

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board
Agenda Package

JULY 14, 2026

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

REGULAR MEETING

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720

Tuesday, July 14, 2026

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>.

Notice of Teleconferenced Meeting

A quorum of the Board will participate in person at the main meeting location listed above. In accordance with California Government Code § 54953(b), the following members will be participating by teleconference from the off-site location listed below.

The public may attend the meeting and offer public comment from either of these locations. All teleconference locations are accessible to the public. The District will ensure that the public's statutory and constitutional rights are protected, and all votes will be taken by roll call.

Off-Site Teleconference Location:

Director Mary Ann Remnet
Hotel Palazzo Alexander – Breakfast Room
Via Santa Giustina 48, 55100
Lucca, Italy

A. ORGANIZATION

- 1. CALL TO ORDER: 7:00 p.m.
- 2. ROLL CALL: Directors Searles, DeMarco, Maynard and President Shade
Director Remnet from the identified off-site location
- 3. PLEDGE OF ALLEGIANCE Boy Scout Troop 658
- 4. PRESENTATIONS:
 - a) CHP OFFICER ZEFERINO VALDOVINOS RE: QUARTERLY TRAFFIC DATA

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. Speakers are limited to three (3) minutes per item with nine (9) minutes cumulative for the entire meeting.

D. REPORTS TO THE BOARD

- 1. PARKS/FACILITIES MAINTENANCE REPORT – SUPERINTENDENT OMERO PEREZ

E. CONSENT CALENDAR

- 1. MINUTES:
 - a. Regular District Board Meeting of June 9, 2026
- 2. MAY 2026 REVENUE AND EXPENDITURE REPORTS AND JUNE 2026 WARRANTS

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:

1. PUBLIC HEARING - FISCAL YEAR 2026-2027 PROPOSED FINAL BUDGET FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT IMMEDIATELY FOLLOWED BY A VOTE ON RESOLUTION NO. 26-07-14-01: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2026-2027 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT.

G. REGULAR CALENDAR

1. TRAFFIC/SAFETY ADVISORY COMMITTEE RECOMMENDATION REGARDING MARKED PARKING STALLS AND RED CURB DRIVEWAY CLEARANCE AREAS ON HEDWIG ROAD AND FOSTER ROAD ADJACENT TO ROSSMOOR PARK
2. DISCUSSION AND POSSIBLE ACTION RE: AMENDING THE DISTRICT'S PROFESSIONAL SERVICES AGREEMENT WITH INTERWEST CONSULTING GROUP TO ADD ADDITIONAL WORK RELATED TO THE POURED-IN-PLACE PROJECT AT RUSH PARK AND THE DISTRICT'S CAPITAL IMPROVEMENT PROGRAM
3. APPROVAL OF THE FIRST READING OF REVISIONS TO POLICY No. 3035 INVESTMENT OF DISTRICT FUNDS
4. APPROVAL OF THE FIRST READING OF REVISIONS TO POLICY Nos. 5010 (BOARD/COMMITTEE MEETINGS) AND 5030 (COMMITTEES OF THE BOARD OF DIRECTORS) TO DESIGNATE ALTERNATES FOR EACH COMMITTEE
5. DISCUSS AND GIVE DIRECTION ON THE PARKS/FACILITIES COMMITTEE'S RECOMMENDATION FOR REVISIONS TO THE DISTRICT'S POLICY NO. 6050 REGARDING WALK-ON COURT USE BY NON-RESIDENTS FOR PICKLEBALL AND TENNIS, RESERVATION REQUIREMENTS, AND RESIDENCY VERIFICATION
6. DISCUSS AND GIVE DIRECTION ON THE PARKS/FACILITIES COMMITTEE'S RECOMMENDATION REGARDING STRATEGIES TO HELP MAINTAIN CLEAR BUFFER ZONES AT THE DISTRICT'S TENNIS AND PICKLEBALL COURTS AT ROSSMOOR PARK INCLUDING REVISING THE DISTRICT'S CURRENT POLICIES
7. DISCUSS AND GIVE DIRECTION ON THE PARKS /FACILITIES COMMITTEE RECOMMENDATION TO REVISE POLICY NO. 6050 TO CLARIFY UNAUTHORIZED INSTRUCTION ON DISTRICT TENNIS AND PICKLEBALL COURTS

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.

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 July 14, 2026, 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:



SHARON LANDERS
General Manager

Date 7/9/26_____

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4(a)

Date: July 14, 2026
To: Honorable Board of Directors
From: General Manager Sharon Landers
Subject: CALIFORNIA HIGHWAY PATROL OFFICER ZEFERINO VALDOVINOS RE:
QUARTERLY TRAFFIC REPORT

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and discuss the information provided by California Highway Patrol officer Zeferino Valdovinos.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: July 14, 2026

To: Honorable Board of Directors

From: General Manager Sharon Landers
Initiated by Park Superintendent Omero Perez

Subject: PARKS/FACILITIES MAINTENANCE REPORT – SUPERINTENDENT OMERO PEREZ

RECOMMENDATION

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

INFORMATION

The Park Maintenance and Facility 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 Parks and Facilities Maintenance Program.

ATTACHMENTS

1. Parks and Facilities Maintenance Report

**COMMUNITY SERVICES DISTRICT
PARK MAINTENANCE AND FACILITIES DEPARTMENT
QUARTERLY REPORT
JULY / 2026**

SUMMARY

Inspection of District Properties – The facilities at Rossmoor, Rush Park and Montecito Center are fully operational but there are regular maintenance issues to attend to as our infrastructure is aging.

Significant Activity This Quarter – In addition to our regular maintenance tasks, the following projects and activities were performed:

Rossmoor Park:

- A new Outdoor Bi-Level Drinking Fountain with Bottle Filler & Pet Station using filter water was installed near the building at Rossmoor Park. \$3,000 of the cost of the fountain was paid for with a donation from the Youth Center that came from an anonymous donor. The Youth Center also arranged for it to be installed at no cost to the District and the kids from the camp are enjoying it!
- In efforts to beautify the parks, staff painted storage containers, removed 2 dying bushes and planted 6 new bushes around the containers to camouflage them.
- Installed E-bike signs around Rossmoor Park.
- Rossmoor Park grassy areas were fertilized and treated for broadleaf control.
- Hired a plumber to Install 2 new commercial and water efficient toilets in the Community Center. They replaced a broken toilet and one that wasn't working properly.
- Contracted a plumber to run a camera through the sewer line to identify what was blocking the sewer line. A leather baseball was pulled out from the line.
- Lock smith replaced broken handle from gate on tennis court 3 and replaced the batteries from the other tennis court's locks.

Rush Park:

- Staff repaired broken partition wall in the auditorium, saving the District \$3,500 for repairs.
- Land Care repaired main line that was under warranty.
- Electrician replaced 2 electrical panels in the auditorium and labeled all the breakers. This was one of the District's planned capital projects.
- Installed E- bike signs around the park.
- Rush Park grassy areas were fertilized and treated for broadleaf control.

- Technician hired to adjust the board meeting sound system.
- Air conditioning company repaired 2 broken air conditioning units in Auditorium.
- Carpet cleaning company steam cleaned the carpets in Auditorium and Office, and hard wood floors in the East room.
- Plumber was hired to run a camera again after several attempts to unclog a blockage. This time they found a piece of metal wedged in the clay pipes.
- Staff replaced power back up batteries from all the exit signs in Auditorium.

Montecito Center:

- Purchased new window roller shades for Montecito Center to replace broken vertical blinds.
- Montecito Center grassy areas were fertilized and treated for broadleaf control.
- Montecito Center's gate was serviced and repaired by a service company.
- Staff replaced several exit signs to be compliant with Fire Department requirements.
- Montecito Center's irrigation controller was replaced with a new one.

Triangle Property:

- A new metal box that houses the irrigation controller/electrical meter was installed at this property. This new metal box was fabricated by a welder and powder coated painted. Having it fabricated by a welder saved the District around \$4,500.

Signature Wall

- A car crashed into the wall at Orangewood and Los Alamitos Boulevard on June 29. Staff immediately secured the location, filed a claim with our insurance company, met with insurance appraiser, got estimates from two masonry companies, and with the insurance company's approval selected the company with the lower price, who we had good previous experience with. The repairs to the wall were completed in record time, only 7 days after the accident. The contractor did a fabulous job.

General:

- Staff continues making repairs to the irrigation systems around the parks
- Serviced Ford Ranger – pickup truck
- Serviced Ford F150 – pickup truck
- Serviced Electric Cart
- Ordered new electric cart – delivery is expected in late July/early August
- Replaced 4 tire sensors in Ford Ranger

Regular Maintenance Performed - District staff continues to inspect District properties and is performing maintenance as follows:

DAILY

- Clean public restrooms and take out trash - two times morning and afternoon
- Vacuum Office carpets, clean restrooms and take out trash
- Clean kitchen counter tops
- Check playgrounds visually
- Blow off walkway to Rossmoor Park entrance
- Clean and disinfect the kitchen in both parks
- Check facilities, clean restrooms, and mop floors at Montecito Center
- Pick up papers around the parks.
- Check emergency defibrillators in all the facilities.

WEEKLY

- Deep clean Rossmoor Park, Rush Park and Montecito restrooms every other week with versa machine
- Wash, clean and refill District vehicles weekly
- Service electric cart
- Wash windows at Rossmoor, Rush Park and Montecito Center weekly
- Blow off tennis courts three times per month
- Weed and scarify infields at Rush Park
- Deep clean refrigerators at all parks
- Disinfect the main office and all the facilities with a fog machine
- Inspect, service and clean vacuums in all the facilities.
- Do the high frequency playground inspection list
- Meet with irrigation technician during irrigation system inspection
- Dust ceilings in all rooms at all parks for cobwebs and dust
- Wipe down exercise machines and repair as needed
- Clean and inspect drinking fountains
- Groom horseshoe pits, check reservation post clips and clean BBQ pits

MONTHLY

- Check building and walkway lights at all the facilities
- Spot clean carpets
- Clean all blinds at parks.
- Wipe down all ventilation outlets
- Inventory of all supplies by the first week of each month
- Order supplies the second week of each month
- Power wash playgrounds once per month
- Power wash tennis and pickleball courts once per month
- Power wash canopy shelters
- Check lights at all the facilities and replace as needed

- Set up and take down Board meeting set up
- Check all fire alarms
- Check and inspect fire extinguishers in all the facilities
- Replace thermostat's batteries at all the facilities as needed
- Place order for janitorial supplies as needed

QUARTERLY

- Service HVAC system
- Service all fire extinguishers
- Service commercial fire suppression system in kitchen at Rush Park twice per year
- Service French Drains at Rossmoor Park
- Wash canopy roofs at Rossmoor and Rush Parks
- Service sewer main lines at all the facilities
- Adjust timers for day-light saving
- Open for Blood drive at 7am
- Yearly backflow testing

Respectfully Submitted By:
Omero Perez, Park Superintendent

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1(a)

Date: July 14, 2026
To: Honorable Board of Directors
From: General Manager Sharon Landers
Executive Assistant Carolyn Whang
Subject: MINUTES: REGULAR RCSD BOARD MEETING OF JUNE 9, 2026

RECOMMENDATION

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

- a. Regular RCSD Board Meeting of June 9, 2026

INFORMATION

The Minutes reflect the actions of the RCSD Board at its Regular meeting of June 9, 2026.

ATTACHMENTS

- 1. DRAFT Minutes – Regular RCSD Board Meeting of June 9, 2026



DRAFT

ATTACHMENT 1

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

REGULAR MEETING

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720

Tuesday, June 9, 2026

A. ORGANIZATION

1. CALL TO ORDER: 7:02 p.m.

2. ROLL CALL:

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

3. FLAG SALUTE: Director Maynard

4. PRESENTATIONS:

NONE.

B. ADDITIONS TO AGENDA - None

C. PUBLIC FORUM

Resident Cynthia Santeno asked for help in getting more Sheriff patrol in the neighborhood. Expressed concern over the string of recent burglaries.

Resident Sherri Duke, neighborhood watch block captain, looking for guidance on who to contact regarding lack of services provided by Orange County Sheriff.

Resident Konya Vivanti gave kudos to the District and the Board for their strong showing of support at the recent Board of Supervisors meeting.

D. REPORTS TO THE BOARD

1. REPORT FROM THE TREE COMMITTEE

GM Landers provided an overview of what was discussed at the Tree Committee meeting on May 19, 2026 (Directors Mayard and DeMarco). The agenda consisted of two items, 1) the removal request of a parkway tree said to be causing root damage, which was denied by the Committee due to lack of compelling evidence; and 2) the discussion of Orange County Public Works collaborating with Rossmoor Community Services District prior to contemplating tree removals formalized by a Memorandum of Understanding (MOU). The RCSD Board was in agreement with the direction of the Committee.

2. REPORT FROM THE TRAFFIC COMMITTEE

GM Landers provided an overview of what was discussed at the Traffic/Safety Advisory Committee (Committee) meeting on May 19, 2026 (Directors DeMarco and Shade). The agenda consisted of one item: The potential addition of marked parking stalls and driveway clearance areas on Hedwig/Foster Road adjacent to Rossmoor Park. The Committee had given direction to conduct a resident survey along the Hedwig/Foster Road corridor adjacent to Rossmoor Park. Survey results will be discussed with the Board at the July meeting.

3. REPORT FROM THE INVESTMENT COMMITTEE

GM Landers provided an overview of what was discussed at the Investment Committee (Directors Shade and Searles). The agenda item was to discuss proposed changes to Policy No. 3035 – Investment of District Funds which would allow the District to diversify its investments.

E. CONSENT CALENDAR

1. MINUTES:

- a. Regular RCSD Board Meeting of May 12, 2026
- b. Special RCSD Board Meeting of April 28, 2026

2. APRIL 2026 REVENUE AND EXPENDITURE REPORTS AND MAY 2026 WARRANTS

A motion was made by Director DeMarco to approve the Consent Calendar as presented, second by Director Maynard.

Motion passed unanimously with 5 ayes with the following roll call vote:

Ayes: Directors DeMarco, Maynard, Remnet, Searles and President Shade
Noes
Abstain
Absent.

F. PUBLIC HEARING

FISCAL YEAR 2026-2027 PROPOSED FINAL BUDGET FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT.

GM Landers introduced the Public Hearing for the proposed final budget for Fiscal Year 2026-2027. District Financial Consultant Josh Byerrum reviewed the proposed changes with the Board.

Resident Cynthia Santeno asked for clarification on how Rossmoor property taxes are allocated. District Financial Consultant Josh Byerrum explained the amount the District receives and how it is distributed. Director Maynard further elaborated that all of California property tax collected goes to Sacramento, with approximately 5% distributed back to Orange County for allocation to Special Districts.

A motion was made by Director Searles to approve the first reading of the proposed final budget for the Rossmoor Community Services District for Fiscal Year 2026-2027, second by President Shade.

Motion passed unanimously with 5 ayes with the following roll call vote:

Ayes: Directors DeMarco, Maynard, Remnet, Searles and President Shade
Noes
Abstain
Absent.

G. REGULAR CALENDAR

1. DISCUSSION AND DIRECTION RE: SELECTION PROCESS FOR FILLING BOARD VACANCY

At this point in the meeting, Director Remnet recused herself from the discussion. GM Landers proceeded to give an explanation on the process for filling a vacant Board seat and identified the timeline of events that need to occur in order to fill the vacancy via appointment. GM Landers deferred to the Board for direction on how to move forward, to fill the vacancy via appointment or hold a special election.

Director Maynard agreed with GM Landers' assessment in having the board fill the vacancy via appointment versus a special election.

Director DeMarco agreed with timeline and the option of appointment.

Director Searles asked about giving the community additional time to provide input into the process.

District Counsel Scott Porter indicated that the process does not begin until the seat is vacant in August.

President Shade agreed with GM Landers' recommendation to appoint rather than hold a special election.

During public comments, resident Konya Vivanti expressed that she is strongly in favor of the appointment process.

GM Landers requested that the Board give direction to fill the vacancy on the board by appointment.

A motion was made by Director Maynard to fill the vacant Board position via appointment, second by Director DeMarco.

Motion passed with 4 ayes with the following roll call vote (with Director Remnet having recused herself):

Ayes: Directors DeMarco, Maynard, Searles and President Shade

Noes

Abstain:

Absent.

2. DISCUSSION AND DIRECTION RE: PAYMENT OF CANDIDATE'S STATEMENTS FOR GENERAL ELECTION AND SETTING OF WORD LIMIT

GM Landers introduced the item of requesting direction on whether the District wanted to fund Candidate's Statements and set a word limit.

Director DeMarco expressed opposition to the District paying for candidate statements.

Director Maynard stated that the District has never paid for candidate statements and that the candidate should decide if it wanted to pay for 200 or 400 words..

Director Searles agreed with Directors DeMarco and Maynard that District funds should not be used for candidate statements.

Director Remnet supports letting the candidates absorb their own costs.

President Shade agreed with the rest of the Board and called for any public comments.

During public comments, resident Konya Vivanti agreed with the Board's direction for candidates to bear the cost of their own statements.

A motion was made by Director Maynard for candidates to absorb their own costs related to the Candidate's Statement and to choose for themselves if they wanted to pay for 200 or 400 words, second by President Shade

Motion passed unanimously with 5 ayes with the following roll call vote:

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

Noes

Abstain

Absent.

3. PRESIDENT SHADE TO ANNOUNCE HER APPOINTMENT TO FILL A VACANT POSITION ON THE PARKS/FACILITIES COMMITTEE

GM Landers gave an overview on the need to fill a vacant position on the Parks/Facilities Committee.

President Shade appointed Director Michael Maynard to the Parks/Facilities Committee.

4. DISCUSSION AND DIRECTION RE: CREATING A POLICY FOR COMMITTEE ALTERNATES

GM Landers asked for direction on creating a new policy for committee alternates. Option 1: for the President to act as an alternate, followed by the VP or 2nd VP depending on the committee or; Option 2: the President identifies alternates when creating committee appointments in January.

Director DeMarco stated that we should consider the option of assigning an alternate in January.

Director Maynard liked the idea and flexibility of having a contingency plan for all committees.

Director Remnet expressed appreciation of a new policy that would accommodate alternates.

Director Searles favored Option 2 – identifying alternates when creating committee appointments in January.

President Shade agreed with the other Directors.

The Board of Directors provided direction for Staff to work with District Counsel in crafting a new policy that would enable the Board President to appoint an alternate to each committee when the appointments are made in January and return to the Board with a draft.

5. APPROVAL OF THE FIRST READING OF REVISIONS TO POLICY 3035
INVESTMENT OF DISTRICT FUNDS

GM Landers gave an overview of the changes being presented to Policy No. 3035.

Director Maynard asked about the policy redline and asked for the definition of a joint powers authority. District Counsel Porter stated that it is an agreement among government agencies to share risk. Director Maynard stated that the number of members in the JPA should be identified and further stated that there should be a required minimum for the District to invest in a JPA.

Director DeMarco asked GM Landers to explain what this policy enables the District to do. GM Landers explained that the proposed policy changes would allow the District to diversify investments.

Director Searles reminded the Board that liquidity was an issue when diversifying funds was first discussed. There is a need to properly manage the allocations.

Director Remnet expressed support for modifying the policy to expand investments beyond current offerings to allow investments in JPA pooled funds.

The Board gave staff direction to go back to committee to determine an acceptable number of JPA members.

6. THE SECOND READING OF REVISIONS TO POLICY 2150 EMPLOYEE
COMPENSATION AND BENEFITS

After a brief introduction by GM Landers, a motion was made by Director Remnet to approve the second reading of revisions to Policy No. 2150, second by Director Shade.

Motion passed unanimously with 5 ayes with the following roll call vote:

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

Noes:

Abstain:

Absent.

7. RESOLUTION NO. 26-06-09-01 REJECTION OF GOVERNMENT CLAIM

At this point in the meeting, GM Landers requested that agenda items 7 and 8 be combined. District Counsel Porter deemed this appropriate.

8. RESOLUTION NO. 26-06-09-02 REJECTION OF GOVERNMENT CLAIM

A motion was made by Director DeMarco to approve Resolution Nos. 26-06-09-01 and 26-06-09-02, Rejection of Government Claims, second by Director Maynard.

Motion passed unanimously with 5 ayes by the following roll call vote:

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

Noes:

Abstain:

Absent.

H. GENERAL MANAGER ITEMS

GM Landers gave an update on recent and future events which included: A signed contract with Elegant Construction Inc. to complete the Rush Park Swing Maintenance Project. The installation of the last E-Bike signs. Participating in a walkthrough of our facilities for a CJPIA Risk Management Review that they do every 3 years. Attending a kickoff meeting with the District's new auditor, Nigro & Nigro. Attending Seal Beach & Los Alamitos Chambers Non-Profit Panel Luncheon. Catching up with Senator Tony Strickland and Assemblyman Tri-Ta at the Los Alamitos High School Graduation parade that concluded at Rush Park on Saturday, May 30th. Meeting with Alliance Building Solutions to assess energy opportunities at our facilities. Receiving an invitation to participate in a panel called: "So you want to be a General Manager" on June 28 at a CSDA General Manager conference in Newport Beach. Surveying the setup for polling at the Rossmoor Community Center.

I. BOARD MEMBER ITEMS

Director Maynard read a statement he prepared for the Supervisors meeting requesting stolen funds that are recovered be returned to District 1.. Thanked the Board of Supervisors and the straw man poll to approve the request (5 ayes).

Director DeMarco commented on the strength in numbers. Power of people coming together. To all residents concerned about burglaries, there is strength in numbers and we could have the political pressure to get more coverage in Rossmoor. He reminded everyone that school is out and to be safe.

Director Remnet thanked the Board for the long-distance accommodation. Commented on the Supervisors meeting and how powerful it was. Thanked those who attended.

Director Searles thanked the residents who came out and spoke at today's meeting. Be mindful of kids out of school. Sheriff's department is responsive if residents call. Confirm Valdovinos for July. Stone Soul is performed at the upcoming Festival.

President Shade thanked Directors Maynard and DeMarco and GM Landers for attending the Supervisors meeting. She mentioned attending a CSDA conference in San Diego. Thanked residents for voicing their concerns about Sheriff patrol. Congratulated the class of 2026!

J. CLOSED SESSION

K. ADJOURNMENT

President Shade adjourned the meeting at 9:10 p.m.

ATTEST:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Jo Shade, President

Sharon L. Landers, Secretary
Rossmoor Community Services District

APPROVED:

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: July 14, 2026
To: Honorable Board of Directors
From: General Manager Sharon Landers
Subject: MAY 2026 REVENUE AND EXPENDITURE REPORTS AND JUNE 2026 WARRANTS

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the Revenue and Expenditure Report for May 2026 and the June 2026 Warrants.

INFORMATION

The Revenue and Expenditure Report is submitted monthly and represents the District's unaudited year-to-date revenue and expenses.

ATTACHMENTS

1. Revenue and Expenditure Report for the month of May 2026
2. Explanation of Significant Variances from budgeted amounts
3. June 2026 Warrants and Credit Card Statement

Rossmoor Community Services District
 Schedule of Revenues and Expenditures and Changes in Fund Balance - Budget and Actual
 For the month ended May 31, 2026

ATTACHMENT 1

	Original Budget	Amended Budget	Current Month	YTD	YTD Var	YTD % Bud
Revenues:						
Property taxes	\$ 1,390,900	\$ 1,412,100	\$ 60,073	\$ 1,410,393	\$ 19,493	99.88%
Street light assessments	486,500	495,300	20,939	481,763	(4,737)	97.27%
Interest on investments	30,000	30,000	-	34,370	4,370	114.57%
From other governmental agencies	85,430	149,430	-	-	(85,430)	0.00%
Permit and rental fees	237,500	258,700	21,111	284,221	46,721	109.87%
Misc./Sponsorships	35,000	35,000	3,000	150,249	115,249	429.28%
Total Revenues	2,265,330	2,380,530	105,123	2,360,997	95,667	99.18%
Expenditures:						
Administration	1,388,290	1,425,800	97,867	1,172,625	(215,665)	82.24%
Recreation	90,000	90,000	165	68,199	(21,801)	75.78%
Rossmoor park	129,080	195,440	7,824	171,391	42,311	87.70%
Montecito center	29,310	17,510	2,251	17,657	(11,653)	100.84%
Rush park	173,660	203,750	17,367	138,605	(35,055)	68.03%
Street lighting	124,400	124,400	10,790	117,120	(7,280)	94.15%
Street sweeping	85,430	85,430	6,970	75,105	(10,325)	87.91%
Parkway trees	200,490	200,490	873	180,262	(20,228)	89.91%
Mini-parks and medians	16,140	20,000	1,073	19,457	3,317	97.28%
Total Expenditures	2,236,800	2,362,820	145,179	1,960,421	(276,379)	82.97%
Changes in fund balance	28,530	17,710	\$ (40,056)	400,576	\$ (180,712)	
Fund balance:						
Beginning of year	2,122,870	1,935,281		2,122,870		
End of period	2,151,400	1,952,991		2,523,446		
Cash Balances at 05/31/26:						
Checking				157,345		
LAIF				2,406,310		
Total				2,563,655		

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 5 / 26

10 General Fund

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
3000 Property Tax					
3001 Current Secure Property Tax	42,847.75	1,311,784.37	1,300,300.00	-11,484.37	101 %
3002 Current Unsecured Prop Tax	0.00	35,663.50	42,900.00	7,236.50	83 %
3003 Prior Secured property Tax	416.77	10,141.50	8,200.00	-1,941.50	124 %
3004 Prior Unsecured Property Tax	0.00	0.00	500.00	500.00	0 %
3005 Delinquent Property Taxes	174.40	2,100.89	2,500.00	399.11	84 %
3006 Current Supplemental Assessment	5,036.48	25,906.62	30,300.00	4,393.38	86 %
3007 Prior supplemental assessment	0.00	0.00	2,300.00	2,300.00	0 %
3008 Public Utility Tax	9,914.82	20,709.30	19,900.00	-809.30	104 %
3009 State Homeowners prop. Tax Relief	1,682.88	4,086.99	5,200.00	1,113.01	79 %
Account Group Total:	60,073.10	1,410,393.17	1,412,100.00	1,706.83	100 %
3100					
3101 Street light assessments	20,939.37	481,763.12	495,300.00	13,536.88	97 %
Account Group Total:	20,939.37	481,763.12	495,300.00	13,536.88	97 %
3200					
3201 Interest on Investments	0.00	34,370.04	30,000.00	-4,370.04	115 %
Account Group Total:	0.00	34,370.04	30,000.00	-4,370.04	115 %
3300 INTERGOVERNMENTAL REVENUE					
3301 Prop 68 Grant Funding	0.00	0.00	64,000.00	64,000.00	0 %
3304 County street sweep reimbursement	0.00	0.00	85,430.00	85,430.00	0 %
Account Group Total:	0.00	0.00	149,430.00	149,430.00	0 %
3400 RENTAL & PERMITS					
3401 Tennis Courts Reservations	2,536.50	24,545.25	22,100.00	-2,445.25	111 %
3402 Tennis Instructor Private Lessons	1,647.00	14,290.50	18,900.00	4,609.50	76 %
3403 Basketball Court Reservations	103.00	1,166.36	0.00	-1,166.36	** %
3404 Sand Volleyball Court Reservations	0.00	79.50	0.00	-79.50	** %
3405 Rossmoor Park Ball Field Reservations	0.00	9,662.12	14,200.00	4,537.88	68 %
3406 Rush Park Ball field reservations	731.49	13,943.31	13,100.00	-843.31	106 %
3407 Pickleball Reservation.	4,811.50	50,757.50	54,100.00	3,342.50	94 %
3408 Pickleball Instructor Private Lessons	66.00	1,079.50	700.00	-379.50	154 %
3411 Signature Wall Banner Rental	22.00	305.00	300.00	-5.00	102 %
3421 Tree Revenue	300.00	5,110.00	5,300.00	190.00	96 %
3431 Rossmoor Building Rental	231.00	7,971.00	2,600.00	-5,371.00	307 %
3432 Rossmoor Park Picinic Site	647.00	5,203.02	2,600.00	-2,603.02	200 %
3441 Montecito Building Rental	2,684.75	39,126.77	26,300.00	-12,826.77	149 %
3451 Rush Building Rental	6,170.98	98,978.51	90,000.00	-8,978.51	110 %
3452 Rush Park Picnic Site	1,159.51	10,407.89	7,400.00	-3,007.89	141 %
3453 Rush Park Kitchen	0.00	1,594.92	1,100.00	-494.92	145 %
Account Group Total:	21,110.73	284,221.15	258,700.00	-25,521.15	110 %
3500					
3501 MISC REVENUE	0.00	121,599.49	10,000.00	-111,599.49	*** %
3502 Sponsorships	3,000.00	28,650.00	25,000.00	-3,650.00	115 %
Account Group Total:	3,000.00	150,249.49	35,000.00	-115,249.49	429 %
Fund Total:	105,123.20	2,360,996.97	2,380,530.00	19,533.03	99 %

Grand Total:	105,123.20	2,360,996.97	2,380,530.00	19,533.03	99 %
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ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 5 / 26

10 General Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
5000							
5010 Administration							
4000	Board of Directors Compensatn	1,100.00	9,900.00	11,000.00	11,000.00	1,100.00	90 %
4002	Salaries - Part-time	7,165.36	87,357.31	85,400.00	98,000.00	10,642.69	89 %
4003	Overtime	390.80	6,351.74	12,360.00	12,360.00	6,008.26	51 %
4005	Salaries - Event Attendant	853.62	4,380.16	0.00	3,200.00	-1,180.16	137 %
4006	SALARIES - ADMINISTRATION	25,562.54	284,009.32	305,200.00	318,900.00	34,890.68	89 %
4007	VEHICLE ALLOWANCE (MILEAGE	42.05	1,292.63	3,250.00	3,250.00	1,957.37	40 %
4008	SALARIES - PARK AND RECREATION	14,754.89	164,523.61	180,600.00	180,600.00	16,076.39	91 %
4009	SALARIES - Park /TREE	5,112.25	63,427.47	63,300.00	63,300.00	-127.47	100 %
4010	Workers Compensation Insurance	0.00	0.00	11,100.00	11,100.00	11,100.00	%
4011	Medical Insurance	0.00	91,618.43	128,560.00	110,000.00	18,381.57	83 %
4015	Federal Payroll Tax -FICA	4,328.54	50,218.38	70,530.00	54,800.00	4,581.62	92 %
4019	Deferred Comp - ER Match	2,449.50	18,501.15	15,700.00	19,600.00	1,098.85	94 %
5002	Insurance - Liability	0.00	54,643.00	57,300.00	57,300.00	2,657.00	95 %
5004	Memberships and Dues	60.00	8,819.82	11,100.00	11,100.00	2,280.18	79 %
5006	Travel & Meetings	0.00	6,290.15	5,900.00	5,900.00	-390.15	107 %
5007	Televised Meeting Costs	920.00	9,169.28	14,000.00	14,000.00	4,830.72	65 %
5008	Gasoline	436.26	3,577.47	5,600.00	5,600.00	2,022.53	64 %
5010	Publications & Legal Notices	135.00	1,865.00	8,400.00	8,400.00	6,535.00	22 %
5012	Printing	540.16	4,588.06	4,500.00	4,500.00	-88.06	102 %
5014	Postage	289.66	696.60	2,200.00	2,200.00	1,503.40	32 %
5016	Office & Meeting Supplies	854.36	11,492.53	16,700.00	16,700.00	5,207.47	69 %
5018	Janitorial Supplies	4,303.48	17,129.81	22,100.00	22,100.00	4,970.19	78 %
5020	Telephone	1,233.45	13,087.98	11,100.00	15,300.00	2,212.02	86 %
5021	Computer/Email/Server Costs	1,030.90	9,531.46	9,500.00	9,500.00	-31.46	100 %
5030	Vehicle Maintenance	887.67	3,347.44	11,100.00	11,100.00	7,752.56	30 %
5032	Building & Grounds-Maintenance	7,096.68	49,720.32	104,400.00	104,400.00	54,679.68	48 %
5045	Miscellaneous Expenditures	720.28	15,693.91	22,300.00	22,300.00	6,606.09	70 %
5046	Bank Service Charge	94.51	1,755.03	4,500.00	4,500.00	2,744.97	39 %
5610	Legal Services	7,134.00	59,661.00	46,400.00	51,700.00	-7,961.00	115 %
5615	Financial Audit-Consulting	1,350.00	20,350.00	21,200.00	21,200.00	850.00	96 %
5620	Outsource Financial Consultant	4,100.00	41,200.50	50,100.00	53,000.00	11,799.50	78 %
5670	Other Professional Services	4,861.78	57,385.01	51,750.00	65,750.00	8,364.99	87 %
6010	Equipment	0.00	123.92	0.00	0.00	-123.92	%
6019	Vehicles	0.00	0.00	10,000.00	22,000.00	22,000.00	%
6025	Software	58.98	916.50	11,140.00	11,140.00	10,223.50	8 %
	Account Total:	97,866.72	1,172,624.99	1,388,290.00	1,425,800.00	253,175.01	82 %
5020 Recreation							
5017	Community Events	164.58	68,199.31	90,000.00	90,000.00	21,800.69	76 %
	Account Total:	164.58	68,199.31	90,000.00	90,000.00	21,800.69	76 %
5030 Rossmoor Park							
5022	Utilities	924.55	12,184.02	13,930.00	13,930.00	1,745.98	87 %
5023	Water	6,454.42	60,072.77	66,840.00	72,000.00	11,927.23	83 %
5025	SECURED PROP TAX	0.00	1,063.34	1,340.00	1,340.00	276.66	79 %
5032	Building & Grounds-Maintenance	307.00	1,359.00	0.00	0.00	-1,359.00	%
5034	Alarm Systems/Security	138.00	789.00	1,110.00	1,110.00	321.00	71 %
5045	Miscellaneous Expenditures	0.00	6,098.62	7,080.00	7,080.00	981.38	86 %
5051	Equipment Rental	0.00	0.00	570.00	570.00	570.00	%

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 5 / 26

10 General Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
5052	Minor Facility Repairs /Tools	0.00	264.32	1,110.00	2,110.00	1,845.68	13 %
5655	Landscape Maintenance /	0.00	29,642.00	37,100.00	37,100.00	7,458.00	80 %
6005	Buildings and Improvements	0.00	59,918.09	0.00	60,200.00	281.91	100 %
	Account Total:	7,823.97	171,391.16	129,080.00	195,440.00	24,048.84	88 %
5040 Montecito Center							
5022	Utilities	0.00	1,983.75	2,220.00	2,220.00	236.25	89 %
5023	Water	173.92	4,223.19	5,020.00	5,020.00	796.81	84 %
5025	SECURED PROP TAX	0.00	893.00	1,110.00	1,110.00	217.00	80 %
5032	Building & Grounds-Maintenance	0.00	860.00	0.00	0.00	-860.00	%
5034	Alarm Systems/Security	0.00	282.00	720.00	720.00	438.00	39 %
5045	Miscellaneous Expenditures	81.39	291.39	570.00	570.00	278.61	51 %
5052	Minor Facility Repairs /Tools	1,996.14	2,208.55	570.00	3,770.00	1,561.45	59 %
5655	Landscape Maintenance /	0.00	3,825.00	4,100.00	4,100.00	275.00	93 %
6005	Buildings and Improvements	0.00	3,090.00	15,000.00	0.00	-3,090.00	%
	Account Total:	2,251.45	17,656.88	29,310.00	17,510.00	-146.88	101 %
5050 Rush Park							
5022	Utilities	2,140.88	28,848.15	35,210.00	35,210.00	6,361.85	82 %
5023	Water	5,064.04	46,775.61	55,700.00	50,540.00	3,764.39	93 %
5025	SECURED PROP TAX	0.00	4,069.50	4,680.00	4,680.00	610.50	87 %
5032	Building & Grounds-Maintenance	282.00	1,366.00	0.00	0.00	-1,366.00	%
5034	Alarm Systems/Security	0.00	282.00	900.00	900.00	618.00	31 %
5045	Miscellaneous Expenditures	0.00	467.05	570.00	570.00	102.95	82 %
5051	Equipment Rental	0.00	659.62	1,680.00	1,680.00	1,020.38	39 %
5052	Minor Facility Repairs /Tools	0.00	579.85	570.00	1,570.00	990.15	37 %
5655	Landscape Maintenance /	0.00	29,642.00	37,100.00	37,100.00	7,458.00	80 %
6005	Buildings and Improvements	9,880.00	25,915.00	37,250.00	71,500.00	45,585.00	36 %
	Account Total:	17,366.92	138,604.78	173,660.00	203,750.00	65,145.22	68 %
5060 Street Lighting							
5650	Street Lighting and	10,790.25	117,120.48	124,400.00	124,400.00	7,279.52	94 %
	Account Total:	10,790.25	117,120.48	124,400.00	124,400.00	7,279.52	94 %
5070 Street Sweeping							
5642	Street Sweeping	6,969.98	75,104.89	85,430.00	85,430.00	10,325.11	88 %
	Account Total:	6,969.98	75,104.89	85,430.00	85,430.00	10,325.11	88 %
5080 Parkway Trees							
5017	Community Events	160.24	160.24	1,680.00	1,680.00	1,519.76	10 %
5656	Tree Trimming	0.00	141,496.70	145,340.00	145,340.00	3,843.30	97 %
5660	TREE REMOVAL	0.00	3,340.00	3,340.00	19,340.00	16,000.00	17 %
6015	Trees	712.65	35,264.85	50,130.00	34,130.00	-1,134.85	103 %
	Account Total:	872.89	180,261.79	200,490.00	200,490.00	20,228.21	90 %
5090 Mini-Parks and Medians							
5022	Utilities	0.00	661.64	570.00	570.00	-91.64	116 %
5023	Water	1,702.71	14,918.36	11,140.00	15,000.00	81.64	99 %
5045	Miscellaneous Expenditures	0.00	0.00	110.00	110.00	110.00	%
5051	Equipment Rental	0.00	0.00	110.00	110.00	110.00	%
5052	Minor Facility Repairs /Tools	0.00	52.06	110.00	110.00	57.94	47 %

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 5 / 26

10 General Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
5655	Landscape Maintenance /	0.00	3,824.75	4,100.00	4,100.00	275.25	93 %
	Account Total:	1,702.71	19,456.81	16,140.00	20,000.00	543.19	97 %
	Account Group Total:	145,809.47	1,960,421.09	2,236,800.00	2,362,820.00	402,398.91	83 %
	Fund Total:	145,809.47	1,960,421.09	2,236,800.00	2,362,820.00	402,398.91	83 %
	Grand Total:	145,809.47	0.00	1,960,421.09	2,236,800.00	2,362,820.00	402,398.91 83 %

EXPLANATION OF SIGNIFICANT VARIANCES FROM BUDGETED AMOUNTS MAY 2026

Revenue Accounts (Accounts more than 110% and less than 70%)

Account Code	%	Item	Explanation
3401	111	Tennis Court Reservations	Higher rental of courts
3406	106	Rush Park Ball Field Reservations	Higher rental of fields
3408	154	Pickleball Instructor Private Lessons	Pickleball Instructor reserving more court time
3431	307	Rossmoor Building Rental	Higher rental of Community Room
3432	200	Rossmoor Park Picnic Site	Higher rental of picnic sites particularly new site with canopy
3441	149	Montecito Building Rental	Higher rental of Montecito Center
3451	110	Rush Building Rental	Higher rental of Rush Park building facilities
3452	141	Rush Park Picnic Site	Higher rental of picnic sites
3453	145	Rush Park Kitchen	Higher usage in July and August of 2025

Expenditure Accounts (Accounts more than 110% and less than 70%)

Account Code	%	Item	Explanation
5010-5030	30	Vehicle Maintenance	No major expenses for vehicles this far for fiscal year
5010-5610	115	Legal Services	Largely due to the review of proposed policies and drafting of agreements related to recent bids and RFP's
5080-5660	17	Tree Removal	Tree removal for public safety; adjustment made in mid-year budget

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ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 6/26

Page: 1 of 5
Report ID: AP100

* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1667	20677S	919 US BANK	13,673.92					
	Credit Card Payments							
1	USPS		51.60			10 5010	5014	1010
	Postage							
2	Amazon		23.25			10 5010	5016	1010
	TV Remote							
3	CFBTEL		549.46			10 5010	5020	1010
	Monthly Phone Service							
4	Target		11.88			10 5010	5016	1010
	Coffee Cups							
5	OC Public Works		4,800.00			10 5020	5017	1010
	Deposit for Festival Permits							
6	Uline		283.85			10 5010	5018	1010
	Janitorial Supplies							
7	USPS		11.60			10 5010	5014	1010
	Postage							
8	Staples		195.22			10 5010	5016	1010
	Coffee Cups							
9	Microsoft		341.38*			10 5010	5021	1010
	Monthly Fee							
10	5th Ave Bagelry		85.07			10 5010	5016	1010
	CJPIA Meeting Meal to be reimbursed							
11	Zoom		33.98			10 5010	5016	1010
	Monthly Fee							
12	Ben's Seal Beach		105.51			10 5010	5030	1010
	F-150 Oil Change							
13	Ben's Seal Beach		88.92			10 5010	5030	1010
	Ranger Oil Change							
14	Ralphs		31.96			10 5010	5016	1010
	Water							
15	Ganahl		235.11			10 5010	5045	1010
	Paint Brushes & Rollers							
16	CVS		11.93			10 5010	5016	1010
	Eye Wash							
17	Lakewood Nursery		223.78			10 5030	5045	1010
	Rossmoor Park Plants							
18	A&J Portable		1,000.00			10 5020	5017	1010
	June Festival Portable							
19	Amazon		14.62			10 5010	5016	1010
	Binder Clips							
20	Amazon		5.27			10 5010	5016	1010
	Pens							
21	Amazon		31.99			10 5010	5016	1010
	Kraft paper Bags							

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ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 6/26

Page: 2 of 5
Report ID: AP100

* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
22	Amazon		73.27			10 5010	5016	1010
	Cups							
23	Amazon		9.57			10 5010	5016	1010
	Iphone Screen Protector							
24	Ralphs		61.09			10 5010	5016	1010
	CJPIA training meal to be reimbursed							
25	Amazon		31.60			10 5010	5016	1010
	9 Volt Batteries							
26	Jersey Mikes		134.92			10 5010	5016	1010
	CJPIA training meal to be reimbursed							
27	Simone's Donuts		43.00			10 5010	5016	1010
	CJPIA training meal to be reimbursed							
28	Staples		51.81			10 5010	5016	1010
	Eye Wash for First Aid Kit							
29	USPS		20.96			10 5010	5014	1010
	Postage							
30	CartMart		4,252.85			10 5010	6019	1010
	Golf Cart Deposit							
31	Amazon		-5.27			10 5010	5016	1010
	Return Credit							
32	MSC		63.69			10 5010	5045	1010
	Exit Sign Batteries							
33	Constant Contact		62.00			10 5010	5670	1010
	Monthly Fee							
34	Canva		-1.00*			10 5010	5021	1010
	Credit for Test Transaction							
35	Ralphs		47.34			10 5010	5016	1010
	Water							
36	Survey Monkey		99.00			10 5010	5670	1010
	Monthly Fee							
37	MSC		222.30			10 5010	5045	1010
	Exit Sign Batteries							
38	Grainger		55.98			10 5010	5045	1010
	Rush Park Hot Water Cover							
39	Canva		119.99*			10 5010	5021	1010
	Yearly Fee							
40	Staples		-195.22			10 5010	5016	1010
	Return Credit							
41	Clean Wave Express		25.00			10 5010	5030	1010
	Car Wash							
42	AED Superstore		363.66			10 5010	5045	1010
	AED Infant Kit							
43	Canva		1.00*			10 5010	5021	1010
	Test Transactions							

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ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 6/26

Page: 3 of 5
Report ID: AP100

* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1668	20678S 999999	CIELO CATABAY	220.50					
	Deposit Refund							
1	Deposit Refund		220.50			10 2220		1010
1669	20679S 999999	BERTHA DE LA CRUZ	220.50					
	Deposit Refund							
1	Deposit Refund		220.50			10 2220		1010
1670	20680S 999999	FRIENDS OF LIBRARY & DONNA	220.50					
	Deposit Refund							
1	Deposit Refund		220.50			10 2220		1010
1671	20681S 999999	ROTARY CLUB OF LOS ALAMITOS,	66.25					
	Deposit Refund							
1	Deposit Refund		66.25			10 2220		1010
1672	20682S 999999	SAGE OAK CHARTER SCHOOL	361.00					
	Deposit Refund (deducted \$25.00 projector rental)							
1	Deposit Refund		361.00			10 2220		1010
1673	20683S 999999	KIM YOSHIZAWA	275.75					
	Deposit Refund							
1	Deposit Refund		275.75			10 2220		1010
1674	20684S 999999	DANIEL LUNA	3,800.00					
	Metal Door, Enclosed Electrical Cabinet, Main Power Electrical							
1	1 05/28/26 Welding Services		3,800.00			10 5010	5032	1010
1675	20685S 575	ELITE SPECIAL EVENTS, INC.	1,200.00					
	Ad Reimbursement							
1	777 06/11/26 Ad Reimbursement		1,200.00			10 5020	5017	1010
1676	20686S 102	EVENT NEWS-ENTERPRISE	135.00					
	Advertisement							
1	Ad# 001638 05/27/26 Advertisement		135.00			10 5010	5010	1010
1677	20687S 614	GDC COMMUNICATIONS & SOUND	400.00					
	June 19th Movie in the Park							
1	2026008 06/04/26 June 19th Movie in the Park		400.00			10 5020	5017	1010

06/12/26
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ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 6/26

Page: 4 of 5
Report ID: AP100

* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1678	20688S	226 HILL'S BROTHERS LOCK & SAFE	642.10					
		Services and Supplies						
1	95140 06/04/26	Services and Supplies	642.10			10 5010	5032	1010
1679	20705S 999999	UNITED STATES TREASURY	1,347.35					
		Make your check or money order Payable to the United States Treasury. Write your Employer ID number (33-0237135), the tax period, and the form number (941) on your payment and any correspondence						
1	CP171 04/13/26	Payment to U.S.T.	1,347.35*			10 5010	4015	1010
1680	20706S 999999	UNITED STATES TREASURY	5,808.96					
		Make your check or money order payable to the United States Treasury. Write your Employer ID number(33-0237135), the tax period (2015-12-31), and the form number (CVL PEN) on your payment and any correspondence						
1	CP128 05/02/26	U.S.T. PAYMENT	5,808.96*			10 5010	4015	1010
1681	20691S	212 JONES & MAYER	3,790.50					
		For Professional Services						
1	142419 05/31/26	For Professional Services	3,790.50*			10 5010	5610	1010
1682	20692S	1069 LandCare Holdings, Inc.	6,865.00					
		Landscape Management Agreement						
1	1003582 05/31/26	Landscape Management Agreemen	3,050.00			10 5030	5655	1010
2	1003582 05/31/26	Landscape Management Agreemen	382.50*			10 5040	5655	1010
3	1003582 05/31/26	Landscape Management Agreemen	3,050.00			10 5050	5655	1010
4	1003582 05/31/26	Landscape Management Agreemen	382.50*			10 5090	5655	1010
1683	20693S	1093 Sharon Landers	54.96					
		Mileage Reimbursement						
1		Mileage Reimbursement	54.96			10 5010	4007	1010
1684	20694S	1040 Musco Sports Lighting	475.00					
		Project 163951						
1	453791 05/26/26	Project 163951	475.00			10 5010	5045	1010
1685	20695S	779 MATTHEW G. PHAIRAS	2,500.00					
		Entertainment June 13th, 2026						
1		Entertainment June 13th, 2026	2,500.00			10 5020	5017	1010

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ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 6/26

Page: 5 of 5
Report ID: AP100

* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1686	20696S	1066 Philip Reyes	1,500.00					
	Family Fun Festival 2026							
1	06132026 06/13/26	Family Fun Festival 2026	1,500.00			10 5020	5017	1010
1687	20697S	594 PRINT MASTERS	415.10					
	4 Round Community Stickers							
1	72873 05/22/26	4 Round Community Stickers	415.10			10 5010	5016	1010
1688	20698S	899 SCA OF CA, LLC	6,969.98					
	Monthly Sweeping Services							
1	CA0944141 06/05/26	Monthly Sweeping Services	6,969.98			10 5070	5642	1010
1689	20699S	999999 TOMIK CONSTRUCTION	1,250.00					
	Replace door jamb and reinstall existing door							
1	INV0392 06/11/26	Services	1,250.00			10 5010	5032	1010
1690	20700S	309 TRIPEPI SMITH	575.00					
	General Acct Support & Meeting Video Production							
1	17258 05/31/26	Acct. Support & Meeting Video	575.00			10 5010	5007	1010
1691	20701S	999999 TRI-TEK BURGLAR ALARM CO	220.00					
	Alarm Services							
1	1386242 06/01/26	Alarm Services	220.00			10 5050	5034	1010
1692	20702S	1048 Vital Records Control	216.85					
	Standard Monthly Fee							
1	6519596 05/31/26	Standard Monthly Fee	216.85			10 5010	5045	1010
1693	20703S	999999 JAIMEE DREW	275.75					
	Deposit Refund							
1	Deposit Refund		275.75			10 2220		1010
1694	20704S	614 GDC COMMUNICATIONS & SOUND	500.00					
	For Rossmoor Family Festival							
1	2026013 06/01/26	For Rossmoor Family Festival	500.00			10 5020	5017	1010
	# of Claims	28	Total:	53,979.97				

JUNE 2026 CREDIT CARD STATEMENT

MERCHANT/DESCRIPTION	TRANSACTION		ACCOUNT CODE	AMOUNT	INVOICE #/NOTES	APPROVAL
	DATE					
OC Public Works	5/26/2026		5020-5017	\$ 1,608.00	Festival Permits	SL
OC Public Works	5/26/2026		5020-5017	\$ 200.00	Festival Permits	SL
Amazon	5/27/2026		5010-5045	\$ 75.74	Garbage Bins	SL
Amazon	5/28/2026		5010-5016	\$ 57.75	Office Supplies	SL
Amazon	5/28/2026		5010-5016	\$ 5.27	Pens	SL
Lowe's	5/28/2026		5080-6015	\$ 38.75	Insect Traps	SL
Ganahl Lumber	5/29/2026		5010-5045	\$ 79.60	Electrical plate covers	SL
Staples	5/30/2026		5010-5016	\$ 55.36	File Folders	SL
CFBTel	5/31/2026		5010-5020	\$ 549.46	Monthly Fee	SL
USPS	6/1/2026		5010-5014	\$ 10.48	Postage	SL
Los Al Chamber	6/3/2026		5010-5016	\$ 60.00	Chamber Luncheon	SL
Los Al Chamber	6/3/2026		5010-5016	\$ 60.00	Chamber Luncheon	SL
Microsoft	6/4/2026		5010-5021	\$ 341.38	Monthly Fee	SL
USPS	6/4/2026		5010-5014	\$ 20.96	Postage	SL
Amazon	6/4/2026		5010-5045	\$ 20.66	Chair Leg Caps	SL
Amazon	6/4/2026		5010-5016	\$ 46.88	Name Stamps	SL
Zoom	6/5/2026		5010-5016	\$ 33.98	Monthly Fee	SL
Sir Speedy	6/5/2026		5010-5012	\$ 164.72	Sponsor Banners	SL
5th Bagelry	6/5/2026		5010-5016	\$ 48.54	Reimbursed Meeting Meal	SL
Amazon	6/8/2026		5010-5045	\$ 26.44	File Alarm Battery	SL
Total Kids	6/9/2026		5020-5017	\$ 400.00	Festival Entertainment	SL
Amazon	6/10/2026		5010-5016	\$ 33.44	Festival Food	SL
Amazon	6/10/2026		5010-5016	\$ 42.55	Festival Drinks	SL
Amazon	6/10/2026		5010-5045	\$ 80.02	Horned Owl Decoys	SL
Sir Speedy	6/11/2026		5010-5012	\$ 224.24	Banners	SL
Amazon	6/11/2026		5010-5045	\$ 20.46	Bungee Cords	SL
Economic Laundry	6/11/2026		5010-5045	\$ 30.00	Laundry Service	SL
AAATraq	6/11/2026		5010-5670	\$ 3,000.00	Website PDF Compliance	SL
Ralphs	6/12/2026		5010-5016	\$ 70.11	Water	SL
Jersey Mikes	6/12/2026		5010-5016	\$ 134.92	Festival Sandwiches	
In Celebrations	6/13/2026		5020-5017	\$ 719.30	Festival Rentals	SL
B2B	6/18/2026		5010-5016	\$ 139.00	Amazon Prime Annual Fee	SL
Ganahl Lumber	6/18/2026		5010-5045	\$ 28.36	WD40 for swings	SL
GIH Global Industries Los AlDonuts	6/19/2026		5010-5032	\$ 4,520.74	Outdoor Drinking Fountain (\$3k donated by Youth Center)	SL
Constant Contact	6/19/2026		5010-5016	\$ 40.25	Reimbursed Meeting Meal	SL
Survey Monkey	6/19/2026		5010-5670	\$ 62.00	Monthly Fee	SL
Sir Speedy	6/20/2026		5010-5670	\$ 99.00	Monthly Fee	SL
Sir Speedy	6/23/2026		5010-5012	\$ 86.59	Banners	SL
Sir Speedy	6/23/2026		5010-5012	\$ 415.18	Banners	SL
TOTAL				\$ 13,650.13		

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM F-1

Date: July 14, 2026

To: Honorable Board of Directors

From: General Manager Sharon Landers
Financial Consultant Joshua Byerrum

Subject: PUBLIC HEARING - FISCAL YEAR 2026-2027 PROPOSED FINAL BUDGET
FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors:

1. Open the public hearing for the Fiscal Year 2026-2027 Proposed Final Budget;
2. Receive the FY 2026-2027 Proposed Final Budget presentation from the General Manager and Financial Consultant;
3. Take public testimony;
4. Close the public hearing
5. Deliberate; and
6. Approve the Second Reading of the Fiscal Year 2026-2027 Proposed Final Budget.

BACKGROUND

On March 26, 2026, the Budget Committee met to review the District's FY 2025-2026 Estimate to Close and the FY 2026-2027 Preliminary Budget. The General Manager and Financial Consultant presented the preliminary budget and answered questions the Committee had about the budget document. After discussion, the Budget Committee recommended that the preliminary budget be presented to the District Board with recommended salary adjustments, step increases, conversion of a 29-hour part-time staff position to full-time and a 3% cost of living adjustment. At the April 14, 2026 Board meeting, it was requested that a Special Meeting of the Board be scheduled to discuss several items in more depth. A Special Meeting of the Board was held on April 28, 2026 and, among other things, the Board of Directors approved the salary adjustments, step increases and conversion of the staff position to full time effective July 1, 2026.

The Fiscal Year 2026-2027 Preliminary Budget was presented to the Board of Directors at the May 12, 2026 regular Board meeting. The Board of Directors reviewed the FY 2025-2026 Estimate to Close and the FY 2026-2027 Preliminary Budget. On May 12, 2026 the

Board of Directors passed Resolution No. 26-05-12-01: A Resolution approving and adopting the annual appropriations limit for fiscal year 2026-2027.

INFORMATION

This is the second of two public hearings required by RCSD Policy No. 3020 on the Final Budget. Public notice was provided in accordance with Policy No. 3020. A first public hearing was held on the Final Budget at the Board's June Board meeting.

The General Manager and Financial Consultant have reviewed the FY 2025-2026 Estimate to Close and the FY 2026-2027 Preliminary Budget. The Final 2025-2026 amounts will be known when the District's Annual Audit is completed, at which time it will be presented to the Audit Committee and the Board of Directors at a future meeting. The Estimate to Close Budget is considered sufficiently accurate for adoption of the FY 2026-2027 Final Budget.

Upon the Board of Directors approval of the FY 2026- 2027 Proposed Final Budget at its July Board meeting, the Board of Directors will be asked to adopt the Annual Budget Revenues and Expenditures Total Amounts by resolution.

ATTACHMENTS

1. FY 2026-2027 Proposed Final Budget
2. FY 2026-2027 Budget Explanations
3. Capital Reserve Forecast
4. Notice of Public Hearing
5. Policy No. 3020 Budget Preparation
6. Draft Resolution No. 2026-07-14-01

**Rossmoor Community Services District
Preliminary Operating Budget
Summary
For the Fiscal Year 2026-2027**

	2025-2026					2026-2027 Budget	2027-2028 Forecast	2028-2029 Forecast	2029-2030 Forecast	2030-2031 Forecast
	FY 23-24 Actual	FY 24-25 Actual	Original Budget	Amended Budget	12-Month Projected Estimates to Close					
Revenues:										
Property taxes	\$ 1,300,935	\$ 1,361,101	\$ 1,390,900	\$ 1,412,100	\$ 1,414,600	\$ 1,464,200	\$ 1,515,500	\$ 1,568,400	\$ 1,623,400	\$ 1,680,100
Street light assessments	454,142	476,211	486,500	495,300	495,300	512,600	530,500	549,100	568,300	588,200
Interest on investments	82,043	79,094	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
From Other Governmental Agencies	118,282	79,254	85,430	149,430	149,430	88,000	90,600	93,300	96,100	99,000
Permit and Rental Fees	211,869	278,049	237,500	258,700	306,200	283,200	297,200	311,800	327,000	343,100
Miscellaneous	49,201	70,661	35,000	35,000	65,000	35,000	35,000	35,000	35,000	35,000
Total Revenues	2,216,472	2,344,371	2,265,330	2,380,530	2,460,530	2,413,000	2,498,800	2,587,600	2,679,800	2,775,400
Expenditures:										
Administrative	1,155,754	1,288,347	1,388,290	1,425,800	1,448,956	1,452,100	1,520,000	1,584,900	1,615,400	1,682,200
Recreation	75,376	98,899	90,000	90,000	87,000	87,500	90,100	92,800	95,600	98,500
Rossmoor Park	178,128	184,294	129,080	195,440	203,440	156,070	162,620	169,570	176,720	184,170
Montecito Center	12,842	15,592	29,310	17,510	17,510	28,250	29,300	30,350	31,400	32,450
Rush Park	170,823	114,729	173,660	203,750	203,750	153,020	159,540	166,290	173,370	180,870
Street Lighting	118,607	122,799	124,400	124,400	124,400	128,100	131,900	135,900	140,000	144,200
Street Sweeping	84,996	79,254	85,430	85,430	85,430	88,000	90,600	93,300	96,100	99,000
Parkway Tree	179,477	189,874	200,490	200,490	200,490	206,530	212,800	219,200	225,800	232,700
Mini-Parks and Median	14,631	19,789	16,140	20,000	20,000	21,100	22,200	23,300	24,500	25,700
Capital projects - Miscellaneous	-	-	-	-	-	-	-	-	-	-
Debt services - Principals	-	-	-	-	-	-	-	-	-	-
Debt services - Interest	-	-	-	-	-	-	-	-	-	-
Total Expenditures	1,990,634	2,113,579	2,236,800	2,362,820	2,390,976	2,320,670	2,419,060	2,515,610	2,578,890	2,679,790
Change In Fund Balance*	225,838	230,791	28,530	17,710	69,554	92,330	79,740	71,990	100,910	95,610
Fund Balance:										
Beginning of Period	1,935,281	1,935,281	2,166,072	2,166,072	2,166,072	2,235,626	2,257,956	2,337,696	2,409,686	2,510,596
Change in Operation Fund Balance						92,330	79,740	71,990	100,910	95,610
Grant/Financing										
Capital Expenses						(70,000)	-	-	-	(7,600)
End of Period	\$ 2,161,119	\$ 2,166,072	\$ 2,194,602	\$ 2,183,782	\$ 2,235,626	\$ 2,257,956	\$ 2,337,696	\$ 2,409,686	\$ 2,510,596	\$ 2,598,606

* There was a change in presentation between FY 2025-2026 and FY 2026-2027. In FY 2025-2026 there was \$164,840 capital expenditures included in the total operating expenses. In FY 2026-2027 capital expenditures are shown as a reduction of the Capital Expense Reserve.

**Rossmoor Community Services District
Preliminary Operating Budget
Revenues
For the Fiscal Year 2026-2027**

Description	FY 23-24 Actual	FY 24-25 Actual	2025-2026		12-Month Projected Estimates to Close	2026-2027 Budget	2027-2028 Forecast	2028-2029 Forecast	2029-2030 Forecast	2030-2031 Forecast	
			Original Budget	Amended Budget							
Property Taxes											
10.3001	Current secured property tax	\$ 1,197,379	\$ 1,250,281	\$ 1,282,700	\$ 1,300,300	\$ 1,302,800	\$ 1,348,400	\$ 1,395,600	\$ 1,444,400	\$ 1,495,000	\$ 1,547,300
10.3002	Current unsecured property tax	36,554	41,208	39,300	42,900	42,900	44,400	46,000	47,600	49,300	51,000
10.3003	Prior secured property tax	8,218	9,448	8,200	8,200	8,200	8,500	8,800	9,100	9,400	9,700
10.3004	Prior unsecured property tax	525	529	500	500	500	500	500	500	500	500
10.3005	Delinquent property taxes	2,333	2,248	2,500	2,500	2,500	2,600	2,700	2,800	2,900	3,000
10.3006	Current supplemental assessment	30,026	31,087	30,300	30,300	30,300	31,400	32,500	33,600	34,800	36,000
10.3007	Prior supplemental assessment	2,085	1,562	2,300	2,300	2,300	2,400	2,500	2,600	2,700	2,800
10.3008	Public utility	18,869	19,825	19,900	19,900	19,900	20,600	21,300	22,000	22,800	23,600
10.3009	State-Homeowners Prop. Tax Relief	4,948	4,912	5,200	5,200	5,200	5,400	5,600	5,800	6,000	6,200
Total property taxes		1,300,935	1,361,101	1,390,900	1,412,100	1,414,600	1,464,200	1,515,500	1,568,400	1,623,400	1,680,100
Street Light Assessment											
10.3101	Street light assessment	454,142	476,211	486,500	495,300	495,300	512,600	530,500	549,100	568,300	588,200
Interest on investments											
10.3201	Interest	82,043	79,094	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
From Other Governmental Agencies											
10.3301	Prop 68 Grant Funding	39,824	-	-	64,000	64,000	-	-	-	-	-
10.3304	County-Street Sweep Reimbursement	78,458	79,254	85,430	85,430	85,430	88,000	90,600	93,300	96,100	99,000
Total other governmental agencies		118,282	79,254	85,430	149,430	149,430	88,000	90,600	93,300	96,100	99,000
Permit and Rental Fees											
10.3401	Tennis Court Reservations	18,391	23,600	22,100	22,100	22,100	22,100	23,200	24,400	25,600	26,900
10.3402	Tennis Instructor Private Lessons	18,949	21,495	18,900	18,900	18,900	18,900	19,800	20,800	21,800	22,900
10.3403	Basketball Court Reservations	1,657	1,098	-	-	-	-	-	-	-	-
10.3404	Sand Volleyball Court Reservations	73	134	-	-	-	-	-	-	-	-
10.3405	Rossmoor Park Ball Field Reservations	10,700	13,470	14,200	14,200	14,200	14,200	14,900	15,600	16,400	17,200
10.3406	Rush Park Ball Field Reservations	15,124	14,100	13,100	13,100	13,100	13,100	13,800	14,500	15,200	16,000
10.3407	Pickleball Court Reservations	16,194	57,358	44,100	54,100	54,100	54,100	56,800	59,600	62,600	65,700
10.3408	Pickleball Instructor Private Lessons	-	825	700	700	700	1,400	1,500	1,600	1,700	1,800
10.3411	Signature Wall Banner Rental	360	251	300	300	300	300	300	300	300	300
10.3421	Tree Services & Memorial	3,333	2,216	5,300	5,300	5,000	5,000	5,000	5,000	5,000	5,000
10.3422	Tree Violation Fines	1,470	2,500	-	-	300	-	-	-	-	-
10.3431	Rossmoor Building Rental	5,405	12,132	2,600	2,600	8,200	6,000	6,300	6,600	6,900	7,200

**Rossmoor Community Services District
Preliminary Operating Budget
Revenues
For the Fiscal Year 2026-2027**

Description	FY 23-24 Actual	FY 24-25 Actual	2025-2026		12-Month Projected Estimates to Close	2026-2027 Budget	2027-2028 Forecast	2028-2029 Forecast	2029-2030 Forecast	2030-2031 Forecast
			Original Budget	Amended Budget						
10.3432 Rossmoor Park Picnic Site	3,241	3,209	2,600	2,600	4,000	4,000	4,200	4,400	4,600	4,800
10.3433 Rossmoor Park Horseshoe Rentals	-	-	-	-	-	-	-	-	-	-
10.3441 Montecito Building Rental	28,699	40,123	26,300	26,300	48,300	35,000	36,800	38,600	40,500	42,500
10.3451 Rush Building Rental	78,461	75,634	78,800	90,000	108,500	100,000	105,000	110,300	115,800	121,600
10.3452 Rush Park Picnic Site	8,427	9,135	7,400	7,400	7,400	8,000	8,400	8,800	9,200	9,700
10.3453 Rush Park Kitchen	1,385	769	1,100	1,100	1,100	1,100	1,200	1,300	1,400	1,500
Total permit and rental fees	211,869	278,049	237,500	258,700	306,200	283,200	297,200	311,800	327,000	343,100
Miscellaneous Revenues										
10.3501 Miscellaneous	17,201	33,511	10,000	10,000	40,000	10,000	10,000	10,000	10,000	10,000
10.3502 Sponsorship	32,000	37,150	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Total miscellaneous revenues	49,201	70,661	35,000	35,000	65,000	35,000	35,000	35,000	35,000	35,000
Total revenues	\$ 2,216,472	\$ 2,344,371	\$ 2,265,330	\$ 2,380,530	\$ 2,460,530	\$ 2,413,000	\$ 2,498,800	\$ 2,587,600	\$ 2,679,800	\$ 2,775,400

**Rossmoor Community Services District
Preliminary Operating Budget
Department 10 - Administrative Services
For the Fiscal Year 2026-2027**

Description	FY 23-24 Actual	FY 24-25 Actual	2025-2026		12-Month Projected Estimates to Close	2026-2027 Budget	2027-2028 Forecast	2028-2029 Forecast	2029-2030 Forecast	2030-2031 Forecast
			Original Budget	Amended Budget						
Salaries and Benefits										
10.5010.4000 Board of Directors' Compensation	\$ 6,900	\$ 10,905	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,200
10.5010.4003 Overtime	13,316	15,240	12,360	12,360	12,360	13,300	14,400	14,800	15,200	15,700
10.5010.4005 Event Attendant	-	-	-	3,200	3,200	3,700	4,000	4,100	4,200	4,300
10.5010.4006 Salaries - Administrative	240,132	269,764	305,200	318,900	318,900	335,800	362,700	373,600	384,800	396,300
10.5010.4007 Mileage Reimbursement	2,018	2,260	3,250	3,250	3,250	3,300	3,400	3,500	3,600	3,700
10.5010.4008 Salaries - Park Maintenance*	184,645	179,501	180,600	180,600	180,600	232,700	251,300	258,800	266,600	274,600
10.5010.4002 Part-time Maintenance*	53,067	81,211	85,400	98,000	98,000	-	-	-	-	-
10.5010.4004 Salaries - Recreation*	-	-	-	-	-	79,500	85,900	88,500	91,200	93,900
10.5010.4009 Salaries - Tree	60,860	61,665	63,300	63,300	63,300	65,200	70,400	72,500	74,700	76,900
10.5010.4010 Workers' Compensation Insurance	10,334	10,500	11,100	11,100	11,100	11,900	12,500	13,100	13,800	14,500
10.5010.4011 Medical/Life Insurance	87,037	101,142	128,560	110,000	110,000	110,800	116,300	122,100	128,200	134,600
10.5010.4015 Payroll Taxes	47,347	49,704	70,530	54,800	61,956	59,200	63,900	65,800	67,800	69,800
10.5010.4019 Deferred Compensation Match	-	7,402	15,700	19,600	19,600	23,400	25,300	26,100	26,900	27,700
Total salaries and benefits	705,656	789,293	887,000	886,110	893,266	949,800	1,021,100	1,053,900	1,088,000	1,123,200
Operations and Maintenances										
10.5010.5002 Insurance - Liability	38,722	49,059	57,300	57,300	57,300	70,100	72,200	74,400	76,600	78,900
10.5010.5004 Membership & Dues	10,650	10,460	11,100	11,100	11,100	13,100	13,500	13,900	14,300	14,700
10.5010.5006 Meetings & Training	1,483	2,599	5,900	5,900	5,900	8,400	8,700	9,000	9,300	9,600
10.5010.5007 Televised Meeting Costs	17,223	17,362	14,000	14,000	14,000	14,400	14,800	15,200	15,700	16,200
10.5010.5008 Gasoline	2,950	3,682	5,600	5,600	5,600	5,900	6,200	6,500	6,800	7,100
10.5010.5010 Publications & Legal Notice	10,699	3,043	8,400	8,400	8,400	8,700	9,000	9,300	9,600	9,900
10.5010.5012 Printing	4,516	4,456	4,500	4,500	4,500	4,600	4,700	4,800	4,900	5,000
10.5010.5014 Postage	1,264	1,950	2,200	2,200	2,200	2,300	2,400	2,500	2,600	2,700
10.5010.5016 Office & Meeting Supplies	11,990	16,254	16,700	16,700	16,700	17,200	17,700	18,200	18,700	19,300
10.5010.5018 Janitorial Supplies	23,016	21,801	22,100	22,100	22,100	22,800	23,500	24,200	24,900	25,600
10.5010.5020 Telephone	11,629	13,472	11,100	15,300	15,300	15,800	16,300	16,800	17,300	17,800
10.5010.5021 Computer/Email/Server Costs	10,593	15,902	9,500	9,500	9,500	9,800	10,100	10,400	10,700	11,000
10.5010.5030 Vehicle Maintenance	3,004	9,121	11,100	11,100	11,100	11,400	11,700	12,100	12,500	12,900
10.5010.5032 Buildings & Grounds-Maintenance	111,985	116,139	104,400	104,400	96,400	67,500	69,500	71,600	73,700	75,900
10.5010.5045 Miscellaneous Expenditures	20,525	14,504	22,300	22,300	22,300	23,000	23,700	24,400	25,100	25,900
10.5010.5046 Bank Service Charges	3,274	3,701	4,500	4,500	4,500	4,600	4,700	4,800	4,900	5,000
10.5010.5050 Elections	-	16,465	-	-	-	15,000	-	18,000	-	18,500
Total operations and maintenance	283,523	319,968	310,700	314,900	306,900	314,600	308,700	336,100	327,600	356,000
Contract Services										
10.5010.5610 Legal Services	32,746	44,024	46,400	51,700	51,700	51,700	51,700	52,700	53,800	53,800

**Rossmoor Community Services District
Preliminary Operating Budget
Department 10 - Administrative Services
For the Fiscal Year 2026-2027**

		2025-2026										
		FY 23-24	FY 24-25	Original	Amended	12-Month Projected	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	
Description		Actual	Actual	Budget	Budget	Estimates to Close	Budget	Forecast	Forecast	Forecast	Forecast	Forecast
10.5010.5615	Financial Audit - Consulting	20,200	19,700	21,200	21,200	21,200	20,000	20,000	20,000	20,000	20,000	20,400
10.5010.5620	Outsourced Financial Consultant	72,000	66,400	50,100	53,000	53,000	53,000	53,000	54,100	55,200	55,200	55,200
10.5010.5670	Other Professional Services	37,475	44,680	51,750	65,750	65,750	63,000	65,500	68,100	70,800	70,800	73,600
Total Contract Services		<u>162,420</u>	<u>174,804</u>	<u>169,450</u>	<u>191,650</u>	<u>191,650</u>	<u>187,700</u>	<u>190,200</u>	<u>194,900</u>	<u>199,800</u>	<u>199,800</u>	<u>203,000</u>
Capital Expenditures**												
10.5010.6005	Buildings and improvements	-	-	-	-	24,000						
10.5010.6010	Equipment	2,111	1,944	-	-	-						
10.5010.6019	Vehicles	-	-	10,000	22,000	22,000						
10.5010.6025	Software	2,044	2,339	11,140	11,140	11,140						
Total Capital Expenditures		<u>4,155</u>	<u>4,282</u>	<u>21,140</u>	<u>33,140</u>	<u>57,140</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures		<u>\$ 1,155,754</u>	<u>\$ 1,288,347</u>	<u>\$ 1,388,290</u>	<u>\$ 1,425,800</u>	<u>\$ 1,448,956</u>	<u>\$ 1,452,100</u>	<u>\$ 1,520,000</u>	<u>\$ 1,584,900</u>	<u>\$ 1,615,400</u>	<u>\$ 1,615,400</u>	<u>\$ 1,682,200</u>

*As part of a change in budget categories, Part-Time Maintenance has been eliminated as a standalone department, with all part-time positions now budgeted within Salaries – Park Maintenance. Additionally, a new Salaries – Recreation department has been created to support community services and court attendants.

** Starting in FY 2026-2027 capital expenses will be seen as a reduction capital reserves instead of as a reduction of operating expense.

**Rossmoor Community Services District
Preliminary Operating Budget
Department 20 . Recreation
For the Fiscal Year 2026-2027**

Description	FY 23-24 Actual	FY 24-25 Actual	2025-2026		12. Month Projected Estimates to Close	2026-2027 Budget	2027-2028 Forecast	2028-2029 Forecast	2029-2030 Forecast	2030-2031 Forecast
			Original Budget	Amended Budget						
Operations and Maintenances										
10.5020.5017 Community Events	\$ 75,376	\$ 98,899	\$ 90,000	\$ 90,000	\$ 87,000	\$ 87,500	\$ 90,100	\$ 92,800	\$ 95,600	\$ 98,500
Total operations and maintenance	<u>75,376</u>	<u>98,899</u>	<u>90,000</u>	<u>90,000</u>	<u>87,000</u>	<u>87,500</u>	<u>90,100</u>	<u>92,800</u>	<u>95,600</u>	<u>98,500</u>
Total Expenditures	<u>\$ 75,376</u>	<u>\$ 98,899</u>	<u>\$ 90,000</u>	<u>\$ 90,000</u>	<u>\$ 87,000</u>	<u>\$ 87,500</u>	<u>\$ 90,100</u>	<u>\$ 92,800</u>	<u>\$ 95,600</u>	<u>\$ 98,500</u>

**Rossmoor Community Services District
Preliminary Operating Budget
Department 30 - Rossmoor Park
For the Fiscal Year 2026-2027**

Description	FY 23-24 Actual	FY 24-25 Actual	2025-2026			2026-2027 Budget	2027-2028 Forecast	2028-2029 Forecast	2029-2030 Forecast	2030-2031 Forecast
			Original Budget	Amended Budget	12-Month Projected Estimates to Close					
Operations and Maintenances										
10.5030.5022 Utilities	\$ 13,280	\$ 12,965	\$ 13,930	\$ 13,930	\$ 13,930	\$ 14,600	\$ 15,300	\$ 16,100	\$ 16,900	\$ 17,700
10.5030.5023 Water	42,367	71,553	66,840	72,000	72,000	75,600	79,400	83,400	87,600	92,000
10.5030.5025 Secured Property Tax	1,090	1,126	1,340	1,340	1,340	1,390	1,440	1,490	1,540	1,590
10.5030.5032 Buildings & Grounds-Maintenance	-	509	-	-	8,000	15,000	15,500	16,000	16,500	17,000
10.5030.5034 Alarm Systems/Security	492	875	1,110	1,110	1,110	1,160	1,210	1,260	1,310	1,360
10.5030.5045 Miscellaneous Expenditures	5,657	5,947	7,080	7,080	7,080	7,300	7,500	7,700	7,900	8,100
10.5030.5051 Equipment Rental	-	-	570	570	570	620	670	720	770	820
10.5030.5052 Minor Facility Repairs/Tools	-	851	1,110	2,110	2,110	2,200	2,300	2,400	2,500	2,600
Total operations and maintenance	62,886	93,825	91,980	98,140	106,140	117,870	123,320	129,070	135,020	141,170
Contract Services										
10.5030.5655 Landscape Maintenance/Janitorial Services	39,312	36,150	37,100	37,100	37,100	38,200	39,300	40,500	41,700	43,000
Total Contract Services	39,312	36,150	37,100	37,100	37,100	38,200	39,300	40,500	41,700	43,000
Capital Expenditures*										
10.5030.6005 Buildings and improvements	75,930	54,319	-	60,200	60,200	-	-	-	-	-
Total Capital Expenditures	75,930	54,319	-	60,200	60,200	-	-	-	-	-
Total Expenditures	\$ 178,128	\$ 184,294	\$ 129,080	\$ 195,440	\$ 203,440	\$ 156,070	\$ 162,620	\$ 169,570	\$ 176,720	\$ 184,170
Capital expenditures breakdown:*										
Picnic Shelter . Rossmoor Park (Grant)			-	-	60,200	-	-	-	-	-
			-	-	-	-	-	-	-	-
			-	-	60,200	-	-	-	-	-

* Starting in FY 2026-2027 capital expenses will be seen as a reduction capital reserves instead of as a reduction of operating expense.

**Rossmoor Community Services District
Preliminary Operating Budget
Department 40 - Montecito Center
For the Fiscal Year 2026-2027**

Description	FY 23-24 Actual	FY 24-25 Actual	2025-2026		12-Month Projected Estimates to Close	2026-2027 Budget	2027-2028 Forecast	2028-2029 Forecast	2029-2030 Forecast	2030-2031 Forecast
			Original Budget	Amended Budget						
Operations and Maintenances										
10.5040.5022 Utilities	\$ 1,942	\$ 2,322	\$ 2,220	\$ 2,220	\$ 2,220	\$ 2,300	\$ 2,400	\$ 2,500	\$ 2,600	\$ 2,700
10.5040.5023 Water	3,520	4,202	5,020	5,020	5,020	5,300	5,600	5,900	6,200	6,500
10.5040.5025 Secured Property Tax	915	945	1,110	1,110	1,110	1,160	1,210	1,260	1,310	1,360
10.5040.5032 Building & Grounds-Maintenance	-	238	-	-	-	10,000	10,300	10,600	10,900	11,200
10.5040.5034 Alarm Systems/Security	504	378	720	720	720	770	820	870	920	970
10.5040.5045 Miscellaneous Expenditures	393	-	570	570	570	620	670	720	770	820
10.5040.5052 Minor Facility Repairs/Tools	1,761	317	570	3,770	3,770	3,900	4,000	4,100	4,200	4,300
Total operations and maintenance	9,035	8,402	10,210	13,410	13,410	24,050	25,000	25,950	26,900	27,850
Contract Services										
10.5040.5655 Landscape Maintenance/Janitorial Services	3,807	7,190	4,100	4,100	4,100	4,200	4,300	4,400	4,500	4,600
Total Contract Services	3,807	7,190	4,100	4,100	4,100	4,200	4,300	4,400	4,500	4,600
Capital Expenditures*										
10.5040.6005 Buildings and improvements	-	-	15,000	-	-	-	-	-	-	-
Total Capital Expenditures	-	-	15,000	-	-	-	-	-	-	-
Total Expenditures	\$ 12,842	\$ 15,592	\$ 29,310	\$ 17,510	\$ 17,510	\$ 28,250	\$ 29,300	\$ 30,350	\$ 31,400	\$ 32,450
Capital expenditures breakdown: *										
Exterior Painting and Parking Lot Resurfacing	-	-	15,000	-	-	-	-	-	-	-
	-	-	15,000	-	-	-	-	-	-	-

* Starting in FY 2026-2027 capital expenses will be seen as a reduction capital reserves instead of as a reduction of operating expense.

**Rossmoor Community Services District
Preliminary Operating Budget
Department 50 - Rush Park
For the Fiscal Year 2026-2027**

Description	FY 23-24 Actual	FY 24-25 Actual	2025-2026		12-Month Projected Estimates to Close	2026-2027 Budget	2027-2028 Forecast	2028-2029 Forecast	2029-2030 Forecast	2030-2031 Forecast
			Original Budget	Amended Budget						
Operations and Maintenances										
10.5050.5022 Utilities	\$ 28,872	\$ 30,420	\$ 35,210	\$ 35,210	\$ 35,210	\$ 37,000	\$ 38,900	\$ 40,800	\$ 42,800	\$ 44,900
10.5050.5023 Water	29,309	44,612	55,700	50,540	50,540	53,100	55,800	58,600	61,500	64,600
10.5050.5025 Secured Property Tax	4,170	4,308	4,680	4,680	4,680	4,800	4,900	5,000	5,200	5,400
10.5050.5032 Building & Grounds-Maintenance	-	520	-	-	-	15,000	15,500	16,000	16,500	17,000
10.5050.5034 Alarm Systems/Security	1,354	252	900	900	900	950	1,000	1,050	1,100	1,150
10.5050.5045 Miscellaneous Expenditures	823	1,186	570	570	570	620	670	720	770	820
10.5050.5051 Equipment Rental	2,672	-	1,680	1,680	1,680	1,730	1,800	1,900	2,000	2,100
10.5050.5052 Minor Facility Repairs/Tools	377	331	570	1,570	1,570	1,620	1,670	1,720	1,800	1,900
Total operations and maintenance	67,577	81,629	99,310	95,150	95,150	114,820	120,240	125,790	131,670	137,870
Contract Services										
10.5050.5655 Landscape Maintenance/Janitorial Services	34,392	33,100	37,100	37,100	37,100	38,200	39,300	40,500	41,700	43,000
Total Contract Services	34,392	33,100	37,100	37,100	37,100	38,200	39,300	40,500	41,700	43,000
Capital Expenditures*										
10.5050.6005 Building and Improvements	68,854	-	37,250	71,500	71,500	-	-	-	-	-
10.5050.6010 Equipment	-	-	-	-	-	-	-	-	-	-
Total Capital Expenditures	68,854	-	37,250	71,500	71,500	-	-	-	-	-
Total Expenditures	\$ 170,823	\$ 114,729	\$ 173,660	\$ 203,750	\$ 203,750	\$ 153,020	\$ 159,540	\$ 166,290	\$ 173,370	\$ 180,870

Capital expenditures breakdown:*

Auditorium Electrical Panels	-	20,000	20,000	-	-	-	-	-	-	-
Exterior Electrical Panel	6,750	-	-	-	-	-	-	-	-	-
Playground Rubberized Surfacing Replacement	30,500	33,500	-	-	-	-	-	-	-	-
New Swing Structure	-	18,000	14,300	-	-	-	-	-	-	-
	37,250	71,500	34,300	-	-	-	-	-	-	-

Starting in FY 2026-2027 capital expenses will be seen as a reduction capital reserves instead of as a reduction of operating expense.

**Rossmoor Community Services District
Preliminary Operating Budget
Department 60 -Street Lighting
For the Fiscal Year 2026-2027**

Description	FY 23-24 Actual	FY 24-25 Actual	2025-2026		12-Month Projected Estimates to Close	2026-2027 Budget	2027-2028 Forecast	2028-2029 Forecast	2029-2030 Forecast	2030-2031 Forecast
			Original Budget	Amended Budget						
Contract Services										
10.5060.5650 Street Lighting and Maintenance	\$ 118,607	\$ 122,799	\$ 124,400	\$ 124,400	\$ 124,400	\$ 128,100	\$ 131,900	\$ 135,900	\$ 140,000	\$ 144,200
Total Contract Services	<u>118,607</u>	<u>122,799</u>	<u>124,400</u>	<u>124,400</u>	<u>124,400</u>	<u>128,100</u>	<u>131,900</u>	<u>135,900</u>	<u>140,000</u>	<u>144,200</u>
Total Expenditures	<u>\$ 118,607</u>	<u>\$ 122,799</u>	<u>\$ 124,400</u>	<u>\$ 124,400</u>	<u>\$ 124,400</u>	<u>\$ 128,100</u>	<u>\$ 131,900</u>	<u>\$ 135,900</u>	<u>\$ 140,000</u>	<u>\$ 144,200</u>

**Rossmoor Community Services District
Preliminary Operating Budget
Department 70 - Street Sweeping
For the Fiscal Year 2026-2027**

Description	FY 23-24 Actual	FY 24-25 Actual	2025-2026		12-Month Projected Estimates to Close	2026-2027 Budget	2027-2028 Forecast	2028-2029 Forecast	2029-2030 Forecast	2030-2031 Forecast
			Original Budget	Amended Budget						
Contract Services										
10.5070.5642 Street Sweeping	\$ 84,996	\$ 79,254	\$ 85,430	\$ 85,430	\$ 85,430	\$ 88,000	\$ 90,600	\$ 93,300	\$ 96,100	\$ 99,000
Total Contract Services	<u>84,996</u>	<u>79,254</u>	<u>85,430</u>	<u>85,430</u>	<u>85,430</u>	<u>88,000</u>	<u>90,600</u>	<u>93,300</u>	<u>96,100</u>	<u>99,000</u>
Total expenditures	<u>\$ 84,996</u>	<u>\$ 79,254</u>	<u>\$ 85,430</u>	<u>\$ 85,430</u>	<u>\$ 85,430</u>	<u>\$ 88,000</u>	<u>\$ 90,600</u>	<u>\$ 93,300</u>	<u>\$ 96,100</u>	<u>\$ 99,000</u>

**Rossmoor Community Services District
Preliminary Operating Budget
Department 80 - Parkway Tree
For the Fiscal Year 2026-2027**

Description	FY 23-24 Actual	FY 24-25 Actual	2025-2026		12-Month Projected Estimates to Close	2026-2027 Budget	2027-2028 Forecast	2028-2029 Forecast	2029-2030 Forecast	2030-2031 Forecast
			Original Budget	Amended Budget						
Operations and Maintenances										
10.5080.5017 Community Events	\$ 656	\$ 467	\$ 1,680	\$ 1,680	\$ 1,680	\$ 1,730	\$ 1,800	\$ 1,900	\$ 2,000	\$ 2,100
10.5080.6015 Tree Replacement	35,222	44,522	50,130	34,130	34,130	35,200	36,300	37,400	38,500	39,700
Total operations and maintenance	35,878	44,989	51,810	35,810	35,810	36,930	38,100	39,300	40,500	41,800
Contract Services										
10.5080.5656 Tree Trimming	133,108	141,996	145,340	145,340	145,340	149,700	154,200	158,800	163,600	168,500
10.5080.5660 Tree Removal	10,491	2,890	3,340	19,340	19,340	19,900	20,500	21,100	21,700	22,400
Total Contract Services	143,599	144,886	148,680	164,680	164,680	169,600	174,700	179,900	185,300	190,900
Total expenditures	\$ 179,477	\$ 189,874	\$ 200,490	\$ 200,490	\$ 200,490	\$ 206,530	\$ 212,800	\$ 219,200	\$ 225,800	\$ 232,700

**Rossmoor Community Services District
Preliminary Operating Budget
Department 90 - Mini-Parks and Medians
For the Fiscal Year 2026-2027**

Description	FY 23-24 Actual	FY 24-25 Actual	2025-2026		12-Month Projected Estimates to Close	2026-2027 Budget	2027-2028 Forecast	2028-2029 Forecast	2029-2030 Forecast	2030-2031 Forecast
			Original Budget	Amended Budget						
Operations and Maintenances										
10.5090.5022 Utilities	\$ 182	\$ 46	\$ 570	\$ 570	\$ 570	\$ 620	\$ 670	\$ 720	\$ 770	\$ 820
10.5090.5023 Water	10,642	14,828	11,140	15,000	15,000	15,800	16,600	17,400	18,300	19,200
10.5090.5045 Miscellaneous Expenditures	-	-	110	110	110	160	210	260	310	360
10.5090.5051 Equipment Rental	-	-	110	110	110	160	210	260	310	360
10.5090.5052 Minor Facility Repairs/Tools	-	-	110	110	110	160	210	260	310	360
Total operations and maintenance	10,824	14,874	12,040	15,900	15,900	16,900	17,900	18,900	20,000	21,100
Contract Services										
10.5090.5655 Landscape Maintenance/Janitorial Services	3,807	4,915	4,100	4,100	4,100	4,200	4,300	4,400	4,500	4,600
Total Contract Services	3,807	4,915	4,100	4,100	4,100	4,200	4,300	4,400	4,500	4,600
Capital Expenditures*										
10.5090.6005 Building and Improvements	-	-	-	-	-	-	-	-	-	-
Total capital expenditures	-	-	-	-	-	-	-	-	-	-
Total expenditures	\$ 14,631	\$ 19,789	\$ 16,140	\$ 20,000	\$ 20,000	\$ 21,100	\$ 22,200	\$ 23,300	\$ 24,500	\$ 25,700

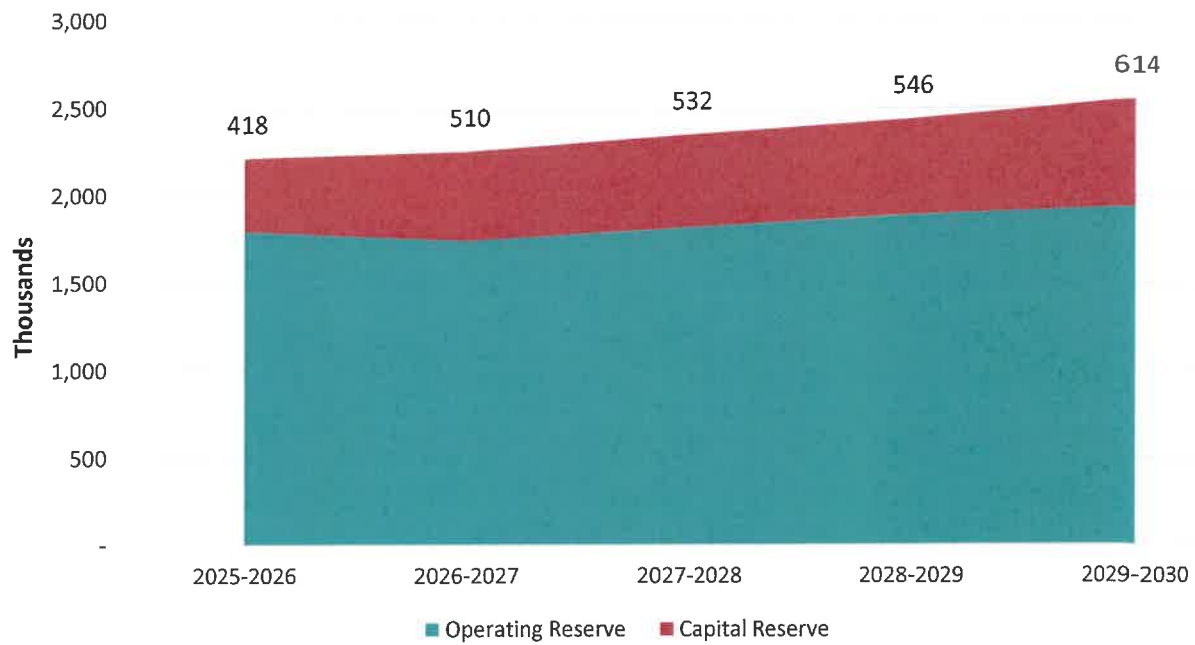
Rossmoor Community Services District
Budget Explanations
FY 26-27

Account	2025-2026 Estimate to Close	2026-2027 Budget	% Increase Amount	Explanation	
Estimated Revenues					
1	Property Taxes	1,414,600	1,464,200	3.5%	Increases are estimated at 3.5% from the actual year ended estimates, rather than 4.3% historical average.
2	From Other Governmental Agencies	149,430	88,000	-41.1%	The decrease is due to collecting \$64,000 from Prop 68 grant revenue.
3	Permit and Rental Fees	282,100	269,800	-4.4%	The increase of 5% for residential customers and 20% for non-residential customers. This was offset by a conservative estimate for building use.
Expenditures					
4	Salaries	664,000	716,900	8.0%	The total increase in salaries is due to approved salary adjustments (offset by removing part-time office assistant), COLA for all staff, and addition of part-time court attendant(s).
5	10.5010.4010 Workers' Compensation Insurance	11,100	11,900	7.2%	The increase is due to approved salary adjustments, COLA for all staff, one employee being made full-time, the addition of a part-time court attendant and increase in CJPIA fees.
6	10.5010.4011 Medical/Life Insurance	110,000	110,800	0.7%	The increase is due to the purchase of \$1,000 for life insurance for full-time employees. There is an estimated increase of 5% effective January, but this is offset by personnel elections.
7	10.5010.4015 Payroll Taxes	61,956	59,200	-4.4%	The increase is due to approved salary adjustments, COLA for all staff, one employee being made full-time and the addition of a part-time court attendant.
8	10.5010.4019 Deferred Compensation Match	19,600	23,400	19.4%	The increase is due to approved salary adjustments, COLA for all staff, and one part-time position converted to full-time.
9	10.5010.5002 Insurance - Liability	57,300	70,100	22.3%	The increase is based off CJPIA estimated fees.
10	10.5010.5004 Membership & Dues	11,100	13,100	18.0%	Membership includes CSDA (\$8k), LAFCO (\$3.3k), ICMA (\$1k), Los Al Chamber (\$150), Seal Beach Chamber (\$250), RHA (\$350).

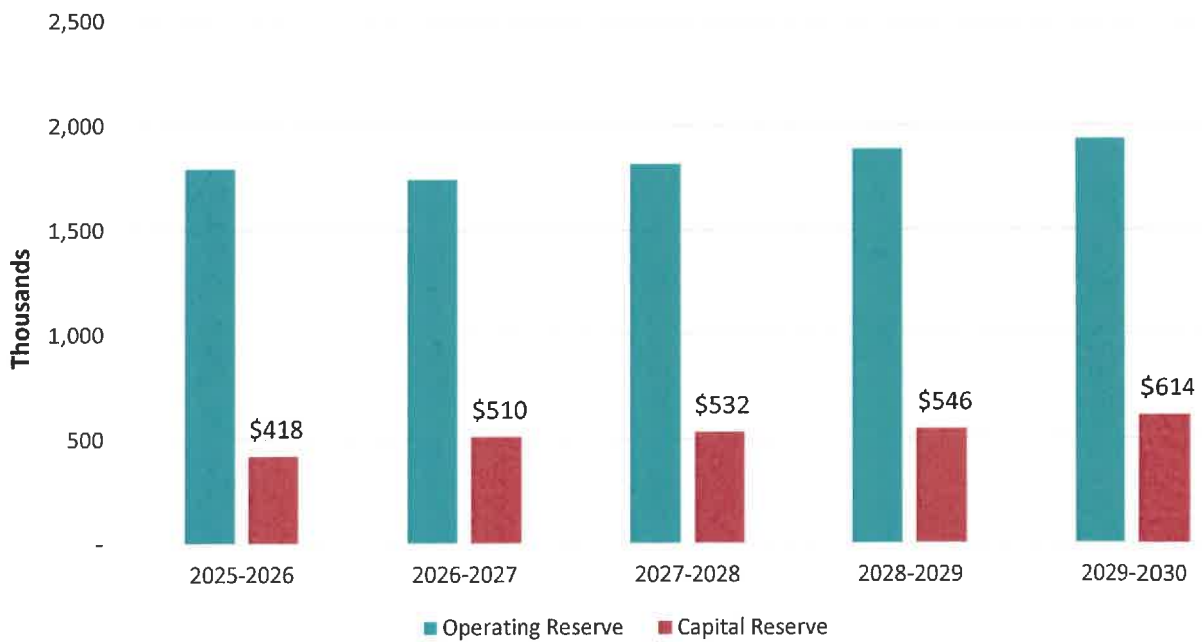
Rossmoor Community Services District
Budget Explanations
FY 26-27

Account		2025-2026 Estimate to Close	2026-2027 Budget	% Increase Amount	Explanation
11	10.5010.5006 Meetings & Training	5,900	8,400	42.4%	The increase is due to attendance at Rainbird conference by one maintenance assistant.
12	10.5010.5008 Gasoline	5,600	5,900	5.4%	The increase is due to estimated gas prices beyond 3%.
13	10.5010.5032 Buildings & Grounds-Maintenance	96,400	67,500	-30.0%	The decrease is due to allocating costs to their respective department.
14	10.5030.5032 Buildings & Grounds-Maintenance Rossmoor	8,000	15,000	N/A	The increase is due to allocating costs to their respective department.
15	10.5040.5032 Building & Grounds-Maintenance Montecito	-	10,000	N/A	The increase is due to allocating costs to their respective department.
16	10.5050.5032 Building & Grounds-Maintenance Rush	-	15,000	N/A	The increase is due to allocating costs to their respective department.
17	10.5010.5050 Elections	-	15,000	N/A	The increase is due to an election year.
18	10.5010.5670 Other Professional Services	65,750	63,000	-4.2%	There was an increase in Brea IT and other services. There is also the addition of PE services for 5 year CIP offset by grant writing services and salary survey completed in 2025/2026.
19	Utilities All Sites	51,930	54,520	5.0%	The increase is due to utilities higher than normal 3% CPI.
20	Water All Sites	142,560	149,800	5.1%	The increase is due to utilities higher than normal 3% CPI.

Operating & Capital Reserve



Operating & Capital Reserve



NOTICE OF PREPARATION OF FINAL BUDGET OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT FOR FISCAL YEAR 2026-2027 AND PUBLIC HEARING THEREON

NOTICE IS HEREBY GIVEN that the Board of Directors of the Rossmoor Community Services District has reviewed a preliminary budget as of June 9, 2026, for fiscal year 2026-2027, and the General Manager of the District has prepared a proposed Final Budget for fiscal year 2026-2027. The proposed Final Budget is available for inspection at the District office between the hours of 9:00 A.M. and 5:00 P.M., Monday through Friday and will also be available on the District's website at <https://www.rossmoor-csd.org> starting on May 26, 2026. The District office is located at 3001 Blume Drive, Rossmoor CA 90720.

NOTICE IS ALSO GIVEN that the Board of Directors of the District will conduct a public hearing on the proposed Final Budget on July 14, 2026, commencing at 7:00 P.M., at the District Auditorium, 3021 Blume Drive, Rossmoor CA 90720. Any person may appear at the time of the hearing and be heard regarding the proposed Final Budget. Following the hearing, the Board of Directors may adopt the proposed Final Budget as the District's Final Budget for the fiscal year 2026-2027.

Sharon Landers June 26, 2026
Board Secretary Date
News Enterprise 7/1/2026-164816

Rossmoor Community Services District

Policy

No. 3020

BUDGET PREPARATION, ADOPTION AND REVISION

3020.10 Budget Calendar: This policy shall serve as the budget calendar unless the Board modifies the dates herein. If so, the General Manager shall prepare and the Board shall adopt a budget calendar for the succeeding fiscal year at the March meeting of the Board.

3020.20 Preliminary Budget: A Preliminary Budget based on current year estimates to close and on forecasting of expected revenues and expenditures for the succeeding fiscal year shall be prepared by the General Manager by April 30. The Preliminary Budget shall conform to generally accepted accounting and budgeting procedures for special districts.

3020.21 RCSD Five-Year Fiscal Plan: Concurrently with the preparation of the Preliminary Budget, the General Manager shall update the Plan for review by the Budget Committee.

3020.25 Public Works/CIP Committee: The Public Works/Capital Improvement Projects (CIP) Committee is comprised of two Board members and the General Manager. The President of the Board appoints the members of the Committee

3025.26 Capital Project Budget: Prior to the development of the Preliminary Budget, the Public Works/CIP Committee shall meet and make recommendations to the Board on recommended capital improvement projects for inclusion in the proposed Fund 40 budget portion of the Preliminary Budget. Capital improvement projects shall be those projects with an estimated cost of \$5,000 or over and have a five-year service life. Projects of a lesser amount or of less than a five-year service life will be included in the appropriate departmental budgets of Fund 10 of the Preliminary Budget.

3020.30 Budget Committee: The Budget Committee is comprised of two Board members and the General Manager. The President of the Board appoints members to the Committee.

3020.31 Presentation of Preliminary Budget: The Budget Committee shall review the Preliminary Budget prepared by the General Manager and make recommended changes. The General Manager shall present the amended Preliminary Budget to the Board at its meeting in May.

3020.40 Preliminary Budget: The proposed Preliminary Budget, as reviewed and amended by the Budget Committee, shall be reviewed and approved by the Board at its May meeting.

3020.50 Appropriations Limit: On or before July 1 of each year, the Board shall adopt a resolution establishing its appropriations limit pursuant to Section 61113 of the Government Code.

3020.60 Public Hearing Notice: On or before July 1 of each year, and at least two weeks before the hearing, a notice of public hearing shall be published in a newspaper of general circulation, which specifies the following:

3020.61 Availability for Inspection: The proposed Final Budget shall be available for inspection at a specified time in the District office.

3020.62 Public Hearing: The date, time and place of the meeting of the Board when the Board will meet to adopt the Final Budget and that any person may appear and be heard regarding any item in the budget or the addition of other items.

3020.70 Second Public Notice: The public notice must be published a second time at least two (2) weeks before the Final Budget hearing in at least one newspaper of general circulation in accordance with Section 61110(d) of the Government Code.

3020.80 Final Budget Adoption: The General Manager shall submit a Final Budget to the Board as soon as practicable, but no later than the meeting of the Board in August. The Final Budget shall be based on the latest financial data available or the audited numbers for the previous fiscal year, if available. At the August Board meeting or sooner, the Board will hold the public hearing on the Final Budget and upon completion of the public hearing will consider adoption of the Final Budget. On or before September 1 of each year, the Board must adopt a Final Budget that conforms to generally accepted accounting and budgeting procedures for special districts. Immediately thereafter, the Board shall adopt a Resolution stating the District Annual Budget Revenues and Expenses Totals by Fund.

3020.90 County Auditor: After Final Budget adoption and completion of the District's Financial Audit, the General Manager shall forward a copy of both documents to the County Auditor.

3020.100 Budget Adjustment: The Budget Committee shall review budget adjustments prepared by the General Manager prior to the February Board meeting. The General Manager shall present budget adjustment recommendations at the February meeting of the Board. The Board shall review current revenue and expenditure projections and make necessary adjustments to the current Budget, which are reflective of the District's current financial condition. The Board shall adjust the budget, if necessary, by adoption of a resolution amending the budget.

3020.110 Budgetary Control: Control of movement of funds is governed by Policy No. 3021 Budgetary Control.

Amended: November 9, 2004

Amended: January 11, 2005

Amended: April 10, 2007

Amended: October 9, 2007

Amended: January 13, 2009

Amended: January 10, 2012

Amended: February 14, 2017

RESOLUTION 26-07-14-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2026-2027 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

WHEREAS, the Rossmoor Community Services District did discuss and approve at a public hearing, the District's Fiscal Year 2026-2027 Final Budget at its Regular Meeting on July 14, 2026.

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the Rossmoor Community Services District that it hereby establishes the Annual Budget Revenue and Expenditure totals by Fund In the amounts specified in Attachment A for the Fiscal Year 2026-2027.

PASSED AND ADOPTED this 14th day of July 2026.

AYES:

NOES:

ABSTAIN:

ABSENT:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Jo Shade, President

ATTEST:

Sharon Landers, Secretary
Rossmoor Community Services District

RESOLUTION 26-07-14-01: ATTACHMENT A

ANNUAL FISCAL YEAR 2026-2027

BUDGET REVENUE AND EXPENDITURE TOTALS AMOUNT SUMMARY

TOTAL FUND REVENUES

FUND 10	\$2,448,500
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TOTAL ALL FUNDS	<u>\$2,448,500</u>
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TOTAL FUND EXPENDITURES

FUND 10	\$2,320,670
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TOTAL ALL FUNDS	<u>\$2,320,670</u>
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ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: July 14, 2026

To: Honorable Board of Directors

From: General Manager Sharon Landers
Recreation Superintendent Chris Argueta
Traffic/Safety Advisory Committee Members: Directors DeMarco and Shade

Subject: TRAFFIC/SAFETY ADVISORY COMMITTEE RECOMMENDATION
REGARDING MARKED PARKING STALLS AND RED CURB DRIVEWAY
CLEARANCE AREAS ON HEDWIG ROAD AND FOSTER ROAD ADJACENT
TO ROSSMOOR PARK

RECOMMENDATION

It is recommended that the Board of Directors accept the recommendation of the Traffic/Safety Advisory Committee to request Orange County Public Works evaluate the installation of optional red curb driveway clearance areas for interested residents on Hedwig Road and Foster Road directly across from Rossmoor Park and that participation would be voluntary and left to each affected property owner, with the appropriate size, placement, and final design determined by Orange County Public Works based on accepted traffic engineering and safety practices.

BACKGROUND

On March 10, 2026, Orange County Public Works (OCPW) presented potential parking and driveway visibility improvements for Hedwig Road to the District Board of Directors. The presentation focused on resident concerns regarding limited visibility when backing out of driveways due to vehicles parked along Hedwig Road during periods of high park use. OCPW discussed two concepts, including marked parking stalls and red curb driveway clearance areas, but made no recommendation at that time.

The Traffic/Safety Advisory Committee (Committee) discussed these concepts at its May 19, 2026, meeting and recommended conducting outreach to the residents most directly affected. A survey was hand-delivered to the 16 homes located across from Rossmoor Park along Hedwig Road and Foster Road. The Committee reviewed the survey results at its July 7, 2026, meeting before developing the recommendation contained in this report.

DISCUSSION

The Committee reviewed the resident survey and concluded that optional red curb driveway clearance areas are the most effective way to address the visibility and safety concerns identified by residents while allowing each homeowner to choose whether to participate. The Committee believes Orange County Public Works should determine the appropriate design and dimensions based on engineering and safety standards.

Although marked parking stalls were evaluated, the Committee did not recommend pursuing that option at this time because they did not think it would be as effective in addressing the safety issues raised by the residents as the red curb next to driveways. They also thought it would potentially result in an unnecessary reduction of available street parking since each stall would be a predetermined size which could be bigger than needed by a vehicle seeking to park there.

The survey results showed that all 10 responding households believe parking along Hedwig Road or Foster Road creates visibility or safety concerns when backing out of their driveways. Of the three concepts presented, red curb clearance received the strongest overall support as an individual option. The results also showed differing preferences regarding whether red curb clearance should be applied uniformly or provided at the request of individual property owners.

Based on the survey results and Committee discussion, providing affected residents with the option to request red curb clearance adjacent to their driveway would directly address the safety concerns identified by residents while avoiding a uniform requirement for properties that may not want the red curb clearance. Any red curb clearance would remain subject to evaluation and approval by Orange County Public Works, including the appropriate length, location, and design based on traffic engineering and safety considerations.

In addition to evaluating potential improvements, the District has taken steps to encourage Rossmoor Park patrons to reduce parking impacts on neighboring residences along Hedwig Road and Foster Road. Language was added to District facility reservation materials and the RecDesk reservation system encouraging patrons to first use designated parking areas within Rossmoor Park and available parking on the park side of surrounding streets before parking in front of neighboring residences.

Staff have also communicated with the Los Alamitos Girls Softball League regarding parking concerns during league activities at Rossmoor Park. The League was asked to encourage its participants and families to carpool, when possible, to reduce the number of vehicles traveling to the park and to avoid parking along the residential side of Hedwig Road when other parking options are available.

The District plans to continue reinforcing these parking expectations by informing park patrons. If approved, Court Attendants will include parking awareness as part of their regular interactions with patrons by encouraging the use of designated parking areas and making patrons aware of alternative parking locations when appropriate. The District's volunteer Court Ambassador will also reinforce these parking expectations during interactions with court users and other park patrons.

These efforts are intended to complement any potential roadway improvements considered by Orange County Public Works by reducing parking impacts on neighboring residences,

encouraging more efficient use of existing parking areas, and improving communication with patrons regarding responsible parking practices around Rossmoor Park.

FISCAL IMPACT

There is no cost to the District associated with this initiative.

ATTACHMENTS

1. Tabulation of Survey Responses Received
2. Image of Hedwig Road North Side with Parking Stalls marked
3. Image of Hedwig Road North Side with Parking Stalls and Red Curb Clearance
4. Map of Available Curb Space on Hedwig Road
5. Chart of Available Curb Space and Number of Possible Parking Stall Spaces Available
6. Additional Information for Reservations

Hedwig/Foster Roads Parking Concept Survey - June 2026
Hand Delivered to 16 homes on Hedwig/Foster Roads across from Rossmoor Park

Homeowners on Foster Road 3 Homeowners on Hedwig Road 7

1 Do you believe parking along Hedwig Road or Foster Road across from Rossmoor Park creates visibility or safety concerns when backing out of your driveway?

Yes 10 No Unsure

2 What is your level of support for Option 1 - Marked Parking Stalls?

Strongly Support 2 Support 3 Neutral 1 Oppose 3 Strongly Oppose 1

3 What is your level of support for Option 2 - Red Curb Clearance Adjacent to Driveways?

Strongly Support 5 Support 1 Neutral Oppose 3 Strongly Oppose 1

4 What is your level of support for Option 3 - Combination of Market Parking Stalls and Red Curb Clearance?

Strongly Support 3 Support 1 Neutral 3 Oppose 3 Strongly Oppose

5 Which option would you most prefer?

- 1 Option 1 - Marked Parking Stalls Only
- 3 Option 2 - Red Curb Clearance Only
- 4 Option 3 - Combination of Marked Parking Stalls and Red Curb Clearance
- 2 No Changes Preferred

6 If red curb clearance adjacent to driveways is implemented, which approach would you prefer?

- 5 Red curb clearance should be applied uniformly at all driveways along Hedwig Road and Foster Road
- 1 Red curb clearance should be applied uniformly at all driveways along Hedwig Road
- 4 Each resident should have the option to request red curb clearance adjacent to their own driveway.

Written concerns

Not enough parking for all of the park activities.
 No reference to children dashing out into lanes of traffic causing accidents
 How would the changes be enforced
 Difficult to back out when cars are parked along Hedwig on park side
 Red curb should be a minimum of 10ft

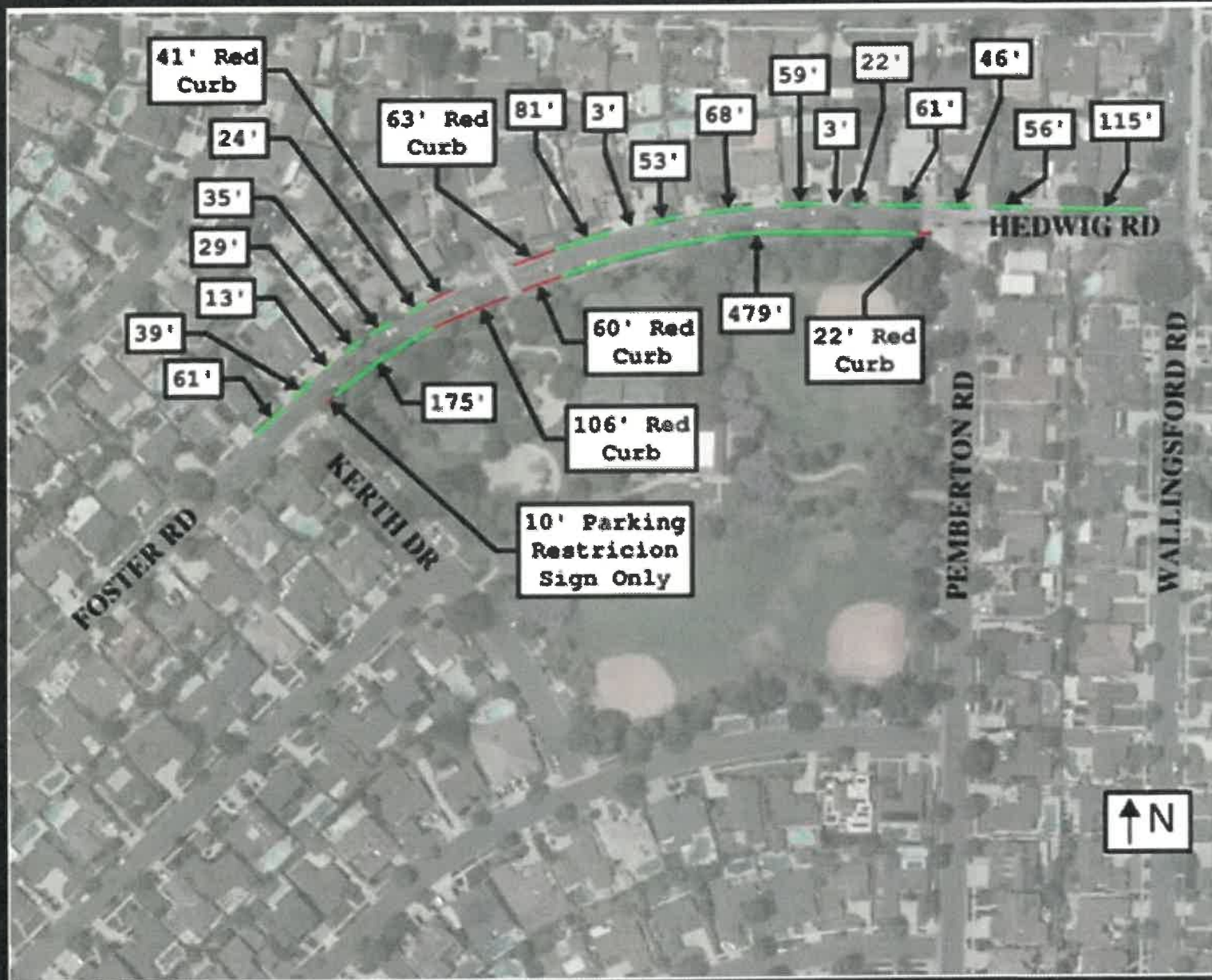
Hedwig Parking



Hedwig Parking



Hedwig Parking



Hedwig Parking

Curb L (ft)	Stalls #	Clear L (ft)	Description
61	3 2	1	Open
39	1	19	Open
13			Open
29	1	9	Open
35	1	15	Open
24	1	4	Open
41			Red Curb w/ Signs
63			Red Curb w/ Signs
81	4 3	1	Open
3			Open
53	2	13	Open
68	3	8	Open
59	2	19	Open
3			Open
22	1 0	2	Open
61	3 2	1	Open
46	2	6	Open
56	2	16	Open
115	5	15	Open

31 27

749' (curb L) / 20' = 37

ADDITIONAL INFORMATION FOR RESERVATIONS

** Do NOT respond to this email. This email address is not monitored. **

Thank you for reserving facilities with Rossmoor Community Services District. The following is a summary of your Reservation(s). Please contact Rossmoor Community Services District with any questions.

Attention: All Patrons Utilizing Rossmoor Park

All patrons visiting Rossmoor Park please be considerate of neighboring residences by parking in designated parking stalls in the park and/or on the park side of the streets that surround the park. Parking on the residential side of the street in front of the homes surrounding the park should be considered as a last resort if none of the above referenced spaces are available.

Thank you for your cooperation.

Reservation(s)**Facility Reservation**

Reservation Id: 3200610

Fee: \$6.50

Security Deposit: \$0.00

Sales Tax: \$0.00

Title: Test

Facility: Pickleball 1

Rossmoor Park

3232 Hedwig Road

Rossmoor, CA 90720

Event Dates/Times

7/7/2026 8:00 AM — 7/7/2026 9:00 AM

Group Size: 1

Facility Fee: \$6.50

Security Deposit: \$0.00

Total: \$6.50

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-2

Date: July 14, 2026

To: Honorable Board of Directors

From: General Manager Sharon Landers
Investment Committee Members: Directors Shade and Searles

Subject: APPROVAL OF THE FIRST READING OF REVISIONS TO POLICY No. 3035
INVESTMENT OF DISTRICT FUNDS

RECOMMENDATION

The Investment Committee recommends that the Rossmoor Community Services District (District) Board of Directors approve the first reading of proposed changes to Investment Policy No. 3035 Investment of District Funds to allow the District to diversify investments and to remove the reference to the Orange County Treasury, which has been disbanded.

BACKGROUND

At its meeting on May 28, 2026, the District's Investment Committee discussed the need to modify Policy No. 3035 Investment of District Funds to allow for the possibility of diversifying assets and to remove the reference to the Orange County Treasury, which has been disbanded. Policy 3035 currently does not permit investments in Joint Power Authority Investment Pools.

The District has been using US Bank for its day-to-day cash flow needs and the Local Agency Investment Fund (LAIF) as the District's main investment vehicle for longer-term investments. The proposed revision would allow the District to invest in Joint Power Authority Investment Pools.

At the June 9, 2026 District Board meeting, the proposed revision to the District's Policy No. 3035, Investment of District funds, was discussed. Before the Board to a vote to approve the first reading, a question was raised as to whether a requirement should be added specifying a minimum number of members in a Joint Power Authority Investment Pool (JPA) before the District could invest in it. The Board asked that this question be taken back to the Investment Committee for consideration.

The Investment Committee met on July 6 to review the issue of whether there should be a minimum number of members in a JPA Investment Pool before the District could invest in it. After extensive discussion of information provided by staff that is included below, the Investment Committee's recommendation to the Board is that a minimum number of members in a JPA is not something that needs to be specified in the policy. Consequently, the Committee is renewing its recommendation that the Board approve a first reading of the proposed revisions to Policy No. 3035.

DISCUSSION

In California, local governments (cities, counties, and special districts) may invest surplus funds in Joint Powers Authority (JPA) investment pools that are structured as Local Government Investment Pools (LGIPs) and created under the Joint Exercise of Powers Act (Government Code Section 6500 et seq.). These JPA investment pools operate by pooling the funds of multiple public agencies to provide liquidity, diversification, and professional portfolio management.

There are currently only three actual statewide JPA pools available for investment in California: CAMP (California Asset Management Program), CalTRUST, and California CLASS (California Cooperative Liquid Assets Securities System).

Below is information about each:

- **California Asset Management Program (CAMP):** Established in 1989, CAMP is directed by a board of trustees made up of local government finance officials. It offers a daily liquid cash reserve portfolio (stable \$1.00 NAV) and fixed-term investments. While the program's primary administrator supports **over 5,500 local government participants nationwide**, CAMP's pool specifically manages assets totaling over \$21.9 billion for a massive network of California cities, counties, and special districts. It stands as the largest of the three JPA options by asset volume. Cash Reserve Portfolio: No minimum initial investment and no minimum balance requirement. This is the standard, stable \$1.00 NAV pool used for daily cash needs. CAMP Term Program: \$1 million minimum investment. This portfolio locks in fixed rates across maturities ranging from 60 days to one year.
- **Investment Trust of California (CalTRUST):** Formed in 2005 by the CSAC Finance Corporation and the League of California Cities, CalTRUST is managed by State Street Global Advisors/Blackrock. It offers multiple pooled accounts including a liquidity fund, a short-term fund, and a medium-term fund. There are **over 140 California public agencies** actively investing through CalTRUST. This group encompasses cities, counties, school districts, regional transportation commissions, and water/special districts across the state. All Current Funds: No minimum or maximum investment amounts. Under its updated structure, public agencies face zero balance requirements whether they utilize the Liquidity, Short-Term, or Medium-Term Funds.
- **California Cooperative Liquid Assets Securities System (California CLASS):** Launched in 2022, it offers two primary liquidity and strategic reserve funds and is governed by a board representing California cities and special districts. The newest of

the three options has scaled up to **169 participating entities**. Its rapid expansion since launching in late 2022 is largely driven by its official sponsorship and promotion through both the League of California Cities and the California Special Districts Association. All Current Funds: No minimum investment requirement. Agencies can participate in either the California CLASS Prime Fund (daily liquidity) or the California CLASS Enhanced Cash Fund (strategic reserves) with any dollar amount. There are also no maximum limits or transaction size penalties.

Authorized by California Government Code Section 53601(p), these JPA pools function similarly to the State Treasurer's **LAIF** (Local Agency Investment Fund) but are managed independently, often providing specialized investment strategies for local agencies.

To create a new Joint Powers Authority (JPA) investment or funding pool in California, the primary approval must come from the governing bodies of all the participating public agencies. Under the California Joint Exercise of Powers Act (Government Code Section 6500 et seq.), a JPA is not approved or created by voters, the state legislature, or a governor. Instead, it is established through a strict contractual framework that requires local and state-level administrative compliance.

The approval and creation process involves the following key entities:

1. The Participating Member Agencies (The Core Approval)

The creation of a new JPA pool is entirely dependent on the local agencies that choose to form it.

- **Governing Boards:** The city councils, county boards of supervisors, or special district boards of directors of **at least two public agencies** must formally vote to approve the contract.
- **The JPA Agreement:** The approved document (the Joint Powers Agreement) legally establishes the pool as a separate government entity, defining its financial purpose, investment parameters, and the structural makeup of its Board of Directors.

2. State-Level Notice Filings (Administrative Validation)

While the state does not "approve" the policy choices of the JPA, the newly formed entity cannot legally operate, issue debt, or manage funds until it files documentation with state regulators:

- **California Secretary of State:** A formal *Notice of a Joint Powers Agreement* must be filed with the Secretary of State within **30 days** of the agreement taking effect.
- **State Controller's Office (SCO):** The JPA must notify and register with the State Controller to establish its reporting compliance as an independent, special-district-level government entity.

3. Special Reporting Bodies (For Financial & Infrastructure Pools)

Depending on what the funding pool is explicitly designed to do, additional entities must receive documentation:

- **LAFCO (Local Agency Formation Commission):** If the JPA pool is created to provide municipal services, infrastructure funding, or public works, copies of the agreement must be filed with the local county LAFCO. Failing to file restricts the JPA from issuing bonds or incurring debt.
- **CDIAC (California Debt and Investment Advisory Commission):** If the JPA funding pool functions as a Marks-Roos bond pool to issue debt for its members, it must report its intent, structure, and issuance data directly to CDIAC.

When the Board was reviewing the proposed policy changes, a question came up as to whether language should be added to require a minimum number of entities to be in a pool for the District to make an investment.

A JPA requires a minimum number of two entities to form it. As noted above, there are currently only three actual statewide JPA pools available for investment in California: CAMP (California Asset Management Program), CalTRUST, and California CLASS (California Cooperative Liquid Assets Securities System). Their public agency participants are over 5,500, 140 and 169, respectively.

Based upon staff research, security doesn't come from the number of participants alone. For pooled investment vehicles like LAIF, CAMP, CalTRUST, or CLASS, the factors that make them secure are typically:

- Quality of investments held by the pool (e.g., U.S. Treasuries, agency securities, highly rated commercial paper).
- Diversification of holdings across issuers, maturities, and sectors.
- Liquidity management so participants can withdraw funds without forcing losses.
- Governance and oversight, including independent audits, reporting, and compliance with investment policies.
- Size of assets and operational resilience.
- Credit risk controls and limits on exposure to any one issuer.

A pool with **1,000 participants** could still be risky if it invests in poor-quality assets. Conversely, a pool with **10 participants** could be very secure if it invests conservatively and is well managed.

Having more participants might help up to a point:

- More participants generally mean a larger asset base.
- Larger pools can often diversify more effectively.
- Cash inflows and outflows tend to be more predictable when spread across many entities.

However, the benefit comes from the resulting asset diversification and liquidity, not from the participant count itself. For example:

- A pool with 5 entities and \$500 million invested in short-term U.S. government securities could be extremely secure.
- A pool with 500 entities and \$500 million invested in speculative assets could be much less secure.

When evaluating a pooled investment, it's usually more useful to look at:

1. What assets does it hold?
2. What is its credit quality?
3. How diversified is the portfolio?
4. What are the liquidity and withdrawal policies?
5. Who oversees and audits it?

6. What is its historical performance during market stress?

Those factors tell you much more about security than the number of participating entities.

Based upon this research, the Investment Committee does not recommend adding a requirement that there be a minimum number of entities in a JPA Investment Pool for the District to be able to make an investment and is renewing its recommendation for the Board to approve a first reading of proposed revisions to Policy No. 3035.

FISCAL IMPACT

Over time, diversifying investments has the possibility of increasing the District's fund balance.

ATTACHMENTS

1. Proposed changes to Policy No. 3035 – REDLINE
2. Policy No. 3035 – CLEAN with incorporated changes

Rossmoor Community Services District

Policy

No. 3035

INVESTMENT OF DISTRICT FUNDS

3035.00 Purpose: The purpose of this policy is to comply with the requirements of California Government Code Sections 53600 et. seq. and to provide clear guidance for the investment of surplus funds under the control but not required for the immediate needs of the Rossmoor Community Services District (RCSD); herein after, the District.

3035.10 Objectives: The objectives of the investment of the funds of the District is primarily to safeguard the principal of the funds under its control, secondarily, to meet the liquidity needs of the District and thirdly, to achieve a market rate of return consistent with California law.

3035.20 Responsibility: When investing public funds, the District is a trustee and therefore a fiduciary subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing including, but not limited to, the general economic conditions and the anticipated needs of the District that a prudent person would exercise in the management of his or her own funds, not for speculation, but for investment, considering the probable safety of his or her capital, as well as the probable income to be derived.

3035.30 Investment Principles:

3035.31 The District shall invest all funds under its control that are not needed for its operations.

3035.32 The District shall have a diversified investment portfolio limited to the following types:

- a. United States Treasury Bills, Notes and Bonds.
- b. Federal Agency or United States Government sponsored enterprise obligations.
- c. Registered California State Bonds, Warrants or Treasury Notes.
- d. California Local Agency Investment Fund (LAIF).
- e. Orange County Treasury Shares of beneficial interest issued by a joint powers authority organized pursuant to California Government Code Sections 6509.7 and 53601 (p). This includes requirements that the adviser is registered or exempt from registration with the Securities and Exchange Commission; has not less than five years of experience investing in the securities and obligations authorized in Government Code section 53601, subdivisions (a) to (o), inclusive; and has assets under management in excess of five hundred million dollars (\$500,000,000).
- f. Bonds or Notes of U.S. corporations rated "A" or better by Moody's or S&P, for terms not to exceed five years.
- g. Bankers Acceptances (Bills of Exchange, or Time Drafts), maturity not to exceed six months.

h. Certificates of Deposit, maturity not to exceed two years.

i. Mutual funds that consist solely of one of the following investment types noted above:
a., b.,c., or f.

3035.33 The District shall not invest more than fifty percent (50%) of its investment portfolio in securities that have a maturity of more than one year. No more than twenty-five percent (25%) of its portfolio shall be invested in securities that have a maturity of more than two years. No securities can be purchased with a maturity greater than five years, unless matched to a specific asset acquisition or approved by the Board.

3035.34 The District's investment strategy is to purchase securities with the intent of holding them until maturity. However, the District may sell a security prior to its maturity in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or District needs.

3035.35 The transferring of investment funds will be carried out exclusively by use of telephonic or electronic wire transfers. Each entity with which the District does business shall receive, in writing, a listing which limits transfers of funds to preauthorized bank accounts only.

3035.36 The District shall maintain all funds needed for its operations within one month, together with all funds not then invested in accordance with Section 3035.32 in one or more checking accounts or savings accounts that are fully insured by FDIC in state or national banks, state or federal savings associations, or state or federal credit unions in California. Such funds may be in active deposits, inactive deposits, and/or interest bearing active deposits. The deposits cannot exceed the amount of the bank's, savings and loans', or credit union's paid up capital surplus. The funds may be in an account over \$100,000 if the FDIC limit is raised or if the bank, savings and loan or savings institution has collateralized the account by at least 110% in another bank or financial institution.

3035.37 The District may invest some or all its investment portfolio in the LAIF upon a recommendation of the Investment Committee and approval of the Board. The District shall invest no more than twenty-five percent (25%) of its investment portfolio in any one of the other types of investment as set forth in Section 3035.32 and shall not invest more than the FDIC limit (within the maturity date of the deposit/investment) in any one financial institution (bank, savings and loan, credit union), or U.S. corporation.

3035.38 All security transactions entered into by the District shall be conducted on delivery-versus payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement.

3035.39 The purchase of any investment shall be made either directly from the issuer or from an institution licensed by the state as a broker-dealer (as defined in Corporations Code Section 25004) or from a member of a federally regulated securities exchange, from a national or state-chartered bank, from a savings association or federal association (as defined in Financial Code Section 5102) or from a brokerage firm designated as a primary government dealer by the Federal Reserve Bank.

3035.40 Investment Committee: The Investment Committee is comprised of two Board members and the General Manager. Members are appointed by the President of the Board and shall meet quarterly (unless there are no new funds to invest or investments maturing during the quarter) to review current data concerning all deposit accounts and investments, to analyze the total balance, yield percentage, interest earned, maturity dates and other relevant information for each account and investment. The Investment

Committee shall make recommendations specifying the investments to be made and amounts to be transferred to the appropriate accounts. The Investment Committee may consult with the District's auditor and/or other financial advisors as reasonably necessary to implement the District's investment objectives. Following a review by the Investment Committee, the General Manager shall provide a report to the Board of Directors at its next regular meeting, or at a special meeting, as appropriate, setting forth the components and performance of the District's current investment portfolio, together with any recommendations made by the Investment Committee.

3035.50 Investment Portfolio: The District's investment portfolio is defined as all monies invested and any reserve funds, designated or undesignated, which are available for long or short term investment, and any operating capital in excess of three months of the District's operational needs.

3035.60 Board of Directors: Upon review of the Investment Committee's report and recommendations, the Board shall make a determination regarding such recommendations. Upon such determination, the officials authorized by Policy No. 4055, shall execute the appropriate documents to transfer funds as necessary and/or to authorize the financial institution to initiate the investment, except for electronic transfers made in accordance with Resolution No.10-06-08-01.

3035.70 Policy Review: This policy shall be reviewed by the Board annually, to determine if any changes are needed and to acknowledge that it has been reviewed.

Approved: Renumbering & Format - October 8, 2002
Adopted: August 12, 2003
Amended: July 11, 2006
Amended: May 8, 2007
Amended: November 11, 2008

Amended: January 13, 2009
Amended: April 14, 2009
Amended: August 10, 2010

Rossmoor Community Services District

Policy

No. 3035

INVESTMENT OF DISTRICT FUNDS

3035.00 Purpose: The purpose of this policy is to comply with the requirements of California Government Code Sections 53600 et. seq. and to provide clear guidance for the investment of surplus funds under the control but not required for the immediate needs of the Rossmoor Community Services District (RCSD); herein after, the District.

3035.10 Objectives: The objectives of the investment of the funds of the District is primarily to safeguard the principal of the funds under its control, secondarily, to meet the liquidity needs of the District and thirdly, to achieve a market rate of return consistent with California law.

3035.20 Responsibility: When investing public funds, the District is a trustee and therefore a fiduciary subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing including, but not limited to, the general economic conditions and the anticipated needs of the District that a prudent person would exercise in the management of his or her own funds, not for speculation, but for investment, considering the probable safety of his or her capital, as well as the probable income to be derived.

3035.30 Investment Principles:

3035.31 The District shall invest all funds under its control that are not needed for its operations.

3035.32 The District shall have a diversified investment portfolio limited to the following types:

- a. United States Treasury Bills, Notes and Bonds.
- b. Federal Agency or United States Government sponsored enterprise obligations.
- c. Registered California State Bonds, Warrants or Treasury Notes.
- d. California Local Agency Investment Fund (LAIF).
- e. Shares of beneficial interest issued by a joint powers authority organized pursuant to California Government Code Sections 6509.7 and 53601 (p). This includes requirements that the adviser is registered or exempt from registration with the Securities and Exchange Commission; has not less than five years of experience investing in the securities and obligations authorized in Government Code section 53601, subdivisions (a) to (o), inclusive; and has assets under management in excess of five hundred million dollars (\$500,000,000).
- f. Bonds or Notes of U.S. corporations rated "A" or better by Moody's or S&P, for terms not to exceed five years.
- g. Bankers Acceptances (Bills of Exchange, or Time Drafts), maturity not to exceed six months.

h. Certificates of Deposit, maturity not to exceed two years.

i. Mutual funds that consist solely of one of the following investment types noted above:
a., b.,c., or f.

3035.33 The District shall not invest more than fifty percent (50%) of its investment portfolio in securities that have a maturity of more than one year. No more than twenty-five percent (25%) of its portfolio shall be invested in securities that have a maturity of more than two years. No securities can be purchased with a maturity greater than five years, unless matched to a specific asset acquisition or approved by the Board.

3035.34 The District's investment strategy is to purchase securities with the intent of holding them until maturity. However, the District may sell a security prior to its maturity in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or District needs.

3035.35 The transferring of investment funds will be carried out exclusively by use of telephonic or electronic wire transfers. Each entity with which the District does business shall receive, in writing, a listing which limits transfers of funds to preauthorized bank accounts only.

3035.36 The District shall maintain all funds needed for its operations within one month, together with all funds not then invested in accordance with Section 3035.32 in one or more checking accounts or savings accounts that are fully insured by FDIC in state or national banks, state or federal savings associations, or state or federal credit unions in California. Such funds may be in active deposits, inactive deposits, and/or interest bearing active deposits. The deposits cannot exceed the amount of the bank's, savings and loans', or credit union's paid up capital surplus. The funds may be in an account over \$100,000 if the FDIC limit is raised or if the bank, savings and loan or savings institution has collateralized the account by at least 110% in another bank or financial institution.

3035.37 The District may invest some or all its investment portfolio in the LAIF upon a recommendation of the Investment Committee and approval of the Board. The District shall invest no more than twenty-five percent (25%) of its investment portfolio in any one of the other types of investment as set forth in Section 3035.32 and shall not invest more than the FDIC limit (within the maturity date of the deposit/investment) in any one financial institution (bank, savings and loan, credit union), or U.S. corporation.

3035.38 All security transactions entered into by the District shall be conducted on delivery-versus payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement.

3035.39 The purchase of any investment shall be made either directly from the issuer or from an institution licensed by the state as a broker-dealer (as defined in Corporations Code Section 25004) or from a member of a federally regulated securities exchange, from a national or state-chartered bank, from a savings association or federal association (as defined in Financial Code Section 5102) or from a brokerage firm designated as a primary government dealer by the Federal Reserve Bank.

3035.40 Investment Committee: The Investment Committee is comprised of two Board members and the General Manager. Members are appointed by the President of the Board and shall meet quarterly (unless there are no new funds to invest or investments maturing during the quarter) to review current data concerning all deposit accounts and investments, to analyze the total balance, yield percentage, interest earned, maturity dates and other relevant information for each account and investment. The Investment

Committee shall make recommendations specifying the investments to be made and amounts to be transferred to the appropriate accounts. The Investment Committee may consult with the District's auditor and/or other financial advisors as reasonably necessary to implement the District's investment objectives. Following a review by the Investment Committee, the General Manager shall provide a report to the Board of Directors at its next regular meeting, or at a special meeting, as appropriate, setting forth the components and performance of the District's current investment portfolio, together with any recommendations made by the Investment Committee.

3035.50 Investment Portfolio: The District's investment portfolio is defined as all monies invested and any reserve funds, designated or undesignated, which are available for long or short term investment, and any operating capital in excess of three months of the District's operational needs.

3035.60 Board of Directors: Upon review of the Investment Committee's report and recommendations, the Board shall make a determination regarding such recommendations. Upon such determination, the officials authorized by Policy No. 4055, shall execute the appropriate documents to transfer funds as necessary and/or to authorize the financial institution to initiate the investment, except for electronic transfers made in accordance with Resolution No.10-06-08-01.

3035.70 Policy Review: This policy shall be reviewed by the Board annually, to determine if any changes are needed and to acknowledge that it has been reviewed.

Approved: Renumbering & Format - October 8, 2002
Adopted: August 12, 2003
Amended: July 11, 2006
Amended: May 8, 2007
Amended: November 11, 2008
Amended: January 13, 2009
Amended: April 14, 2009
Amended: August 10, 2010

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-3

Date: July 14, 2026

To: Honorable Board of Directors

From: General Manager Sharon Landers

Subject: APPROVAL OF THE FIRST READING OF REVISIONS TO POLICY Nos. 5010 (BOARD/COMMITTEE MEETINGS) AND 5030 (COMMITTEES OF THE BOARD OF DIRECTORS) TO DESIGNATE ALTERNATES FOR EACH COMMITTEE

RECOMMENDATION

It is recommended that the Rossmoor Community Services District Board of Directors approve the first reading of proposed changes to Policy No. 5010 Board/Committee Meetings and Policy No. 5030 Committees of the Board of Directors to allow the Board to designate alternates for each committee.

BACKGROUND

RCSD Policies No. 5010 and No. 5030 discuss Committee quorums and Committee appointments, respectively. Policy No. 5030.30 mandates that no more than two Board members may serve on any one committee, and Policy No. 5010.61 specifies that a quorum of two members must be present for a committee to conduct business. In the absence of specific authorization in RCSD Policy for the Board President to appoint alternates to committees, the District has no mechanism to make such alternate appointments.

This means that if a Board member is unable to attend a committee meeting or resigns, the committee meeting may be held up until the member becomes available or a new appointment can be made at the next Board meeting. This could delay time sensitive discussions at the Committee level. Policy No. 5030.60 addresses this by allowing the matter to be brought directly to the Board if necessary to meet a Board Agenda deadline but that bypasses a Committee-level discussion that could be desirable.

INFORMATION

The General Manager and District Counsel developed proposed policy language for the Board's consideration. At its June 9, 2026 meeting, the Board directed Staff to create a process authorizing the Board President to designate an alternate when appointing committee members.

FISCAL IMPACT

There is no significant financial consequence to adding an alternate since they would only get a stipend when they attend a meeting.

ATTACHMENTS

1. RCSD Policy No. 5010 – Board/Committee Meetings REDLINE
2. RCSD Policy No. 5010 – Board/Committee Meetings CLEAN
3. RCSD Policy No. 5030 – Committees of the Board of Directors REDLINE
4. RCSD Policy No. 5030 – Committees of the Board of Directors CLEAN

Rossmoor Community Services District

Policy

No. 5010

BOARD/COMMITTEE MEETINGS

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

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

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

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

5010.20 Open Meetings: All Regular Board Meetings, Special Meetings and Committee Meetings of the Board, including ad hoc Committees pursuant to Policy No. 5030.30, are subject to the open meeting requirements of the Ralph M. Brown Act (Act). Whenever a majority of the Board or a Committee meets to conduct business, said meetings shall be noticed in accordance with the ~~Brown-Act, including stating the posting- on the District's website and purpose~~ in three conspicuous public places in the District stating the purpose time, date and location of those meetings. The notice shall include copy of the Agenda and be posted with a certification signed by the General Manager that the notice was posted in the appropriate timeframe prior to the meeting as required by the Act.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Rossmoor Community Services District

Policy

No. 5010

BOARD/COMMITTEE MEETINGS

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

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

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

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

5010.20 Open Meetings: All Regular Board Meetings, Special Meetings and Committee Meetings of the Board, including ad hoc Committees pursuant to Policy No. 5030.30, are subject to the open meeting requirements of the Ralph M. Brown Act (Act). Whenever a majority of the Board or a Committee meets to conduct business, said meetings shall be noticed in accordance with the Act, including posting on the District's website and in three conspicuous public places in the District stating the purpose time, date and location of those meetings. The notice shall include copy of the Agenda and be posted with a certification signed by the General Manager that the notice was posted in the appropriate timeframe prior to the meeting as required by the Act.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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 be appointed to serve on any as regular members of any~~ one committee. ~~One additional Board member may be appointed to serve as an alternate to each committee and may attend if a regular member is unavailable. All committees of the Board are subject to the Brown Act. It is the policy of the District that all Board, thus such committee, meeting agendas must be posted in a manner similar to Board Agendas. Committee meetings are be subject to conducted pursuant to the open meeting requirements of the Brown Act, including posting agendas in a manner similar to Board Agendas. All committee appointments shall be made during a noticed meeting of the Board of Directors.~~

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

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.

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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 be appointed to serve as regular members of any one committee. One additional Board member may be appointed to serve as an alternate to each committee and may attend if a regular member is unavailable. It is the policy of the District that all Board committee meetings be conducted pursuant to the open meeting requirements of the Brown Act, including posting agendas in a manner similar to Board Agendas. All committee appointments shall be made during a noticed meeting of the Board of Directors.

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

AGENDA ITEM G-4

Date: July 14, 2026

To: Honorable Board of Directors

From: General Manager Sharon Landers
Personnel and Contract Administration Committee (Directors Shade and Remnet)

Subject: DISCUSSION AND POSSIBLE ACTION RE: AMENDING THE DISTRICT'S PROFESSIONAL SERVICES AGREEMENT WITH INTERWEST CONSULTING GROUP TO ADD ADDITIONAL WORK RELATED TO THE POURED-IN-PLACE PROJECT AT RUSH PARK AND THE DISTRICT'S CAPITAL IMPROVEMENT PROGRAM

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (District) Board of Directors review and approve the General Manager entering into a second amendment to its professional services agreement with Interwest Consulting Group (Interwest) to add work related to the Rush Park Poured-In-Place project and the District's five-year capital improvement program.

BACKGROUND

The District entered into a professional services agreement on October 16, 2025 with Interwest for under \$5,000 for it to serve as the construction manager for the Rossmoor Park Shade Canopy Project. That project was completed before the end of that year.

The District entered into the 1st Amendment to the Agreement on December 9, 2025 to provide Project Management, Construction Management and Inspection services for the Rossmoor Pickleball Courts Noise Mitigation Project and the Rush Park PIP and Swing Project and increased the total compensation in the amount of \$6,000.00, for a not to exceed amount of \$11,000.00. The District received only one bid for the Rush Park PIP and Swing Project, which the Board rejected. Subsequently, staff split up the work and sought proposals for only the portion of the project related to the Swing update and maintenance. A contract for the Swing Project was awarded to Elegant Construction Inc. and a contract was entered into on May 29, 2026. The work is nearing completion, with the structure having been sanded and repainted and swings delivered.

Staff is asking for the Board’s approval of a 2nd Amendment to the professional services agreement with Interwest that would add an additional \$6,600.00, for a not to exceed amount of \$17,600.00. This would provide for further additional professional engineering services for an revised Rush Park PIP Repair Project and the District’s 5-year Capital Improvement Program. The amendment would also extend the term of the contract for two years from the date of the amendment.

Interwest has been highly recommended by other city managers and public works directors. Our experience under the current professional services agreement is that they have been readily available and have provided excellent service. The project team leader, Tyrone Chesaneck, was a former Deputy Public Works Director for the City of Santa Ana. He is experienced with planning, directing, supervising, and coordinating capital improvement projects and long-term maintenance projects.

FISCAL IMPACT

A 2nd Amendment to the existing professional services agreement with Interwest will bring the total cost to \$17,6000. The FY 2026-2027 Budget includes the additional cost that would be added to the contract.

ATTACHMENTS

- 1. Proposed 2nd Amendment to Professional Services Agreement with Interwest Consulting Group Inc.
- 2. 1st Amendment to Professional Services Agreement with Interwest Consulting Group Inc.
- 3. Rossmoor Community Services District Professional Services Agreement with Interwest Consulting Group Inc for Construction Management and Related Services for the Rossmoor Park Canopy Project.

**SECOND AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN ROSSMOOR COMMUNITY SERVICES DISTRICT
AND INTERWEST CONSULTING GROUP, INC.
FOR CONSTRUCTION MANAGEMENT AND RELATED SERVICES**

THIS SECOND AMENDMENT to the PROFESSIONAL SERVICES AGREEMENT (the “Agreement”) is made and entered into on July 14, 2026 (“Effective Date”), by the ROSSMOOR COMMUNITY SERVICES DISTRICT, a Community Services District (“District”) and INTERWEST CONSULTING GROUP, INC., a Colorado corporation (“Contractor”).

Whereas, District and Contractor entered into the Agreement on October 16, 2025 for a not-to-exceed amount of \$5,000.00; and

Whereas, District and Contractor entered into the 1st Amendment to the Agreement on December 9, 2025 to provide Project Management, Construction Management, and Inspection services for the Rossmoor Pickleball Courts Noise Mitigation Project and Rush Park PIP and Swing Project and increased the total compensation in the amount of \$6,000.00; and

Whereas, District and Contractor now desire to amend the Agreement to have Contractor provide Project Management Services for Rush Park PIP Repair Project and 5-year Capital Improvement Program (the “Further Additional Services”); and

Whereas, District and Contractor desire to extend the total Term of the Agreement so that is expires two years from the Effective Date of this 2nd Amendment; and

Whereas, District and Contractor also desire to increase the total compensation under the Agreement by \$6,600.00 to account for the Further Additional Services for a total not-to-exceed amount of \$17,600.00.

NOW THEREFORE, in consideration of the mutual promises, covenants, and conditions set forth herein and in the Agreement amended hereby, the parties agree as follows:

1. **Section 2., Scope of Services and Term:**

2.1 General Scope of Services., subsection 2.1 is hereby amended to add the following language regarding the Further Additional Services, as follows:

Further Additional Services. CONTRACTOR agrees to provide Project Management Services for Rush Park PIP Repair Project and 5-year Capital Improvement Program. The Further Additional Services are more particularly described as set forth in Exhibit “C”, attached hereto and incorporated herein by this reference.

2.2 Term., subsection 2.2 is hereby amended to read in its entirety as follows:

The term of this Agreement shall be for a period not exceeding two (2) years from July 14, 2026, unless earlier terminated as provided herein. Contractor shall complete the Services within the term of this Agreement and shall meet any other established schedules and deadlines.

2. Section 4., **Fees and Payments.**, 4.1 Compensation., is hereby amended to read as follows:

4.1 Compensation. Contractor shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement as set forth in Exhibit C, attached hereto and incorporated herein by reference.

The total compensation under this Agreement shall not exceed Seventeen-thousand dollars (\$17,600.00) without the prior written approval of the District Board of Directors. Extra Work may be authorized, as described in Section 4.4; and if authorized, said Extra Work will be compensated at the rates and manner set forth in this Agreement.

3. All terms and conditions of the Agreement that have not been amended by this 2nd Amendment shall remain in full force and effect.
4. The individuals signing this 2nd Amendment represent and warrant that they have the right, power, and authorization to bind their respective entities to the terms of this 2nd Amendment and the Agreement as amended hereby.

IN WITNESS WHEREOF, the Parties hereto have caused this 2nd Amendment to be executed by and through their respective authorized officers, as of the date first above written.

ROSSMOOR COMMUNITY SERVICES DISTRICT

By: _____ Date: _____
Sharon Landers, General Manager

INTERWEST CONSULTING GROUP, INC

By:  _____ Date: 07/09/2026
Matthew Causley, COO

APPROVED AS TO FORM FOR DISTRICT

By: _____ Date: _____
Tarquin Preziosi, General Counsel

EXHIBIT “C”

**LETTER PROPOSAL FOR PROJECT MANAGEMENT
SERVICES FOR RUSH PARK PIP REPAIR PROJECT AND
5-YEAR CAPITAL IMPROVEMENT PROGRAM**

July 2, 2026



Sharon Landers
General Manager
Rossmoor Community Services District
Rush Park
3001 Blume Drive
Rossmoor, CA 90720

Re: Letter Proposal for Project Management Services for Rush Park PIP Repair Project and 5-year Capital Improvement Program

Dear Ms. Landers,

We are pleased to submit this proposal to the Rossmoor Community Services District (Rossmoor) to provide Project Management (PM) services. We understand the scope of work to include developing specifications for the Rush Park PIP Repair Project, which will involve repairing damaged areas of the existing playground surfacing and re-topping the PIP to restore functionality and compliance with current standards. We will also assist Rossmoor in prioritizing projects and preparing updated budgets for the 5-year Capital Improvement Program (CIP).

Our team provides expert consulting services for the comprehensive assessment and management of your Capital Improvement Program (CIP). Our experienced staff will conduct a thorough review and evaluation of the program and deliver strategic, actionable recommendations to strengthen, optimize, and align it with your organizational goals, infrastructure needs, and long-term sustainability objectives. Additionally, we will develop specifications for repairing damaged areas of the playground surfacing and re-topping the PIP.

For Project Management services, we are recommending **Tyrone Chesanek, PE** at an hourly rate of \$220. Tyrone is familiar with Rossmoor and is a well-versed public works professional with over 30 years of experience. He has overseen and managed Street, Traffic Signal, Utility, Facility and Parks CIP Projects, managed Facility Maintenance projects, and managed Stores, Fleet Services, Environmental Program, and Streetlights. He has assisted in planning, directing, supervising, and coordinating departmental operations; assigned work activities, projects, and programs; monitored workflow; reviewed and evaluated work products, methods, and procedures.

FEE SCHEDULE

Please find below the requested PM Services detailed breakdown of the anticipated labor hours and associated costs required to successfully deliver these projects in accordance with the project scope and objectives. We estimate the PM costs as follows and understand that our services will be utilized at your direction on an as needed basis.

Service	Hourly	Project Manager		Total
	Rate	Hrs / Cost		
Project Management	\$220	30	\$6,600	\$6,600
TOTAL (NOT TO EXCEED)				\$6,600

We appreciate the opportunity to continue serving the Rossmoor Community Services District. Should you have any questions, please do not hesitate to reach out to Scott Harrison at 407.739.4805, sharrison@interwestgrp.com or Tyrone Chesanek, PE at 949.285.5529 or tchesanek@interwestgrp.com. If you find our proposal acceptable, please provide a signed notice-to-proceed letter so we can begin work at your discretion.

Sincerely,

Bill Evans
Senior Director of Professional Services
Interwest Consulting Group

**FIRST AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN ROSSMOOR COMMUNITY SERVICES DISTRICT
AND INTERWEST CONSULTING GROUP, INC.
FOR CONSTRUCTION MANAGEMENT AND RELATED SERVICES
FOR THE ROSSMOOR PARK CANOPY PROJECT**

THIS FIRST AMENDMENT to the PROFESSIONAL SERVICES AGREEMENT (the "Agreement") is made and entered into on December 9, 2025, by the ROSSMOOR COMMUNITY SERVICES DISTRICT, a Community Services District ("District") and INTERWEST CONSULTING GROUP, INC., a Colorado corporation ("Contractor").

Whereas, District and Contractor entered into the Agreement on October 16, 2025 for a not-to-exceed amount of \$5,000.00; and

Whereas, District and Contractor now desire to amend the Agreement to have Contractor provide Project Management, Construction Management, and Inspection services for the Rossmoor Pickleball Courts Noise Mitigation Project and Rush Park PIP and Swing Project (the "Additional Services"); and

Whereas, District and Contractor also desire to increase the compensation under the Agreement by \$6,000.00 to account for the Additional Services for a total not-to-exceed amount of \$11,000.00 to account for the Additional Services.

NOW THEREFORE, in consideration of the mutual promises, covenants, and conditions set forth herein and in the Agreement amended hereby, the parties agree as follows:

1. Section 2., **Scope of Services and Term.**, 2.1 General Scope of Services., is hereby amended to add the following language regarding the Additional Services, as follows:

2.1 Additional Services. CONTRACTOR agrees to provide Project Management, Construction Management, and Inspection services for the Rossmoor Pickleball Courts Noise Mitigation Project and Rush Park PIP and Swing Project. The Additional Services are more particularly described as set forth in Exhibit "B", attached hereto and incorporated herein by this reference.

2. Section 4., **Fees and Payments.**, 4.1 Compensation., is hereby amended to read as follows:

4.1 Compensation. Contractor shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement as set forth in Exhibit "A" and Exhibit "B" attached hereto and incorporated herein by reference.

The total compensation under this Agreement shall not exceed eleven-thousand dollars (\$11,000.00) without the prior written approval of the District Board of Directors. Extra Work may be authorized, as described below; and if authorized, said Extra Work will be compensated at the rates and manner set forth in this Agreement.

3. All terms and conditions of the Agreement that have not been amended by this Amendment shall remain in full force and effect.
4. The individuals signing this Amendment represent and warrant that they have the right, power, and authorization to bind their respective entities to the terms of this Amendment and the Agreement as amended hereby.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

ROSSMOOR COMMUNITY SERVICES DISTRICT

By: 
Sharon Landers, General Manager

Date: 1/27/26

INTERWEST CONSULTING GROUP, INC

By: **Matthew K. Causley**
Matthew Causley, COO

Digitally signed by
Matthew K. Causley
Date: 2026.01.27
13:45:01 -05'00'

Date: January 27, 2026

APPROVED AS TO FORM FOR DISTRICT

By: 
Tarquin Preziosi, General Counsel

Date: July 09, 2026

EXHIBIT "B"

**LETTER PROPOSAL FOR PROJECT MANAGEMENT, CONSTRUCTION
MANAGEMENT, AND INSPECTION SERVICES FOR PICKLEBALL COURTS
NOISE MITIGATION PROJECT AND ROSSMOOR RUSH PARK PIP AND
SWING PROJECT**

December 3, 2025

Sharon Landers
General Manager
Rossmoor Community Services District
Rush Park
3001 Blume Drive
Rossmoor, CA 90720



Re: Letter Proposal for Project Management, Construction Management, and Inspection Services for Pickleball Courts Noise Mitigation Project and Rossmoor Rush Park PIP and Swing Project

Dear Ms. Landers,

We are pleased to submit this proposal to Rossmoor Community Services District (Rossmoor) to provide Project Management (PM), Construction Management (CM), and Inspection (I) services for the Rossmoor Pickleball Courts Noise Mitigation Project and Rush Park PIP and Swing Project. We fully understand the scope and significance of this infrastructure project, and we are committed to supporting Rossmoor in delivering this project safely, efficiently, and in full compliance with applicable federal, state, and local requirements.

We understand the scope of work for these projects is as follows:

The Pickleball Courts Noise Mitigation Project involves analyzing options to address noise impacts generated by four active courts. A mitigation strategy under consideration is the installation of 12- foot sound blankets, which require evaluation of proper footing and fence post sizing to safely support their height, weight, and wind loads. The analysis will identify if there are feasible options for safe and effective noise mitigation that minimizes impact to players, park operations, and community safety.

The PIP and Swing Project involve analyzing options to address deficiencies identified in Rossmoor's playground evaluation. Mitigation strategies under consideration include the need to replace the existing 2 bay swing set or the replacement of existing swings and the installation of a new rubberized surface.

Our Project Management, Construction Management, and Inspection team is fully prepared to provide development of project scope of work which includes sufficient detail to bid the work, comprehensive oversight and coordination of all construction activities, ensuring strict adherence to project scope of work and regulatory requirements. Our services will encompass project analysis and recommendations, scope of work preparation, contract compliance, change management, RFI and submittal review, coordination with Rossmoor and the contractor, schedule and budget control, regular field inspections, and quality assurance. We will also prepare detailed field reports, verify quantities for progress payments, and maintain thorough project documentation. Recognizing the importance of safe and continuous public access, our team will work collaboratively with Rossmoor, stakeholders, and the contractor to minimize disruptions and deliver these parks improvement projects on time, within budget, and to the highest standards of quality.

FEE SCHEDULE

Please find below the requested PM/CM/I Services detailed breakdown of the anticipated labor hours and associated costs required to successfully deliver these projects in accordance with the project scope and objectives. We estimate the PM/CM/I costs as follows and understand that our services will be utilized on an as needed basis.

Staff	Hourly	Project Manager		Construction Manager		Inspection		Total
	Rate	Hrs / Cost	Hrs / Cost	Hrs / Cost	Hrs / Cost	Hrs / Cost		
Project Management	\$220	10	\$2,200					\$2,200
Construction Management/Inspection	\$190			10	\$1,900	10	\$1,900	\$3,800
TOTAL (NOT TO EXCEED)								\$6,000
Not included: Special Inspection and Materials Testing Services								

PROJECT TEAM

Below is a brief introduction to our Construction Manager/Inspector that will be providing the services mentioned in this proposal for the successful project from start to completion.

CONSTRUCTION MANAGER/INSPECTOR



Tyrone Chesanek, PE
PROJECT & CONSTRUCTION MANAGER / RESIDENT ENGINEER
INTERWEST GROUP

Experienced Deputy Public Works Director managing Facility and Parks CIP, Facility Maintenance, Street and Utility CIP, Facilities Management, Stores, Fleet Services, Environmental Program, and Streetlights. Assisted in planning, directing, supervising, and coordinating departmental operations; assigned work activities, projects and programs; monitored workflow; reviewed and evaluated work products, methods and procedures. Prepared and presented staff reports to the City Council, Council Committees, boards, commissions and numerous civic organizations representing the Department. Assisted with the preparation of operating and capital improvement budgets, including long-term maintenance management Supervised and assisted subordinate supervisors in the operations and maintenance of City infrastructure, and established long-range plans and goals.

As a Project/Construction Manager, he has successfully overseen federally funded transportation improvement projects, such as the Adams Pinecreek Intersection Project in Costa Mesa, California (Federal Project No. CML-5312(104)). This \$2.8 million project involves complex intersection upgrades including traffic signal modernization with video detection, ADA-compliant curb ramp installation, median modifications, and multi-use pathway construction. Mr. Chesanek has provided full construction management and inspection (CM&I) oversight, ensuring compliance with federal funding requirements, Caltrans standards, and FHWA guidelines, while closely monitoring project budget, schedule, and contractor performance.

In addition to federal project experience, Mr. Chesanek has extensive involvement with state and local capital improvement projects including the Local Street Rehabilitation and La Paz Phase 2 Street Rehabilitation Projects in Laguna Niguel, California. These projects encompassed a wide scope of pavement rehabilitation activities such as asphalt removal and replacement, crack sealing, REAS Type II application, pavement striping, and traffic signal improvements, with contract values of \$1.4 million and \$2.3 million respectively. Responsibilities included managing all aspects of construction administration in conformance with state specifications, labor compliance requirements, and California MUTCD standards.

Further demonstrating versatility with municipal utility and roadway upgrades, Mr. Chesanek has managed the South Brea Water, Sewer, and Pavement Project, \$2.5 million, involving underground



utility improvements, PCC and asphalt paving, SWPPP implementation, and roadway widening in accordance with city, state, and federal guidelines. He ensured proper coordination with utility agencies such as Southern California Edison, adherence to stormwater and environmental protection requirements, and compliance with prevailing wage and labor standards per California Public Works regulations, while maintaining quality assurance and contract documentation standards required for state and federally funded infrastructure projects.

We appreciate the opportunity to continue serving the City of Costa Mesa. Should you have any questions, please do not hesitate to reach out to Tyrone Chesanek or tchesanek@interwestgrp.com.

Sincerely,

Bill Evans
Senior Director of Professional Services
Interwest Consulting Group

INTERWEST

**ROSSMOOR COMMUNITY SERVICES DISTRICT
PROFESSIONAL SERVICES AGREEMENT
WITH INTERWEST CONSULTING GROUP INC
FOR CONSTRUCTION MANAGEMENT AND RELATED SERVICES
FOR THE ROSSMOOR PARK CANOPY PROJECT**

This Professional Services Agreement (“Agreement”) is made and entered into this 16th day of October 2025, by and between the Rossmoor Community Services District, a public agency (“District”), and Interwest Consulting Group, Inc., a Colorado corporation (“Contractor”). District and Contractor are sometimes individually referred to as “Party” and collectively as “Parties.”

1. RECITALS.

1.1 Contractor.

Contractor desires to perform and assume responsibility for the provision of certain services required by the District on the terms and conditions set forth in this Agreement. Contractor represents and warrants that it is experienced in providing such services, is licensed in the State of California, and is familiar with the operation of District.

1.2 Project.

District desires to engage Contractor to render construction management, inspection and related services for the Rossmoor Park Canopy Project to the District (“Project”) as set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the Parties agree as follows:

2. SCOPE OF SERVICES AND TERM.

2.1 General Scope of Services. Contractor promises and agrees to furnish to the District all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional services necessary for the Project (“Services”). The Services are more particularly described as set forth in Exhibit “A”, attached hereto and incorporated herein by this reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations. In the event of a conflict or ambiguity between the provisions of this Agreement and any of the attached exhibits, the provisions of this Agreement shall be controlling.

2.2 Term. The term of this Agreement shall be for a period not exceeding two (2) years from October 16, 2025 (the “Effective Date”), unless earlier terminated as provided herein. Contractor shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines.

3. RESPONSIBILITIES OF CONTRACTOR.

3.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Contractor or under its supervision. Contractor will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. District retains Contractor on an independent contractor basis and not as an employee. Contractor shall have no power to incur any debt, obligation, or liability on behalf of District or otherwise act on behalf of District as an agent. Neither District nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of District. Contractor retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Contractor shall also not be employees of District and shall at all times be under Contractor's exclusive direction and control. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2 Schedule of Services. Contractor shall perform the Services expeditiously, within the term of this Agreement and in accordance with the schedule of services as directed by the General Manager. Contractor represents and warrants that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Contractor's conformance with the schedule, District shall respond to Contractor's submittals in a timely manner. Upon request of District, Contractor shall provide a more detailed schedule of anticipated performance to meet the schedule of services.

3.3 Conformance to Applicable Requirements and Coordination of Services. All work prepared by Contractor shall be subject to the approval of District. Contractor agrees to work closely with District staff in the performance of Services and shall be available to District's staff, Contractors and other staff at all reasonable times.

3.4 Standard of Care; Performance of Employees. Contractor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Contractor shall be liable for all violations of such laws and regulations in connection with Services. Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Contractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed.

3.5 Responsibility for Errors. Contractor shall be responsible for its work and results under this Agreement. Contractor, when requested, shall furnish clarification and/or explanation as may be required by the District's Representative, regarding any services rendered under this Agreement at no additional cost to District. In the event that an error or omission attributable to Contractor occurs, then Contractor shall, at no cost to District, provide all necessary design drawings, estimates and other professional services necessary to rectify and correct the matter to the sole satisfaction of District and to participate in any meeting required with regard to the correction.

3.6 Records and Audits. Records of Contractor's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to District or its Representative for inspection and/or audit at mutually convenient times from the Effective Date until three (3) years after termination of this Agreement.

3.7 Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Contractor or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of District. Contractor agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of District. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of District and without liability or legal exposure to Contractor. District shall indemnify and hold harmless Contractor from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from District's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Contractor. Contractor shall deliver to District any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by District or its authorized representative, at no additional cost to the District. For the avoidance of doubt, nothing in this Agreement shall be understood to grant District rights to pre-existing intellectual property of Contractor, including Contractor software and licensed software, or to any improvements thereto.

3.8 Documents. In the event of termination of this Agreement, all documents prepared by Contractor in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the District within ten (10) days of delivery of termination notice to Contractor, at no cost to District. Any use of uncompleted documents without specific written authorization from Contractor shall be at District's sole risk and without liability or legal expense to Contractor.

3.9 Insurance Coverages.

3.9.1 Prior to commencement of any services under this Agreement, and without limiting Contractor's indemnification obligation to District, Contractor shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to District, for the duration of the Agreement, primary policies of insurance of the type and amounts below, issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or

is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by District, which shall cover all elected and appointed officers, employees, agents, designated volunteers, attorneys, successors and assigns of District. District reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Contractor ninety (90) days advance written notice of such change. If such change results in substantial additional cost to Contractor, District and Contractor may renegotiate Contractor's compensation.

(A) Commercial General Liability Insurance. A policy of commercial general liability insurance, with coverage at least as broad as Insurance Services Office ("ISO") form CG 00 01, written on a per occurrence basis for bodily injury, personal injury and property damage. Defense costs must be paid in addition to limits. Coverage for an additional insured shall not be limited to its vicarious liability. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. Limits shall be no less than \$1,000,000 per occurrence for all covered losses and no less than \$2,000,000 general aggregate.

(B) Worker's Compensation Insurance. A policy of worker's compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for Contractor against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by Contractor in the course of carrying out the work or services contemplated in this Agreement.

(C) Automobile Liability. A policy of comprehensive automobile liability insurance, at least as broad as ISO form CA 00 01, written on a per occurrence basis covering bodily injury and property damage in an amount not less than \$1,000,000 combined single limit for each accident. Said policy shall include coverage for owned, non-owned, leased, hired cars and any automobile.

(D) Professional Liability. Professional liability insurance appropriate to Contractor's profession. This coverage may be written on a "claims made" basis and must include coverage for contractual liability. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement. The professional liability insurance required by this Agreement must be endorsed to be applicable to claims based upon, arising out of, or related to services performed under this Agreement. The insurance must be maintained for at least five (5) consecutive years following the completion of Contractor's services or the termination of this Agreement. During this additional 5-year period, Contractor shall annually and upon request of District submit written evidence of this continuous coverage. Limits shall be no less than \$1,000,000 per claim and no less than \$1,000,000 general aggregate.

(E) Cyber Liability. Cyber liability insurance appropriate to Contractor's profession and the services hereunder, written on a per occurrence basis, with limits not less than \$1,000,000 per occurrence/loss, and \$2,000,000 in the aggregate. Coverage shall be

sufficiently broad to respond to the duties and obligations undertaken by Contractor pursuant to this Agreement and shall include, but not be limited to, claims involving: infringement of intellectual property; copyright; trademark; invasion of privacy violations; data breach; electronic information theft, loss, damage, destruction, alteration or misuse; release of private information; extortion; and, network security. The policy shall provide coverage for breach response costs, regulatory fines and penalties, and credit monitoring expenses, with limits sufficient to respond to these obligations.

(F) Excess Liability and Umbrella Liability Insurance. Excess liability insurance and/or umbrella liability insurance may be used to satisfy the obligations herein. If excess liability insurance is used then the policy shall meet all the requirements herein and be at least as broad as the primary coverages set forth herein. Such policy shall: 1) include a drop down feature requiring the policy to respond if primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason; 2) be payable-on-behalf-of as opposed to reimbursement; 3) have concurrency of effective dates with primary policies; 4) "follow form" to the underlying primary policies; and, 5) provide insureds, under primary policies required herein, shall be insureds under the excess liability policy.

(G) Subcontractors. In the event Contractor subcontracts any portion of the work in compliance with Section 5.11 of this Agreement, Contractor shall either: 1) include each subcontractor as insureds under its policies of insurance required herein; or, 2) Contractor shall, upon request of District, furnish to District all documentation, required in Section 3.9 for Contractor, for each subcontractor. All coverages for subcontractors shall include all of the requirements herein.

3.9.2 General Insurance Requirements.

(A) Proof of Insurance, Enforcement and Notice. No work or services under this Agreement shall commence until both Contractor has provided District with insurance certificates, endorsement forms and appropriate insurance binders evidencing the above insurance coverages, as well as said documentation is approved by District. District reserves the right to inspect complete, certified copies of, and endorsements to, all required insurance policies, at any time. Any failure to comply with the reporting or other provisions of the policies including breaches or warranties shall not affect coverage provided to District. In the event any insurance policy required under this Agreement is cancelled or amended (and the insurance policy is not replaced pursuant to subsection (b) below), or does not comply with Section 3.9, then: 1) District has the right but not the duty to obtain insurance required herein and any premium paid by District will be promptly reimbursed by Contractor or District will withhold amounts sufficient to pay premium from Contractor payments; or, 2) District, notwithstanding any other provisions of this Agreement, may immediately terminate this Agreement. Contractor shall give District prompt and timely notice of claims made or suits instituted that arise out of or result from Contractor's performance under this Agreement, and that involve or may involve coverage under any of the required insurance policies.

(B) Cancellation/Amendment. All of herein required policies of insurance shall provide the insurance may not be amended or cancelled by insurer or any Party

hereto without providing thirty (30) calendar days prior written notice (with exception of ten (10) calendar days prior written notice for nonpayment of premium) to District. In the event any of said policies of insurance are amended or cancelled, Contractor shall, five (5) business days prior to the cancellation date, submit new evidence of insurance, or reinstatement of policy, in conformance with this Agreement to District.

(C) Additional Insureds. The commercial general liability policy provided for in Section 3.9.1(A) and the automobile liability policy provided for in Section 3.9.1(C) both shall name District and its elected and appointed officers, employees, agents and designated volunteers ("District Parties") as additional insureds and such coverage shall contain no special limitations on the scope of protection afforded to District and District Parties. A severability of interests provision must apply for all additional insureds ensuring that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability, and policies of insurance shall not contain any cross-liability exclusions.

(D) Primary, Subrogation, Contribution and Coverage. Except with respect to Workers' Compensation Insurance, all of the above policies of insurance shall be primary insurance. The insurers (with exception of professional liability insurer) for above policies, Contractor and any subcontractors are all deemed hereof to waive all rights of subrogation and contribution they may have against District or District Parties, and their respective insurers, and all insurance policies required herein shall be endorsed to waive such rights. Any insurance maintained by District or District Parties will apply in excess of, and not contribute with, Contractor's insurance. None of the coverages required herein will be in compliance with this Agreement if they include any limiting endorsement of any kind that has not been first submitted to District and approved of in writing. Requirements of specific coverage features or limits contained herein are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any Party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

(E) Limitations, Self-Insured Retention and Deductibles. Contractor agrees that requirements of Section 3.9 shall not be construed as limiting in any way the extent to which Contractor may be held responsible for the payment of damages to any persons or property resulting from Contractor's activities or the activities of any person or persons for which Contractor is otherwise responsible nor shall it limit Contractor's indemnification liabilities as provided in Section 5.7 All insurance policies must specify that where the primary insured does not satisfy any self-insured retention, any additional insured may satisfy the self-insured retention (without impairment of obligation of primary insured under this Agreement to satisfy any self-insured retention). Any deductibles or self-insured retentions must be declared to and approved by District. At District's option, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects District and District Parties, or Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, attorney's fees, defense expenses and claims.

4. FEES AND PAYMENTS.

4.1 Compensation. Contractor shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement as set forth in Exhibit "A," attached hereto and incorporated herein by reference.

The total compensation under this Agreement shall not exceed five-thousand dollars (\$5,000.00) without written approval of the District Board of Directors. Extra Work may be authorized, as described below; and if authorized, said Extra Work will be compensated at the rates and manner set forth in this Agreement.

4.2 Payment of Compensation. Contractor shall submit to District in the form approved by District, a monthly statement for Services rendered prior to the date of the statement. District shall, within 30 days of receiving such statement, review the statement and pay all approved charges thereon.

4.3 Reimbursement for Expenses. Contractor shall not be reimbursed for any expenses unless authorized in writing by District.

4.4 Extra Work. At any time during the term of this Agreement, District may request that Contractor perform Extra Work. As used herein, "Extra Work" means any work which is determined by District to be necessary for the proper completion of the Project, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement and which exceeds the total compensation set forth in Section 4.1, above. Contractor shall not perform, nor be compensated for, Extra Work without written authorization from District Board of Directors.

4.5 Prevailing Wages. Contractor is aware of the requirements of California Labor Code Sections 1720, *et seq.*, and 1770, *et seq.*, as well as California Code of Regulations, Title 8, Section 16000, *et seq.*, ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000.00 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. District shall provide Contractor with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Contractor's principal place of business and at the project site. Contractor shall defend, indemnify and hold the District, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

5. GENERAL PROVISIONS.

5.1 Termination of Agreement. District may, by written notice to Contractor, terminate the whole or any part of this Agreement at any time and without cause by giving at least thirty (30) days written notice to Contractor of such termination.. Contractor may terminate this Agreement solely for cause and shall do so by providing written notice to District of such termination, and specifying the date thereof, at least thirty (30) days before the effective date of such termination. Upon termination, Contractor shall be compensated only for those services which have been adequately rendered to District, and Contractor shall be entitled to no further compensation.

5.2 Representatives. District's General Manager or his or her designee shall be the representative of District for purposes of this Agreement and may issue all consents, approvals, directives, or agreements on behalf of District called for by this Agreement. Contractor shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Contractor called for by this Agreement.

5.3 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the following addresses, or at such other address as the respective parties may provide in writing for this purpose:

Contractor: Matthew K. Causley, Chief Operating Officer
444 N Cleveland Avenue
Loveland, CO 80537
office: 970.292.2200, cell: 786.650.4469

District: Rossmoor Community Services District
3001 Blume Dr.
Rossmoor, CA 90814
Attn: Sharon Landers, General Manager

Such notices 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.

5.4 Public Records Act Disclosure. Contractor has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Contractor, or any of its subcontractors, pursuant to this Agreement and provided to District may be subject to public disclosure as required by the California Public Records Act (California Government Code section 7920 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the Public Records Act, and of which Contractor informs District of such trade secret. District will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The District shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the court.

5.5 Conflict of Interest. Contractor and its officers, employees, associates and subcontractors, if any, will comply with all conflict of interest statutes of the State of California applicable to Contractor's services under this Agreement, including, but not limited to, the Political Reform Act (Government Code sections 81000, *et seq.*) and Government Code section 1090. During the term of this Agreement, Contractor and its officers, employees, associates and subcontractors shall not, without the prior written approval of the District's Representative, perform work for another person or entity for whom Contractor is not currently performing work that would require Contractor or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

5.6 Attorneys' Fees. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in connection with such action.

5.7 Indemnification. Contractor agrees to defend, with counsel selected by District from Contractor's insurance carrier's panel counsel, indemnify, and hold free and harmless District, its elected officials, officers, agents and employees, at Contractor's sole expense, from and against any and all third party claims, actions, suits or other legal proceedings brought against District, its elected officials, officers, agents and employees to the extent arising out of the intentionally wrongful or negligent performance of Contractor, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by Contractor, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of Contractor, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against District, its elected officials, officers, agents and employees based upon the work performed by Contractor, its employees, and/or authorized subcontractors under this Agreement, whether or not Contractor, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, Contractor shall not be liable for the defense or indemnification of District for claims, actions, complaints or suits arising out of the sole or active negligence or willful misconduct of District. Notwithstanding any provision of law to the contrary, Contractor shall have the right to control the defense and settlement of any action for which indemnification is sought, provided that it shall not enter into any settlement that requires an admission of wrongdoing by any indemnitees without that indemnitees' approval. Contractor's obligations under this Agreement are contingent upon timely receipt of notice of the claim for which indemnification is sought, such that defense of the claim is not prejudiced, and the reasonable assistance of the indemnitees in connection with the defense of the claim. This provision shall supersede and replace all other indemnity provisions contained either in the District's specifications or Contractor's proposal, which shall be of no force and effect.

5.8 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Orange County.

5.9 Waiver. The delay or failure of either Party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the Party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

5.10 Labor Certification. By its signature hereunder, Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

5.11 Prior Approval Required to Subcontract. The experience, knowledge, capability and reputation of Contractor, its principals and employees were a substantial inducement for District to enter into this Agreement. Therefore, without express written approval of District, Contractor shall not contract with any other entity to perform in whole or in part services required hereunder without express written approval of District, and neither this Agreement nor any interest herein may be transferred or assigned. No approved transfer shall release Contractor, or any surety or insured of Contractor, of any liability hereunder without express written consent of District.

5.12 Non-Exclusive Agreement. Contractor acknowledges that District may enter into agreements with other contractors for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

5.13 Assignment. Contractor shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Contractor's interest in this Agreement without District's prior written consent, which shall not be unreasonably delayed or withheld. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of District's consent, no subletting or assignment shall release Contractor of Contractor's obligation to perform all other obligations to be performed by Contractor hereunder for the term of this Agreement.

5.14 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

5.15 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue to be in full force and effect.

5.16 No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of District and Contractor and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

5.17 Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

5.18 Construction. The Parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the Parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any Party by virtue of the authorship of any of the provisions of this Agreement.


5.19 The Individuals Signing this Agreement. 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.

5.20 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

5.21 Entire Agreement. This Agreement constitutes the entire agreement of the Parties with respect to any matter referenced herein and supersedes any and all other prior negotiations. As of the Effective Date of this Agreement, this Agreement shall supersede, and otherwise be controlling, over any and all provisions of any previous agreements, which shall be of no further force or effect.

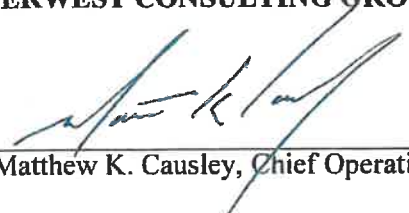
IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

ROSSMOOR COMMUNITY SERVICES DISTRICT

By: 
Sharon Landers, General Manager


Date: 10/20/2025

INTERWEST CONSULTING GROUP, INC

By: 
Matthew K. Causley, Chief Operating Officer

Date: 10/20/2025

APPROVED AS TO FORM FOR DISTRICT

By: 
General Counsel

Date: October 21, 2025

EXHIBIT "A"

October 6, 2025

Sharon Landers
General Manager
Rossmoor Community Services District
Rush Park
3001 Blume Drive
Rossmoor, CA 90720



Re: Letter Proposal for Construction Management/Inspection Services for Rossmoor Park Canopy Project

Dear Ms. Landers,

We are pleased to submit this proposal to Rossmoor Community Services District (Rossmoor) to provide Construction Management (CM), and Inspection (I) services for the Rossmoor Park Canopy Project. We fully understand the scope and significance of this infrastructure project and we are committed to supporting Rossmoor in delivering this project safely, efficiently, and in full compliance with applicable federal, state, and local requirements.

We understand the scope of work for the Shade Structure Project includes mobilization, site security, and utility location before beginning demolition of the existing concrete slab and lawful disposal of debris. Earthwork involves grading the site and managing excess soil and turf in coordination with the Rossmoor Park Project Manager. New concrete work will include installation of an 816 square foot, 4-inch-thick reinforced slab, excavation and pouring of footings per manufacturer specifications, and proper curing methods. Following adequate curing, the contractor will transport client-owned shade structure components from Rush Park to Rossmoor Park and install the 32' x 22' x 8' fabric canopy per manufacturer and engineering guidelines, ensuring alignment, anchoring, and stability. The project concludes with site cleanup, removal of fencing, and demobilization, with the contractor providing all labor, equipment, and supervision but excluding permits, engineering documents, utility fees, landscaping, hazardous material abatement, and the shade structure itself, which is client-supplied.

Our Construction Management and Inspection staff is fully prepared to provide comprehensive oversight and coordination of all preconstruction and construction activities, ensuring strict adherence to project plans, specifications, contract documents, and regulatory requirements. Our services will encompass project analysis and recommendations, contract compliance, change management, RFI and submittal review, coordination with Rossmoor and the contractor, schedule and budget control, regular field inspections, and quality assurance. We will also prepare detailed field reports, verify quantities for progress payments, and maintain thorough project documentation. Recognizing the importance of safe and continuous public access, our team will work collaboratively with Rossmoor, stakeholders, and the contractor to minimize disruptions and deliver these parks improvement projects on time, within budget, and to the highest standards of quality.

FEE SCHEDULE

Please find below the requested CMI Services detailed breakdown of the anticipated labor hours and associated costs required to successfully deliver these projects in accordance with the project scope and objectives. We anticipate the duration of the project phases as follows: Rossmoor Park Canopy Project - 2 WD days preconstruction activities, 20 WD days construction contract time, and 2 WD days post construction/project close out activities. The anticipated CMI costs are approximate and will be utilized on an as needed basis.

Staff	Hourly Rate	Pre-Construction		Construction		Post-Construction		Total
		Hrs Per Week		Hrs Per Week		Hrs Per Week		
Construction Manager/Inspector <i>Tyrone Chesanek, PE</i>	\$190	2 hrs	\$440	18 hrs	\$3960	2 hrs	\$440	\$4,840.00
TOTAL (NOT TO EXCEED)								\$4,840.00

PROJECT TEAM

Below is a brief introduction to our Construction Manager/Inspector that will be providing the services mentioned in this proposal for the successful project from start to completion.

CONSTRUCTION MANAGER/INSPECTOR



Tyrone Chesanek, PE
PROJECT & CONSTRUCTION MANAGER / RESIDENT ENGINEER
INTERWEST GROUP

Experienced Deputy Public Works Director managing Facility and Parks CIP, Facility Maintenance, Street and Utility CIP, Facilities Management, Stores, Fleet Services, Environmental Program, and Streetlights. Assisted in planning, directing, supervising, and coordinating departmental operations; assigned work activities, projects and programs; monitored workflow; reviewed and evaluated work products, methods and procedures. Prepared and presented staff reports to the City Council, Council Committees, boards, commissions and numerous civic organizations representing the Department. Assisted with the preparation of operating and capital improvement budgets, including long-term maintenance management Supervised and assisted subordinate supervisors in the operations and maintenance of City infrastructure, and established long-range plans and goals.

As a Project/Construction Manager, he has successfully overseen federally funded transportation improvement projects, such as the Adams Pinecreek Intersection Project in Costa Mesa, California (Federal Project No. CML-5312(104)). This \$2.8 million project involves complex intersection upgrades including traffic signal modernization with video detection, ADA-compliant curb ramp installation, median modifications, and multi-use pathway construction. Mr. Chesanek has provided full construction management and inspection (CM&I) oversight, ensuring compliance with federal funding requirements, Caltrans standards, and FHWA guidelines, while closely monitoring project budget, schedule, and contractor performance.

In addition to federal project experience, Mr. Chesanek has extensive involvement with state and local capital improvement projects including the Local Street Rehabilitation and La Paz Phase 2 Street Rehabilitation Projects in Laguna Niguel, California. These projects encompassed a wide scope of pavement rehabilitation activities such as asphalt removal and replacement, crack sealing, REAS Type II application, pavement striping, and traffic signal improvements, with contract values of \$1.4 million and \$2.3 million respectively. Responsibilities included managing all aspects of construction administration in conformance with state specifications, labor compliance requirements, and California MUTCD standards.

Further demonstrating versatility with municipal utility and roadway upgrades, Mr. Chesanek has managed the South Brea Water, Sewer, and Pavement Project, \$2.5 million, involving underground utility improvements, PCC and asphalt paving, SWPPP implementation, and roadway widening in accordance with city, state, and federal guidelines. He ensured proper coordination with utility agencies



such as Southern California Edison, adherence to stormwater and environmental protection requirements, and compliance with prevailing wage and labor standards per California Public Works regulations, while maintaining quality assurance and contract documentation standards required for state and federally funded infrastructure projects.

We appreciate the opportunity to continue serving the City of Costa Mesa. Should you have any questions, please do not hesitate to reach out to Tyrone Chesanek or tchesanek@interwestgrp.com.

Sincerely,

Bill Evans
Senior Director of Professional Services
Interwest Consulting Group

INTERWEST

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-5

Date: July 14, 2026

To: Honorable Board of Directors

From: General Manager Sharon Landers
Recreation Superintendent Chris Argueta
Parks/Facilities Committee (Directors DeMarco and Maynard)

Subject: DISCUSS AND GIVE DIRECTION ON THE PARKS/FACILITIES COMMITTEE'S RECOMMENDATION FOR REVISIONS TO THE DISTRICT'S POLICY NO. 6050 REGARDING WALK-ON COURT USE BY NON-RESIDENTS FOR PICKLEBALL AND TENNIS, RESERVATION REQUIREMENTS, AND RESIDENCY VERIFICATION

RECOMMENDATION

The Parks/Facilities Committee (Committee) recommends that the Board of Directors discuss proposed revisions to District Policy No. 6050 regarding non-resident walk-on use of the District's tennis and pickleball courts. The Committee also recommends that the Board provide direction on non-resident walk-on access, reservation requirements, and residency verification procedures.

BACKGROUND

District Policy No. 6050 currently establishes the rules for reservations and public use of the District's tennis and pickleball courts. Under the current policy, both residents and non-residents may reserve courts or walk onto an available court when one is not reserved.

With demand for the courts continuing to increase, particularly during evening peak hours, the Committee recommends that the Board consider requiring non-residents to make an advance reservation to use the District's courts. This will require non-residents to reserve a court and pay a fee for the privilege of using Rossmoor Park courts and may provide more opportunities for residents to walk onto empty courts. The fees will help the District maintain its facilities to a high standard.

DISCUSSION

The intent of the proposed policy is to support resident priority throughout the day but particularly during high use periods while continuing to provide non-residents with access to the courts through the District's existing reservation system. Under this approach, non-residents would not be excluded from using the facilities; rather, they would be asked to reserve a court in advance. This provides a consistent and manageable process while helping ensure that Rossmoor residents receive the intended benefit of resident priority throughout the day.

Like most of the District's rules, we rely heavily on voluntary compliance. However, if the Board approves the request to hire Attendants as part of the FY 2026–2027 Budget, they would be able to help ensure the requirement that non-residents have a reservation to use the court during the hours they are present. Attendants are anticipated to be assigned during priority evening hours, seven days per week, to assist with court operations, including preventing courts from being used for something other than their intended purpose, educate patrons regarding District policies and rules, monitor reservations, verify residency if this suggested policy revision is adopted, support consistent implementation of court rules, and provide customer service.

The anticipated presence of Attendants provides the District with an opportunity to evaluate whether modifications to walk-on procedures improve resident access during periods of highest demand. A revised policy would also provide Attendants with clear operational procedures for administering the courts. Attendants would verify residency for patrons who want to walk-on through photo identification as part of a check-in process that the District would establish.

Implementation of this concept would require revisions to District Policy No. 6050 and corresponding updates to court signage to ensure District policy and public information remain consistent.

Revisions to Policy No. 6050 would be necessary to clearly define these operational procedures and provide Attendants with consistent direction regarding administration of the courts. Corresponding updates to court signage would help educate patrons and support consistent implementation of the revised policy.

FISCAL IMPACT

Should the Board adopt revisions to Policy No. 6050 to require non-residents to make a reservation to use our tennis and pickleball courts, staff would update court signage, reservation procedures, educational materials, and Attendant training to reflect the revised operational practices. These costs are expected to be minimal and can likely be accommodated within our operating budget. Moreover, there is a possibility that the District will see an increase in fees collected for reservations by non-residents who no longer would be allowed to walk on the court.

ATTACHMENTS

1. RCSD Policy No. 6050 – Facilities – Tennis and Pickleball Courts

Rossmoor Community Services District

Policy

No. 6050

FACILITIES – TENNIS AND PICKLEBALL COURTS

6050.00 Appropriate Etiquette: All people playing on or visiting the Rossmoor tennis and pickleball courts shall use commonly accepted pickleball etiquette. All attempts shall be made not to disturb other players. The Rossmoor courts are primarily intended for the playing of games by two or more people. A reservation does not take effect until two or more people are present and ready to play.

6050.10 Use Limitation For Non-Reservation Players: Court use is limited to one hour for non-reservation players when there are people waiting. This does not mean that someone must wait one hour, only that the party occupying the court has to surrender the court after one hour of use whenever anyone else appears and wishes to use the court to play or immediately if someone appears with a reservation in hand or posted on the Court Tennis/Pickleball Schedule at the east entrance to the tennis and pickleball courts.

6050.20 Use Limitation For Players With Reservation: Court use for persons making a reservation is limited to a maximum of one hour with a maximum of two reservations per day.

6050.30 Expiration of Reserved Time: Courts shall be surrendered to the next waiting party when their playing time has expired. When a game is in progress at the time of expiration, play may continue up to a maximum of five (5) minutes to complete the game in progress. No new game, other than the concluding game of a set, should commence with less than five (5) minutes remaining on the allowable playing time.

6050.40 Advance Reservation: All reservations must be made no later than 4:00 p.m. PST. for use that evening or 4:00 p.m. on Friday for use that evening or the weekend through Monday at 4:00 p.m. Times during PDT shall be 3:00 p.m. The posting of the Court Tennis/Pickleball Schedule shall be done in a manner to give proper notice of courts and times reserved. The charge for reservations shall be established by Policy No. 6015 Establishment of Fees and Charges for use of District Parks, Buildings and Facilities.

6050.41 Reservation Limit: No reservations may be made for more than two weeks in advance by residents and one week in advance by non-residents.

6050.42 Method of Payment: Payment for the use of reserved play time may be made at the District office during normal business hours with a check or credit card. Payment may also be made by credit card on the Rossmoor Community Services District website through RecDesk with a verified account.

6050.43 Rain Check: A "rain check" or refund may be given, upon request, for a reservation that is not usable due to inclement weather, acts of God or other reasons deemed sufficient by the General Manager. A refund will be given for a reservation that is cancelled no less than twenty-four hours prior to the reserved time.

6050.50 Use By A Single Player: A single player may occupy a court for practice so long as it is available and there are no groups of two or more waiting. The court shall be vacated by the single player upon determination that there is a group of two or more waiting to play.

6050.60 Challenge Match: A challenge match, that may consist of up to six people playing doubles, shall occupy a court for no more than two hours when there are people waiting to play.

6050.70 Appropriate Footwear Required: All players shall use footwear which is appropriate for the hard court surface found at the Rossmoor courts. Such footwear shall not mark, chip, or otherwise damage the surface of the courts.

6050.80 Court Maintenance: The tennis and pickleball courts will be closed for washing or maintenance each Wednesday morning from 7:00 a.m. to 10:00 a.m.. This provision is in effect even if there is no one actually washing or performing maintenance during this time.

6050.90 Court Reserved For Instruction: Courts may be reserved at various times for use in both private and group classes sponsored by the District. Reserved times will be posted on the reservations board adjacent to the courts.

6050.100 Prohibited Uses on Courts: Tennis and Pickleball courts are for tennis and pickleball play only. The courts may not be used for other sports, rollerblading or skating, skate boarding, bicycling or any other wheeled device. Courts may not be used for picnicking, barbequing, or any other group activity. Dogs, whether leashed or unleashed are not permitted within the tennis/pickleball court complex. Failure to comply with these restrictions will subject the person or persons to eviction from the courts and the park facility in accordance with Policy No. 6010.60.

6050.110 Tennis and Pickleball Instruction: Tennis and Pickleball instruction by any individual shall not be offered for compensation without a permit approved by the General Manager pursuant to a written agreement approved by the Board.

Adopted: July 14, 1993
Amended: August 6, 1997
Approved renumbering & format: October 8, 2002
Reaffirmed: December 10, 2002
Amended: April 13, 2004
Amended: March 11, 2008
Amended: July 10, 2012
Readopted by Ordinance 2014-01: January 14, 2014
Amended to include Pickleball: January 9, 2024

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-6

Date: July 14, 2026

To: Honorable Board of Directors

From: General Manager Sharon Landers
Recreation Superintendent Chris Argueta
Parks/Facilities Committee (Directors DeMarco and Maynard)

Subject: DISCUSS AND GIVE DIRECTION ON THE PARKS/FACILITIES COMMITTEE'S RECOMMENDATION REGARDING STRATEGIES TO HELP MAINTAIN CLEAR BUFFER ZONES AT THE DISTRICT'S TENNIS AND PICKLEBALL COURTS AT ROSSMOOR PARK INCLUDING REVISING THE DISTRICT'S CURRENT POLICIES

RECOMMENDATION

The Parks/Facilities Committee recommends that the District Board of Directors discuss strategies to help maintain clear buffer zones at the District's tennis and pickleball courts and provide direction regarding whether revisions to District Policy No. 6050 should be considered as part of an approach to improving court operations, player safety, and the overall user experience.

BACKGROUND

The District's tennis and pickleball courts at Rossmoor Park continue to experience extremely high levels of community use. As participation has increased, staff has observed a growing number of personal items being placed within the pickleball court buffer zones, including folding chairs, backpacks, bags, coolers, bicycles, and other recreational equipment.

Court buffer zones are the areas immediately surrounding each playing surface for both pickleball and tennis courts that provide players with additional space to safely move during active play, retrieve balls, and reduce potential interference with adjacent courts, fencing, or spectators. Maintaining reasonably clear buffer zones is considered a good recreational facility practice and helps promote safe, organized, and enjoyable court operations.

While staff does not consider personal belongings within these areas to represent a significant safety concern, maintaining clear buffer zones is an important operational objective and helps encourage consistent court use while minimizing unnecessary obstacles within active playing areas.

Each tennis court includes one metal park bench at midcourt directly across from the net along the sideline for players to sit on between games or to place personal belongings on or underneath during play. The four pickleball courts share one metal park bench located along the fence closest to the Community Center directly across from the divider net that separates the courts. Each bench is paired with a shade awning attached to the adjacent fence at a height that does not interfere with safe play.

These locations are generally the least likely areas where players would leave the court during normal play, helping minimize potential conflicts while still providing convenient seating and a place for personal belongings. This placement provides a practical balance between player safety, comfort, and overall court usability.

DISCUSSION

The Committee would like the Board to discuss strategies it is recommending for maintaining clear buffer zones while continuing to provide a positive experience for players, spectators, and individuals waiting to use the courts. This includes the operational improvements staff has identified that are discussed immediately below and revising District Policy No. 6050 to clarify that buffer zones are to be kept clear and that playing on the courts are at player's own risk.

Staff has identified several operational improvements intended to encourage voluntary compliance, including (1) supplemental signage reminding patrons to keep buffer areas clear during active play and letting them know that they play at their own risk, (2) installing fence-mounted storage hooks along the sidelines of the court to provide convenient locations for bags and personal belongings to be stored safely in the buffer zone, and (3) public education and continued communication regarding keeping personal belongings only within designated areas in the buffer zones or outside the courts.

These improvements are intended to educate patrons regarding appropriate court etiquette, encourage voluntary compliance, and provide designated locations for personal items without restricting normal recreational use.

Consistent District policy and posted signage will improve public understanding, reduce ambiguity, support consistent education and implementation of court rules, and reduce the District's liability in the event of an accident. Similar to the newly adopted policy and signage prohibiting the operation of e-bikes in the District parks, this clear buffer policy and signage would not trigger a requirement that the District hire staff to enforce it. Instead, it is intended to provide clear and unambiguous requirements for safe court usage that players should themselves follow.

Maintaining clear buffer zones is generally a greater consideration for the pickleball courts than the tennis courts because pickleball players often remain courtside while waiting for the next game.

Conversely, pickleball players typically remain within the court boundaries during active play and generally pursue balls shorter distances than tennis players. As a result, the need for completely unobstructed buffer areas may not be as critical for pickleball as it is for tennis. These differing patterns of play should be considered when evaluating future improvements.

Some patrons may continue bringing folding chairs and placing them in the buffer zone while waiting to play. Since the District doesn't have enforcement staff, maintaining clear buffer zones will continue to rely primarily on public education and voluntary compliance rather than strict enforcement. Making it clear that patrons are using the courts at their own risk will help shift liability to patrons playing, standing or sitting on the courts if they choose not to follow the rules.

The Committee supports the combination of added policy language and educational signage as an appropriate approach to supporting safe recreational use of the courts. This is consistent with the guidance we received from our risk management team at CJPIA that the best approach to reduce liability is to update our policy to address clear buffer zones and playing is at your own risk, and to add signage providing clear notification to court users.

FISCAL IMPACT

The installation of supplemental signage and fence-mounted storage hooks is expected to have a minimal fiscal impact. Since no additional capital improvements are being recommended currently, no additional funding is requested as part of this agenda item.

ATTACHMENTS

1. District Policy No. 6050 – Facilities – Tennis and Pickleball Courts

Rossmoor Community Services District

Policy

No. 6050

FACILITIES – TENNIS AND PICKLEBALL COURTS

6050.00 Appropriate Etiquette: All people playing on or visiting the Rossmoor tennis and pickleball courts shall use commonly accepted pickleball etiquette. All attempts shall be made not to disturb other players. The Rossmoor courts are primarily intended for the playing of games by two or more people. A reservation does not take effect until two or more people are present and ready to play.

6050.10 Use Limitation For Non-Reservation Players: Court use is limited to one hour for non-reservation players when there are people waiting. This does not mean that someone must wait one hour, only that the party occupying the court has to surrender the court after one hour of use whenever anyone else appears and wishes to use the court to play or immediately if someone appears with a reservation in hand or posted on the Court Tennis/Pickleball Schedule at the east entrance to the tennis and pickleball courts.

6050.20 Use Limitation For Players With Reservation: Court use for persons making a reservation is limited to a maximum of one hour with a maximum of two reservations per day.

6050.30 Expiration of Reserved Time: Courts shall be surrendered to the next waiting party when their playing time has expired. When a game is in progress at the time of expiration, play may continue up to a maximum of five (5) minutes to complete the game in progress. No new game, other than the concluding game of a set, should commence with less than five (5) minutes remaining on the allowable playing time.

6050.40 Advance Reservation: All reservations must be made no later than 4:00 p.m. PST. for use that evening or 4:00 p.m. on Friday for use that evening or the weekend through Monday at 4:00 p.m. Times during PDT shall be 3:00 p.m. The posting of the Court Tennis/Pickleball Schedule shall be done in a manner to give proper notice of courts and times reserved. The charge for reservations shall be established by Policy No. 6015 Establishment of Fees and Charges for use of District Parks, Buildings and Facilities.

6050.41 Reservation Limit: No reservations may be made for more than two weeks in advance by residents and one week in advance by non-residents.

6050.42 Method of Payment: Payment for the use of reserved play time may be made at the District office during normal business hours with a check or credit card. Payment may also be made by credit card on the Rossmoor Community Services District website through RecDesk with a verified account.

6050.43 Rain Check: A "rain check" or refund may be given, upon request, for a reservation that is not usable due to inclement weather, acts of God or other reasons deemed sufficient by the General Manager. A refund will be given for a reservation that is cancelled no less than twenty-four hours prior to the reserved time.

6050.50 Use By A Single Player: A single player may occupy a court for practice so long as it is available and there are no groups of two or more waiting. The court shall be vacated by the single player upon determination that there is a group of two or more waiting to play.

6050.60 Challenge Match: A challenge match, that may consist of up to six people playing doubles, shall occupy a court for no more than two hours when there are people waiting to play.

6050.70 Appropriate Footwear Required: All players shall use footwear which is appropriate for the hard court surface found at the Rossmoor courts. Such footwear shall not mark, chip, or otherwise damage the surface of the courts.

6050.80 Court Maintenance: The tennis and pickleball courts will be closed for washing or maintenance each Wednesday morning from 7:00 a.m. to 10:00 a.m.. This provision is in effect even if there is no one actually washing or performing maintenance during this time.

6050.90 Court Reserved For Instruction: Courts may be reserved at various times for use in both private and group classes sponsored by the District. Reserved times will be posted on the reservations board adjacent to the courts.

6050.100 Prohibited Uses on Courts: Tennis and Pickleball courts are for tennis and pickleball play only. The courts may not be used for other sports, rollerblading or skating, skate boarding, bicycling or any other wheeled device. Courts may not be used for picnicking, barbequing, or any other group activity. Dogs, whether leashed or unleashed are not permitted within the tennis/pickleball court complex. Failure to comply with these restrictions will subject the person or persons to eviction from the courts and the park facility in accordance with Policy No. 6010.60.

6050.110 Tennis and Pickleball Instruction: Tennis and Pickleball instruction by any individual shall not be offered for compensation without a permit approved by the General Manager pursuant to a written agreement approved by the Board.

Adopted: July 14, 1993
Amended: August 6, 1997
Approved renumbering & format: October 8, 2002
Reaffirmed: December 10, 2002
Amended: April 13, 2004
Amended: March 11, 2008
Amended: July 10, 2012
Readopted by Ordinance 2014-01: January 14, 2014
Amended to include Pickleball: January 9, 2024

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-7

Date: July 14, 2026

To: Honorable Board of Directors

From: General Manager Sharon Landers
Recreation Superintendent Chris Argueta
Parks/Facilities Committee (Directors DeMarco and Maynard)

Subject: PARKS /FACILITIES COMMITTEE RECOMMENDATION TO REVISE POLICY NO. 6050 TO CLARIFY UNAUTHORIZED INSTRUCTION ON DISTRICT TENNIS AND PICKLEBALL COURTS

RECOMMENDATION

It is recommended by the Parks/Facilities Committee that the Rossmoor Community Services District Board of Directors approve a revision to Policy No. 6050 – Facilities – Tennis and Pickleball Courts to clarify what constitutes unauthorized instruction on District tennis and pickleball courts and to provide clearer guidance for patrons and District staff responsible for administering and enforcing the policy.

BACKGROUND

The District tennis and pickleball courts continue to experience high levels of community use and demand. As court activity has increased, staff and the Parks & Facilities Committee have discussed concerns regarding private lessons, clinics, coaching, organized drilling activities, and other instructional uses occurring on District courts without authorization from the District. Policy No. 6050 currently prohibits unauthorized instruction on the tennis and pickleball courts. However, the existing policy language does not provide sufficient detail regarding the activities, equipment, and circumstances that may constitute unauthorized instruction. This ambiguity can make it difficult for patrons to understand the policy and for District staff to administer and enforce it consistently.

The Parks & Facilities Committee reviewed the issue at its June 30, 2026, meeting. Following discussion, the Committee determined that the preferred approach is to revise Policy No. 6050 rather than address the issue through supplemental court signage. The Committee's direction was to recommend that the Board clarify the policy language so that unauthorized instruction is more clearly defined.

DISCUSSION

The Committee discussed the importance of maintaining District tennis and pickleball courts primarily for public recreational use while providing clear and consistent standards regarding instructional activities. The Committee did not think the recommended policy revision would require any new signage. It will be sufficient for staff to be able to refer any patron providing unauthorized instruction to the policy during enforcement.

A policy revision would clarify that unauthorized instruction may include private lessons, clinics, coaching, organized instruction, or structured drilling activities conducted without District authorization. The revised language may also identify factors that District staff can consider when determining whether an activity constitutes unauthorized instruction, including the use of equipment or practices commonly associated with organized teaching or coaching.

Examples may include ball hoppers, teaching carts, training cones, instructional targets, teaching aids, or large quantities of tennis or pickleball balls used as part of structured lessons or repetitive drilling activities. The presence of any single piece of equipment would not necessarily establish that unauthorized instruction is occurring. Rather, the policy clarification should allow staff to consider the overall nature and circumstances of the activity when determining whether it constitutes instruction requiring District authorization.

Clarifying Policy No. 6050 will provide patrons with a better understanding of permitted court use, improve consistency in policy administration and enforcement, and reduce misunderstandings between court users and District staff. The proposed revision is intended to clarify the District's existing prohibition on unauthorized instruction rather than create a general prohibition on recreational practice, casual instruction between players, or the normal use of equipment during public recreational play.

If approved by the Board, staff would prepare the appropriate revisions to Policy No. 6050 consistent with direction received from the Board today and return the revised policy for Board consideration and adoption.

FISCAL IMPACT

The proposed action is expected to have minimal fiscal impact

ATTACHMENTS

1. RCSD Policy No. 6050 – Facilities – Tennis and Pickleball Courts

Rossmoor Community Services District

Policy

No. 6050

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ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H

Date: July 14, 2026
To: Honorable Board of Directors
From: General Manager Sharon Landers
Subject: GENERAL MANAGER ITEMS

RECOMMENDATION

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

INFORMATION

Below is a brief overview of recent achievements, future projects, and upcoming programs:

- On June 9, along with Directors Tony DeMarco and Michael Maynard, I attended a Board of Supervisors Board meeting to speak on the County Budget, and specifically to request the funds recovered that had been stolen by former Supervisor Do be returned to District #1. I introduced myself as representing the District and indicated that President Shade wanted to join but unfortunately had a conflict. In a subsequent straw poll later in the meeting, the Board of Supervisors agreed to return the money to District #1.
- First Summer Family Festival was on June 13 with Stone Soul - with approximately 3,000 in attendance.
- Second Family Festival was on July 11 with Flash Pants - well attended
- Next Family Festival will be on Aug 8 with King Salmon
- First Summer Movie, Hopper, was on June 19 - about 175 attendees.
- Next Movie: The Super Mario Galaxy Movie, will be shown on July 17
- Shakespeare by the Sea performed MacBeth on July 2 with over 600 attending
- In collaboration with CR&R, the Bulky Item Drop Off event will take place in the Rush Park parking lot beginning from 9am-12pm on July 25th. Free bags of mulch will also be available to residents while supplies last.

- Next Public Forum will be held on Aug 13. The following agencies have committed:
 - The Office of Assemblyman Tri Ta
 - OC Health Services
 - OC Office of Aging
 - OC Public Libraries
 - OC Vector Control
 - OC Animal Care
 - OC Fire Authority
 - OC Sherrif's Department
 - California Highway Patrol
- A second public hearing was held at today's Board meeting on the District's Final FY 2026-2027 Budget, with the possibility of passage a month earlier than last year and two months earlier than the year before.
- Rush Park Swing Maintenance Project is close to completion. The structure has been sanded and painted to match the adjacent playground. Final punch list items are being worked on.
- The District received a \$3k contribution from the Youth Center for a new water fountain at Rossmoor Park. The Youth Center also arranged for installation of the fountain at no cost to the District. This completes the Youth Center's fundraising goals under its current agreement. We are working on a plaque to recognize the contributions that made this possible.
- The Signature Wall on Los Alamitos Blvd and Orangewood was severely damaged by a hit and run vehicle on June 29. With great coordination by our staff and quick work by J.O. Masonry Inc., repairs to the wall were completed a week later on July 6. A witness to the accident was able to provide the vehicle license plate to CHP, who is now working on identifying the driver.
- 2 large Owl Scarecrows with heads that swivel were recently installed at Rossmoor Park courts to keep birds away.
- Captain Timmins reported that there have been several recent E-bike cases where their deputies have enforced California Vehicle Code violations in Rossmoor including running a stop sign, no helmet and unsafe maneuvers like wheelies. In at least one case, the e-bike was impounded.
- Golden State Water will be installing waterline improvements through mid-August at the intersection of Wallingsford/Walnut and Katella Avenue as part of their ongoing system maintenance. Most of the work will occur at night to avoid traffic impacts, though lane reductions to a single lane in each direction will be required.
- Representative Derek Tran has advised that he will support S.4505, a bill that will require individual zip codes for about 70 communities including Rossmoor if it comes to the House floor for a vote.

ATTACHMENTS

None