

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Special Meeting of the Board Agenda Package

JUNE 4, 2019

PUBLIC COPY

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

SPECIAL MEETING

RUSH PARK
West Room
3001 Blume Drive
Rossmoor, California

Tuesday, June 4, 2019

7:00 p.m.

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors DeMarco, Maynard, Nitikman,
President Casey
3. PLEDGE OF ALLEGIANCE

B. 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.

C. REGULAR AGENDA

1. Board Vacancy Interview of Applicant(s) for Vacant Board Seat
2. Board Vacancy: Discussion and Possible Action Re: Appointment to Fill Board Vacancy

D. 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 as soon as possible 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.

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the Tuesday, June 4, 2019 7:00 p.m. Special Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 24 hours prior to the time of the meeting.

ATTEST:

Elizabeth Deering for _____
JOE MENDOZA
General Manager

Date May 31, 2019

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ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: June 4, 2019

To: Honorable Board of Directors

From: General Manager

Subject: BOARD VACANCY INTERVIEWS OF APPLICANTS FOR
VACANT BOARD SEAT

RECOMMENDATION:

Approve the process for interviewing candidate(s) for appointment to the RCSD Board as follows:

- a. Determine the order of interviews
- b. Opening statements by candidate(s)
- c. Questions from Directors

BACKGROUND:

At your May 14, 2019 meeting, Director Bill Kahlert announced his resignation to the Board due to the fact that he was relocating out of state. His resignation effective date is May 15, 2019.

California Government Code section 1780(a) requires the Board within 60 days of the effective date of the resignation to either call for an election or appoint a new director to fill the vacancy. It was the determination of the Board, at the time of his announcement, to appoint a successor rather than call for an election.

The Notice of Vacancy was posted at three conspicuous places in the District for more than 15 days and published in local newspapers. The Notice requested that any interested person, who is a resident and registered voter within the boundaries of the Rossmoor Community Services District, to submit a letter of interest and resume setting forth a brief summary of the person's interest, qualifications and background. The deadline to submit a letter of interest and resume was no later than 5:00 p.m. on June 4, 2019. Action to appoint a director shall be by a vote of at least three (3) of the five (5) Director positions at a Special Board Meeting.

As of the posting of this agenda, the following residents, listed in the order received, submitted a communication of interest to the General Manager:

1. Jeffrey Barke

Letters of interest and resumes are attached. Those applicants whose information was submitted by the deadline of 5:00 p.m. on May 31, 2019, but after the posting of this agenda will be submitted at the time of the meeting.

At the conclusion of the interview process, the Board has expressed an interest in making an appointment to the Board. If so, the new Board Member would be sworn in at the June 11, 2019 Regular Board Meeting and participate fully at that meeting.

ATTACHMENTS:

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

**NOTICE OF VACANCY ON THE
BOARD OF DIRECTORS
OF THE
ROSSMOOR COMMUNITY SERVICES DISTRICT**

Please take notice that Director Bill Kahlert has resigned from the Board of Directors of the Rossmoor Community Services District effective May 15, 2019. As a result of this resignation, there is now a vacancy on the Board of Directors.

Pursuant to Government Code Section 1780, the Board of Directors may, within 60 days of May 15, 2019, make an appointment to office of Director to fill this vacancy. The term of office for this position expires in December 2020. A person appointed to the office of Director must be a resident and registered voter within the boundaries of the Rossmoor Community Services District.

Anyone interested in being appointed is required to submit a letter of interest and a resume setting forth a brief summary of the person's interest, qualifications, and background. Letters of interest and resumes should be personally delivered, emailed or mailed to the District offices so that they are received at the District offices no later than 5:00 p.m. on Friday, May 31, 2019. Letters of interest and resumes should be emailed to: ldearing@rossmoor-csd.org or hand delivered or mailed to the following address:

Joe Mendoza, General Manager
Rossmoor Community Services District
3001 Blume Drive
Rossmoor, CA 90720

Dated: May 15, 2019

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

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ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-2

Date: June 4, 2019
To: Honorable Board of Directors
From: General Manager
Subject: BOARD VACANCY: DISCUSSION AND POSSIBLE ACTION RE:
APPOINTMENT TO FILL BOARD VACANCY.

RECOMMENDATION:

Approve the process for selecting a candidate for appointment to the RCSD Board as follows:

- a. Open nominations for Board Member appointment.
- b. Motion and a second for nomination of a candidate
- c. Vote on nomination (requires three votes to appoint)
- d. If motion fails, call for a motion for a second nomination and a second
- e. Continue the process until a candidate receives three or more votes for appointment as a member of the Board.

BACKGROUND:

At your May 14, 2019 regular meeting, the Board expressed an interest in making an appointment to the vacant Board seat at the conclusion of the interview process. If so, the new Board Member would be sworn in at the beginning of your June 11, 2019 Regular Meeting, would assume the role of a Board Member and participate fully at that meeting.

ATTACHMENTS:

1. Oath of Office.

OATH OF OFFICE

I (State your name), do solemnly swear or affirm

that I will support and defend

the Constitution of the United States

and the Constitution of the State of California

against all enemies, foreign and domestic;

that I will bear true faith and allegiance

to the Constitution of the United States

and the Constitution of the State of California;

that I take this obligation freely,

without any mental reservation or purpose of evasion;

and that I will well and faithfully discharge the duties

upon which I am about to enter.