

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board
Agenda Package

January 14, 2025



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

REGULAR MEETING

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720

Tuesday, January 14, 2025

7:00 p.m.

PUBLIC PARTICIPATION

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

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

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

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

A. ORGANIZATION

- | | |
|-------------------|---|
| 1. CALL TO ORDER: | 7:00 p.m. |
| 2. ROLL CALL: | Directors DeMarco, Remnet, Searles and Shade
President Maynard |

4. PRESENTATIONS:

- a) 2024 State of the District Address presented by President Michael Maynard
- b) Youth Center Cooperative Agreement Annual Report Presented by Lina Lumme, Executive Director

5. ELECTION OF OFFICERS

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. RECREATION REPORT – RECREATION SUPERINTENDENT CHRIS ARGUETA

E. CONSENT CALENDAR

1. MINUTES:

- a. Regular RCSD Board Meeting of December 10, 2024
- 2. NOVEMBER 2024 REVENUE AND EXPENDITURE REPORT, DECEMBER 2024 WARRANTS AND CURRENT LAIF AND US BANK BALANCE THROUGH DECEMBER 31, 2024
- 3. 2025 RCSD BOARD COMMITTEE ASSIGNMENTS

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

F. PUBLIC HEARING:

None.

G. REGULAR CALENDAR

1. RESOLUTION NO. 25-01-14-01 – 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

H. GENERAL MANAGER ITEMS

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

I. BOARD MEMBER ITEMS

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

J. CLOSED SESSION

Public Comment: Members of the public are welcome to address the Board of Directors, at this time, only on those items on the Closed Session agenda.

1. APPOINTMENT, EMPLOYMENT, OR EVALUATION OF PERFORMANCE OF PUBLIC EMPLOYEE PER GOVERNMENT CODE SECTION 54957(b)(1)
TITLE: GENERAL MANAGER
2. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Subdivision (a) of Section 54957.6, California Government Code
Agency Designated Representative: Joe Mendoza, General Manager
Name of Employee Organization: All Unrepresented Employees

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.

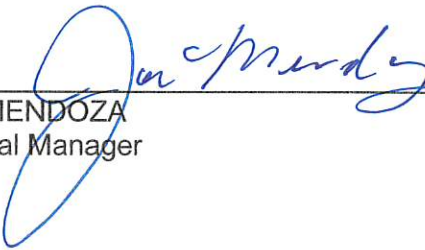
Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the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

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the January 14, 2025, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:



JOE MENDOZA
General Manager

Date 1/10/2025

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4(a)

Date: January 14, 2025
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: 2024 STATE OF THE DISTRICT ADDRESS PRESENTED BY
PRESIDENT MICHAEL MAYNARD

RECOMMENDATION

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

INFORMATION

In January each year, it is customary that the annual *State of the District* address be presented at the Rossmoor Community Services District (RCSD) Board of Directors meeting.

President Michael Maynard will present the *State of the District* address for 2024.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4(b)

Date: January 14, 2025

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: YOUTH CENTER COOPERATIVE AGREEMENT ANNUAL REPORT
PRESENTED BY LINA LUMME, EXECUTIVE DIRECTOR

RECOMMENDATION

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

BACKGROUND

In February 2024, Youth Center renewed its Cooperative Programming Agreement with Rossmoor Community Services District for a new three-year term, 2024-2027 (Agreement). Per the Agreement, Youth Center shall pay to the District Three Thousand Dollars (\$3,000.00) to meet its obligation to defray the District's operating costs on September 1st of each year.

In addition, Youth Center is also obligated to meet with RCSD staff annually to determine a co-sponsored fund-raising event to further offset the cost associated with maintenance, supplies, and utilities at Rossmoor Park. The goal is to raise \$5,000 annually by working together to secure sponsors, establish registration and event themes and fund-raising opportunities.

Also, commencing with the November 2024 RCSD Board of Directors meeting and continuing every November for the duration of the Agreement, Youth Center shall provide to the District an annual report that tallies the number of students residing each in Rossmoor, Los Alamitos, Seal Beach or any other city or other political subdivision, that are enrolled in any summer day camp or after school program authorized the Agreement.

Youth Center Executive Director, Lina Lumme, will be presenting the census data for the after-school programs and highlighting many of the partnership opportunities that occurred throughout 2024 including the role Youth Center played in the success of the Rossmoor Festivals and Events.

ATTACHMENTS

1. Cooperative Programming Agreement between RCSD and Youth Center.

COOPERATIVE PROGRAMMING AGREEMENT
BETWEEN
ROSSMOOR COMMUNITY SERVICES DISTRICT AND
YOUTH CENTER
(2024-2027)

This Agreement ("Agreement") is made and entered into this day of March 10, 2024 by and between Rossmoor Community Services District ("District"), and Los Alamitos Youth Center ("Youth Center"), a non-profit organization. The District and Youth Center are sometimes referred to in this Agreement, each individually as a "Party," or collectively, as the "Parties."

RECITALS

WHEREAS, the District owns the property located at 3232 Hedwig Road, Rossmoor ("Community Center");

WHEREAS, The parties desire to make available to the residents of Rossmoor and other individuals a Rossmoor Park Summer Day Camp program and After School Program in an economical and efficient manner;

WHEREAS, Youth Center has operated the Day Camp at the Rossmoor Park Community Center since 1988;

WHEREAS, the District and Youth Center have the mutual interest in providing the Rossmoor Park Summer Day Camp and After School Program at the Rossmoor Park Community Center and Rush Park Auditorium;

NOW, THEREFORE, DISTRICT AND YOUTH CENTER AGREE AS FOLLOWS:

1. THE PROGRAM

1.1 The Rossmoor Park Summer Day Camp and After School Program (collectively, the "Joint Program") shall be coordinated jointly by the Recreation Department of the District and Youth Center.

2. AGREEMENT

2.1 District grants Youth Center a non-exclusive license ("License") to utilize the Community Center, and Community Center patio, the kitchen, the Rush Park Auditorium and Picnic Site C for its summer day camp program for the term of the Agreement. The District also grants the use of the Community Center and Community Center patio by use of the Youth Center for its After School Program for the term of the License. The spaces Youth Center is authorized to use pursuant to

this license are collectively referred to herein as "Premises." The License shall be used in accordance with the Scope of Services indicated on Exhibit A, attached hereto and incorporated by this reference and the terms and conditions set forth herein below. Youth Center shall not use the Premises in any manner contrary to the terms of this Agreement without District's prior written consent.

- 2.2 No Leasehold. No legal title or leasehold interest in the Premises is created or vested in Youth Center by the grant of this License.

3. FEE WAIVER AND OPERATING COST

- 3.1 District grants use on a co-sponsorship basis waiving all fees associated with use of the Community Center and kitchen during the hours depicted in Schedule of Use indicated on Exhibit B, attached hereto and incorporated by this reference.
- 3.2 Operating Costs. Youth Center shall pay to the District Three Thousand Dollars (\$3,000.00) per year to meet its obligation to defray the District's operating costs, as referred to in Sections 8.2 and 9.8 herein, which shall be due on September 1st of each year.

4. TERM AND TERMINATION

- 4.1 The operating term of this Agreement and the License shall be from March 9, 2024 to March 8, 2027. This Agreement, and the License granted hereunder, may be terminated by District at any time upon giving 90 days written notice to Youth Center. Youth Center may terminate this Agreement upon giving 90 days written notice to District. This Agreement, and the License granted hereunder, are not transferable or assignable by Youth Center to any other person or entity without the prior written consent of District.
- 4.2 This Agreement, and the License granted hereunder, may be terminated by the District immediately based upon a breach by Youth Center of any of the terms and conditions of this Agreement.

5. MUTUAL RESPONSIBILITIES

- 5.1 Approval of the Joint Program between the District and the Youth Center shall be by mutual agreement of the District and the Youth Center.
- 5.2 The District and Youth Center shall each be responsible for the ongoing maintenance and upkeep of their respective facilities used for the Joint Program.

6. USE OF PREMISES

- 6.1 Schedule of Use. Youth Center shall comply with the Schedule of Use. District reserves the right to use, sublease, or license the Premises to third parties. Youth Center is aware and acknowledges that the Schedule of Use is subject to change to meet the scheduling and maintenance needs of the District and agrees to indemnify and hold District harmless for any such changes to the Schedule of Use.
- 6.2 Permissible Uses. Youth Center shall only be permitted to use the Premises for day camp and after school activities and programs. Youth Center shall not use the Premises for any other purposes without first obtaining District's written consent. Youth Center agrees not to use the Premises for any immoral or unlawful purpose.
- 6.3 Preservation of Insurance. Youth Center shall not commit any acts on the Premises, nor use the Premises in any manner that will cause the cancellation of any fire, liability, or other insurance policy insuring the Premises or the improvements on the Premises.
- 6.4 Vacating Premises. On or before the effective date of termination of this Agreement and/or License, Youth Center shall vacate the Premises, remove all of Youth Center's personal property from the Premises, and leave the Premises in good order and repair, subject to the satisfaction of District.
- 6.5 No Waste or Nuisance. Youth Center shall not commit any waste or any public or private nuisance upon the Premises.
- 6.6 Legal Compliance. Youth Center shall not violate any federal, state, or District law, rule, regulation or order of court that may be applicable to the use the Premises.
- 6.7 Water Preservation. Youth Center shall make every effort to conserve water use in times of drought.

- 6.8 Appropriate Attire. Youth Center shall maintain appropriate dress code for providing recreation activities.

7. HOURS OF USE

- 7.1 Youth Center agrees to use the facility in accordance with Schedule of Use.
- 7.2 Requests for additional hours of use for volunteer trainings/activities may be granted with written approval from the District within 30 days of scheduled of scheduled event.

8. RESPONSIBILITY OF THE DISTRICT:

The responsibility of the District shall be as follows:

- 8.1 The District agrees to share the financial cost of maintaining the facilities.
- 8.2 The District shall be responsible for sharing the costs of utilities, janitorial services, and turf repair for the Premises, based on an annual negotiated amount.
- 8.3 The District agrees to repair, or schedule repair for the cost of repairing damage to the Premises during period of use by Youth Center, where such damage may be attributed to ordinary or reasonable use of the Premises.
- 8.4 District agrees to provide carpet cleaning supplies for Youth Center's utilization.
- 8.5 District agrees to review proposed monthly calendar of activities submitted by Youth Center After School program volunteers and staff.
- 8.6 District agrees to review monthly program evaluations submitted by Youth Center to determine if responsibilities of Youth Center are met as outlined in Agreement.
- 8.7 District agrees to cooperate with Youth Center in the distribution of informational materials about Joint Programs.
- 8.8 District agrees to coordinate a dumpster rental for the last day of Day Camp for Youth Center to dispose of additional trash items.

9. RESPONSIBILITIES OF YOUTH CENTER:

The responsibilities of Youth Center shall be as follows:

- 9.1 Youth Center agrees to provide staff and volunteers for day camp and after school activities and programs and pay all costs associated with employment of staff. A minimum of two staff members shall be provided and compensated daily for the After School program. A minimum ratio of one staff for every ten children shall be required for Day Camp.
- 9.2 Youth Center agrees to clean facility and patio areas daily or as needed as outlined in the Scope of Services indicated on Exhibit A.
- 9.3 Youth Center agrees to provide the District with a proposed after school program activity calendar by the 15th of every month
- 9.4 Operate the Facility during posted hours of operation.
- 9.5 On a monthly basis, Youth Center agrees to provide the District with a monthly summary of activities and programs offered the previous calendar month including number of attendees.
- 9.6 Youth Center agrees to adopt the principles of a sound risk management program. Whenever possible, risk shall be avoided. All Youth Center officers, and employees exercising rights granted by this License on behalf of Youth Center or pursuant to this License shall have background checks, and CPR/AED certified at the sole expense of Youth Center.
- 9.7 Youth Center agrees to properly train and supervise staff and volunteers and pay for any additional off-site recreation trainings that would benefit staff and/or volunteers.
- 9.8 Youth Center agrees, at its sole cost and expense, to repair any damage that occurs to the Premises during period of use by Youth Center, except where such damage may be attributed to ordinary or reasonable use of the facility. Youth Center also agrees to reimburse the District for an agreed upon annual negotiated operating cost, pursuant to Sections 3.2 and 8.2 herein.
- 9.9 Youth Center agrees to defend, indemnify and hold the District harmless as more fully set forth in Section 10, below.

- 9.10 Commencing with the November 2024 RCSD Board of Directors meeting and continuing every November for the duration of this Agreement, Youth Center shall provide to the District an annual report that tallies the number of students residing each in Rossmoor, Los Alamitos, Seal Beach or any other city or other political subdivision, that are enrolled in any summer day camp or after school program authorized under this Agreement.
- 9.11 Youth Center will include the Rossmoor Community Services District (RCSD) as a partner and add the RCSD logo on all flyers, social media, publications, banners mailers and online marketing.
- 9.12 Youth Center will provide volunteers at the following events for crafts and general set up and tear down: Four (4) Summer Family Festivals, Two (2) Health and Wellness Fairs, One (1) Harvest (Halloween) Festival, One (1) Arbor Day Event, Weekly Farmers Market (Thursdays in November, December and January) - crafts for two hours, and One (1) Winter Festival in December.
- 9.13 Youth Center will meet annually with the RCSD staff to determine a co-sponsored fund-raising event to offset the cost associated with maintenance, supplies and utilities at Rossmoor Park. The goal is to raise \$5,000.00 annually by working together to secure sponsors, establish registration and event themes and fund-raising opportunities.
- 9.14 Youth Center and RCSD staff will meet in February of each year to review possible grants that can be applied for to enhance the Rossmoor Park facility. Joint efforts will include grant recognition, grant writing and submission.
- 9.15 Youth Center and RCSD staff will meet and confer to establish intergenerational opportunities and work with the Orange County Office on Aging.

10. INDEMNITY

- 10.1 Youth Center shall indemnify, defend with counsel approved by District, and hold harmless District, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in any way connected with the Youth Center's use of District property hereunder or Youth Center's failure to comply with any of its obligations set forth in this Agreement, regardless of District's passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the District. Should District in its sole discretion find Youth Center's legal counsel

unacceptable, then Youth Center shall reimburse the District its costs of defense, including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation. Youth Center shall promptly pay any final judgment rendered against the District (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement..

- 10.2 The requirements as to the types and limits of insurance coverage to be maintained by Youth Center as required by Section 11, below and any approval of said insurance by District are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by Youth Center pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

11. INSURANCE

Youth Center, at its own expense, shall obtain and maintain in effect at all times during the term of this License the following insurance policies:

- 11.1 Workers' Compensation Insurance as required by law. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the District at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against the District, its officers, agents, employees, and volunteers for losses arising from work performed by Youth Center pursuant to this Agreement.
- 11.2 Commercial or Comprehensive General Liability Coverage. Youth Center shall maintain commercial or comprehensive general liability insurance in an amount of not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the activities covered under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.
- 11.3 Automobile Liability Coverage. The Youth Center shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the Youth Center arising out of or in connection with this Agreement, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence.

11.4 Endorsements. Each commercial or general liability and automobile liability insurance policy shall be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California, or which is approved in writing by District, and shall be endorsed as follows. Youth Center also agrees to require all contractors, and subcontractors to do likewise.

11.4.1 The District, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of the operations by or on behalf of the named insured in connection with the Agreement between Rossmoor Community Services District and the Youth Center.

11.4.2 This policy shall be considered primary insurance as respects the District, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by the District, including any self-insured retention the District may have, shall be considered excess insurance only and shall not contribute with this policy.

11.4.3 This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.

11.4.4 The insurer waives all rights of subrogation against the District, its elected or appointed officers, officials, employees, or agents.

11.4.5 Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its elected or appointed officers, officials, employees, agents, or volunteers.

11.4.6 The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days' written notice has been received by the District.

11.5 Youth Center agrees to provide immediate notice to District of any claim or loss against Youth Center and/or District arising out of the use of District property under this Agreement. District assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve District.

- 11.6 Any deductibles or self-insured retentions must be declared to and approved by the District. At the District's option, the Youth Center shall demonstrate financial capability for payment of such deductibles or self-insured retentions.
- 11.7 The Youth Center shall provide certificates of insurance with original endorsements to the District as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the District on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the District at all times during the term of this Agreement.
- 11.8 Failure on the part of the Youth Center to procure or maintain required insurance shall constitute a material breach of this Agreement under which the District may terminate this Agreement and the License pursuant to Section 4, above.

12. MISCELLANEOUS

- 12.1 Entire Agreement. This Agreement, dated March 9, 2024 contains the entire agreement between the parties hereto with respect to the subject matter hereof, and any other purported agreement made shall be ineffective to change, modify, discharge or effect an abandonment of this License in whole or in part unless such purported agreement is in writing and signed by the party against whom enforcement is sought.
- 12.2 Notices. All notices permitted or required under this Agreement shall be given to the respective parties may provide in writing for this purpose.

District: District General Manager of RCSD
3001 Blume Drive
Rossmoor, CA 90720

Youth Center: Youth Center
10761 Los Alamitos Boulevard
Los Alamitos, CA 90720

Such notice shall be deemed made when personally delivered or, when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

- 12.3 Applicable Law. This Agreement shall be governed and interpreted in accordance with the laws of the State of California.

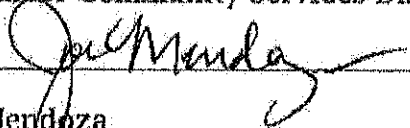
- 12.4 **No Brokers.** Each party represents to the other that it has not engaged or used the services of any broker, finder, or salesperson in connection with this Agreement.
- 12.5 **Counterparts.** This License may be executed in multiple counterparts each of which shall be deemed an original for all purposes.
- 12.6 **Binding Authority.** The individuals signing this Agreement represent and warrant that they have the right, power, and authorization to bind their respective entities to the terms of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.


District: District General Manager of RCSD
3001 Blume Drive
Rossmoor, CA 90720

Youth Center: Youth Center
10761 Los Alamitos Boulevard
Los Alamitos, CA 90720

Rossmoor Community Services District

By: 
Joe Mendoza
General Manager

Date: 2/13/2024

Youth Center
By: 
Lina Lumme
Chief Executive Officer

Date: 3/7/2024

APPROVED AS TO FORM FOR DISTRICT:

By: _____

Date: _____

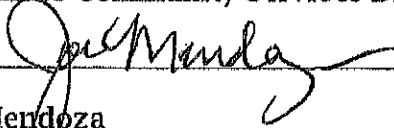
Tarquin Preziosi, General Counsel

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

District: District General Manager of RCSD
3001 Blume Drive
Rossmoor, CA 90720

Youth Center: Youth Center
10761 Los Alamitos Boulevard
Los Alamitos, CA 90720

Rossmoor Community Services District

By: 
Joe Mendoza
General Manager

Date: 2/13/2024

Youth Center

By: _____

Date: _____

Lina Lumme
Chief Executive Officer

APPROVED AS TO FORM FOR DISTRICT:

By: 

Date: 2-23-2024

Tarquin Preziosi, General Counsel

Exhibit A-1: Scope of Services

Use of Rossmoor Park for Youth Center's Summer Day Camp & Rossmoor Park and Rush Park After School Programs

I. RECREATIONAL OFFERINGS

- A. Youth Center staff shall be responsible for implementing planned Recreation activities with program participants while maintaining a safe play environment and promoting health and physical fitness.**
- B. The ages for program participants shall be age five (5) to twelve (12). Volunteers must be aged fourteen (14).**
- C. Youth Center may offer pre-planned drop-in activities for toddlers as part of their program offerings.**

II. PREVENTATIVE MAINTENANCE

- A. Youth Center shall be responsible for cleaning Community Room, Auditorium, kitchen and patio area daily as follows:**
 - Cover picnic tables daily**
 - No glitter or paint used inside Community Room or Auditorium**
 - No food or drink allowed inside the Community Room**
 - Trash pick-up hourly or as needed**
 - Vacuum daily**
 - Windex windows/doors daily**
 - Empty trash daily**
 - Clean kitchen daily**
- B. It is required restrooms are cleaned daily and deep cleaned on Fridays.**
- C. On Fridays the patio area shall be hosed down.**
- D. Following the conclusion of Day Camp, Youth Center agrees to schedule and pay for the patio area to be pressure washed and the carpet professionally cleaned.**

III. ELECTRONIC DEVICES

- A. Youth Center shall implement appropriate electronic device policies for employees and to use sound judgement.**

Exhibit B-1: Schedule of Use

Use of Rossmoor Park for Youth Center's Summer Day Camp & Rossmoor Park and Rush Park After School Programs

I. HOURS OF USE - ROSSMOOR PARK SUMMER DAY CAMP

- A. Youth Center will have use of the Rossmoor Park Community Room (Community Room) for up to 11 weeks of the summer from 7:00am to 7:00pm. Setup may begin up to 5 days prior to the commencement of Summer Day Camp.**
- B. Youth Center will utilize the Community Room on a Saturday for their annual staff training not to conflict with the Annual LAGSL Tournament.**
- C. On the 3rd Tuesday of each month, Youth Center agrees to vacate the Community Room by 6:00pm for the Rossmoor Homeowner's Association's regularly scheduled Board meetings.**
- D. Requests for additional dates and/or hours of use shall be submitted within 30 days of request. Additional requests may include staff meetings/trainings/program events or special activities.**
- E. Youth Center will utilize inside facility from 7:00am to 9:00am and 5:00pm to 7:00pm daily. An addition 1 ½ to 2 hours of use will be jointly agreed to by Youth Center Directors and RCSD staff prior to commencement of Day Camp.**

II. HOURS OF USE - ROSSMOOR PARK AND RUSH PARK AFTER SCHOOL PROGRAMS

- A. Youth Center will have use of the Community Room to coincide with the Los Alamitos Unified School District (LAUSD) Elementary School schedule.**
- B. On the 2nd Tuesday of each month, Youth Center agrees to vacate the Auditorium by 6:00pm for the Rossmoor Community Services District's regularly scheduled Board meetings.**
- C. Program must utilize Canopy A at Rush Park daily when available.**
- D. Program must adapt to another room or location based on availability when there are reservations or events in the Auditorium.**

- E. Program must be adapted to open early on Minimum days and conclude by 6:00pm Monday thru Friday.**
- F. Requests for additional dates and/or hours of use shall be submitted within 30 days of request.**

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-5

Date: January 14, 2025
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:

Michael Maynard, President
Tony DeMarco, First Vice President
Jo Shade, Second Vice President
Nathan Searles, Director
Mary Ann Remnet, 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 D-1

Date: January 14, 2025
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Recreation Superintendent Chris Argueta
Subject: RECREATION REPORT

RECOMMENDATION

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

INFORMATION

The Recreation Report is intended to provide the Rossmoor Community Services District (RCSD) Board of Directors with the status of activities and programs being performed to further the District's Recreation Programs

ATTACHMENTS

1. Recreation Report
2. Rossmoor Park Activity Report
3. Rush Park and Montecito Activity Reports

RCSD RECREATION DEPARTMENT

RECREATION REPORT

January 2025

SUMMARY

As we continue to see more and more families coming out to enjoy our beautiful parks in Rossmoor. The District's Recreation Department continues to provide a safe and clean environment for the community. Keep an eye out for some great upcoming community events and programs.

Past

- **Rossmoor Winter Festival** took place on December 14th from 4pm-9pm with many local school performances, snow zone, kids' zone, vendors, food trucks, pony ride, petting zoo, and of course Santa himself stopped by to join in on all the holiday fun. As always, there was a great turn out for the event, and everyone seemed to enjoy themselves as they soaked in all of the holiday spirit that was brought to Rossmoor. We couldn't have done it without all the great RCSD staff as well as all of the local entertainment and our amazing sponsors.
- **UCI Health** provided a free community health lecture about overactive bladders as part of the December Rossmoor Senior Club at the Rush Park Auditorium. Dr. Rathika Ramkumar, a urologist discussed symptoms, gender differences, impact on quality of life, causes, diagnosing and management. This was followed by a question-and-answer period that the audience participated in, and she also stuck around to answer more questions after the presentation as well.
- **Family Fun Day** was a free community event for all on November 10th from 1pm-4pm, at the Tennis & Pickleball courts located at Rossmoor Park. Tennis instructor Beau Berglund and Pickleball instructor Diana Abruscato provided free clinics and play for beginners and intermediate players. They had limited equipment available and healthy snacks for participants. This was an open event for all ages to enjoy. All the courts were full and with about close to 100 participants in total enjoying both pickleball and tennis. We are discussing and looking into future possible dates for another family fun day in the summer.
- **Harvest Festival** was on October 31st, an afternoon full of family fun at Rush Park! In collaboration with the Thursday farmers market at Rush Park we hosted the Harvest Festival with many fun activities and contest for all including a pumpkin patch, pumpkin painting, cooking decorating, crafts, bounce house, trunk or treat area, and costume contests with prizes along with music and photo opportunities. Fun was had by all the families and kids in attendance.

Upcoming

- **UCI Health** will be providing another free community health lecture in February for heart month they will be bringing in a heart specialist for a presentation. This will take place at the Rush Park auditorium as part of the Rossmoor Senior Club on Thursday February 27th

RCSD RECREATION DEPARTMENT

RECREATION REPORT

January 2025

beginning at 9am. This will also be followed by a question and answer period that the audience can participate in as well.

- **Shredding Event** is back on March 8th from 9am-12pm at the Rush Park parking lot, in collaboration with CR&R Environmental Services. Residents will be able to come by and drop off or stay and watch as your items will be shredded on location.
- **Health & Wellness Festival** received a great response from attendees last year and will be back again on May 10th. Attendees will once again be able to attend classes and workshops offered along with some other fun activities. Many great healthy food options and informative vendors will be present to answer questions.
- **Rossmoor Senior Club** 2nd and 4th Thursday of the month at Rush Park Auditorium at 9:30am. Come join us for coffee, snacks, games, lectures, and some fun social interaction. In the next couple of months, we plan on having some guest speakers from UCI Health, MemorialCare as well as the Orange County Health Care Agency on a variety of topics related to the senior community.
- **North Orange Continuing Education (NOCE)** is also now offering classes in Rossmoor at the Rush Park Auditorium for older adults. On Tuesdays and Thursdays NOCE offers a Senior Chorus class and on Tuesdays and Fridays they will be offering a Stick Yoga class. For more information contact NOCE by phone (714) 808-4679 or e-mail at starhelp@noce.edu

Ongoing

- **Farmers Market** at Rush Park every Thursday beginning at 4pm.
- **American Red Cross** hosts a monthly blood drive the third Wednesday of each month, the next blood drive will be on January 15th. To schedule a donation, visit www.redcrossblood.org
- **Rascals After School Program** at Rossmoor Park in conjunction with Youth Center. The program offers a fun, safe and supervised environment for youth to spend their time after school, build friendships, learn new skills, and discover their passions. Games, crafts, sports, library, music corner, science and tutoring/homework help are available at the center. For more information, visit TheYouthCenter.org.

The Recreation Department continues to look ahead and begin to plan for future programming and community events. We look forward to providing opportunities for the community to get together and enjoy the parks and community of Rossmoor. The Recreation Department is excited about what is in store for Rossmoor as we continue forming new partnerships and continue building community involvement.

**ROSSMOOR PARK
OCTOBER-DECEMBER**

ROSSMOOR	OCTOBER-DECEMBER			LOCATION TOTAL:
	OCT	NOV	DEC	
PLAYGROUND	3450	3658	3771	10879
WALK/RUN	1280	1395	1501	4176
TENNIS/PICKLEBALL	1986	1992	1978	5956
BASKETBALL	522	613	652	1787
VOLLEYBALL	82	74	72	228
FIELDS 1,2,3	4009	4021	4092	12122
PICNIC SITE A	510	589	651	1750
PICNIC SITE B	321	317	356	994
PICNIC SITE C	150	129	186	465
COMMUNITY ROOM	449	434	527	1410
OTHER	420	403	541	1364
MONTHLY TOTAL:	13179	13625	14327	41131
				QUARTERLY TOTAL

**RUSH PARK & MONTECITO CENTER
OCTOBER-DECEMBER**

RUSH PARK	OCT			NOV			DEC			LOCATION TOTAL:
PLAYGROUND	3480	3658	3782	3782	3658	3480	3782	3658	3480	10920
WALK/RUN	1230	1395	1488	1488	1395	1230	1488	1395	1230	4113
FIELDS 1,2,3	3660	3689	3875	3875	3689	3660	3875	3689	3660	11224
PICNIC SITE A	1801	1829	3875	3875	1829	1801	3875	1829	1801	7505
PICNIC SITE B	1470	1643	1395	1395	1643	1470	1395	1643	1470	4508
AUDITORIUM	1410	1550	1519	1519	1550	1410	1519	1550	1410	4479
EAST ROOM	450	471	470	470	471	450	470	471	450	1391
WEST ROOM	59	62	73	73	62	59	73	62	59	194
*OTHER	480	503	4689	4689	503	480	4689	503	480	5672
MONTHLY TOTAL:	14040	14800	21166	21166	14800	14040	21166	14800	14040	50006
*DECEMBER OTHER: WINTER FESTIVAL										
MONTECITO	696	775	759	759	775	696	759	775	696	2230
										QUARTERLY TOTAL

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a

Date: January 14, 2025
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Administrative Assistant Carolyn Whang
Subject: MINUTES REGULAR RCSD BOARD MEETING OF DECEMBER 10, 2024

RECOMMENDATION

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

- a. Regular RCSD Board Meeting of December 10, 2024

INFORMATION

The Minutes reflect the actions of the RCSD at their meeting of December 10, 2024.

ATTACHMENTS

- 1. Minutes – Regular RCSD Board Meeting of December 10, 2024



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

REGULAR MEETING

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720

Tuesday, December 10, 2024

A. ORGANIZATION

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

2. ROLL CALL:

Present: Directors DeMarco, Remnet, Searles, Shade and President Maynard

3. FLAG SALUTE
HOLIDAY INSPIRATION: Musical Youth Artist Repertory Theater (MYART)

4. PRESENTATIONS:

A. CERTIFICATION OF ELECTION RESULTS AND SWEARING IN OF NEWLY ELECTED DIRECTORS BY SENATOR JANET NGUYEN.

Senator Janet Nguyen swore in Board Members DeMarco, Remnet, and Searles.

B. ORANGE COUNTY SHERIFF'S DEPARTMENT – CAPTAIN AJ PATELLA PRESENTS COMMUNITY SAFETY UPDATE

Captain Patella reported calls into 911 dispatch are down 15% from this time last year, total number of reports have decreased and there has been a decline in crimes against property and society.

In response to Director Remnet's question, Captain Patella reported that though there have not been many reports of package thefts this holiday season, he believes it is happening and is just not being reported and encouraged citizens to report it regardless.

Captain Patella stated the Sheriff Blotter is not functioning right now and in absence of those community updates, he or another member of his department will deliver monthly reports in

the meantime to alert citizens.

In response to Director Shade's inquiry, Captain Patella believed the stolen Tesla wheels were an isolated incident and stated it has not happened in the surrounding areas. Additionally, he reported that due to the passing of Proposition 36, the police will be more active and have more tools, but there will not be much of an affect on Rossmoor as it is not a community with the types of issues the proposition was focused on.

Director Searles requested that Captain Patella have a representative educate the community on the new license plate reader cameras.

Director DeMarco pointed out the effort and time Captain Patella puts in to come to these meetings and thanked him for it. Additionally, Director DeMarco supported Director Searles's request for education on license plate readers.

General Manger Mendoza reported Orange County has put money aside for cities to put up license plate reader cameras and there are plans for the Traffic Committee to discuss and get funding for it.

B. ADDITIONS TO AGENDA - None

C. PUBLIC FORUM

President Maynard invited public comments.

Maureen Waters, resident, congratulated Directors Searles, DeMarco, and Remnet for winning their elections; stated she hopes the Board and community can unite now the election is over; thanked Captain Patella for the increased police presence in the neighborhood and requested an increase in presence by the CHP regarding various traffic issues.

There were no other public comments, and President Maynard closed this portion of the meeting.

D. REPORTS TO THE BOARD

1. RCSD PROGRAMS AND SERVICES SATISFACTION SURVEY UPDATE

Administrative Assistant Whang reported having 120 responses as of today; noted that advertising will continue at the upcoming festival on Saturday and announced that early results indicate the people are fairly satisfied.

Discussion followed on why there was a significant jump of responses in a short period of time.

2. REPORT FROM THE AD HOC TRAFFIC/SAFETY COMMITTEE

General Manager Mendoza reported: the committee met on November 21 with Directors DeMarco and Searles in attendance where various traffic and safety items were discussed, Senior Traffic Engineer Wei Zhu from Orange County Public Works was also in attendance and was highly cooperative and helpful, resident Kevin Boydin requested that the Engineer look at the issues on Montecito from Shakespeare and Bostonian, the committee requested blinking stop signs, but Ms. Zhu was concerned about the light affecting the surrounding homes and requested Staff create a map of best positions, to avoid disturbing citizens. Mr. Mendoza shared optimal spots.

Director DeMarco discussed a four lane road on Montecito, Wei Zhu's recommendations, flashing stop signs, and the need for more traffic enforcement and a traffic plan on weekends that have events.

Director Searles noted the stop signs being placed at Donis and Quail Run are due to multiple accidents and not resident requests; shared what Ms. Zhu explained about changing the speed limit and stated she is awaiting further direction on what Rossmoor wants to do.

Director Shade stated her support of flashing stop signs and hoped the light pollution could be mitigated.

President Maynard requested clarification regarding the law on municipalities changing speed limits. General Counsel Scott Porter could not offer much clarity at this time and stated he will report back later with a better answer. Additionally, President Maynard echoed that Rossmoor is not a four-lane community and he wants to reduce it.

E. CONSENT CALENDAR

1. MINUTES:

a. Regular RCSD Board Meeting of November 12, 2024

2. OCTOBER 2024 REVENUE AND EXPENDITURE REPORT AND NOVEMBER 2024 WARRANTS

3. ADOPTION OF FISCAL YEAR 2025-2026 BUDGET CALENDAR

Motion by Director Searles, seconded by Director DeMarco, to approve the Consent Calendar, as presented. The motion carried 3-0. Directors DeMarco and Remnet abstained.

F. PUBLIC HEARING – None

G. REGULAR CALENDAR

1. REVIEW AND APPROVE KAISER MEDICAL INSURANCE RENEWAL FOR 2025

General Manager Mendoza reported the Personnel and Contract Committee met with Directors DeMarco and Shade and they decided to recommend that the Board approve the insurance renewal; noted Kaiser has given them until January 15, 2025 to make any adjustments to the plan and ADP, the company who handles payroll, reviewed the plan and gave feedback; said that while other plans were more competitive price wise, Kaiser was still determined to be a better option due to its coverage; offered to revisit this issue sometime during the first few months of the new year to possibly find a better plan and give employees enough notice to cover their needs for the year 2026.

Discussion followed on placing a ceiling on the premiums, grandfathering the existing employees, and the feasibility of RCSD paying for it at the current rate.

Director Remnet stated that feedback should be obtained from the long-standing employees about their insurance plans before making any final decisions.

Motion by Director DeMarco, seconded by Director Searles, to approve the Kaiser Medical Insurance renewal for 2025. The motion carried 5-0.

2. RESOLUTION NO. 24-12-10-01 REJECTION OF GOVERNMENT CLAIM

General Manager Mendoza presented a review on this item.

Director Searles confirmed that the resolution would reflect the correct Director, Remnet, and not the former Director, Barke.

Motion by Director Remnet, seconded by Director Shade, to approve RESOLUTION NO. 24-12-10-01 REJECTION OF GOVERNMENT CLAIM. The motion carried 5-0 with the following roll call vote:

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

H. GENERAL MANAGER ITEMS

General Manager Mendoza announced that on December 12 at 9:30 a.m., UCI Health will have a lecture on overactive bladders in the auditorium as a part of the City's Senior Programs and currently 85 people have registered; reported RCSD will receive a \$19,000 from FEMA from an application submitted in 2021; provided an update of projects at Rush and Rossmoor Parks; commented on General Manager recruitment and interviews; addressed discussions with a potential new accounting firm and stated Arborist Kingman has reduced the number of residents without trees from 40 to 10 and is working with General Counsel Preziosi on the legality of mandating trees with the first round of trees set to be planted in December and the second round in January.

President Maynard invited those who are adamantly against having a tree to come before the Board to share their concerns.

General Manager Mendoza announced the Los Alamitos Holiday Chamber Breakfast will be held in the community room on Friday from 7:30 a.m. to 9:00 a.m. with the Los Alamitos High School Choir and Dance Team performing and noted the Rossmoor Park Canopy Project is undergoing schematic review this week with the target completion date still in March/April.

In response to Director Remnet's questions, General Manager Mendoza stated the project is ADA compliant, he does not believe the Canopy Project is big enough to impact the surrounding residents during construction and described the contracting process for demolition and installation and the process for review of the project.

I. BOARD MEMBER ITEMS

Director Remnet expressed concerns regarding the process for recruiting and hiring a new General Manager and the Closed Session meeting scheduled for December 16, 2024; noted the Board has not discussed it and read her letter to Board President Maynard requesting increased transparency, accountability and legal compliance with the Brown Act in that regard and that the Closed Session be postponed and placed on the January agenda to discuss during a regular Board meeting before taking further action.

General Counsel Porter explained that standard practice, when conducting interviews, is to do them in Closed Session and that per the Brown Act, this cannot be discussed, as it is not on the agenda, but action can be taken to direct staff to place it on a future agenda.

Director Remnet spoke about giving residents an opportunity to let the Board know what they want in a General Manager and to be heard.

President Maynard noted Council will deliberate on this issue in Closed Session.

Director Searles welcomed Director Remnet; thanked those participating in tonight's meeting; reminded residents of the Sherriff Department's vacation check program and wished everyone Happy Holidays.

Director DeMarco spoke about the Winter Festival; thanked those who participated in the meeting; encouraged residents that if they see something, to say something, welcomed Director Remnet and wished everyone Happy Holidays.

President Maynard thanks those who participated in the meeting; encouraged residents that if they see something, to say something; welcomed Director Remnet; spoke about the Winter Festival.

J. GENERAL COUNSEL ITEMS - None

K. ADJOURNMENT

President Maynard adjourned the meeting at 8:47 p.m.

ATTEST:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Michael Maynard, President

Joe Mendoza, Secretary
Rossmoor Community Services District

APPROVED:

December 10, 2024
Michael Maynard
President
Rossmoor Community Services District

Subject: Request to Postpone Upcoming Closed Session Meeting

Dear President Maynard,

I am writing to express my concerns about the closed session meeting scheduled for Monday, December 16, 2024, during which the succession process for hiring a new General Manager for the district is expected to advance. Given the significance of this decision, it is essential that we conduct this process with transparency, accountability, and legal compliance in line with both the letter and spirit of the Ralph M. Brown Act.

I am honored by the trust our community has placed in me through my recent election to this board. I take this responsibility seriously and am committed to ensuring that our community stays informed and engaged in decisions of this size. This approach aligns with the Ralph M. Brown Act, which emphasizes that “the people do not yield their sovereignty to the bodies that serve them” and “insist on remaining informed to retain control over the legislative bodies they have created.” Yet, as a member of this board, I am also dedicated to working collaboratively with my fellow directors, guided by mutual respect and shared responsibility, to navigate this important process in the best interests of the district.

As directors, we are bound to uphold the letter and spirit of its provisions, yet simultaneously, our district’s attorney reminds us that breaking the confidentiality of information shared within closed session discussions could expose a director to potential misdemeanor prosecution. I am precluded from discussing these issues publicly with either my community or as a representative of this collective body, as to share information outside of meetings is a violation.

In conclusion, I respectfully ask that the closed session meeting be postponed, and that this topic be placed on the agenda for January’s regular board meeting before taking any further action. This added time would allow the board to address concerns about transparency and evidence our commitment to open governance that aligns procedures for this large commitment, moving forward.

Postponing the meeting would also allow for a more thoughtful and legally sound hiring process, reducing the risk of procedural errors that could affect both the integrity of the selection process and the public’s trust in its outcome.

I am committed to working together, as we find a path forward that respects both our legal obligations and our responsibility to the community. Thank you very much for your consideration.

Sincerely,
Mary Ann Remnet
Director,
Rossmoor Community Services District



ROSSMOOR COMMUNITY SERVICES DISTRICT 2023-2024 SUMMARY AND COMPARISON/SEPTEMBER - NOVEMBER

TOTAL CALLS TO DISPATCH

2023 - (436) 2024 - (373)
-63 15%

TOTAL REPORTS

2023 - (75) 2024 - (69)
-6 8%

CRIMES AGAINST PERSONS

2023 - (2) 2024 - (1)
-1 50%

CRIMES AGAINST PROPERTY/SOCIETY

2023 - (45) 2024 - (30)
-15 33%

SUSPICIOUS ACTIVITY CALLS

2023 - (77) 2024 - (64)
-11 14%

CRIMES AGAINST PERSONS SUMMARY

- 2023: (1) Domestic Battery, (1) Attempt Murder/Shooting
2024: (1) Assault/Battery

CRIMES AGAINST PROPERTY/SOCIETY SUMMARY (BRIEF DESCRIPTION)

- 2023: (11) Burglary (5 Vehicle, 5 Residential, 1 Misc.), (9) Grand Theft (5 Catalytic, 4 Various), (7) Fraud/Identity Theft, (7) Petty Theft (Unattended Property), (6) Stolen Vehicle (Pick-Up Trucks, etc.)
2024: (9) Fraud/Identity Theft, (6) Burglary (5 Vehicle, 1 Attempt Residential), (2) Grand Theft (Unattended Tools), (1) Stolen Vehicle (Jeep Wrangler), (1) Theft (License Plate)

The above statistics were generated from our internal computer aided dispatch (CAD) system. Data may differ from the Uniformed Crime Reporting (UCR) from Department of Justice (DOJ). This report is intended to provide a statistical overview and general comparison for the district. Additionally, the statistics may not be consistent with the posted blotter data. The blotter displays all calls received through OCSD dispatch and frequently do not generate crime reports.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: January 14, 2025

To: Honorable Board of Directors

From: General Manager Joe Mendoza
Accountant Michael Matsumoto

Subject: NOVEMBER 2024 REVENUE AND EXPENDITURE REPORT AND DECEMBER 2024 WARRANTS

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the Revenue and Expenditure Report for November 2024.

INFORMATION

The Revenue and Expenditure Report is submitted on a monthly basis, as an indication of the District's unaudited year-to-date revenue and expenses. The attached Warrant Register contains checks and electronic funds transfers from December 1, 2024, to December 31, 2024.

ATTACHMENTS

1. Revenue and Expenditure Report for the month of November 2024
2. Explanation of Significant Variances from budgeted amounts
3. December 2024 Warrants

Rossmoor Community Services District
 Schedule of Revenues and Expenditures and Changes in Fund Balance - Budget and Actual
 For the month ended November 30, 2024

ATTACHMENT 1

	Original Budget	Amended Budget	Current Month	YTD	YTD Var	YTD % Bud
Revenues:						
Property taxes	\$ 1,339,800	\$ 1,339,800	\$ 242,589	\$ 272,272	\$ (1,067,528)	20.32%
Street light assessments	468,300	468,300	84,286	94,603	(373,697)	20.20%
Interest on investments	30,000	30,000	-	17,806	(12,194)	59.35%
From other governmental agencies	140,000	140,000	-	-	(140,000)	0.00%
Permit and rental fees	187,300	187,300	16,969	109,010	(78,290)	58.20%
Misc./Sponsorships	35,000	35,000	7,875	20,377	(14,623)	58.22%
Total Revenues	2,200,400	2,200,400	351,719	514,068	(1,686,332)	23.36%
Expenditures:						
Administration	1,286,730	1,286,730	94,814	525,350	761,380	40.83%
Recreation	68,650	68,650	8,223	46,499	22,151	67.73%
Rossmoor park	198,290	198,290	9,101	62,906	135,384	31.72%
Montecito center	13,910	13,910	697	6,225	7,685	44.75%
Rush park	132,400	132,400	8,405	61,289	71,111	46.29%
Street lighting	120,800	120,800	10,071	50,376	70,424	41.70%
Street sweeping	81,360	81,360	6,538	32,691	48,669	40.18%
Parkway trees	194,650	194,650	41,066	127,416	67,234	65.46%
Mini-parks and medians	15,700	15,700	1,096	7,167	8,533	45.65%
Total Expenditures	2,112,490	2,112,490	180,011	919,919	1,192,571	43.55%
Changes in fund balance	87,910	87,910	\$ 171,708	(405,851)	\$ (493,761)	
Fund balance:						
Beginning of year	1,935,281	1,935,281		1,935,281		
End of period	2,023,191	2,023,191		1,529,430		
Cash Balances at 11/30/24:						
Checking				230,758		
LAIF				1,311,091		
Total				1,541,849		

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 11 / 24

Fund	Account	Received			Revenue	%
		Current Month	Received YTD	Estimated Revenue	To Be Received	Received
10 General Fund						
3000 Property Tax						
3001	Current Secure Property Tax	238,858.05	238,858.05	1,217,200.00	978,341.95	20 %
3002	Current Unsecured Prop Tax	0.00	21,436.64	36,000.00	14,563.36	60 %
3003	Prior Secured property Tax	1,160.44	5,324.72	7,600.00	2,275.28	70 %
3004	Prior Unsecured Property Tax	0.00	0.00	700.00	700.00	0 %
3005	Delinquent Property Taxes	255.76	946.07	2,500.00	1,553.93	38 %
3006	Current Supplemental Assessment	2,314.85	5,706.03	41,100.00	35,393.97	14 %
3007	Prior supplemental assessment	0.00	0.00	8,800.00	8,800.00	0 %
3008	Public Utility Tax	0.00	0.00	20,400.00	20,400.00	0 %
3009	State Homeowners prop. Tax Relief	0.00	0.00	5,500.00	5,500.00	0 %
	Account Group Total:	242,589.10	272,271.51	1,339,800.00	1,067,528.49	20 %
3100						
3101	Street light assessments	84,285.61	94,603.17	468,300.00	373,696.83	20 %
	Account Group Total:	84,285.61	94,603.17	468,300.00	373,696.83	20 %
3200						
3201	Interest on Investments	0.00	17,806.38	30,000.00	12,193.62	59 %
	Account Group Total:	0.00	17,806.38	30,000.00	12,193.62	59 %
3300 INTERGOVERNMENTAL REVENUE						
3301	Prop 68 Grant Funding	0.00	0.00	60,000.00	60,000.00	0 %
3304	County street sweep reimbursement	0.00	0.00	80,000.00	80,000.00	0 %
	Account Group Total:	0.00	0.00	140,000.00	140,000.00	0 %
3400 RENTAL & PERMITS						
3401	Tennis Courts Reservations	2,062.00	11,096.00	21,000.00	9,904.00	53 %
3402	Tennis Instructor Private Lessons	2,623.50	9,685.50	16,000.00	6,314.50	61 %
3403	Basketball Court Reservations	-17.00	592.50	0.00	-592.50	%
3404	Sand Volleyball Court Reservations	0.00	87.50	0.00	-87.50	%
3405	Rossmoor Park Ball Field Reservations	167.34	6,638.21	12,500.00	5,861.79	53 %
3406	Rush Park Ball field reservations	342.00	4,492.75	12,500.00	8,007.25	36 %
3407	Pickleball Reservation	5,965.00	24,220.00	12,000.00	-12,220.00	202 %
3408	Pickleball Instructor Private Lessons	165.00	313.50	3,000.00	2,686.50	10 %
3411	Signature Wall Banner Rental	0.00	167.00	300.00	133.00	56 %
3421	Tree Revenue	0.00	1,905.50	5,000.00	3,094.50	38 %
3422	Tree Violation Fines	0.00	900.00	0.00	-900.00	%
3431	Rossmoor Building Rental	0.00	756.00	2,500.00	1,744.00	30 %
3432	Rossmoor Park Picnic Site	110.25	1,671.38	2,500.00	828.62	67 %
3441	Montecito Building Rental	1,457.50	15,967.50	25,000.00	9,032.50	64 %
3451	Rush Building Rental	3,694.25	26,722.51	67,000.00	40,277.49	40 %
3452	Rush Park Picnic Site	399.00	3,204.75	7,000.00	3,795.25	46 %
3453	Rush Park Kitchen	0.00	589.39	1,000.00	410.61	59 %
	Account Group Total:	16,968.84	109,009.99	187,300.00	78,290.01	58 %
3500						
3501	MISC REVENUE	125.00	1,126.59	10,000.00	8,873.41	11 %
3502	Sponsorships	7,750.00	19,250.00	25,000.00	5,750.00	77 %
	Account Group Total:	7,875.00	20,376.59	35,000.00	14,623.41	58 %

12/18/24
14:06:42

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 11 / 24

Page: 2 of 2
Report ID: B110C

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
	Fund Total:	351,718.55	514,067.64	2,200,400.00	1,686,332.36	23 %
	Grand Total:	351,718.55	514,067.64	2,200,400.00	1,686,332.36	23 %

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 24

Fund Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund						
5000						
5010 Administration						
4000 Board of Directors Compensatn	600.00	3,900.00	11,000.00	11,000.00	7,100.00	35%
4002 Salaries - Part-time	5,096.78	27,731.05	82,900.00	82,900.00	55,168.95	33%
4003 Overtime	1,139.74	7,093.15	12,360.00	12,360.00	5,266.85	57%
4006 SALARIES - ADMINISTRATION	20,363.31	101,968.28	262,600.00	262,600.00	160,631.72	39%
4007 VEHICLE ALLOWANCE (MILEAGE)	105.19	978.52	2,160.00	2,160.00	1,181.48	45%
4008 SALARIES - PARK AND RECREATION	14,150.42	74,090.18	175,300.00	175,300.00	101,209.82	42%
4009 SALARIES - Park /TREE MAINTENANCE	4,962.72	25,995.21	61,400.00	61,400.00	35,404.79	42%
4010 Workers Compensation Insurance	0.00	10,500.00	11,500.00	11,500.00	1,000.00	91%
4011 Medical Insurance	8,111.96	48,671.76	99,780.00	99,780.00	51,108.24	49%
4015 Federal Payroll Tax -FICA	3,574.71	18,649.61	58,080.00	58,080.00	39,430.39	32%
4019 Deferred Comp - ER Match	0.00	0.00	10,900.00	10,900.00	10,900.00	0%
5002 Insurance - Liability	0.00	49,059.00	48,700.00	48,700.00	-359.00	101%
5004 Memberships and Dues	0.00	10,070.22	10,820.00	10,820.00	749.78	93%
5006 Travel & Meetings	0.00	2,357.51	2,710.00	2,710.00	352.49	87%
5007 Televised Meeting Costs	1,047.40	6,205.88	23,790.00	23,790.00	17,584.12	26%
5008 Gasoline	0.00	1,527.00	5,410.00	5,410.00	3,883.00	28%
5010 Publications & Legal Notices	2,135.00	2,978.75	8,120.00	8,120.00	5,141.25	37%
5012 Printing	0.00	896.58	4,330.00	4,330.00	3,433.42	21%
5014 Postage	282.35	535.43	2,160.00	2,160.00	1,624.57	25%
5016 Office & Meeting Supplies	680.07	5,486.88	16,220.00	16,220.00	10,733.12	34%
5018 Janitorial Supplies	1,757.45	6,271.05	21,410.00	21,410.00	15,138.95	29%
5020 Telephone	1,258.93	3,710.44	10,820.00	10,820.00	7,109.56	34%
5021 Computer/Email/Server Costs	3,822.28	6,070.77	9,270.00	9,270.00	3,199.23	65%
5030 Vehicle Maintenance	138.48	6,827.76	10,820.00	10,820.00	3,992.24	63%
5032 Building & Grounds-Maintenance	13,045.12	46,156.23	87,600.00	87,600.00	41,443.77	53%
5045 Miscellaneous Expenditures	582.99	3,703.87	21,630.00	21,630.00	17,926.13	17%
5046 Bank Service Charge	195.90	1,164.97	4,330.00	4,330.00	3,165.03	27%
5050 Elections	0.00	0.00	13,820.00	13,820.00	13,820.00	0%
5610 Legal Services	2,407.50	13,132.50	45,000.00	45,000.00	31,867.50	29%
5615 Financial Audit-Consulting	0.00	0.00	20,550.00	20,550.00	20,550.00	0%
5620 Outsource Financial Consultant	6,000.00	24,000.00	74,160.00	74,160.00	50,160.00	32%
5670 Other Professional Services	3,023.19	13,353.24	44,100.00	44,100.00	30,746.76	30%
6010 Equipment	332.68	1,076.20	2,160.00	2,160.00	1,083.80	50%
6025 Software	0.00	1,187.64	10,820.00	10,820.00	9,632.36	11%
Account Total:	94,814.17	525,349.68	1,286,730.00	1,286,730.00	761,380.32	41%
5020 Recreation						
5017 Community Events	8,223.25	46,498.73	68,650.00	68,650.00	22,151.27	68%
Account Total:	8,223.25	46,498.73	68,650.00	68,650.00	22,151.27	68%
5030 Rossmoor Park						
5022 Utilities	918.17	6,024.08	13,520.00	13,520.00	7,495.92	45%
5023 Water	8,059.69	38,399.42	64,890.00	64,890.00	26,490.58	59%
5025 SECURED PROP TAX	0.00	1,125.58	1,300.00	1,300.00	174.42	87%
5034 Alarm Systems/Security	123.00	246.00	1,080.00	1,080.00	834.00	23%
5045 Miscellaneous Expenditures	0.00	5,110.47	4,870.00	4,870.00	-240.47	105%
5051 Equipment Rental	0.00	0.00	550.00	550.00	550.00	0%
5052 Minor Facility Repairs /Tools	0.00	0.00	1,080.00	1,080.00	1,080.00	0%

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 24

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund							
5655	Landscape Maintenance / Janitorial	0.00	12,000.00	36,000.00	36,000.00	24,000.00	33%
6005	Buildings and Improvements	0.00	0.00	75,000.00	75,000.00	75,000.00	0%
	Account Total:	9,100.86	62,905.55	198,290.00	198,290.00	135,384.45	32%
5040 Montecito Center							
5022	Utilities	172.88	1,156.77	2,160.00	2,160.00	1,003.23	54%
5023	Water	398.17	2,224.49	4,870.00	4,870.00	2,645.51	46%
5025	SECURED PROP TAX	0.00	945.26	1,080.00	1,080.00	134.74	88%
5034	Alarm Systems/Security	126.00	252.00	700.00	700.00	448.00	36%
5045	Miscellaneous Expenditures	0.00	0.00	550.00	550.00	550.00	0%
5052	Minor Facility Repairs /Tools	0.00	316.67	550.00	550.00	233.33	58%
5655	Landscape Maintenance / Janitorial	0.00	1,330.00	4,000.00	4,000.00	2,670.00	33%
	Account Total:	697.05	6,225.19	13,910.00	13,910.00	7,684.81	45%
5050 Rush Park							
5022	Utilities	2,115.71	16,543.30	34,180.00	34,180.00	17,636.70	48%
5023	Water	6,289.50	27,649.11	54,080.00	54,080.00	26,430.89	51%
5025	SECURED PROP TAX	0.00	4,307.70	4,540.00	4,540.00	232.30	95%
5034	Alarm Systems/Security	0.00	252.00	870.00	870.00	618.00	29%
5045	Miscellaneous Expenditures	0.00	205.66	550.00	550.00	344.34	37%
5051	Equipment Rental	0.00	0.00	1,630.00	1,630.00	1,630.00	0%
5052	Minor Facility Repairs /Tools	0.00	331.46	550.00	550.00	218.54	60%
5655	Landscape Maintenance / Janitorial	0.00	12,000.00	36,000.00	36,000.00	24,000.00	33%
	Account Total:	8,405.21	61,289.23	132,400.00	132,400.00	71,110.77	46%
5060 Street Lighting							
5650	Street Lighting and Maintenance	10,070.40	50,375.92	120,800.00	120,800.00	70,424.08	42%
	Account Total:	10,070.40	50,375.92	120,800.00	120,800.00	70,424.08	42%
5070 Street Sweeping							
5642	Street Sweeping	6,538.14	32,690.70	81,360.00	81,360.00	48,669.30	40%
	Account Total:	6,538.14	32,690.70	81,360.00	81,360.00	48,669.30	40%
5080 Parkway Trees							
5017	Community Events	0.00	0.00	1,630.00	1,630.00	1,630.00	0%
5656	Tree Trimming	40,088.80	125,243.10	141,110.00	141,110.00	15,866.90	89%
5660	TREE REMOVAL	977.50	2,125.00	3,240.00	3,240.00	1,115.00	66%
6015	Trees	0.00	47.54	48,670.00	48,670.00	48,622.46	0%
	Account Total:	41,066.30	127,415.64	194,650.00	194,650.00	67,234.36	65%
5090 Mini-Parks and Medians							
5022	Utilities	0.00	24.05	550.00	550.00	525.95	4%
5023	Water	1,096.16	5,812.87	10,820.00	10,820.00	5,007.13	54%
5045	Miscellaneous Expenditures	0.00	0.00	110.00	110.00	110.00	0%
5051	Equipment Rental	0.00	0.00	110.00	110.00	110.00	0%
5052	Minor Facility Repairs /Tools	0.00	0.00	110.00	110.00	110.00	0%
5655	Landscape Maintenance / Janitorial	0.00	1,330.00	4,000.00	4,000.00	2,670.00	33%
	Account Total:	1,096.16	7,166.92	15,700.00	15,700.00	8,533.08	46%
	Account Group Total:	180,011.54	919,917.56	2,112,490.00	2,112,490.00	1,192,572.44	44%

12/18/24
14:05:50

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 24

Page: 3 of 3
Report ID: B100C

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
	Fund Total:	180,011.54	919,917.56	2,112,490.00	2,112,490.00	1,192,572.44	44%
	Grand Total:	180,011.54	919,917.56	2,112,490.00	2,112,490.00	1,192,572.44	44%

**EXPLANATION OF SIGNIFICANT VARIANCES FROM BUDGETED AMOUNTS
NOVEMBER 2024**

Revenue Accounts

Account Code	%	Item	Explanation
3407	202	Pickleball Reservations	High usage of courts due to Summer time.
3408	10	Pickleball Instructor Private Lessons	Staff working on enhancing marketing and appeal.
3432	67	Rossmoor Park Picnic Site	High usage of area due to Summer time.
3441	64	Montecito Building Rental	Higher usage than anticipated

Expenditure Accounts

Account Code	%	Item	Explanation
5010-4010	91	Workers Compensation Insurance	All dues paid for FY. Do not anticipate going over budget.
5010-4019	0	Deferred Comp - ER Match	Program started in November
5010-5002	101	Insurance - Liability	All dues paid for FY. Do not anticipate any more expenses for FY.
5010-5004	93	Memberships and Dues	All dues paid for FY. Do not anticipate any more expenses for FY.
5010-5006	87	Travel & Meetings	A few unanticipated meetings this year. Will make a midyear adjustment.
5010-5030	63	Vehicle Maintenance	As needed expense. Do not plan on going over budget.

5010-5615	0	Financial Audit-Consulting	Payment in progress. Will be on next month's report.
5020-5017	68	Community Events	Higher due to Movie in the Park and Family Festival. Most events completed by December. Will make a midyear adjustment.
5030-5045	105	Rossmoor Park - Misc Expenditures	Tennis/Pickleball court improvements. Will make a midyear adjustment.
5050-5052	60	Rush Park - Minor Fac. Repairs	Unanticipated emergency AC unit repair.
5080-5656	89	Parkway Trees - Tree Trimming	Extra trimming done for public safety.
5090-5022	4	Mini-Parks - Utilities	Climate credit given so no payments have been needed.

12/04/24
11:28:58

ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 12/24

Page: 1 of 2
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1047		923 U.S BANK CAL-CARD	13,618.31					
		CC Statement 11/25/24						
		11/25/24 CC Statement 11/25/24	13,618.31			10 5010	5045	1010
1048		999999 BRIAN DUNN	262.50					
		Deposit refund						
		11/25/24 Deposit Refund Dunn	262.50			10 2220		1010
1049		999999 RANDY GIBO	367.50					
		Deposit Refund						
		11/25/24 Deposit Refund - Gibo	367.50			10 2220		1010
1050		999999 SHANKAR RAM	210.00					
		Deposit Refund						
		12/02/24 Deposit Refund Ram	210.00			10 2220		1010
1051		1084 Aloha Photography	150.00					
		Photos 12/10						
		241210-3 11/14/24 Photos 12/10	150.00			10 5010	5045	1010
1052		304 CBE SOLUTIONS	329.87					
		Usage to 11/19/24						
		IN2790050 11/20/24 Copier Usage	329.87			10 5010	5012	1010
1053		1024 Complete Fire Service, Inc.	235.47					
		Fireextinguishers						
		JJ08427 11/27/24 Fire Extinguisher testing	235.47			10 5010	5032	1010
1054		575 ELITE SPECIAL EVENTS, INC.	10,587.50					
		Winter Fest						
		11/26/24 Winter Fest	10,587.50			10 5020	5017	1010
1055		1011 Governmental Financial Services	6,000.00					
		November Accounting						
		12/02/24 November Acctg	6,000.00			10 5010	5620	1010
1056		150 JOE MENDOZA	330.31					
		Mileage Oct & Nov						
		12/03/24 Mileage Oct & Nov	330.31			10 5010	4007	1010

12/04/24
11:28:58

ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 12/24

Page: 2 of 2
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1057		386 MARIA SHAFER	150.00					
Nov Minutes								
	RCSD-050	11/22/24 Nov Minutes	150.00			10 5010	5010	1010
1058		754 MAX STEAM INC	1,542.00					
Carpet Steam Rush								
	10736	11/22/24 Carpet Steam Rush Park Aud	1,542.00			10 5010	5032	1010
1059		182 MIRACLE RECREATION EQUIPMENT	1,576.33					
Climbing Pole - Rossmoor Park								
	877204	06/27/24 Rossmoor Park Climbing Pole	1,576.33			10 5010	5032	1010
1060		737 ROGERS, ANDERSON, MALODY & SCOT	18,400.00					
23/24 Audit								
	76337	10/31/24 23/24 Audit	18,400.00			10 5010	5615	1010
1061		309 TRIPEPI SMITH	1,309.25					
November Meetings								
	13622	11/30/24 November Meetings	1,309.25			10 5010	5007	1010
1062		614 GDC COMMUNICATIONS & SOUND	600.00					
Light and Generator - Winterfest 12/14								
	2024014	11/30/24 Generator & Lights - 12/14/24	600.00			10 5020	5017	1010
1063		1018 Terry Price	500.00					
Santa 12/14/24								
	11/16/24	Santa 12/14/24	500.00			10 5020	5017	1010
		# of Claims 17	Total: 56,169.04					

12/11/24
11:37:42

ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 12/24

Page: 1 of 1
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1064		575 ELITE SPECIAL EVENTS, INC.	718.00					
Setup	Winterfest 12/11 & Extra character							
		1210 12/10/24 Setup 12/11 & Extra character	718.00			10 5020	5017	1010
		# of Claims	1	Total:				718.00

12/18/24
15:22:08

ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 12/24

Page: 1 of 2
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1065		150 JOE MENDOZA	161.14					
		Food Staff training and Holiday						
		12/16/24 Food Training & Holiday	161.14			10 5010	5045	1010
1066		999999 EILEEN MCQUOWN	250.00					
		Deposit						
		12/10/24 Deposit McQuown	250.00			10 2220		1010
1067		999999 DEBRA VAN LEEWEN	210.00					
		Deposit						
		12/11/24 Deposit	210.00			10 2220		1010
1068		999999 SUE GOLDBERG, ROSSMOOR WOMEN'S	417.00					
		Cancel reservations						
		12/13/24 Cancel reserv Rossmoor Womens	210.00			10 2220		1010
		12/13/24 Cancel reservations	207.00			10 3451		1010
1069		49 CITY OF BREA	2,000.00					
		IT Nov						
		ASIT001469 12/12/24 IT Nov	2,000.00			10 5010	5670	1010
1070		1061 Enriched Farms	764.00					
		Harvest Fest						
		103124 Harvest Fest	764.00			10 5020	5017	1010
1071		7 J'S MASTER BUILDERS	3,200.00					
		Restroom repairs						
		1180 12/12/24 Restroom repairs	2,000.00			10 5010	5032	1010
		1179 12/12/24 Restroom repairs	1,200.00			10 5010	5032	1010
1072		212 JONES & MAYER	1,665.00					
		November Legal						
		126474 11/30/24 November Legal	1,665.00			10 5010	5610	1010
1073		1085 Pro-Tect Turf	2,650.00					
		Install Playground Equip - Rush						
		24-11947 11/20/24 Rush Playground Equip	2,650.00			10 5010	5032	1010
1074		1069 LandCare Holdings, Inc.	7,065.00					
		November						
		809587 11/30/24 November	3,000.00			10 5030	5655	1010
		809587 11/30/24 November	332.50			10 5040	5655	1010
		809587 11/30/24 November	3,000.00			10 5050	5655	1010
		809587 11/30/24 November	332.50			10 5090	5655	1010

12/18/24
15:22:08

ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 12/24

Page: 2 of 2
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	815702	12/13/24 Repair 12/13	400.00			10 5010	5032	1010
1075		899 SCA OF CA, LLC	6,538.14					
December	136501SP	12/01/24 December Sweeping	6,538.14			10 5070	5642	1010
1076		1048 Vital Records Control	179.40					
Record Storage	4633114	11/30/24 Record Storage	179.40			10 5010	5045	1010
1077		22 WEST COAST ARBORISTS, INC.	7,592.00					
Tree Maint Nov	222687	11/30/24 Tree Maint Nov	7,592.00			10 5080	5656	1010
		# of Claims 13	Total: 32,691.68					

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-3

Date: January 14, 2025
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: 2025 RCSD BOARD COMMITTEE ASSIGNMENTS

RECOMMENDATION

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

INFORMATION

During this January 14, 2025, Rossmoor Community Services District (RCSD) Board of Directors Meeting, the Board will elect new officers for 2025. Subsequently, in accordance with Policy 5030 Committees of the Board of Directors, the newly elected President, will poll the RCSD Board of Directors and make committee assignments for 2025 to the various standing and Ad Hoc committees of the RCSD as he/she sees fit.

ATTACHMENTS

1. Committee Assignments 2025
2. Policy No. 5030 – Committees of the Board of Directors
3. Committee Assignments 2024



**ROSSMOOR COMMUNITY SERVICES DISTRICT
3001 BLUME DRIVE, ROSSMOOR, CA 90720**

**COMMITTEE ASSIGNMENTS 2025
PRESIDENT:**

STANDING COMMITTEES

AUDIT COMMITTEE	
BUDGET COMMITTEE	
INVESTMENT COMMITTEE	
PERSONNEL AND CONTRACT ADMINISTRATION COMMITTEE	
PARKS/FACILITIES COMMITTEE	
PUBLIC WORKS/CIP COMMITTEE	
TREE/PARKWAY COMMITTEE	

AD HOC

COMMUNITY TRAFFIC/ SAFETY ADVISORY COMMITTEE	
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ADVISORY

COMMUNITY RELATIONS ADVISORY COMMITTEE (LAUSD, RAC, RHA)	
GOVERNMENT RELATIONS ADVISORY COMMITTEE (ISDOC, LEGISLATIVE AFFAIRS, WCC/OCTA)	

Rossmoor Community Services District

Policy

No. 5030

COMMITTEES OF THE BOARD OF DIRECTORS

5030.00 Appointment of Standing Committees: The Board President shall appoint such standing committees as called out in Board policies. The duties of the standing committees shall be outlined in specific Board policies relating to the function of said committees.

5030.10 Appointment of Temporary Ad Hoc Committees: The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

5030.20 Committee Categories: The categories of committees are as follows:

5030.21 Standing Committees: Standing committees are those bodies which are called out in other Board policies as having specific and ongoing duties and responsibilities.

5030.22 Temporary Ad Hoc Committees: Temporary Ad Hoc committees are those bodies which are appointed by the Board President for a specific study or task, which is temporary in nature, and which is disbanded at the conclusion of the stated study or task and a final report has been submitted to the Board.

5030.23 Advisory Committees: The Board President may appoint any of its members to serve on Board advisory committees or as representatives to other public agencies or organizations. Individuals from the community may be appointed to advisory committees.

5030.30 Committee Meetings: No more than two Board members may serve on any one committee. All committees of the Board are subject to the Brown Act, thus such committee meeting agendas must be posted in a manner similar to Board Agendas. Committee meetings are subject to the open meeting requirements of the Brown Act.

5030.40 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.

5030.50 Committee Code of Conduct and Rules of Order: To the extent practicable, Committee meetings should conform to Board Policy No. 5110 and No. 5120.

5030.60 Scheduling of Committee Meetings: In those instances when a Committee meeting cannot be scheduled to meet the Board Agenda deadline due to the unavailability of a Committee member, the General Manager and/or the President may elect to bring a matter requiring Board action directly to the Board at their next Regular or Special meeting,

Amended: October 17, 2002

Approved renumbering & format: October 8, 2002

Reaffirmed: March 11, 2003

Amended: January 13, 2009

Amended: December 14, 2010

Amended: September 8, 2015



ROSSMOOR COMMUNITY SERVICES DISTRICT

3001 Blume Drive, Rossmoor, CA 90720

COMMITTEE ASSIGNMENTS 2024

President Michael Maynard

STANDING	
Audit Committee	<i>*Michael Maynard, Jo Shade</i>
Budget Committee	<i>*Tony DeMarco, Michael Maynard</i>
Investment Committee	<i>*Nathan Searles, Jo Shade</i>
Personnel and Contract Administration Committee	<i>*Tony DeMarco, Michael Maynard</i>
Parks/Facilities Committee	<i>*Michael Maynard, Nathan Searles</i>
Public Works/CIP Committee	<i>*Jeff Barke, Jo Shade</i>
Tree/Parkway Committee	<i>*Jeff Barke, Jo Shade</i>

AD HOC	
Community Traffic/Safety Advisory Committee	<i>*Tony DeMarco, Nathan Searles +(2) RHA, (2) LAUSD, (2) Residents</i>

ADVISORY	
Community Relations Advisory Committee (LAUSD, RAC, RHA)	<i>Tony DeMarco, Michael Maynard</i>
Government Relations Advisory Committee (ISDOC, Legislative Affairs, WCC/OCTA)	<i>Tony DeMarco, Jeff Barke</i>

* *Chairman*

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: January 14, 2025

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: RESOLUTION NO. 25-01-14-01: 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. 25-01-14-01 by reading the title only and waiving further reading as follows:

RESOLUTION NO. 25-01-14-01: 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. 25-01-14-01: 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
2. Policy No. 4055: District Bank and Investment Accounts

RESOLUTION 25-01-14-01

RESOLUTION NO. 25-01-14-01 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 14, 2025;

WHEREAS, those Board Officers assumed their elective duties at its Regular Meeting on January 14, 2025;

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, by 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 as authorized to transfer funds; and Michael Matsumoto, CPA, Government Financial Services, as authorized to have access to monitor the District's financial accounts.

PASSED AND ADOPTED this 14th day of January 2025.

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
- MICHAEL MATSUMOTO, CPA, Government Financial Services (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 H

Date: January 14, 2025
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: GENERAL MANAGER ITEMS

RECOMMENDATION

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

INFORMATION

In addition to the day-to-day operations of the Rossmoor Community Services District (RCSD), the General Manager would like to highlight the following:

- The 2024-2025 Capital Improvement Committee meeting is scheduled for Tuesday, January 21, 2025, at 7 p.m. at Rush Park. The agenda will include review of the Rossmoor Park Canopy project and planning and review of future capital improvement projects.
- The tentative timeline for the Rossmoor Park Canopy project is as follows:
Architectural Drawings and Engineering Documents are completed and have been submitted to the County of Orange for review and approval. The purchase and manufacturing of materials will be done on approval of the plans. The request for proposals for installation of the Canopy project will be publicized as soon as the equipment is ordered. Installation is anticipated to be mid-Spring.
- The Mid-Year Budget Committee Meeting is scheduled for Wednesday January 22, 2025, at 7 p.m. at Rush Park. The proposed amended budget will be presented to the RCSD Board on Tuesday February 11, 2025 at the regularly scheduled meeting.
- The next meeting of the Personnel and Contracts Committee is scheduled in January (date and time to be determined). The agenda will include review of the landscape maintenance contract with LandCare USA, LLC. The current contract expires on April 1, 2025. The proposed contract renewal will be reviewed at the February 11, 2025 RCSD Board meeting. The agenda will also include the review of the proposed contract with

Elite Special Events for the 2025 Summer Festivals, Health and Wellness Festival, the annual Holiday Festival, Financial Accounting Services and review of the final draft of LAGSL Memorandum of Understanding Agreement.

- The planting of vacant parkway trees is underway. To date 28 out of 39 vacant parkway trees are scheduled to be planted in January. The remaining 11 sites will be scheduled in February. This will bring the District Policy 3080.20 Tree Planting and Nurturing of having at least 1 parkway tree per residential home to 100% compliant. The exceptions of 20 parkways that have been identified as Non-Plantable Tree Sites due to landscape that needs to be removed or altered, these sites have been submitted to County of Orange Code Enforcement for review. Staff continues to work with OC Code Enforcement to notify residents to remove or alter landscaping that has not been permitted and is non-compliant with OC Code Enforcement.
- It is worth noting that Los Alamitos has recently completed an upgrade to Laurel Park to include the conversion of one tennis court into two pickleball courts and resurfacing of three tennis courts. The cost to Los Alamitos for this portion of the park enhancements was approximately \$183,000. The cost to RCSD for its pickleball conversion project and resurfacing of three tennis courts and the basketball court was \$61,395. RCSD is pleased that it was able to get the conversion and resurfacing completed ahead of the increase in construction costs associated with these types of projects.

ATTACHMENTS

None.