed 911 responses, senior volunteers, development of an eBike safety curriculum, calls for service and assignment of a new CHP Officer to RCSD.

c. Miss Anaheim's Teen – Kayla Teng, Volunteer Story Time Reader

Kayla Teng reported her community service initiative is literacy; discussed fund raising through a book drive at Family Fun Festivals and Story Time at the Rossmoor Farmers Market; asked RCSD to promote the book drive on social media; addressed incentives and noted her goal is to raise 300 books.

Discussion followed regarding working with the Youth Center and the Friends of the Library.

**B. ADDITIONS TO AGENDA - None**

**C. PUBLIC FORUM**

Vice President Maynard opened the Public Forum portion of the meeting. There was no response and Vice President Maynard closed the Public Forum.

**D. REPORTS TO THE BOARD**

1. ADMINISTRATIVE ASSISTANT REPORT – CAROLYN WHANG

General Manager Mendoza provided an update on digitizing RCSD documents; spoke about coordinating contracts, reviewing policies, user fees and structure, as well as bonuses and commented on setting up a meeting regarding RCSD's website and a Traffic Committee meeting in September.

2. ORANGE COUNTY REGISTRAR OF VOTERS PRESIDENTIAL PRIMARY ELECTION

General Manager Mendoza presented details of the report; noted the OC Registrar of Voters will use Rossmoor Park during the upcoming presidential primary election and addressed lighting issues.

Discussion followed regarding possible traffic issues.

3. STREET SWEEPING UPDATE

General Manager Mendoza provided an update on street sweeping and discussed placement of signage and enforcement.

4. MONTHLY TRAFFIC SAFETY UPDATE

General Manager Mendoza announced that Wei Zhu, Sr. Civil Engineer from Orange County Public Works would be discussing Traffic Study findings at the RCSD Board meeting on September 12, 2023; discussed promoting the meeting and encouraged residents to attend the meeting to provide their input.

**E. CONSENT CALENDAR**

1. MINUTES:

- a. Regular RCSD Board Meeting of July 11, 2023

Director Searles pulled Item No. 1 for separate discussion and action.

2. JUNE 2023 REVENUE AND EXPENDITURE REPORT

Motion by Director Searles, seconded by Director Shade, to approve the June 2023 Revenue and Expenditure Report, as presented. Motion passed 3-0, with Director Barke and President DeMarco, absent.

**ITEMS PULLED FROM THE CONSENT CALENDAR**

1. MINUTES:

- a. Regular RCSD Board Meeting of July 11, 2023

Director Searles noted omissions and corrections needed in the meeting minutes of July 11, 2023.

Motion by Director Searles, seconded by Director Shade, to continue approval of the July 11, 2023 minutes until the next RCSD Board Meeting. Motion passed 3-0, with Director Barke and President DeMarco, absent.

**E. PUBLIC HEARING – None**

**G. RESOLUTIONS:**

1. RESOLUTION NO. 23-08-08-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING THE CONSUMPTION OF ALCOHOL AT A WEDDING EVENT ON JUNE 15, 2024, IN THE RUSH PARK AUDITORIUM FROM 4:00 P.M. TO 8:00 P.M.

Director Searles pointed out there is a discrepancy between the resolution presented in the agenda packet and the resolution on the agenda and General Manager Mendoza read the correct title of the resolution as stated above.

Motion by Director Searles, seconded by Director Shade, to waive further reading of and adopt by title, RESOLUTION NO. 23-08-08-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING THE CONSUMPTION OF ALCOHOL AT A WEDDING EVENT ON JUNE 15, 2024, IN THE RUSH PARK AUDITORIUM FROM 4:00 P.M. TO 8:00 P.M. The motion carried 4-0, with the following vote:

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

**ORDINANCES – None**

**H. REGULAR CALENDAR:**

**1. APPLICATION FOR DISPENSING AND CONSUMPTION OF ALCOHOL AND EXTENDED EVENT HOURS**

General Manager Mendoza reported this is a request from a resident asking for extended hours to set up for their wedding, earlier in the day and noted they will obtain all necessary permits.

Discussion followed regarding the history of events at Rush Park involving alcohol, vetting and the current policy.

Motion by Director Searles, seconded by Director Shade, to approve the application for dispensing and consumption of alcohol and extended event hours. Motion passed 3-0, with Director Barke and President DeMarco, absent.

**2. DISCUSSION AND POSSIBLE ACTION REGARDING ALTERING THE BOARD MEETING AGENDA POLICY TO INCLUDE RESOLUTIONS WITHIN REGULAR CALENDAR AGENDA ITEMS**

General Manager Mendoza provided details of the report.

Discussion followed regarding adding items to agendas and allowing appeals by the public, of the General Manager's denial of a request to place an item on the agenda.

General Counsel Preziosi reported this item was initiated by General Counsel when the Board requested that the General Manager and General Counsel return to the Board revisions to the Board Policy No. 5020 and noted he corrected typos and inconsistencies to Board Policy No. 5023.

Vice President Maynard suggested continuing the item so that the absent Board Members may hear the matter.

Director Searles spoke about Board Policy No.'s 5020 and 5021 in terms of requiring two weeks prior to a meeting request; noted there is no timeline for the General Manager to respond and suggested considering the various sections, separately.

General Counsel Preziosi stated that it is preferable to note all of the policy changes in one document; suggested making the language corrections now and having staff return for a second reading. He added he is not aware of another city with similar policies in terms of what is published on the agenda at the public's request.

Discussion followed regarding best practices for appeals and the need for a formal appeal process.

General Counsel Preziosi suggested the following language: Appeal of rejection: A decision of the General Manager not to include an item on the agenda, shall be made in writing and delivered to the requestor within 10 days of the denial of the request, and may then be appealed by the requestor.

Director Searles expressed concerns the new language would allow the General Manager to sideline a request until after the next meeting.

General Counsel Preziosi noted his intent was for the General Manager to respond within ten days of the request and stated staff can return with another first reading in September.

Director Searles suggested the item return for first reading with a full understanding as to why each section is being changed and how it related to the other. Additionally, he felt it may be time to do another Brown Act review session.

Director Shade spoke about the changes seeming one-sided and agreed with the need to come back for a first reading.

Vice President Maynard suggested Board Members be ready to suggest changes at the next RCSD Board meeting.

Discussion followed regarding addressing Closed Session policies.

Vice President Maynard suggested scheduling a Personnel and Contract Administration Committee meeting to discuss this item prior to the next RCSD Board meeting.

The General Manager clarified that the direction of the Board is to bring this agenda item to Committee for discussion and revised first reading incorporating comments from the Board and further clarification from General Counsel as to the changes required to maintain compliance with the Brown Act.

## **I. GENERAL MANAGER ITEMS**

General Manager Mendoza announced the upcoming Family Fun Festival at Rush Park and a mulch giveaway from 9:00 a.m. to 11:00 a.m. at Kempton Park; reported a bid package was distributed for tennis court and basketball resurfacing and pickleball conversion and discussed acoustic mitigation, the canopy at Rossmoor Park, carpeting, flooring and sound mitigation at the Rush Park Auditorium and proposed contractual renewals, the Health and Wellness Fair and the upcoming Los Alamitos Chamber of Commerce Hero's Luncheon.

## **J. BOARD MEMBER ITEMS**

Director Shade thanked staff and commented favorably regarding Kayla Teng's project.

Vice President Maynard urged General Manager Mendoza to reach out to his company about being a potential sponsor of the upcoming Health Fair.

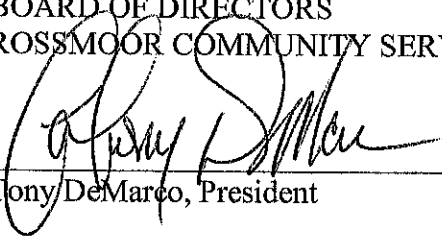
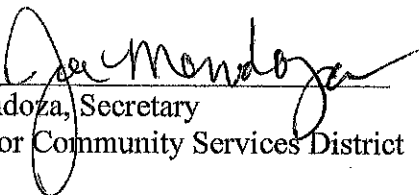
**K. GENERAL COUNSEL ITEMS - None**

**L. ADJOURNMENT**

Motion by Director Searles, seconded by Director Shade, to adjourn the meeting at 9:00 p.m. Motion passed 3-0, with Director Barke and President DeMarco, absent.

ATTEST:

BOARD OF DIRECTORS  
ROSSMOOR COMMUNITY SERVICES DISTRICT

  
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Tony DeMarco, President  
\_\_\_\_\_  
Joe Mendoza, Secretary  
Rossmoor Community Services District

**APPROVED:**