

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Special Meeting of the Board

Agenda Package

OCTOBER 26, 2015

PUBLIC COPY

CALL AND NOTICE OF A SPECIAL MEETING

TO THE MEMBERS OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT:

NOTICE IS HEREBY GIVEN that the President has called a Special Meeting of the Board to be held in the Rush Park West Room, 3021 Blume Drive, Rossmoor, California at 4:00 p.m. on Monday, October 26, 2015 for the purposes of convening an open session of the Board. The agenda for the meeting is set forth below:

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

SPECIAL MEETING

Rush Park West Room
3021 Blume Dr.
Rossmoor, California
**Monday, October 26, 2015
4:00 p.m.**

A. ORGANIZATION

1. CALL TO ORDER: 4:00 p.m.
2. ROLL CALL: Directors Burgess, Casey, DeMarco, Maynard
President Kahlert
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. DISCUSSION AND POSSIBLE ACTION RE: WINTER FESTIVAL.
2. DISCUSSION AND POSSIBLE ACTION RE: TURF REMOVAL.
3. DISCUSSION AND POSSIBLE ACTION RE: RUSH PARK CANOPY DEDICATION.

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 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.

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the October 26, 2015, 4:00 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
James D. Ruth
General Manager

Date 10/22/15

C1

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: October 26, 2015
To: Honorable Board of Directors
From: Parks & Facilities Committee
Via: General Manager
Subject: PARKS & FACILITIES COMMITTEE REPORT RE: WINTER FESTIVAL

RECOMMENDATION:

Approve the recommendations of the Parks & Facilities Committee regarding the activities and revised budget for the event.

BACKGROUND:

The Parks & Facilities Committee met on October 21, 2015 and reviewed the staff's recommendations regarding the scope of the Winter Festival event and the revised budget estimates. The Committee voted to support the staff's recommendations and to refer the matter to the full Board at a Special Meeting. The premise for approving the event at a Special Meeting was predicated on the need to obtain Board approval with sufficient time to advertise and promote the event.

Attached is the staff report on this matter which was presented at the meeting of the Committee.

ATTACHMENTS:

1. Agenda Item C-1 dated October 21, 2015 re: Discussion with General Manager re: Status Report—Rossmoor Winter Festival.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: October 21, 2015
To: Parks and Facilities Committee
From: General Manager
Subject: DISCUSSION WITH GENERAL MANAGER RE: STATUS REPORT—
ROSSMOOR WINTER FESTIVAL

RECOMMENDATION:

It is recommended that the Committee review and make recommendations to the Board on the District's proposed Winter Festival to include a budget adjustment and an approval for a beer garden based on the current scope of the event.

BACKGROUND:

Attached is a status update prepared by staff on the Rossmoor Winter Festival. This report will bring the Committee up to date with progress on the event since last reported to the Committee. Please review and make recommendations to the Board.

ATTACHMENTS:

1. Memorandum dated October 21, 2015 from General Manager re: Rossmoor Winter Festival, with attachments.

MEMORANDUM

To: Parks & Facilities Committee
From: General Manager
Subject: Rossmoor Winter Festival
Date: October 21, 2015

During the 2015-16 Budget discussions and our Goals & Objectives discussion with the General Manager, it was unanimously agreed that we plan for and initiate a Winter Holiday Festival.

Ultimately, the Board of Directors approved a \$4,000 budget for the event with no specific direction; just conceptual approval.

President Kahlert spearheaded the effort and began to outline his vision for the event to the General Manager and recreation staff. Recreation staff had been fully engaged in the development and conversion of our park policies to ordinances while addressing the controversial commercial for profit use of our parks.

As these important issues were brought to closure, our Superintendent of Recreation resigned to accept a position with the City of Los Alamitos Parks and Recreation Department. The Recreation Superintendent was the only staff member engaged in this effort at the time, thereby creating a crisis to coordinate such a large event within such a limited time.

President Kahlert has worked with the General Manager, staff members and Recreation Superintendent Chris Argueta to pull together a series of holiday activities that would appeal to the residents of Rossmoor for an exciting annual holiday event.

In order to achieve this objective, it was necessary to contract with an experienced professional event planner to assist staff. The Event Planner working closely with staff and President Kahlert were able to create the following proposed program of activities for your consideration.

Services for several of the events have been voluntarily donated, while others such as tree lighting and decorations, T-shirts, stage rental, tables and chairs have impacted our budget projections by approximately \$4,100 for a new total estimated cost of \$8,100.

We believe these costs could be reduced in the future if staff would have more time to obtain sponsors, donations and volunteers. Attached are materials for the Committee's review which provide updated details of the proposed event.

Regards,
James D. Ruth

Original Details of Rossmoor Winter Festival

1) Date/Time: Friday, December 11, 2015 6:00pm – 9:00

2) Location: Rush Park Auditorium & Parking Lot Area

3) Original Budget Estimate - \$4,000

4) Tree Lighting

- a) West Coast Arborist will be trimming a tree near the Rush Park Playground that will be used for a tree lighting ceremony.

5) Stage

- a) Depending on location and size, price varies

6) Schedule of Events

- a) Oak and McAuliffe Middle School Choirs – Performing at beginning of event
- b) Live Reindeer – 2 hours, children will be able to feed them graham crackers
- c) Food Trucks – 3 different options of various foods
- d) Santa – Picture with Santa in his chair
- e) Elves – Miss Southern California and Miss Teen Southern California
- f) Toy Drive – Collaborating with OCSD and Operation Santa Claus
- g) Food/Can Drive – Goods will be donated to Precious Life Shelter
- h) Vendors – Local vendors with holiday gift ideas
- i) Movie – Holiday movie in Auditorium
- j) Trolley – will take patrons on a short ride around Rossmoor

Rossmoor Winter Festival Updates

RCSD staff and Event Planner Maryam Ahmadinia have been working together to plan Rossmoor's first ever winter event. The event will be a great opportunity for the community to come enjoy some holiday festivities for the whole family. The event will be a great way to bring in the holidays and for Rossmoor to show its holiday spirit.

A tree lighting ceremony will take place with a tree located near the Rush Park Playground. Prior to the event, this tree will be trimmed by West Coast Arborist to shape it.

Both Oak Middle School Choir and McAuliffe Middle School Choir will be performing before the lighting of the tree as well as after. A DJ will also be brought in to play holiday music, as well as make introductions, and make any announcement throughout the event.

Santa will be there to greet everyone and also provide a photo opportunity for the whole family. The Auditorium is where Santa and his Elves will be sitting in a chair suited for only Santa himself. The Elves Miss Southern California, Xitlalic Conchola, and Miss Teen Southern California, Lauren LaBruna, will be handing out candy canes to the children. There will also be Rossmoor Winter Festival 2015 t-shirts with the official event logo that will be given out while supplies last.

There will be a team of 2 reindeers that will be making an appearance at the event. They will be in a fenced area outside where children will be able to feed them graham crackers and take photos. Possibly, if a sponser is found, the holiday movie ELF starring Will Ferrell will be playing inside the Auditorium for families to come in and enjoy. There will also be holiday arts and crafts for the children to take home.

A Holiday Trolley will be providing a brief tour of Rossmoor and the holiday spirit displayed throughout the community for all to enjoy. Our Town Trolley from Long Beach will be providing their service for the evening.

To provide food options, there will be three food trucks brought in with great offerings. These are always a crowd favorite at many events and tend to draw peoples interest.

Further, a possible beer garden component has been added to the program. The Seal Beach Lions Club has expressed an interest in participating in this program component. The Lions Club would be responsible for all permitting and approvals required and would keep any proceeds. Thus, this is a no cost item without any impact to the proposed budget.

There will also be some local vendors located outside with plenty of great possible gift ideas for the holidays. The annual toy drive will be taking place. Patrons will be asked to bring toys or goods that will help with Orange County Sheriff's Department Operation Santa Claus. A food drive will also be part of the event with donations to be given to Precious Life Shelter in Los Alamitos.

The OCSO has been contacted for some extra patrols or officers for event. A request for some reserve officers from the OCSO for the event has been put on request calendar. A location for patrol cars will be sectioned off for the evening to allow fast and easy ingress and egress for the officers.

With regard to the original budget estimates, it has now been determined that in order to light an outdoor tree, that it will cost an additional \$1,125 for an LED option. A cheaper option for incandescent lighting would require 45 amps of power which is not available at the site and would cost a far greater amount to upgrade. Additional, but essential program elements, increase the total budget estimate to \$8,100 or \$4,100 more than originally estimated. Board approval would be required to initiate this budget adjustment.

**ROSSMOOR WINTER EVENT
REVISED ESTIMATED COSTS**

ROSSMOOR WINTER FESTIVAL

Prelit Artificial Tree (Auditorium looking for sponser)	\$350
Tree Light/Decorations	\$3,625
DJ / Speakers	\$250
Holiday Movie (looking for sponser)	TBD-No Cost
Event T-Shirts	\$500
Marketing - Banners/Flyers	\$300
Reindeer	\$1,600
Tables/Chairs	\$400
Stage rental	\$500
Trolley	\$400
Logo	\$175
Oak/McAuliffe Choir	No Cost
Santa (Sponsor)	No Cost
Santa Chair	No Cost
Elves (2)	No Cost
Food Trucks (3)	TBD-No Cost
Beer Garden	TBD-No Cost
TOTAL COST ESTIMATE	\$8,100



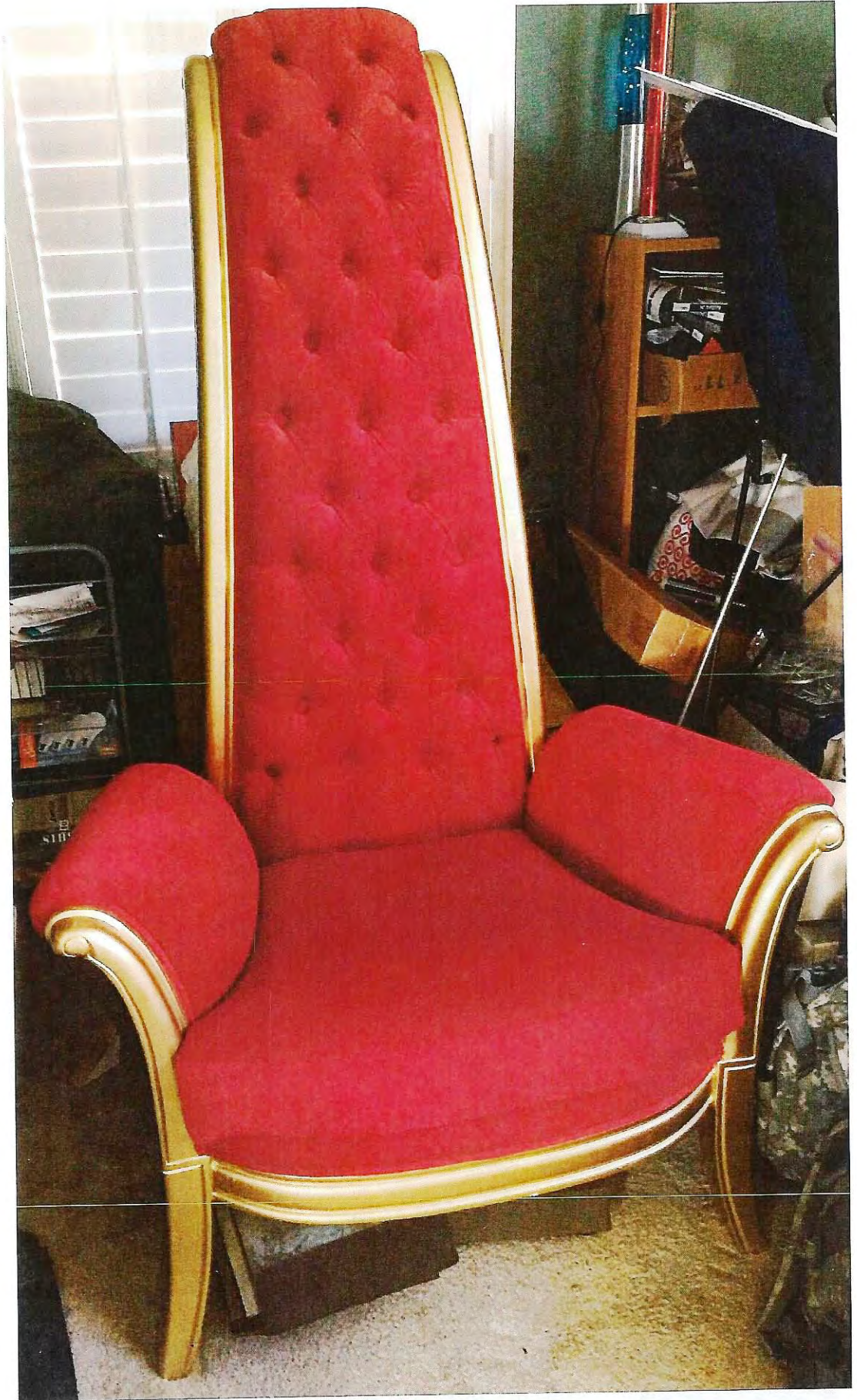


Santa's Elves

Miss Southern California 2015, Xilalic Conchola
Miss Teen Southern California 2015, Lauren Labruna









Tree Lighting

Choir

Stage

Reindeer

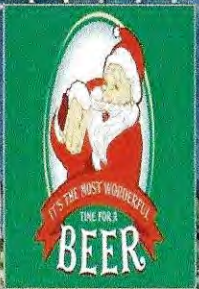
DJ
Holiday
Music

Vendors

Galaxy Chapel
Santa &
Elves

elf

Rossmoor Holiday Movie
Services District



Beer Garden



Food Trucks

Trolley



Blume Dr

Blume Dr

C2

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-2

Date: October 26, 2015
To: Honorable Board of Directors
From: Parks & Facilities Committee
Via: General Manager
Subject: PARKS & FACILITIES COMMITTEE REPORT RE: TURF
REMOVAL

RECOMMENDATION:

Approve the recommendations of the Parks & Facilities Committee regarding turf removal in support of the water reduction mandates.

BACKGROUND:

The Parks & Facilities Committee met on October 21, 2015 and reviewed the staff's recommendations regarding turf removal in support of the water reduction mandates. The committee voted to refer the matter to the full Board at a Special Meeting. The premise for approving the turf removal item at a Special Meeting was predicated on the need to obtain Board approval with sufficient time to receive full reimbursement from Golden State Water Co. for the removal of turf.

Attached is the staff report on this matter which was presented at the meeting of the Committee.

ATTACHMENTS:

1. Agenda Item C-2 dated October 21, 2015 re: Discussion with General Manager re: Turf Removal Update.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-2

Date: October 21, 2015
To: Parks and Facilities Committee
From: General Manager
Subject: DISCUSSION WITH GENERAL MANAGER RE: TURF REMOVAL
UDPATE

RECOMMENDATION:

It is recommended that the Committee review and make recommendations to Board on proposed turf removal in support of water reduction mandates.

BACKGROUND:

As previously reported to the Committee and the Board, turf removal has been contemplated as an element of the District's water conservation measures. The District has received approval for total cost rebates for the removal of turf which will further reduce the amount of water required for proper irrigation of the Districts parks.

Attached is the staff report with the approval from Golden State Water Co. and examples of drought tolerant landscapes. While the approval indicates an approved amount of \$50,000, only approximately \$17,000 (8,500 s.f.) is fully reimbursable. Moreover, the District has surpassed its required water reduction requirements. Thus, 8,500 s.f. of turf removal is considered a good balance between drought tolerant and normal green space.

ATTACHMENTS:

1. Memorandum dated October 21, 2015 from General Manager with attachments.

MEMORANDUM

To: President Kahlert, Director Maynard, Parks & Facility Committee
From: General Manager James D. Ruth
Subject: State Drought Program – Turf Removal Reimbursement Program
Date: October 21, 2015

During the past several weeks staff has worked closely with our landscape contractor ValleyCrest to identify problem turf areas that have access problems, or due to shade from trees, turf will not grow.

Under the State drought regulations the District has been pre approved for the removal of 8,500 s.f. identified in the attached photos and would be fully reimbursed for these costs (3000 s.f. per facility)

The 8,500 s.f. of turf removal represents 3,000 s.f. Rush Park, 3,000 s.f. Rossmoor Park, 1,000 s.f. Kempton Mini-Park + 1,500 s.f. at Foster Mini-Park.

Our contractor will restore the turf areas with drought resistant plants, using mulch and decomposed granite to beautify the areas.

Our recently installed water efficient nozzles should be sufficient to cover the newly planted areas at each location.

Staff seeks Committee and Board approval to proceed with the turf removal program which according to state regulations must be completed by November 30, 2015.



OFFICE USE ONLY
LN: Chamu
APP #: TR6-GSWC-9168-11320

July 22, 2015

Congratulations! On behalf of the Golden State Water Company and the Municipal Water District of Orange County, ***your funding for the Turf Removal Rebate Program has been reserved until November 30, 2015.*** For project's finishing after this date, funding is not guaranteed.

Next Steps

If you have not already done so, you can stop watering your turfgrass to immediately begin saving water and start the process of removing you turf. Reducing your outdoor water use can save a significant amount of water during this historic drought. The following project planning considerations are provided to help you achieve maximum water savings:

- If you are installing synthetic turfgrass, you should complete your project as soon as possible since no water is used to install this material.
- If you are converting your landscape with climate appropriate California Friendly and drought tolerant plant material:
 - Turf eradication methods are often most effective if implemented during the growing season (spring/summer) months. Helpful tips on turf removal methods can be found at <http://www.ocwatersmart.com/residential/turfresources>
 - Most California-Friendly and drought tolerant plants will establish best if planted during the fall months. Therefore, we ask you to wait until the fall to replant your new landscape. A helpful list of appropriate plants can be found at www.bewaterwise.com
 - To gain optimum water savings benefits, we have provided you with the maximum time allowable to complete your project. Planting in October and November will allow you to complete you project by November 30, 2015.

**Once your project is complete, or by November 30, 2015,
please go to www.ocwatersmart.com/turf
to schedule the mandatory post-removal inspection site visit.**

Please keep in mind that the completed project must meet the following guidelines:

- The project area cannot include any live turf or turf-looking plantings.
- Final project area(s) must include some plants, unless synthetic turf is installed.
- The watering system, if remaining, must be a low flow system (drip or high efficiency rotating nozzles). If part of a lawn is converted, the sprinkler system must be properly modified to provide adequate coverage to the remaining lawn without spraying the converted area.

- All exposed soil must be covered with a 2-3 inch layer of mulch, except in areas planted with creeping or rooting groundcovers or directly seeded.
- The converted area must be permeable to air and water. Weed barriers must be permeable. Concrete, plastic sheeting, or other impermeable surfaces will not be eligible for rebate funding. Grout and/or mortar used with pavers are not considered permeable and will disqualify the site from the rebate program if installed. Pavers or bricks that are sand filled and/or spaced sufficiently to allow air and water to pass through can be included in your conversion area so long as all program requirements have been met. Installing drains does not make your area permeable.
- All landscape conversion projects are subject to the terms of the city's code enforcement and/or HOA/CC&R board.
- No invasive plant species are permitted. A helpful website can be found at <http://cal-ipc.org/landscaping/>

Please Note: When submitting invoices and receipts as part of the post-inspection process, please make sure they are noted as paid. **Quotes or estimates are not acceptable.** Labor costs will be reimbursed if, and only if, a licensed contractor was hired. If you perform the turf removal work yourself, labor costs are not reimbursable. Rebate amount will not exceed overall project cost.

RESERVED PROJECT FUNDING FOR: TR6-GSWC-9168-11320

*As a public agency site, the current base rebate level is \$2.00 per square foot up for the first 3,000 square feet and \$1.00 per square foot for an additional 44,000 square feet for a total rebate up to \$50,000. Per the results of the pre-removal inspection, 97,436 square feet of turf is eligible for rebate, resulting in a **potential** rebate of **\$50,000.00**. Your funding has been reserved until November 30, 2015.*

Please visit www.ocwatersmart.com for additional program information.



**The Family of Orange
County Water Agencies**





Calvary Chapel
Los Alamitos



C3

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-3

Date: October 26, 2015
To: Honorable Board of Directors
From: Parks & Facilities Committee
Via: General Manager
Subject: PARKS & FACILITIES COMMITTEE REPORT RE: RUSH PARK
CANOPY OPENING CEREMONY

RECOMMENDATION:

Approve the recommendations of the Parks & Facilities Committee regarding the time, date and activities for the event.

BACKGROUND:

The Parks & Facilities Committee met on October 21, 2015 and reviewed the staff's recommendations regarding the scope of the Canopy Opening Ceremony event. The Committee voted to support the staff's recommendations and to refer the matter to the full Board at a Special Meeting. The premise for approving the event at a Special Meeting was predicated on the need to obtain Board approval with sufficient time to advertise and promote the event. Staff is recommending that the ceremony be held on Saturday November 14, 2015 at 10:00 a.m.

Attached is the staff report on this matter which was presented at the meeting of the Committee.

ATTACHMENTS:

1. Agenda Item C-3 dated October 21, 2015 re: Discussion with General Manager re: Rush Park Canopy Opening Ceremony.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-3

Date: October 21, 2015
To: Parks and Facilities Committee
From: General Manager
Subject: DISCUSSION WITH GENERAL MANAGER RE: RUSH PARK
CANOPY OPENING CEREMONY

RECOMMENDATION:

It is recommended that the Committee review and make recommendations to Board on an opening ceremony for the new Rush Park canopy

BACKGROUND:

Committee Member, Michael Maynard has suggested that it would be appropriate to have a dedication ceremony for the new Rush Park Canopy which is now being installed. It is envisioned that the ceremony would be similar in nature to the dedication of the Rush Park Playground in 2013.

Attached are the proposed details of the ceremony prepared by staff on this matter. The General Manager will provide the Committee with an oral update on the installation of the canopy at the meeting.

ATTACHMENTS:

1. Canopy Dedication Ceremony—Rush Park 2015.

CANOPY DEDICATION CEREMONY
RUSH PARK
2015

- SET-UP
 - BRING OUT CHAIRS FOR SEATING AREA
 - PREPARE PODIUM AND MICROPHONE
 - TABLE FOR FOOD & DRINKS
 - PREP FOOD & DRINKS
 - ARTS N' CRAFTS TABLE
 - BIG FAKE SCISSORS & REAL SCISSORS, RIBBON
 - DATE TO BE DETERMINED

- FOOD:
 - SPROUTS - FRUIT
 - STARBUCKS - COFFEE
 - GREAT DANE BAKERY – BAKED GOODS

9:00AM RCSD STAFF ARRIVE

10:00AM GM & BOARD MEMBERS ARRIVE
 ▪ FINISHING TOUCHES

10:45-11AM WELCOME GUESTS: SIGN IN/NAME-TAGS

11:00AM OPENING CEREMONY BEGINS

- BOARD PRESIDENT OPENS THE EVENT-EXTEMPORANEOUS REMARKS, WELCOMES GUESTS
- BOARD PRESIDENT INTRODUCES BOARD MEMBERS
- BOARD PRESIDENT ACKNOWLEDGES SPECIAL GUESTS IN AUDIENCE
 - GENERAL MANAGER AND STAFF
 - CHERYL WILLIAMSEN PARADIGM DESIGN , ARCHITECT
 - MIRACLE PLAYGROUND
 - ORTCO
 - OMERO PEREZ, PARK SUPERINTENDENT

BOARD PRESIDENT/ MEMBERS CUT(S) THE RIBBON, INVITES GUESTS TO COME ENJOY THE NEW STRUCTURE