

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board
Agenda Package

OCTOBER 13, 2026

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

REGULAR MEETING

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720

Tuesday, October 13, 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/xNrQVDEhHzM> The name is **Rossmoor CSD**.

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

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

A. ORGANIZATION

- | | |
|-------------------------|---|
| 1. CALL TO ORDER: | 7:00 p.m. |
| 2. ROLL CALL: | Directors Searles, DeMarco, Maynard, Zinser and President Shade |
| 3. PLEDGE OF ALLEGIANCE | Director DeMarco |

4. PRESENTATIONS:

- a. Chris Palmer – California Special Districts Association (CSDA)

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. RECREATION REPORT – RECREATION SUPERINTENDENT CHRIS ARGUETA

E. CONSENT CALENDAR

1. MINUTES:

- a. Regular District Board Meeting of September 8, 2026

2. AUGUST 2026 REVENUE AND EXPENDITURE REPORTS AND SEPTEMBER 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

None.

G. REGULAR CALENDAR

1. APPROVAL OF THE SECOND READING OF REVISIONS TO POLICY No. **6050** (FACILITIES: TENNIS AND PICKLEBALL COURTS) REGARDING: 1) WALK-ON COURT USE BY NON-RESIDENTS FOR PICKLEBALL AND TENNIS, RESERVATION REQUIREMENTS, AND RESIDENCY VERIFICATION; 2) MAINTAINENCE OF CLEAR BUFFER ZONES AT THE DISTRICT'S TENNIS AND PICKLEBALL COURTS; 3) CLARIFICATION OF UNAUTHORIZED TENNIS AND PICKLEBALL INSTRUCTION ON ROSSMOOR COURTS; AND 4) CLARIFICATION OF SAME-DAY RESERVATION RULES.
2. APPROVAL OF FIRST READING OF REVISIONS TO POLICY NO. **6017** RE: MEMORIAL BENCH AND TREE DONATIONS
3. RENEWAL OF ROSSMOOR COMMUNITY SERVICES DISTRICT PROFESSIONAL SERVICES AGREEMENT FOR HEARING OFFICER SERVICES WITH MICHAEL EUGENE RANESES
4. DISCUSSION AND POSSIBLE ACTION RE: FEE WAIVER REQUEST FOR USE OF THE RUSH PARK AUDITORIUM FOR 2027 RED CROSS BLOOD DRIVE EVENTS
5. RESOLUTION NO. 26-10-13-01 REJECTION OF GOVERNMENT CLAIM

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. 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.

K. CLOSED SESSION

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

1. APPOINTMENT, EMPLOYMENT, OR EVALUATION OF PERFORMANCE OF PUBLIC EMPLOYEE PER GOVERNMENT CODE SECTION 54957(b)(1) TITLE: GENERAL MANAGER.

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.

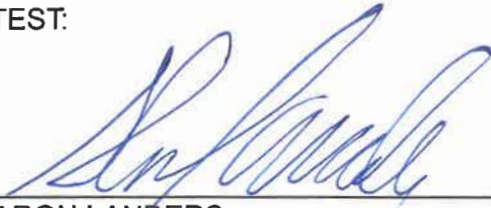
Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the 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 October 13, 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 10/9/2026

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a

Date: October 13, 2026
To: Honorable Board of Directors
From: General Manager Sharon Landers
Subject: CALIFORNIA SPECIAL DISTRICT ADMINISTRATION – CHRIS PALMER,
SENIOR PUBLIC AFFAIRS FIELD COORDINATOR

RECOMMENDATION

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

INFORMATION

California Special District Administration – Chris Palmer, Senior Public Affairs Field Coordinator, will share a presentation highlighting some of the CSDA membership benefits.

ATTACHMENTS

1. The Value of Your CSDA Membership Presentation



**California Special
Districts Association**

Districts Stronger Together

The Value of Your CSDA Membership

**Chris Palmer, Senior Public Affairs Field
Coordinator**

Rossmoor Community Services District
Tuesday, October 13, 2026

ATTACHMENT 1

Built by Districts, for Districts, Since 1969



Founded in 1969



501(c)(6) not-for-profit trade association



Alliance Partners

Special District Risk Management Authority (SDRMA)
CSDA Finance Corporation



18-Member Board of Directors

THE VOICE THAT GUIDES CSDA

Elected by CSDA members to represent a diverse range of special district interests from every corner of the state.

18

elected directors

5

from community
services districts
LIKE ROSSMOOR



CSDA's greatest strength is the people we bring together and what we make possible for one another. When special district leaders share experience, exchange ideas, solve problems together, and help others grow, we strengthen our districts and our ability to serve our communities. That is what it means to be Districts Stronger Together.

Lorenzo Rios, CSDM

CSDA President • CEO, Clovis Veterans Memorial District



You're in Good Company: 1,400+ Members Strong



1,011

Regular Members

Voting membership

Independent special districts



218

Associate Members

Non-voting membership

Dependent special districts, city and county agencies, JPAs, and other public agencies



206

Business Affiliate Members

Private sector companies

Companies offering products and services public agencies need, including legal, CPA, tech, and banking



93% of members reported satisfaction with the value of CSDA membership

Member counts as of October 7, 2026



One Membership Covers Your Entire Team

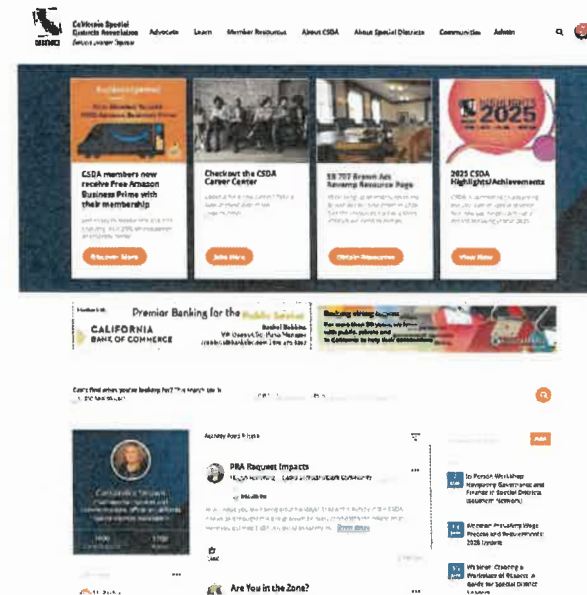
Every staff member and board member gets full access, with no extra cost per user.



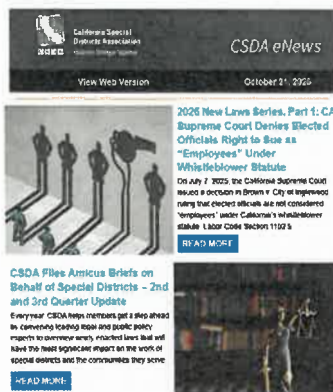
Agency Staff



Board Members



Proactive Alerts on What Matters to Your District



Weekly eNews

Need-to-know updates in your inbox every Tuesday.



California Special Districts Magazine

Bimonthly features, interviews, legal & legislative deep dives, and more.



Social Media

Instagram, Facebook, LinkedIn, and X (Twitter) for engagement & real-time updates.



Resources for Day One, and Every Day After

Brand new to your role? Start here. Been at it for years? Everyone benefits from a refresher.

FEATURED: BOARD MEMBER RESOURCES

Everything Your Board Needs, in One Place

DEDICATED RESOURCE PAGES FOR



Board Members



Board Secretaries



General Managers



www.cstda.net/resource-pages



Required Trainings

AB 1234 ethics, harassment prevention, and SB 827 fiscal training.



Compliance Manuals

Brown Act, California Public Records Act, Revenues, and Reserves.



CSDA Board Member Handbook

Your go-to guide for serving effectively on a special district board.



Governance Webinars

Best-practice sessions like "Mastering Good Governance" and "Who Does What?"



Skip the Research: The Answers Are Already Here

Hundreds of ready-to-use documents, so you never start from scratch



Sample Documents: RFPs, Resolutions, Policies, Bylaws, and more



Professional Publications & Reference Materials



Member-submitted FAQs



www.csga.net/knowledgebase

Knowledge Base

Your "one-stop shop" for hundreds of documents and resources at www.csga.net/knowledgebase



Sample Document Library

CSDA's Sample Document Library has examples from other special districts of important documents for you to reference such as Sample Policies & Procedures, RFPs & RFQs, Job Descriptions, and Strategic Plans.

Publications & Reference Materials

Find valuable guides and documents in this library including CSDA Special District Laws Reference Guide, CSDA Special District Board Member Handbook, Introduction to Special District Revenues, California Public Records Act Compliance Manual, Special District Reserve Guidelines, and much more.



FAQs

CSDA's Knowledge Base offers many answers to questions about local governance and policies regarding special districts. Our Frequently Asked Questions section offers answers to many of the inquiries we hear from our members.



Q: "Are e-mails sent from a private account or device considered public records?"

A: "Yes, any e-mails conducting district business, no matter if they are sent from a private device or account, are considered public records subject to disclosure under the California Public Records Act."



Legal Resources to Navigate New and Existing Rules

Membership means access, advocacy, and impact

A suite of legal resources, including templates, compliance guides, and regulatory updates, to support your professional needs.



Legal Advocacy

This year, CSDA filed six friend-of-the-court briefs on public records, eminent domain, and property-related fees and charges.



LAW Group

The Legal Advisory Working Group discusses current legal issues and active appellate litigation affecting districts.



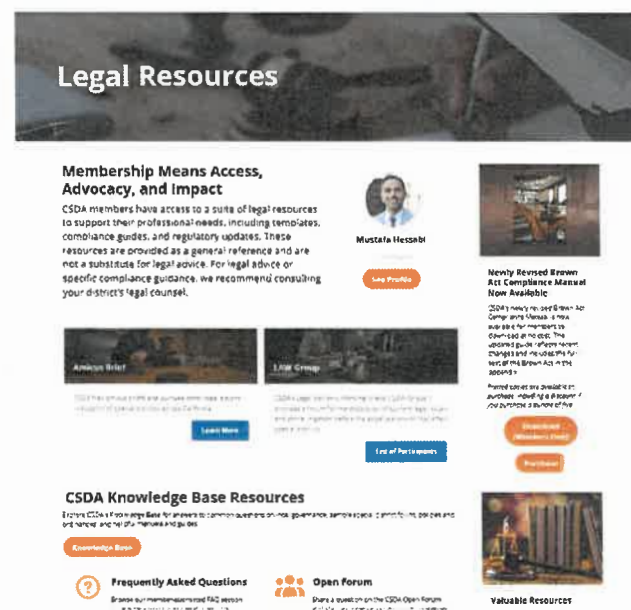
Compliance Manuals

Free member downloads of the Brown Act Compliance Manual, updated for SB 707, and the California Public Records Act manual.



Legal Business Affiliates

Platinum and Gold level law firms ready to help when your district needs legal advice.



Stuck on a Legal or Policy Question? We'll Help



1



2



3



4



5

Frequently Asked Questions

Browse answers to common legal questions submitted by special districts.

Publications & Reference Materials

Review guides and published resources from CSDA and other local government experts.

Sample Document Library

Reference templates, policies, and ordinances sourced directly from member districts.

Open Forum

Post a question and get suggested solutions and best practices from colleagues statewide.

Member Helpline

Your request is reviewed and directed to the most appropriate consultant or staff member.

500+
questions handled since launch



Not sure where to start? Call Member Services

877.924.2732 • Knowledge Base and Member Helpline are found under Member Resources at csda.net

[MEMBER HELPLINE REQUEST >](#)



Free Training That Keeps Your Team Compliant



\$0

Every webinar, live or on demand, is included with your membership.

**NON-MEMBERS PAY
\$125 per webinar**



Required Training, Covered

4,400+ met state requirements with us in 2026

AB 1234 Ethics

Ethics training for local officials

Harassment Prevention

Supervisor & non-supervisor courses

SB 827 Fiscal & Financial

770+ officials trained in 2026

120+ Webinars Across Every Area of District Operations

plus 14 multi-day virtual workshops



Governance & Boards

Brown Act, board roles, meetings



Finance & Budgeting

Reserves, GASB, fiscal sustainability



Human Resources

Employment law, evaluations, meet & confer



Legal & Records

Public Records Act, Prop 218, Surplus Land Act



Technology

AI, cybersecurity, ADA web accessibility



Emergency Readiness

Disaster recovery, emergency operations



Communications

Media, storytelling, engaging legislators



Grants & Public Works

Grant writing, contracting, prevailing wage



Learn From the Best, Meet Colleagues Statewide



ROSSMOOR CSD AT SDLA in 2026

Jo Shade earned the Special District Leadership Academy and SB 827 training certificates in San Diego earlier this year.

Conferences Built for Every Role

Role-specific training and statewide networking for everyone who leads your district.



FOR BOARD MEMBERS

Special District Leadership Academy

Governance training for elected and appointed directors.



FOR BOARD SECRETARIES

Board Secretary / Clerk Conference

Skills and best practices for the people who keep boards running.



FOR GENERAL MANAGERS

General Manager Leadership Summit

Leadership development and networking for district executives.



FOR YOUR WHOLE TEAM

CSDA Annual Conference & Exhibitor Showcase

Plus Special Districts Legislative Days

Members save 50% on events



Local Support Through 6 Networks & 30 Chapters



Chris Palmer
Senior Public Affairs Field
Coordinator
chrisp@csda.net

Northern Network 223 members

Butte County Special Districts Association
Humboldt Area Chapter
Northeastern California Chapter of CSDA
Plumas County Special Districts Association

Sierra Network 325 members

Calaveras County Special Districts Association
Gold Country Regional Chapter
Sacramento Area Chapter of the California Special
Districts Association **NEW**
Stanislaus-San Joaquin Bi-County Special Districts
Association
Tuolumne County Chapter of California Special
Districts Association

Bay Area Network 238 members

Alameda County Special Districts Association
Contra Costa Special Districts Association
Marin County Special Districts Association
San Mateo Chapter of the California Special
Districts Association
Santa Clara County Special Districts Association
Solano-Yolo Bi-County Special Districts Association
Sonoma-Napa Bi-County Special Districts
Association

Central Network 173 members

Central Valley Local Chapter of CSDA
Kern County Special Districts Association
Mid-State Special Districts Association

Coastal Network 154 members

San Luis Obispo County Chapter of the CSDA
Santa Barbara County Chapter of the CSDA
Special Districts Association of Monterey County
Ventura County Special Districts Association
Special Districts Association of Santa Cruz and San
Benito Counties

Southern Network 306 members

Association of San Bernardino County Special
Districts
**Independent Special Districts of Orange
County (ISDOC)**
San Diego Chapter of the CSDA
Special Districts Association of North Los Angeles
County
Special Districts Association of Riverside County
Special Districts Association of San Gabriel Valley



Your Neighbors Are Already Here



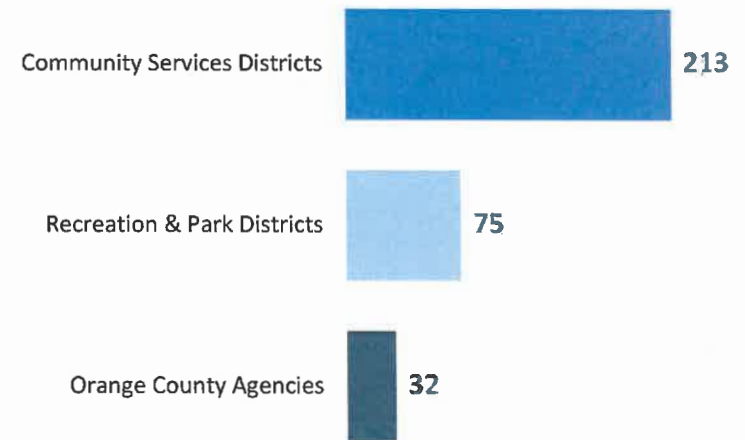
CSDA Member Agencies in Orange County

- Buena Park Library District
- Capistrano Bay Community Services District
- Costa Mesa Sanitary District
- East Orange County Water District
- El Toro Water District
- Emerald Bay Services District
- Irvine Ranch Water District
- LAFCO of Orange County
- Laguna Beach County Water District
- Mesa Water District
- Midway City Sanitary District
- Moulton Niguel Water District
- Municipal Water District of Orange County
- Orange County Cemetery District
- Orange County Employees Retirement System
- Orange County Fire Authority
- Orange County Housing Finance Trust
- Orange County Mosquito and Vector Control District
- Orange County Sanitation District
- Orange County Water District
- Placentia Library District
- **Rossmoor Community Services District**
MEMBER SINCE 1987
- Rossmoor-Los Alamitos Area Sewer District
- Santa Margarita Water District
- Serrano Water District
- South Coast Water District
- South Orange County Wastewater Authority
- Sunset Beach Sanitary District
- Surfside Colony Community Services District
- Surfside Colony Storm Water Protection District
- Trabuco Canyon Water District
- Yorba Linda Water District



Districts Like Yours, Statewide

Member agencies statewide, plus all of Orange County



Ask Our Forums Before You Reinvent the Wheel



Connect with peers online

See how other districts solved the problem you're facing, and share what works for you.

19,400+

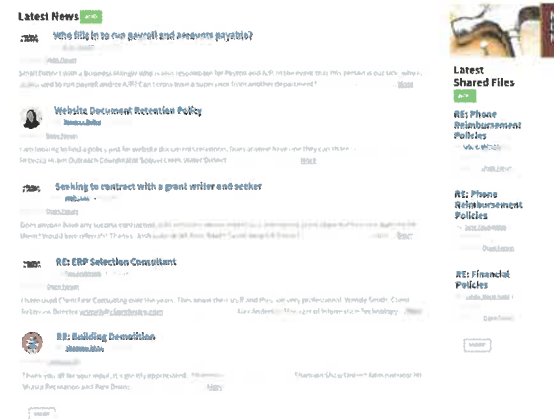
individuals make up our
online forums



Following the conversations gives me valuable insight into the topics that other districts are navigating.



Cynthia Allen, Ph.D., CSDM
General Manager, Vandenberg Village CSD



LAUNCHING EARLY 2027

A Brand-New Community Just for CSDs

A dedicated space for community services districts like Rossmore to compare notes and solve problems together.



We Focus on Legislation So You Don't Have To



2025-26 STATE LEGISLATIVE SESSION

5,065

bills reviewed

2,397

actively tracked

241

adopted priority positions

70

of the 127 bills CSDA supported became law

23

of the 114 bills CSDA opposed became law; the rest were stopped, amended, or vetoed



Advocacy That Gets Results

~3x

Bills CSDA supported became law at nearly three times the rate of bills we opposed (55% vs. 20%).



MEMBER-DRIVEN ADVOCACY

Your Voice Shapes Our Agenda

Our positions aren't set in a vacuum. CSDA's Legislative Committee, made up of special district leaders, develops our legislative agenda and sets the priority directions behind every position we take.

Led by district leaders

Meets 6-7 times a year



Know Where Every Bill Stands, Without the Legwork

We organize every bill we track so you can go straight to what affects your district.



By CSDA Position

Key bills, priority legislation, support, oppose, and watch, plus what's been signed or vetoed.



By Subject Area

Bills grouped by the broad policy areas districts care about.



By Issue

Zero in on the specific issues you're following.



By District Type

See the bills that affect community services districts like yours.



California Special
Districts Association
Districts Stronger Together

[Advocate](#)

[Learn](#)

[Member Resources](#)

[About CSDA](#)

[About Special](#)

Bill Positions

[All CSDA Tracked Bills](#)

[Priority Legislation](#) » (Bills with a CSDA position other than "Watch")

[Key Bills](#) » (Bills with a significant impact on special districts, regardless of CSDA position)

[Support Bills](#)

[Oppose Bills](#)

[Concerns Bills](#)

[Neutral Bills](#)

[Watch Bills](#)

[Signed Legislation](#)

[Vetoed Bills](#)

Bill Positions by Subject Area



Bill Positions by Issue



Bill Positions by District Type



Our 2026 Wins Protected Districts Like Yours



Wildfire Liability

SUCCESSFULLY STOPPED

A last-minute proposal to restrict public agencies from seeking full cost recovery from an investor-owned utility that causes a wildfire.



Workplace Technology & AI

AB 1898 — SUCCESSFULLY STOPPED

Unclear AI notification requirements that could have weakened cybersecurity and exposed districts to fraud, lawsuits, and penalties.



Technology Flexibility

AB 2027 — SUCCESSFULLY STOPPED

Costly restrictions on technologies that help districts serve residents, mitigate disaster, and enhance their workforce.



First to Act in a Crisis

Whether it's an unforeseen crisis or last-minute legislation, CSDA is first to act for districts, and ready for whatever comes next.

During COVID-19, we helped Rossmoor CSD secure **\$48,578** in relief funding.



California should not guarantee corporations profits when things go as hoped and then allow them to shift their costs onto the public sector when they cause damage to our communities.



Neil McCormick
CEO, California Special Districts Association



Savings That Help Membership Pay for Itself

Save **thousands of dollars** every year

Exclusive pricing on essential services, including two Diamond-level partners currently used by **Rossmoor CSD**.

1 Amazon Business
Complimentary Amazon Business Prime, discounts off thousands of essential items, and pay by invoice.

2 Streamline
powered by CivicPlus
30% discount on your agency's website subscription.

Exclusive Savings for CSDA Members

Leverage the full value of membership with these essential services and programs

Alliance Partners



Access to affordable
product liability
coverage with no-claim
coverages and claims
purchase



Access to CSDA
member discounts for
all member types and
years

Exclusive Savings for Budget Expenses



Complimentary
Amazon Business
Prime, discounts off
thousands of
essential items, and
pay by invoice



Free savings alerts to
help manage the sale
of surplus materials

Support for Core Operations



One current web-based
services including
the first month month
of service free



30% discount on
your agency's website
subscription through
Streamline

Tools for Financial Management



Scholarships That Put Money Back in Your Budget



Scholarships are available for:

-  Conferences
-  Website creation
-  Education

ROSSMOOR CSD SCHOLARSHIP FUNDS

\$1,355

Received for 2025

\$1,715

Received for 2026



Statewide in 2026, Rossmoor CSD was one of 76 districts supported

83 scholarships

~\$76,000 total

76 districts



Questions?

Thank You!



membership@cda.net
chrisp@cda.net

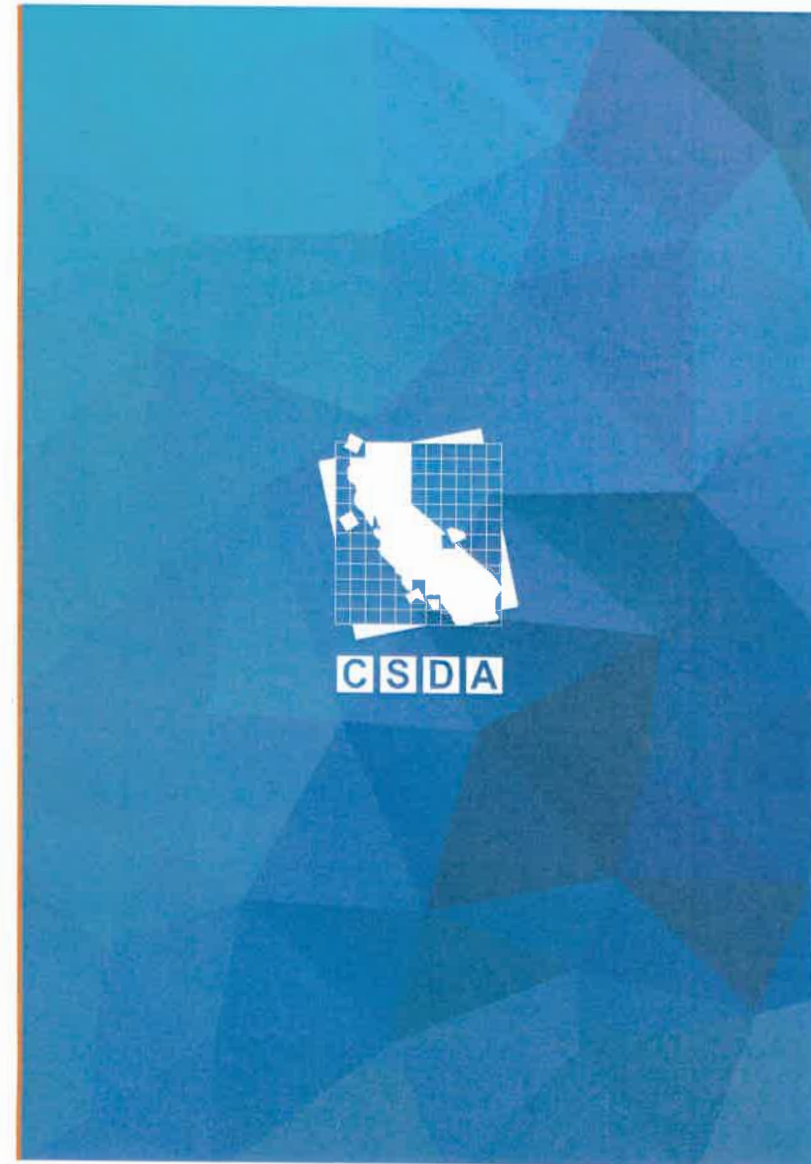


916.442.7887



cda.net

Member Benefits



ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: October 13, 2026

To: Honorable Board of Directors

From: General Manager Sharon Landers
Initiated by Recreation Superintendent, Chris Argueta

Subject: RECREATION REPORT – RECREATION SUPERINTENDENT CHRIS ARGUETA

RECOMMENDATION

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

INFORMATION

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

ATTACHMENTS

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

SUMMARY

As more families head outside to enjoy our beautiful Rossmoor parks, the District's Recreation Department remains dedicated to keeping these spaces safe, clean, and welcoming for everyone. Be sure to keep an eye out for our District website for exciting upcoming community events and programs.

Past

- **Movies in the Park**, the first movie of the summer was *Hoppers* on June 19th and then on July 17th the movie presented was *The Super Mario Galaxy Movie* with each feature presentation starting at dusk. Free arts & crafts provided by the Youth Center and bounce house starting at 6pm along with some light snacks available for purchase. We had a crowd size of about 175 for each movie.
- **Shakespeare by the Sea** returned to Rush Park on July 2nd with the performance of *Macbeth* with the show starting at 7pm. Many in attendance made sure to bring some food, snacks, blankets, and chairs and enjoyed an evening of some great live entertainment. The organization was also able to come close to achieving the funding goal for the event this year. Staff estimated the attendance to be about 500 for the evening event.
- **Rossmoor Family Festivals** were back at Rush Park on the second Saturday of the month for June, July, August, and September with local vendors, food trucks, kids' zone, foam party, and live music performances to close out the events. With great local bands *Stone Soul*, *Flash Pants*, *King Salmon*, and *The Trip* performing for all the great crowds we have had for the festivals, with an estimated 3,000–3,500 people in attendance for each event.
- **Bulky Item Clean Up** with CR&R providing their services to the community, on July 25th from 9am-12pm in the Rush Park Parking Lot. Residents were able to bring acceptable items that cannot be picked up on regular days, items that did not exceed eight feet in length. There were about 300 vehicles estimated that came through the event. With 16.55 tons collected in total and 2,480 lbs. of E-Waste was also collected
- **Compost Giveaway** with CR&R providing their services to the community, on July 25th from 9am-12pm at Rush Park Parking Lot. CR&R distributed two free bags of compost to residents and valued customers. A total of 490 bags of compost were distributed at the event as well.
- **Rossmoor Resources Forum** was once again held on Thursday, August 13, at the Rush Park Auditorium from 5pm-7pm. The community was invited for an opportunity to meet and ask questions to the different agencies and officials that serve the community of Rossmoor. There were 14 agencies and departments present at the event with each having a table to

RCSD RECREATION DEPARTMENT

RECREATION REPORT

October 2026

provide information to the public and providing a short presentation while answering questions from the audience.

- **Youth Summer Camp** at Rossmoor Park, in conjunction with Youth Center, for its annual summer camp from June 8th - August 7th, about 160 daily campers. The camp offers a wide range of activities, arts and crafts, sports, science, field trips, and more. The camp keeps kids engaged in activities designed to entertain, educate, and exercise their minds and bodies.
- **Los Alamitos Girls Softball League** started team practices on August 19th at Rossmoor Park and Rush Park for the Fall season with practices scheduled for Tuesday through Thursday and utilizing a max of seven Saturdays total and no games during the week. Games start on the 3rd Saturday in September and go on no later than the Saturday prior to Thanksgiving. The last game to end the Fall season will be on November 14th.
- **Friday Night Lights** started team practices at Rush Park for the Fall season starting August 17th. Practices take place Monday through Thursday with the end of the fall season coming on November 19th.

Upcoming

- **Harvest Festival** will be on Wednesday October 28th, an evening full of family fun at Rush Park! With many fun activities and contests, plus a small pumpkin patch, pumpkin decorating, arts & crafts, bounce houses, game booths, and costume contests with prizes along with music and photo opportunities. Fun for all the kids and families from the community.
- **Rossmoor Winter Festival** will be back in Rush Park on December 12th from 4pm-8pm with many local school performances, snow zone, kids' zone, vendors, food trucks, pony rides, petting zoo, and of course Santa himself is planning to come by to join in on all the holiday fun. Make sure to mark your calendars so you won't miss out on all the holiday fun!

Ongoing

- **American Red Cross** hosts a monthly blood drive the third Wednesday of each month; the next blood drive will be on Wednesday, October 21st. The community has done such a wonderful job of coming out and donating blood that the goal of 35 donations has been successfully achieved and has exceeded the goals for the months of July (48), August (41), and September (44). To schedule a donation, visit [RedCross.org](https://www.redcross.org).
- **Rascals After School Program** at Rossmoor Park, in conjunction with Youth Center. The program offers a fun, safe, and supervised environment for youth to spend their time after

RCSD RECREATION DEPARTMENT

RECREATION REPORT

October 2026

school, build friendships, learn new skills, and discover their passions. Games, crafts, sports, library, music corner, science, and tutoring/homework help are available at the center. For more information, visit TheYouthCenter.org.

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

ROSSMOOR PARK

ROSSMOOR	JULY	AUGUST	SEPTEMBER	LOCATION TOTAL:
PLAYGROUND	3939	3890	3852	11681
WALK/RUN	1667	1631	1579	4877
TENNIS/PICKLEBALL	2001	1921	1860	5782
BASKETBALL	789	765	751	2305
VOLLEYBALL	165	159	156	480
FIELDS 1,2,3	4642	4563	4481	13686
PICNIC SITE A	762	736	719	2217
PICNIC SITE B	495	449	395	1339
PICNIC SITE C	901	886	824	2611
COMMUNITY ROOM	580	559	540	1679
OTHER *DELIVERY DRIVERS, MAIL CARRIERS, CONTRACTORS, LABORERS	567	532	554	1653
MONTHLY TOTAL:	16508	16091	15711	48310
				QUARTERLY TOTAL

RUSH PARK & MONTECITO CENTER

RUSH PARK	JULY	AUGUST	SEPTEMBER	LOCATION TOTAL:
PLAYGROUND	4107	4005	3938	12050
WALK/RUN	1531	1501	1456	4488
FIELDS 1,2,3	4940	4838	4735	14513
PICNIC SITE A	2134	2068	2023	6225
PICNIC SITE B	1749	1692	1629	5070
AUDITORIUM	2150	1992	1998	6140
EAST ROOM	484	465	439	1388
WEST ROOM	84	77	73	234
FESTIVALS	3500	3000	3200	9700
OTHER * DELIVERY DRIVERS, MAIL CARRIERS, CONTRACTORS, LABORERS	642	611	594	1847
MONTHLY TOTAL:	21321	20249	20085	61655
				<u>QUARTERLY TOTAL</u>
MONTECITO	942	907	883	2732
				<u>QUARTERLY TOTAL</u>

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1(a)

Date: October 13, 2026

To: Honorable Board of Directors

From: General Manager Sharon Landers
Executive Assistant Carolyn Whang

Subject: MINUTES: REGULAR RCSD BOARD MEETING OF SEPTEMBER 8, 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 September 8, 2026

INFORMATION

The Minutes reflect the actions of the RCSD Board at its Regular meeting of September 8, 2026.

ATTACHMENTS

- 1. DRAFT Minutes – Regular RCSD Board Meeting of September 8, 2026



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

REGULAR MEETING

**RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720**

Tuesday, September 8, 2026

A. ORGANIZATION

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

2. ROLL CALL:

Present: Directors Searles, DeMarco, Zinser and President Shade

Absent: Director Maynard

3. FLAG SALUTE: Los Alamitos Girls Softball

4. PRESENTATIONS:

QUARTERLY REPORT FROM SHERIFF CAPTAIN MATTHEW TIMMINS

Captain Matthew Timmins of the Orange County Sheriff's Department presented Rossmoor's second-quarter 2026 statistics for April 1–June 30 (Attachment 1): 480 calls for service and 39 reports. Reported crimes included one domestic violence incident and 27 property or society crimes: 4 burglaries, 10 grand thefts (typically catalytic converters or tailgates), 1 stolen vehicle, 3 identity thefts, 5 frauds, 2 vandalisms, and 1 trespass. He urged prompt reporting of identity theft and check fraud to improve fund recovery. Presentation materials included an incident heat map.

Captain Timmins reported that a major catalytic-converter theft investigation resulted in multiple arrests. In response to Director DeMarco, he expressed confidence that the District Attorney's Office would pursue the criminal enterprise vigorously because of its community impact and the extensive investigation.

Responding to Director Searles, Captain Timmins said the school resource officer was conducting e-bike safety education and enforcement, and the department was developing a standardized citation-diversion program. Coordination continued with Seal Beach and Los Alamitos police because some students enter Rossmoor to avoid municipal police

enforcement. He also announced a District Attorney's Office e-bike buyback program for September 13. In response to Director Zinser, he explained that "investigating dead body" covers any unexpected death and requires deputies to join fire personnel in checking for suspicious circumstances. The Board thanked him for the department's service and improved report format; he invited residents and Board members to contact him about crime-related social media rumors.

B. ADDITIONS TO AGENDA - None

C. PUBLIC FORUM - None

D. REPORTS TO THE BOARD

1. REPORT ON THE URBAN FOREST – URBAN FORESTER MARY KINGMAN

Urban Forester Mary Kingman reported that from March 31 through August 31, 2026, contractors pruned 131 trees, removed 30, and planted none due to seasonal restrictions. No unauthorized pruning or citations occurred. Of 10 limb failures, seven resulted from summer branch drop and three from heavy seed pods after an unusually rainy spring; no full trees failed. One property-damage claim arose from a limb falling on a vehicle during the February 18 windstorm, with gusts of 49 mph; General Manager Landers said the claim was being denied. Staff responded to 158 service requests. Rossmoor had 5,239 trees valued at nearly \$20 million.

Director Searles asked about a Rossmoor Park limb failure. Kingman said a nearby tree, weakened by bark vandalism likely caused by juveniles, may have reduced wind protection. A second hanging limb at the site was coned off for prompt removal. Responding to Director DeMarco, she recommended weekly basin watering for newer trees and slow, deep watering at the drip line for stressed mature trees, noting that lawn sprinklers promote shallow roots and surface encroachment. She told Director Zinser that the county generally removes street trees while the District handles park trees, using West Coast Arborist. She had drafted an MOU to clarify county cost-sharing when removals are infrastructure-related and expected to finalize it soon.

E. CONSENT CALENDAR

1. MINUTES:

a. Regular RCSD Board Meeting of August 11, 2026

2. JULY 2026 REVENUE AND EXPENDITURE REPORTS AND AUGUST 2026 WARRANTS

No items were pulled from the consent calendar.

Director DeMarco moved to approve the consent calendar, including the minutes and the July 2026 Revenue and Expenditure Report and August 2026 Warrants. The motion was seconded by Director Searles. The motion carried unanimously.

F. PUBLIC HEARING

None.

G. REGULAR CALENDAR

1. 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

General Manager Landers explained that InterWest Consulting Group, initially retained for the Canopy Project, later assisted with other capital projects, including pickleball noise-blanket wind loads. Additional engineering is needed for the remaining Rush Park poured-in-place work and the five-year Capital Improvement Program. InterWest proposed a \$6,600 amendment, increasing the contract to a budgeted not-to-exceed total of \$17,600. Director Searles requested correction and recirculation of a typographical error before execution, and President Shade commended Landers' project management.

Director Searles moved to approve the amended agreement with InterWest Consulting Group. Director Shade seconded, and the motion carried unanimously.

2. DISCUSSION AND POSSIBLE ACTION RE: AMENDING THE DISTRICT'S PROFESSIONAL SERVICES AGREEMENT WITH DISTRICT AUDITORS NIGRO & NIGRO, PC

General Manager Landers explained that the District's current audit contract with Nigro & Nigro was drafted to require a single payment upon completion of the audit. When Nigro & Nigro submitted a mid-engagement invoice for half the contract value, it was discovered that the contract language did not permit interim payments. In consultation with General Counsel, it was determined that the most appropriate resolution was a contract amendment authorizing an interim payment, with the balance due upon audit completion. The amendment does not change the total contract amount.

Director Zinser moved to approve the amendment to the professional services agreement with Nigro & Nigro. Director Shade seconded the motion. The motion carried unanimously.

3. DISCUSSION AND ACTION RE: AUTHORIZING THE GENERAL MANAGER TO ENTER INTO AN UPDATED CONTRACT WITH HAPPY HOUR FIT CLUB

General Manager Landers presented the renewal of the facility use contract with Happy Hour Fit Club, a fitness group that has used District fields at Rush Park for several years. The primary substantive change from the prior contract is the addition of both resident and non-resident field rental rates to account for the possibility that the business owner may no longer qualify as a District resident. Fees will be assessed in accordance with the District's current user fee schedule, which was updated in the most recently adopted budget to include a 5% increase for residents and 20% increase for non-residents. General Manager Landers indicated she has informed the owner of the different rate structures and that the owner has been receptive. Director Zinser raised questions about monitoring actual hours of use to ensure accurate billing, and whether listing user groups on the District's website would create liability; General Counsel confirmed that indemnification and insurance requirements in the contracts address that concern, though appropriate disclaimer language on the website would be prudent. Director Searles commended the group as responsible, attentive users of the park facilities.

Director DeMarco moved to approve the renewal of the Happy Hour Fit Club contract. Director Searles seconded the motion. The motion carried unanimously.

4. SECOND READING AND APPROVAL OF REVISIONS TO POLICY NO. 3035, INVESTMENT OF DISTRICT FUNDS

General Manager Landers presented the second reading of revisions to Policy No. 3035, which governs investment of District funds. The amendment enables the District to invest long-term funds in state-approved joint power authority investment funds, in addition to the Local Agency Investment Fund (LAIF), which has been the District's sole long-term investment vehicle. The revision also removes a reference to a defunct fund previously administered by the county treasurer. The next practical step following adoption will be for the Investment Committee to evaluate specific alternative investment vehicles and make a recommendation to the Board. No additional budget authority is required; the change simply broadens the District's permissible investment options.

Director DeMarco moved to approve the second reading and adoption of revisions to Policy No. 3035, Investment of District Funds. Director Searles seconded the motion. Upon roll call, the vote was: Director Searles — Aye; Director Zinser — Aye; Director DeMarco — Aye; President Shade — Aye. The motion carried 4-0.

5. SECOND READING AND APPROVAL OF REVISIONS TO POLICY NOS. 5010 AND 5030, BOARD COMMITTEE MEETINGS AND COMMITTEES OF THE BOARD OF DIRECTORS, TO DESIGNATE ALTERNATES FOR EACH COMMITTEE

General Manager Landers presented the second reading of revisions to Policy Nos. 5010 and 5030, which together formalize the appointment of alternate members for each Board committee. The revision arose from a situation in which a board vacancy prevented committee meetings from proceeding due to insufficient membership. Under the new policy, the Board President may appoint an alternate who would be called upon only in the event of an absence requiring action. Landers and General Counsel clarified that because District committees are subject to the Brown Act and are comprised of two members, an alternate should not be physically present at a meeting alongside the two regular members, as this could constitute a majority of the Board.

Director DeMarco moved to approve the second reading and adoption of revisions to Policy Nos. 5010 and 5030. Director Zinser seconded the motion. Upon roll call, the vote was: Director Searles — Aye; Director Zinser — Aye; Director DeMarco — Aye; President Shade — Aye. The motion carried 4-0.

6. FIRST READING OF REVISIONS TO POLICY NO. 6050, FACILITIES — TENNIS AND PICKLEBALL COURTS

General Manager Landers presented the first reading of four substantive amendments to Policy No. 6050, which governs the use of the District's tennis and pickleball courts. She noted that the revisions were developed collaboratively through the Parks and Facilities Committee, which held a well-attended public meeting drawing more than 20 community members, and that the changes reflect both staff observations and direct resident input. Director DeMarco, as a committee member, offered additional remarks.

The four changes are as follows:

1. Walk-on Court Access for Non-Residents Prohibited. Non-residents will no longer have walk-on court privileges at any hour. A non-resident may only access the courts by presenting a valid advance reservation. Residents wishing to walk on will be expected to carry identification to verify residency. Court attendants, anticipated to be on duty in the evenings from 7:00 to 9:00 PM per the recently adopted budget, will assist with enforcement during high-usage hours; however, the policy applies at all times and is intended to encourage self-enforcement.
2. Restrictions on Use of Court Buffer Zones. The policy will now formally prohibit spectators and bystanders from occupying the green buffer/safety zones surrounding the courts. General Manager Landers noted that no such restriction previously existed, and that players, particularly on the pickleball courts, had allowed social gatherings including chairs and personal equipment to accumulate in these safety areas. Fixed metal benches located in low-risk areas (near nets and between courts) remain available. Portable hooks for personal equipment will be added to court fences. Landers indicated she will submit the revised policy language and updated signage to the

District's insurance carrier (CJPIA) for review, consistent with prior practice for liability mitigation.

3. Clarification of Restrictions on Unauthorized Instruction. The District's current policy already prohibits instructing players without a formal agreement with the District. The revision provides additional tools for enforcement by authorizing staff to look for equipment typically used for paid instruction (ball hoppers, carts, bumpers, large quantities of balls) as indicators of unauthorized coaching activity, even when individuals claim personal use.

4. Reservation Timing and Monitor-Based Verification. The policy currently requires reservations to be made by 4:00 PM the previous day, but the reservation software permits bookings up to the moment of desired play, creating an opportunity for abuse. As a practical remedy, the District's court-assignment monitor — displayed on the Rossmoor Community Center building — will now be updated only after a one-hour delay from reservation time. A reservation that is not reflected on the monitor will not be honored to displace a current walk-on player, and reservation fees paid for same-hour bookings will not be refunded.

Director Zinser asked how non-resident status will be verified for online reservations; Landers confirmed that approximately one year ago, she directed staff to require additional proof of residency during account setup, addressing the concern. Director Zinser also raised a practical question regarding how walk-on players waiting for courts will manage the queue without being on the buffer zones; the Board acknowledged that existing waiting-area seating outside the courts, combined with common sense, would provide a reasonable solution. He also inquired about toddlers accompanying parents on benches within court areas; Landers noted she had consulted with the sheriff's department, which confirmed that under most circumstances, this would not constitute enforceable child endangerment, and that the District's provision of benches in safe locations mitigates the District's own liability exposure.

Director DeMarco moved to approve the first reading of revisions to Policy No. 6050, Facilities — Tennis and Pickleball Courts. Director Shade seconded the motion. Upon roll call, the vote was: Director Searles — Aye; Director Zinser — Aye; Director DeMarco — Aye; President Shade — Aye. The motion carried 4-0.

7. RESOLUTION NO. 26-09-08-01 — REJECTION OF GOVERNMENT CLAIM

General Manager Landers presented Resolution No. 26-09-08-01, requesting rejection of a government claim for property damage allegedly caused by a branch falling on a vehicle. As noted in the Urban Forester's report, the incident occurred on February 18th during a severe storm with wind gusts of 49 mph. The District's insurance carrier, CJPIA, reviewed the claim and recommended rejection on the basis that the incident constituted an act of nature and does not reflect District negligence.

Director Searles moved to approve Resolution No. 26-09-08-01, Rejection of Government Claim. Director DeMarco seconded the motion. Upon roll call, the vote was: Director Searles — Aye; Director Zinser — Aye; Director DeMarco — Aye; President Shade — Aye. The motion carried 4-0.

8. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL FOR THE GENERAL MANAGER TO ATTEND THE ANNUAL ICMA CONFERENCE

General Manager Landers requested Board approval to attend the annual International City/County Managers Association (ICMA) conference, to be held in Long Beach, California. Landers is a credentialed ICMA member and serves as a coach within the organization. She noted that she attended the prior year's conference in Tampa at her own expense while serving as interim general manager, and that now in her permanent capacity she is requesting that the District cover registration, parking and travel costs. No hotel costs will be incurred given the proximity of the venue. Landers committed to providing the Board with a post-conference summary of relevant takeaways. Director Searles expressed support, noting that topics such as salary scales, e-bike management, and website development are areas of shared interest across municipalities. President Shade concurred, noting the value of the local venue this year.

Director Searles moved to approve the general manager's request to attend the annual ICMA conference in Long Beach and to cover related registration and travel expenses. President Shade seconded the motion. The motion carried unanimously.

9. DISCUSSION AND POSSIBLE ACTION REGARDING REVISING REGULAR BOARD MEETING DATES

General Manager Landers introduced the item, explaining that District General Counsel Tarquin Preziosi was recently appointed as City Attorney for the City of Mission Viejo, whose city council meetings are held on the second and fourth Tuesdays of each month — conflicting with the District's regular second-Tuesday meeting schedule. Since approximately February or March, Mr. Preziosi has been making colleagues from his firm available to attend District meetings in his place. Given his institutional knowledge, established working relationship with staff, and favorable fee arrangements, Landers expressed her preference for exploring a date change that would allow Mr. Preziosi to resume attendance. She had investigated the first and third Tuesdays, as well as Wednesdays and Thursdays, as potential alternatives, and noted a staff preference for mid-week meetings to accommodate the agenda publication cycle.

The Board engaged in substantive discussion without reaching consensus. Director DeMarco expressed reservations about changing a long-standing meeting schedule, citing the precedent it would set, potential conflicts with the first week of the month, and the absence of community input on the change. He also noted personal schedule conflicts with the first Tuesday option. Director Searles acknowledged the value of Mr. Preziosi's institutional knowledge and favorable rates, and suggested that any change should not take effect for at least three months to allow directors and the public adequate notice. Director Zinser, as the newest member, noted a preference for Tuesdays over Mondays, and suggested that new Board members expected to be seated following the upcoming election should have an opportunity to weigh in before a change is finalized. President Shade expressed flexibility but agreed there was no urgency. General Manager Landers, noting she had been seeking direction on this matter for several months, asked the Board to provide actionable guidance rather than simply tabling the item. The Board directed

her to return to the next meeting with a calendar showing third-Tuesday dates for the coming year so that directors could assess personal availability and determine whether that option was workable.

The item was not voted on and was continued to the next regular meeting.

H. GENERAL MANAGER ITEMS

General Manager Landers reported on the following items:

- HEROES Luncheon to be held on September 17th.
- The third family festival of the season held on August 8th, featuring King Salmon, drawing a crowd of approximately 1,800 attendees.
- The next and final festival of the season, which is scheduled for September 12th, featuring The Trip.
- Swing Renovation Completion and Rush Park
- Director Zinser Appointment to the Board on August 11th
- FY 2026-2027 Budget: The Board approved a fiscal year 2026-2027 budget of just under \$2,500,000.
- California Special Districts Association (CSDA) reduction of membership fee of approximately \$5,000 (down from approximately \$8,000) in exchange for the opportunity to make a presentation at an upcoming Board meeting about membership benefits, resulting in savings of approximately \$3,000 relative to the budgeted amount.
- Community Public Forum: A community public forum held on August 13th drew approximately 25–30 attendees and featured roughly 12 presenters. Presentation slides have been posted to the District website and a recording was made, though the recording does not display the slides clearly. Residents may request the recording from staff. General Manager Landers credited Director Searles with originally recommending this type of event.
- Electric Golf Cart Delivery: The electric golf cart, funded by a generous donation from the Rossmoor Homeowners Association (RHA), arrived on August 28th. The District intends to recognize RHA's contribution with a logo or decal on the cart.

I. BOARD MEMBER ITEMS

Director Searles expressed appreciation for the energy brought to the meeting by the Los Alamitos Girls Softball players and thanked Captain Timmins for his well-prepared and substantive report. He also commended the Parks and Facilities Committee and staff for the pickleball policy work and encouraged residents to attend the upcoming family festival.

Director DeMarco echoed appreciation for the sheriff's report, describing it as the best the department has provided, and commended the sergeant responsible for developing the new format. He reminded the public that the first reading of the pickleball and tennis court policy revisions (Policy No. 6050) had been approved and encouraged any community members with concerns or suggestions to attend the next meeting and provide comment. He also thanked Urban Forester Kingman for her ongoing work and urged residents to be mindful of traffic and school safety as the school year gets underway.

Director Zinser noted that the meeting was notably efficient compared to his first meeting and expressed appreciation for the high quality of reports presented.

President Shade thanked the girls' softball players and their families, acknowledged Captain Timmins and the Sheriff's Department's investigative work on the catalytic converter case, encouraged residents to attend the September 17th Heroes luncheon and the September 12th family festival, and noted the upcoming e-bike buyback program on September 13th administered through the District attorney's office. She thanked RHA for the golf cart donation and commended staff and committee members for the pickleball policy work.

J. CLOSED SESSION – None.

K. GENERAL COUNSEL ITEMS – None.

L. ADJOURNMENT

President Shade adjourned the meeting at 9:17 p.m.

ATTEST:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Jo Shade, President

Sharon L. Landers, Secretary
Rossmoor Community Services District

APPROVED:



ORANGE COUNTY SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

ROSSMOOR COMMUNITY SERVICES DISTRICT CALLS FOR SERVICE SUMMARY APRIL 1, 2026 – JUNE 30, 2026

TOTAL CALLS FOR SERVICE

480 (+72)

TOTAL REPORTS (CRIMINAL AND NON-CRIMINAL)

39 (-1)

CRIMES AGAINST PERSONS

1 (+1)

CRIMES AGAINST PROPERTY/SOCIETY

27 (-2)

INJURY TRAFFIC ACCIDENTS

0

NON-INJURY TRAFFIC ACCIDENTS

2 (+2)

MOVING CITATION

6 (+4)

PARKING CITATION

37 (+1)

CRIMES AGAINST PERSONS SUMMARY

- (1) 273.5 Domestic violence

CRIMES AGAINST PROPERTY/SOCIETY SUMMARY

- (4) Burglary Report
- (1) Check Fraud Report
- (10) Grand Theft Report
- (1) Stolen Vehicle
- (3) ID Theft Reports
- (2) Vandalism Reports
- (5) Fraud Reports
- (1) Trespassing

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



ORANGE COUNTY SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

ROSSMOOR COMMUNITY SERVICES DISTRICT

480 total calls for service:

211A ROBBERY ALARM-AUDIBLE	1	AOA ASSIST OUTSIDE AGENCY	5
211S ROBBERY ALARM-SILENT	1	AOA-CAT AOA CAT TEAM	1
273.5 DOMESTIC VIOLENCE	1	ASST CITIZEN ASSIST	13
314 INDECENT EXPOSURE	1	BIKE BIKE STOP	4
415 DISTURBANCE	12	CVC VEHICLE CODE VIOLATION	3
415F DISTURBANCE-FAMILY DISPUTE	2	FRAUD FRAUD REPORT	8
415M DISTURBANCE-MECHANICAL	1	FWUP FOLLOW UP REPORT	3
459A BURGLARY ALARM-AUDIBLE	36	GB GENERAL BROADCAST	2
459R BURGLARY REPORT	4	INFO INFORMATION REPORT	2
476A CHECK REPORT	1	LOST LOST PROPERTY	1
487R GRAND THEFT REPORT	10	MUNI MUNICIPAL CODE VIOLATIONS	1
488R PETTY THEFT REPORT	1	PED PEDESTRIAN CHECK	1
503 STOLEN VEHICLE	3	PERT PERT	2
503L STOLEN VEHICLE LOCATED	1	PK ENF PARKING ENFORCEMENT	11
530.5 ID THEFT	4	PTCK PATROL CHECK	167
586 ILLEGAL PARKED VEHICLE	36	SAFE SAFE KEEPING	1
594R VANDALISM REPORT	3	TR ENF TRAFFIC ENFORCEMENT	1
602 TRESPASSING	2	TRAFFIC STOP TRAFFIC STOP	1
902T TRAFFIC ACCIDENT-NON INJURY	2	VAC VACATION CHECK	57
917A ABANDONED VEHICLE	20	WI WELFARE & INSTITUTIONS VIOLATION	1
919 KEEP THE PEACE	2	WLFR WELFARE CHECK	18
920A MISSING ADULT	2	Total	480
925 SUSPICIOUS PERSON/CIRCS	16		
925C SUSPICIOUS PERSON IN VEH	9		
925V SUSPICIOUS VEHICLE	2		
927D INVESTIGATE DEAD BODY	1		
927HW 911 HANGUP-WIRELESS	1		
928 FOUND PROPERTY	1		
966A SHOTS HEARD-NO SUSPECT INFORMATION	1		



ROSSMOOR COMMUNITY SERVICES DISTRICT

Notes:

Within the supplied CAD extract, Rossmoor recorded 480 incidents during the second quarter of 2026, including 39 incidents with report numbers. Total incidents increased by 72 from the preceding quarter. Patrol and vacation checks increased by 75, while all remaining incident types declined from 259 to 256. Compared with the second quarter of 2025, incidents outside patrol and vacation checks increased by three.

Report numbered incidents remained near the preceding four quarter average of 37.75, with a historical standard deviation of 7.14. The current count of 39 was 0.18 standard deviations above that average. Although total report volume changed little, its composition shifted: grand and petty theft report numbered incidents declined from 17 to 10, while fraud related report numbered incidents increased from three to nine.

Measure	Q2 versus preceding quarter	Q2 versus prior year Q2
Total incidents	72 more, or 17.6%	88 fewer, or 15.5%
Incidents with report numbers	1 fewer, or 2.5%	3 more, or 8.3%
All CAD incidents except PTCK/VAC	3 fewer, or 1.2%	3 more, or 1.2%

Incidents with report numbers	2026 Q1	2026 Q2	Change
Grand and petty theft complaint codes	17	10	7 fewer
Fraud, identity theft, and check complaint codes	3	9	6 more
All other report categories	20	20	No net change
Total	40	39	1 fewer

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: October 13, 2026
To: Honorable Board of Directors
From: General Manager Sharon Landers
Subject: AUGUST 2026 REVENUE AND EXPENDITURE REPORTS AND SEPTEMBER 2026 WARRANTS

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the Revenue and Expenditure Report for August 2026 and the September 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 August 2026
2. Explanation of Significant Variances from budgeted amounts
3. September 2026 Warrants and Credit Card Statement

**Schedule of Revenues and Expenditures and Changes in Fund Balance - Budget and Actual
For the month ended August 31, 2026**

	Original Budget	Current Month	YTD	YTD Var	YTD % Bud
Revenues:					
Property taxes	\$ 1,464,200	\$ 3,026	\$ 23,529	\$ (1,440,671)	1.61%
Street light assessments	512,600	1,051	8,177	(504,423)	1.60%
Interest on investments	35,000	-	21,557	(13,443)	61.59%
From other governmental agencies	88,000	-	-	(88,000)	0.00%
Permit and rental fees	311,700	43,854	62,264	(249,436)	19.98%
Misc./Sponsorships	60,000	3,552	6,711	(53,289)	11.18%
Total Revenues	<u>2,471,500</u>	<u>51,483</u>	<u>122,237</u>	<u>(2,349,263)</u>	<u>4.95%</u>
Expenditures:					
Administration	1,402,100	130,427	280,372	(1,121,728)	20.00%
Recreation	87,500	21,222	26,656	(60,844)	30.46%
Rossmoor park	164,690	13,250	22,459	(142,231)	13.64%
Montecito center	38,200	1,898	2,645	(35,555)	6.92%
Rush park	162,970	29,490	39,748	(123,222)	24.39%
Street lighting	128,100	10,838	21,675	(106,425)	16.92%
Street sweeping	88,000	6,970	13,940	(74,060)	15.84%
Parkway trees	206,530	21,100	21,263	(185,267)	10.30%
Mini-parks and medians	20,940	2,321	4,177	(16,763)	19.95%
Total Expenditures	<u>2,299,030</u>	<u>237,516</u>	<u>432,934</u>	<u>(1,866,096)</u>	<u>18.83%</u>
Changes in fund balance	172,470	<u>\$ (186,032)</u>	(310,697)	<u>\$ (4,215,359)</u>	
Fund balance:					
Beginning of year	<u>2,122,870</u>		<u>2,122,870</u>		
End of period	<u>2,295,340</u>		<u>1,812,173</u>		

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ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 8 / 26

Page: 1 of 2
Report ID: B110C

Fund	Account	Received		Estimated Revenue	Revenue	
		Current Month	Received YTD		To Be Received	% Received
10 General Fund						
3000 Property Tax						
3001	Current Secure Property Tax	0.00	14,957.04	1,348,400.00	1,333,442.96	1 %
3002	Current Unsecured Prop Tax	0.00	0.00	44,400.00	44,400.00	0 %
3003	Prior Secured property Tax	1,358.40	1,806.98	8,500.00	6,693.02	21 %
3004	Prior Unsecured Property Tax	0.00	0.00	500.00	500.00	0 %
3005	Delinquent Propert Taxes	183.85	378.19	2,600.00	2,221.81	15 %
3006	Current Supplemental Assessment	1,483.49	4,288.29	31,400.00	27,111.71	14 %
3007	Prior supplemental assessment	0.00	2,041.86	2,400.00	358.14	85 %
3008	Public Utility Tax	0.00	56.20	20,600.00	20,543.80	0 %
3009	State Homeowners prop. Tax Relief	0.00	0.00	5,400.00	5,400.00	0 %
	Account Group Total:	3,025.74	23,528.56	1,464,200.00	1,440,671.44	2 %
3100						
3101	Street light assessments	1,051.45	8,176.51	512,600.00	504,423.49	2 %
	Account Group Total:	1,051.45	8,176.51	512,600.00	504,423.49	2 %
3200						
3201	Interest on Investments	0.00	21,556.52	35,000.00	13,443.48	62 %
	Account Group Total:	0.00	21,556.52	35,000.00	13,443.48	62 %
3300 INTERGOVERNMENTAL REVENUE						
3304	County street sweep reimbursement	0.00	0.00	88,000.00	88,000.00	0 %
	Account Group Total:	0.00	0.00	88,000.00	88,000.00	0 %
3400 RENTAL & PERMITS						
3401	Tennis Courts Reservations	2,516.50	5,133.00	23,200.00	18,067.00	22 %
3402	Tennis Instructor Private Lessons	533.00	2,113.75	19,800.00	17,686.25	11 %
3405	Rossmoor Park Ball Field Reservations	3,055.49	3,081.99	14,900.00	11,818.01	21 %
3406	Rush Park Ball field reservations	1,588.08	1,664.76	13,800.00	12,135.24	12 %
3407	Pickleball Reservation	5,620.00	10,685.50	56,800.00	46,114.50	19 %
3408	Pickleball Instructor Private Lessons	16.50	66.00	1,400.00	1,334.00	5 %
3411	Signature Wall Banner Rental	22.00	88.00	300.00	212.00	29 %
3421	Tree Revenue	0.00	300.00	5,000.00	4,700.00	6 %
3422	Tree Violation Fines	0.00	0.00	300.00	300.00	0 %
3431	Rossmoor Building Rental	176.00	891.00	6,000.00	5,109.00	15 %
3432	Rossmoor Park Picinic Site	569.26	1,056.76	4,200.00	3,143.24	25 %
3441	Montecito Building Rental	21,385.45	22,963.53	48,300.00	25,336.47	48 %
3451	Rush Building Rental	7,503.50	12,763.74	108,500.00	95,736.26	12 %
3452	Rush Park Picnic Site	868.42	1,456.17	8,000.00	6,543.83	18 %
3453	Rush Park Kitchen	0.00	0.00	1,200.00	1,200.00	0 %
	Account Group Total:	43,854.20	62,264.20	311,700.00	249,435.80	20 %
3500						
3501	MISC REVENUE	3,301.97	5,710.97	35,000.00	29,289.03	16 %
3502	Sponsorships	250.00	1,000.00	25,000.00	24,000.00	4 %
	Account Group Total:	3,551.97	6,710.97	60,000.00	53,289.03	11 %
	Fund Total:	51,483.36	122,236.76	2,471,500.00	2,349,263.24	5 %

Grand Total:	51,483.36	122,236.76	2,471,500.00	2,349,263.24	5 %
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ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 8 / 26

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Report ID: B100C

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund							
5000							
5010 Administration							
4000	Board of Directors Compensatn	400.00	1,400.00	11,000.00	11,000.00	9,600.00	13%
4002	Salaries - Part-time	5,198.35	9,728.35	0.00	0.00	-9,728.35	0%
4003	Overtime	1,148.24	2,588.07	12,400.00	12,400.00	9,811.93	21%
4004		0.00	0.00	79,500.00	79,500.00	79,500.00	0%
4005	Salaries - Event Attendant	419.87	662.06	3,700.00	3,700.00	3,037.94	18%
4006	SALARIES - ADMINISTRATION	27,928.00	55,416.05	336,900.00	336,900.00	281,483.95	16%
4007	VEHICLE ALLOWANCE (MILEAGE	51.45	184.04	3,300.00	3,300.00	3,115.96	6%
4008	SALARIES - PARK AND RECREATION	20,122.29	40,099.07	232,700.00	232,700.00	192,600.93	17%
4009	SALARIES - Park /TREE MAINTENANCE	5,463.90	11,063.03	65,200.00	65,200.00	54,136.97	17%
4010	Workers Compensation Insurance	0.00	0.00	11,900.00	11,900.00	11,900.00	0%
4011	Medical Insurance	369.48	10,560.83	110,800.00	110,800.00	100,239.17	10%
4015	Federal Payroll Tax -FICA	4,656.80	9,292.05	59,200.00	59,200.00	49,907.95	16%
4019	Deferred Comp - ER Match	1,656.17	4,121.97	22,200.00	22,200.00	18,078.03	19%
5002	Insurance - Liability	0.00	16,417.00	70,100.00	70,100.00	53,683.00	23%
5004	Memberships and Dues	0.00	3,854.19	12,900.00	12,900.00	9,045.81	30%
5006	Travel & Meetings	30.00	30.00	8,400.00	8,400.00	8,370.00	0%
5007	Televised Meeting Costs	1,868.75	1,868.75	14,000.00	14,000.00	12,131.25	13%
5008	Gasoline	0.00	826.28	5,900.00	5,900.00	5,073.72	14%
5010	Publications & Legal Notices	140.00	275.00	8,700.00	8,700.00	8,425.00	3%
5012	Printing	1,313.83	1,432.60	4,600.00	4,600.00	3,167.40	31%
5014	Postage	0.00	156.00	2,300.00	2,300.00	2,144.00	7%
5016	Office & Meeting Supplies	1,013.16	3,128.83	17,200.00	17,200.00	14,071.17	18%
5017	Community Events	579.24	579.24	0.00	0.00	-579.24	0%
5018	Janitorial Supplies	3,381.67	6,219.99	22,800.00	22,800.00	16,580.01	27%
5020	Telephone	701.10	1,942.05	15,800.00	15,800.00	13,857.95	12%
5021	Computer/Email/Server Costs	1,331.14	5,692.69	9,800.00	9,800.00	4,107.31	58%
5030	Vehicle Maintenance	0.00	250.00	8,000.00	8,000.00	7,750.00	3%
5032	Building & Grounds-Maintenance	7,934.74	19,206.12	37,500.00	37,500.00	18,293.88	51%
5045	Miscellaneous Expenditures	2,520.26	3,192.06	23,000.00	23,000.00	19,807.94	14%
5046	Bank Service Charge	180.04	830.65	4,600.00	4,600.00	3,769.35	18%
5050	Elections	0.00	0.00	15,000.00	15,000.00	15,000.00	0%
5610	Legal Services	10,834.00	13,396.50	36,700.00	36,700.00	23,303.50	37%
5615	Financial Audit-Consulting	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
5620	Outsource Financial Consultant	8,200.00	8,200.00	53,000.00	53,000.00	44,800.00	15%
5670	Other Professional Services	5,162.91	6,056.79	63,000.00	63,000.00	56,943.21	10%
6005	Buildings and Improvements	0.00	23,880.00	0.00	0.00	-23,880.00	0%
6019	Vehicles	16,515.90	16,515.90	0.00	0.00	-16,515.90	0%
6025	Software	1,305.45	1,305.45	0.00	0.00	-1,305.45	0%
Account Total:		130,426.74	280,371.61	1,402,100.00	1,402,100.00	1,121,728.39	20%
5020 Recreation							
5017	Community Events	21,222.11	26,655.64	87,500.00	87,500.00	60,844.36	30%
Account Total:		21,222.11	26,655.64	87,500.00	87,500.00	60,844.36	30%

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ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 8 / 26

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Report ID: B100C

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund							
5030 Rossmoor Park							
5022 Utilities		1,397.16	2,644.92	14,600.00	14,600.00	11,955.08	18%
5023 Water		8,461.89	15,974.86	75,600.00	75,600.00	59,625.14	21%
5025 SECURED PROP TAX		0.00	0.00	1,390.00	1,390.00	1,390.00	0%
5032 Building & Grounds-Maintenance		202.76	509.76	32,080.00	32,080.00	31,570.24	2%
5034 Alarm Systems/Security		138.00	279.00	0.00	0.00	-279.00	0%
5051 Equipment Rental		0.00	0.00	620.00	620.00	620.00	0%
5052 Minor Facility Repairs /Tools		0.00	0.00	2,200.00	2,200.00	2,200.00	0%
5655 Landscape Maintenance / Janitorial		3,050.00	3,050.00	38,200.00	38,200.00	35,150.00	8%
Account Total:		13,249.81	22,458.54	164,690.00	164,690.00	142,231.46	14%
5040 Montecito Center							
5022 Utilities		19.42	163.18	2,300.00	2,300.00	2,136.82	7%
5023 Water		310.08	643.30	5,300.00	5,300.00	4,656.70	12%
5025 SECURED PROP TAX		0.00	0.00	1,160.00	1,160.00	1,160.00	0%
5032 Building & Grounds-Maintenance		1,045.15	1,174.15	20,570.00	20,570.00	19,395.85	6%
5034 Alarm Systems/Security		141.00	282.00	770.00	770.00	488.00	37%
5052 Minor Facility Repairs /Tools		0.00	0.00	3,900.00	3,900.00	3,900.00	0%
5655 Landscape Maintenance / Janitorial		382.50	382.50	4,200.00	4,200.00	3,817.50	9%
Account Total:		1,898.15	2,645.13	38,200.00	38,200.00	35,554.87	7%
5050 Rush Park							
5022 Utilities		4,352.82	7,364.93	37,000.00	37,000.00	29,635.07	20%
5023 Water		7,362.51	14,325.77	53,100.00	53,100.00	38,774.23	27%
5025 SECURED PROP TAX		0.00	0.00	4,800.00	4,800.00	4,800.00	0%
5032 Building & Grounds-Maintenance		425.00	707.00	25,570.00	25,570.00	24,863.00	3%
5034 Alarm Systems/Security		0.00	0.00	950.00	950.00	950.00	0%
5051 Equipment Rental		0.00	0.00	1,730.00	1,730.00	1,730.00	0%
5052 Minor Facility Repairs /Tools		0.00	0.00	1,620.00	1,620.00	1,620.00	0%
5655 Landscape Maintenance / Janitorial		3,050.00	3,050.00	38,200.00	38,200.00	35,150.00	8%
6005 Buildings and Improvements		14,300.00	14,300.00	0.00	0.00	-14,300.00	0%
Account Total:		29,490.33	39,747.70	162,970.00	162,970.00	123,222.30	24%
5060 Street Lighting							
5650 Street Lighting and Maintenance		10,837.60	21,675.20	128,100.00	128,100.00	106,424.80	17%
Account Total:		10,837.60	21,675.20	128,100.00	128,100.00	106,424.80	17%
5070 Street Sweeping							
5642 Street Sweeping		6,969.98	13,939.96	88,000.00	88,000.00	74,060.04	16%
Account Total:		6,969.98	13,939.96	88,000.00	88,000.00	74,060.04	16%
5080 Parkway Trees							
5017 Community Events		0.00	0.00	1,730.00	1,730.00	1,730.00	0%
5656 Tree Trimming		15,889.10	16,051.85	149,700.00	149,700.00	133,648.15	11%
5660 TREE REMOVAL		5,211.00	5,211.00	19,900.00	19,900.00	14,689.00	26%
6015 Trees		0.00	0.00	35,200.00	35,200.00	35,200.00	0%
Account Total:		21,100.10	21,262.85	206,530.00	206,530.00	185,267.15	10%

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ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 8 / 26

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Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund							
5090	Mini-Parks and Medians						
5022	Utilities	46.46	80.40	620.00	620.00	539.60	13%
5023	Water	1,891.96	3,714.47	15,800.00	15,800.00	12,085.53	24%
5051	Equipment Rental	0.00	0.00	160.00	160.00	160.00	0%
5052	Minor Facility Repairs /Tools	0.00	0.00	160.00	160.00	160.00	0%
5655	Landscape Maintenance / Janitorial	382.50	382.50	4,200.00	4,200.00	3,817.50	9%
	Account Total:	2,320.92	4,177.37	20,940.00	20,940.00	16,762.63	20%
	Account Group Total:	237,515.74	432,934.00	2,299,030.00	2,299,030.00	1,866,096.00	19%
	Fund Total:	237,515.74	432,934.00	2,299,030.00	2,299,030.00	1,866,096.00	19%
	Grand Total:	237,515.74	432,934.00	2,299,030.00	2,299,030.00	1,866,096.00	19%

EXPLANATION OF SIGNIFICANT VARIANCES FROM BUDGETED AMOUNTS AUGUST 2026

Revenue Accounts (Accounts more than 25%)

Account Code	%	Item	Explanation
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Expenditure Accounts (Accounts more than 25%)

Account Code	%	Item	Explanation
5010-5021	58	Computer/Email/Server Costs	On track for budget for FY
5010-5032	51	Building & Grounds Maintenance	Includes periodic carpet cleaning and purchase of replacement bricks for signature wall

ATTACHMENT 3

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ROSSMOOR COMMUNITY SERVICES DISTRICT

Claim Details

For the Accounting Period: 9/26

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Report ID: AP100

For dates posted from 09/01/26 to 09/30/26, Cash in Bank

* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1801	20814S	1106 Erica Pedroza	1,500.00					
		Lights and Complete Audio-Line Array						
1	09/12/26	Lights and Complete Audio-Line	1,500.00			10 5020	5017	1010
1807	20819S	614 GDC COMMUNICATIONS & SOUND	500.00					
		Services for Rossmoor Family Festival						
1	2026018 09/12/26	Services for Rossmoor	500.00			10 5020	5017	1010
1808	20820S	1107 Nigro & Nigro PC	10,000.00					
		Interim Audit Work - June 30, 2026						
1	24544 07/31/26	Interim Audit Work - 6/30/26	10,000.00			10 5010	5615	1010
1814	20825S	1080 The Trip	2,800.00					
		Performance for 09/12/26 Concert						
1		Performance for 09/12/26	2,800.00			10 5020	5017	1010
1818	20828S	999999 NISHA MEHTA	220.50					
		Deposit Refund						
1		Deposit Refund	220.50			10 2220		1010
1819	20829S	999999 BRIAN TULIAU	289.50					
		Deposit Refund						
1		Deposit Refund	289.50			10 2220		1010
1820	20830S	1024 Complete Fire Service, Inc.	1,321.16					
		Maintenance & Repairs						
1	JJ09351 09/09/26	Maintenance & Repairs	1,321.16			10 5010	5032	1010
1821	20831S	969 J.O. GENERAL MASONRY, INC	14,540.00					
		Concrete slabs						
1	1747 09/01/26	Concrete slab 33' feet	9,240.00			10 5030	5032	1010
2	1748 09/01/26	Concrete slab 16' feet	5,300.00			10 5040	5032	1010
1824	20833S	1093 Sharon Landers	11.78					
		Mileage Reimbursement						
1		Mileage Reimbursement	11.78			10 5010	4007	1010
1825	20834S	1108 PEAC SOLUTIONS	185.14					
		Contract payment 09/06/2026 - 10/05/2026						
1	42737601 09/14/26	Contract payment	185.14			10 5010	5021	1010

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ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 9/26

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For dates posted from 09/01/26 to 09/30/26, Cash in Bank
* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1828	20837S	899 SCA OF CA, LLC	6,969.98					
	Monthly Sweeping Services 09.2026							
1	CA0946512	09/05/26 Monthly Sweeping Services	6,969.98			10 5070 5642		1010
1829	20838S	96 SITE ONE LANDSCAPE SUPPLY LLC	235.63					
	Rain bird pressure compensating bubbler							
1	170643317-	09/01/26 Rain bird pressure	235.63			10 5040 5032		1010
1831	20840S	1048 Vital Records Control	216.85					
	Standard Monthly Fee							
1	6937385	08/31/26 Standard Monthly Fee	216.85			10 5010 5045		1010
1833	20841S	1109 Wells Fargo Vendor Financial	123.92					
	Sharp Copier							
1	5039819192	08/15/26 Sharp Copier	123.92			10 5010 5012		1010
1834	20842S	999999 SWETA BHATTACHARYA	275.75					
	Deposit Refund							
1		Deposit Refund	275.75			10 2220		1010
1835	20843S	999999 BOY SCOUT TROOP 120 % SCOTT	275.75					
	Deposit Refund							
1		Deposit Refund	275.75			10 2220		1010
1836	20844S	999999 ALY MCFARLANE	289.50					
	Deposit Refund							
1		Deposit Refund	289.50			10 2220		1010
1837	20845S	999999 CINDY MEDINA	275.75					
	Deposit Refund							
1		Deposit Refund	275.75			10 2220		1010
1838	20846S	999999 SANDRA RAMIREZ	385.50					
	Cancelled Event							
1		Cancelled Event	385.50			10 2220		1010
1839	20847S	8 JESSICA VERDUZCO	103.87					
	Mileage & reimbursement							
1		Mileage & reimbursement	95.76			10 5010 4007		1010
2		Mileage & reimbursement	8.11			10 5010 5014		1010

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ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 9/26

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Report ID: AP100

For dates posted from 09/01/26 to 09/30/26, Cash in Bank

* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1840	20848S	8 JESSICA VERDUZCO	88.33					
	Workers comp reim. mileage medical expenses							
1	Milleage & Medical Expenses		52.44			10 5010	4007	1010
2	Milleage & Medical Expenses		35.89			10 5010	5045	1010
1843	20850S	1069 LandCare Holdings, Inc.	6,865.00					
	Landscape Mangement Agreement September 2026							
1	1044144 09/30/26 Landscape Management		3,050.00			10 5030	5655	1010
2	1044144 09/30/26 Landscape Management		382.50			10 5040	5655	1010
3	1044144 09/30/26 Landscape Management		3,050.00			10 5050	5655	1010
4	1044144 09/30/26 Landscape Management		382.50			10 5090	5655	1010
1845	20851S	1081 All County Backflow	882.47					
	BackFlow Repair 1 10/25							
1	5745 10/16/25 BackFlow Repair 1 10/25		882.47			10 5010	5045	1010
1847	20852S	1003 CHAD MARKOWITZ	560.00					
	Backflow Testing 09/26							
1	6131 09/22/26 Backflow Testing 09/26		560.00			10 5010	5045	1010
1850	20855S	216 CYPRESS ENGRAVING	67.97					
	Rossmoor Community Badges							
1	74125 09/18/26 Rossmoor Community Badges		67.97			10 5010	5016	1010
1851	20856S	575 ELITE SPECIAL EVENTS, INC.	375.00					
	Ad Reimbursement 9/12/2026							
1	201 09/17/26 Ad Reimbursement 9/12/2026		375.00			10 5020	5017	1010
1852	20857S	1093 Sharon Landers	732.00					
	ICMA Conference Registration							
1	09/28/26 ICMA Conference Registration		732.00			10 5010	5006	1010
1853	20858S	910 PETE'S PLUMBING	315.00					
	Main Drain Line Stoppage							
1	#202600491 09/16/26 Main Drain Line Stoppage		315.00			10 5050	5032	1010
1854	20859S	1007 RECDESK LLC	3,858.75					
	Annual Subscription 9/1/26 - 8/31/27							
1	RD-003397 07/16/26 Annual Subscription		3,858.75			10 5010	5670	1010

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ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 9/26

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Report ID: AP100

For dates posted from 09/01/26 to 09/30/26, Cash in Bank
* ... Over spent expenditure

Claim	Check	Vendor #/Name/	Document \$/	Disc \$						Cash
Line #		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
1855	20860S	96 SITE ONE LANDSCAPE SUPPLY LLC	32.38							
NDS PVC Expansion Repair										
1	170740268-	09/03/26 NDS PVC Expansion Repair	32.38			10 5030	5032		1010	
# of Claims 30 Total:			54,297.48							

SEPTEMBER 2026 CREDIT CARD STATEMENT

MERCHANT/DESCRIPTION	TRANSACTION DATE	ACCOUNT CODE	AMOUNT	INVOICE #/NOTES	APPROVAL
CFBTEL	8/26/2026	5010-5020	\$ 549.46	July Bill	SL
CFBTEL	8/26/2026	5010-5020	\$ 549.46	August Bill	SL
Wabash Valley	8/26/2026	5030-5032	\$ 7,196.66	Replacement of 4 Picnic Tables with Benches	SL
Costco	8/27/2026	5010-5016	\$ 168.91	Meeting Snacks	SL
Staples	8/28/2026	5010-5016	\$ 410.20	Office Supplies	SL
Economic Laundry	9/2/2026	5010-5045	\$ 54.00	Laundry Service	SL
Staples	9/3/2026	5010-5016	\$ 111.80	Office Supplies	SL
Microsoft	9/4/2026	5010-5021	\$ 341.38	Monthly Fee	SL
Los Al Donuts	9/4/2026	5010-5016	\$ 78.00	CJPIA food to be reimbursed	SL
Zoom	9/5/2026	5010-5016	\$ 33.98	Monthly Fee	SL
Total Kids	9/5/2026	5020-5017	\$ 400.00	September Festival	SL
Amazon	9/8/2026	5010-5016	\$ 50.55	Festival Drinks	SL
Cart Mart	9/9/2026	5010-5030	\$ 214.39	Melvin Steering Wheel & Cable	SL
Ralphs	9/9/2026	5010-5016	\$ 39.95	Water	SL
In Celebrations	9/9/2026	5020-5017	\$ 719.30	Festival Rentals	SL
Norm Reeves Ford	9/9/2026	5010-5030	\$ 132.05	Truck Tail Light Repair	SL
Ganahl Lumber	9/11/2026	5050-5032	\$ 36.01	New doorstops	SL
Amazon	9/11/2026	5010-5016	\$ 181.47	Employee Apparel	SL
El Pollo Loco	9/12/2026	5020-5017	\$ 155.27	Festival Meal	SL
Amazon	9/14/2026	5010-5016	\$ 18.64	Employee Apparel	SL
USPS	9/15/2026	5010-5014	\$ 7.82	Postage	SL
MVP Promotions	9/15/2026	5010-5016	\$ 114.30	Embroidery for Employee Apparel	SL
Jack's Lawnmower	9/15/2026	5010-5045	\$ 114.00	Lawnmower Repair	SL
Los Al Donuts	9/18/2026	5010-5016	\$ 54.00	CJPIA food to be reimbursed	SL
Constant Contact	9/19/2026	5010-5670	\$ 62.00	Monthly Fee	SL
Survey Monkey	9/20/2026	5010-5670	\$ 99.00	Monthly Fee	SL
Aim Mail Center	9/21/2026	5010-5016	\$ 57.00	New hire scan	SL
Uline	9/22/2026	5010-5045	\$ 64.57	Cable Ties	SL
Angelinos	9/22/2026	5010-5016	\$ 80.30	Coffee	SL
Aim Mail Center	9/22/2026	5010-5016	\$ 57.00	New hire scan	SL
Walmart	9/23/2026	5030-5032	\$ 3,228.12	8 Large Recycle Bins for Courts	SL
Crown Trophy	9/23/2026	5010-5045	\$ 455.61	Bronze Casting	SL
Amazon	9/24/2026	5010-5016	\$ 31.34	Creamer	SL

TOTAL

\$ 15,866.54

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: October 13, 2026

To: Honorable Board of Directors

From: General Manager Sharon Landers

Subject: APPROVAL OF THE SECOND READING OF REVISIONS TO POLICY No. 6050
FACILITIES - TENNIS AND PICKLEBALL COURTS

RECOMMENDATIONS

At its meeting on June 30, 2026, the Parks/Facilities Committee comprised of Directors Maynard and DeMarco discussed proposed amendments to Policy No. 6050. Facilities – Tennis and Pickleball Courts that would optimize tennis and pickleball court operations at Rossmoor Park. by 1) restricting non-resident walk-on access; 2) managing safety buffer zones; 3) defining unauthorized coaching; and 4) updating same-day reservation rules. The Committee unanimously supported the recommended revisions. The first reading of the proposed changes was approved at the Regular Meeting of the Board on September 8, 2026.

1. Non-Resident Walk-On Restrictions

Recommendation: Amend Policy No. 6050 to require non-residents to secure advanced paid reservations, eliminating their free walk-on privileges. Rossmoor residents would continue to have walk-on privileges.

Issues & Analysis:

- Resident Priority: High evening demand impacts resident court access. Restricting non-residents to paid bookings preserves open walk-on space for residents.
- Staff Enforcement: Evening court attendants will actively enforce this policy when on duty from 7p – 9p.
- Operational Protocol: Attendants will check photo IDs to verify residency, monitor active reservations, and prevent court misuse.
- Education: Players will be notified of this operational change. Signs will be updated as necessary. Court attendants will help with enforcement when they are on duty.

2. Court Buffer Zone Management & Liability Reduction

Recommendation: Amend Policy No. 6050 to clarify rules related to court safety zones, install low-cost storage hardware for patrons to hang personal items, and provide updated signage.

Issues & Analysis

- **Safety Concern:** Players and others waiting for a court frequently leave chairs, coolers, bags, and bicycles in court buffer zones, creating hazards for players and others on the court.
 - **Liability Mitigation:** In line with CJPIA risk management advice, policy and signage updates establishing clearer court rules will create a safer court environment and will have the added benefit of helping shift liability away from the District where patrons chose, at their own risk, to ignore the rules.
 - **Low-Cost Solutions:** The District will rely largely on public education and voluntary compliance rather than dedicated enforcement staff. Court attendants will assist with enforcement when they are on duty.
 - **Operational Improvements:** Staff will install fence-mounted storage hooks for player gear and add signs with the updated rules on court fences.
-

3. Unauthorized Court Instruction

Recommendation: Approve revisions to Policy No. 6050 to clearly define and enforce the ban on unauthorized commercial instruction.

Issues & Analysis

- **Current Issue:** Policy No. 6050 prohibits unauthorized lessons but lacks specific definitions, causing friction during enforcement.
 - **Proposed Definition:** Clarify that private lessons, clinics, coaching, and structured drilling require explicit District approval. The current language restricts tennis and pickleball instruction.
 - **Enforcement Metrics:** Staff will evaluate the overall nature of court activity rather than single indicators. Signs of unauthorized use include ball hoppers, teaching carts, cones, targets, and excessive ball quantities.
 - **Signage:** No new signage is required; staff will refer patrons directly to the updated policy text.
-

4. Clarification of Same-Day Reservation Rules

Recommendation: Amend Policy No. 6050 to allow reservations to be made up to one (1) hour before playing time, which is the time needed for the monitor on the Rossmoor Center building to refresh, and to clarify that reservations that don't show on the monitor will not be granted.

Issues & Analysis

- **Current Issue:** Although our current policy requires that all reservations be made no later than 4:00 p.m. 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., our reservation system allows a reservation to be made minutes before someone wants to get on the court. The result is that walk-on players have been asked to leave by players making last minute reservations.

- Proposed Solution: Recognizing the limitations of our reservation system, this amendment would require reservations to be made at least one (1) hour before play so that walk-on players are able to continue playing for the hour before the reservation would apply. The reservation would only be honored if it appeared on the monitor on the Rossmoor Center Building rather than on someone's device.
- Education: Players will be notified of this operational change. Court attendants will help with enforcement when they are on duty.

FISCAL IMPACT

These policy changes will have minimal cost related to new signage and the purchase of hooks for players personal gear that will be absorbed by the current operating budget. The requirement that non-residents must reserve a court in advance is expected to result in additional revenue from reservation fees.

ATTACHMENTS

1. DRAFT Policy 6050 – Clean
2. DRAFT Policy 6050 – Redline

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 tennis and pickleball etiquette. All attempts shall be made not to disturb other players and nearby residents. 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. As used in this Policy, "court" means the entire fenced court area designated for tennis and/or pickleball, including, but not limited to, the playing surface, buffer zones, entrances, gates, and all other areas within the court enclosure.

6050.10 Use Limitation For Non-Reservation Players: Court use is limited to one hour for non-reservation/walk-on 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 Use of Courts by Non-residents: Use of courts by non-residents of Rossmoor is limited to use by advance reservation only. Non-reservation/walk-on use of courts is limited to persons with proof of residency in the District. Proof of residency shall be established by a government issued photo identification. Minors unaccompanied by their resident parent or legal guardian may establish residency with school issued photo identification coupled with other documentation showing their parent or guardian's residency.

6050.40 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.

6050.50 Advance Reservation: All reservations must be made no less than one hour prior to playing time to allow time for the monitor on the Rossmoor Center building wall to refresh. Reservations not showing on the monitor will not be granted and a refund will not be issued. The posting of the Court Tennis/Pickleball Schedule on the monitor 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.

6050.51 Reservation Limit: No reservations may be made for more than two weeks in advance by residents and one week in advance by non-residents.

6050.52 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.

6050.53 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.

6050.60 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.

6050.70 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.

6050.80 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.

6050.90 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.

6050.100 Court Reserved For Instruction and Events: Courts may be reserved at various times for use in both private and group classes or events sponsored by the District. Reserved times will be posted on the reservations board adjacent to the courts.

6050.110 Prohibited Uses on Courts: Tennis courts are for tennis play only and Pickleball courts are for pickleball play only. The courts may not be used for other sports, rollerblading or skating, skate boarding, bicycling or any other similar activity involving a wheeled device. Courts may not be used for picnicking, barbecuing, 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 and those in section 6050.140 may subject the person or persons to eviction from and/or prohibition against using the courts and the park facility.

6050.120 Prohibited Items and Persons on Courts: Personal items, including but not limited to chairs, backpacks, bags, coolers, bicycles, skateboards or other recreational equipment and similar items are prohibited on court surfaces and in buffer zones. Personal items may be placed on or underneath the courtside benches or other areas designated by District signage for such objects. All permitted personal items must be removed from the court at end of the match. By-standers or persons not actively playing are prohibited from being on court surfaces or within buffer zones.

6050.130 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 authorized by the Board.

9050.140 Unauthorized Use of Courts for Instruction Prohibited. Use of courts for instruction and/or classes not expressly authorized by the District is prohibited at all times, as are the presence of items commonly associated with racket sports instruction, including but not limited to ball hoppers, teaching carts, training cones, instructional targets, teaching aids, large quantities of balls and/or similar equipment.

3050.150 Use of Courts at Sole Risk. The use of and/or presence on any court is at each person's sole risk.

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

Amended: October 13, 2026

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 tennis and pickleball etiquette. All attempts shall be made not to disturb other players and nearby residents. 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. As used in this Policy, "court" means the entire fenced court area designated for tennis and/or pickleball, including, but not limited to, the playing surface, buffer zones, entrances, gates, and all other areas within the court enclosure.

6050.10 Use Limitation For Non-Reservation Players: Court use is limited to one hour for non-reservation/walk-on 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 Use of Courts by Non-residents: Use of courts by non-residents of Rossmoor is limited to use by advance reservation only. Non-reservation/walk-on use of courts is limited to persons with proof of residency in the District. Proof of residency shall be established by a government issued photo identification. Minors unaccompanied by their resident parent or legal guardian may establish residency with –or school issued photo identificationID for a minor attending a local schoolcoupled with other documentation showing their parent or guardian's residency.

6050.4030 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.

6050.5040 Advance Reservation: All reservations must be made no ~~later less~~ 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 RDT shall be 3:00 p.m. one hour prior to playing time to allow time for the monitor on the Rossmoor Center building wall to refresh. Reservations not showing on the monitor will not be granted and a refund will not be issued. The posting of the Court Tennis/Pickleball Schedule on the monitor 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.

6050.541 Reservation Limit: No reservations may be made for more than two weeks in advance by residents and one week in advance by non-residents.

6050.542 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.

6050.543 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.

6050.650 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.

6050.760 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.

6050.870 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.

6050.980 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.

6050.10090 Court Reserved For Instruction and Events: Courts may be reserved at various times for use in both private and group classes or events sponsored by the District. Reserved times will be posted on the reservations board adjacent to the courts.

6050.1100 Prohibited Uses on Courts: Tennis courts are for tennis play only 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 similar activity involving a wheeled device. Courts may not be used for picnicking, barbecuing, 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 and those in section 6050.140 will may subject the person or persons to eviction from and/or prohibition against using the courts and the park facility in accordance with Policy No. 6040.60.

6050.120 Prohibited Items and Persons on Courts: Personal items, including but not limited to chairs, backpacks, bags, coolers, bicycles, skateboards or other recreational equipment and similar items are prohibited on court surfaces and in buffer zones. Personal items may be placed on or underneath the courtside benches or other areas designated by District signage for such objects. All permitted personal items must be removed from the court at end of the match. By-standers or persons not actively playing are prohibited from being on court surfaces or within buffer zones.

6050.13040 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/authorized by the Board.

9050.140 Unauthorized Use of Courts for Instruction Prohibited. Use of courts for instruction and/or classes not expressly authorized by the District is prohibited at all times, as are the presence of items commonly associated with racket sports instruction, including but not limited to ball hoppers, teaching carts, training cones, instructional targets, teaching aids, large quantities of balls and/or similar equipment.

3050.150 Use of Courts at Sole Risk. The use of and/or presence on any court is at each person's sole risk.

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Amended: July 10, 2012
Readopted by Ordinance 2014-01: January 14, 2014
Amended to include Pickleball: January 9, 2024
Amended: September 8, 2024

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-2

Date: October 13, 2026

To: Honorable Board of Directors

From: General Manager Sharon Landers

Subject: FIRST READING OF PROPOSED CHANGES TO POLICY NO. 6017
REGARDING MEMORIAL BENCH AND TREE DONATIONS

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (District) review District Policy No. 6017 that provides the rules and regulations for Memorial Bench and Tree Donations and consider whether to allow a plaque to include a specified list of family relationships of the deceased and to permit the plaque to remain on the bench for a period of 10 years from the date of installation.

BACKGROUND

According to public records, prior to 2024 and as far back as 2014, the District allowed Rossmoor residents and former residents to donate funds for a memorial tree and/or bench to be installed in either Rush or Rossmoor Park. The program had been operated as an informal program to allow loved ones to be remembered.

In 2024, the District established a formal policy, District Policy No. 6017, that set a standard for those who wished to remember their loved ones with the planting of a tree or installation of a park bench in Rush or Rossmoor Park. The policy as it currently is written does not allow the plaque to include mention of family relationships of the deceased.

INFORMATION

We are recommending that the policy be broadened to include relationships such as grandparent, father, mother, husband, wife, sister, brother, daughter, son, granddaughter, grandson, aunt, uncle, niece, nephew, cousin, as well as friend.

Establishing a standard framework in this manner helps us ensure fairness and consistency for all families. Staff considered allowing the donor to add other colloquial terms for relationships or terms of endearment not on the list. However, because both terms for relationships and terms affection are so diverse and deeply personal, leaving them open creates both legal and operational challenges for the District.

The policy as currently written does not address how long the plaque may remain. When we annually update the cost for the plaque, we suggest looking at the cost to maintain the bench for ten years from the date of installation and the cost of the memorial bench should include that cost along with the cost of the plaque.

FISCAL IMPACT

The revisions being recommended are either cost neutral, like adding family relationships to the plaque or limit the Districts costs by clarifying how long the plaque will remain. At the end of 10 years, donors may file a new application to allow an additional 10 years.

ATTACHMENTS

1. DRAFT Policy 6017 – Clean
2. DRAFT Policy 6017 – Redline
3. Memorial Bench and Tree Application

Rossmoor Community Services District

Policy

No. 6017

MEMORIAL BENCH AND TREE DONATIONS

6017.10 Principle. Memorial benches and trees are important community-owned assets of Rossmoor that enhance the value of the Rossmoor community. As such, every effort shall be made to preserve and protect memorial benches and trees in order to retain the unique character of Rossmoor and maintain these important community assets.

6017.20 Purpose. This Policy establishes clear, readily understandable rules and regulations for residents and the District to properly maintain and preserve Memorial Benches and Trees and the value they provide to the community. This policy seeks to establish an option for Rossmoor residents to be remembered by family and friends while adding to the beauty of both Rossmoor and Rush Parks.

6017.30 Policy. The following regulations and standards shall be adhered to by all residents and homeowners of Rossmoor to preserve and protect Memorial Benches and Trees.

6017.31 Memorial Benches and Trees: Rossmoor residents may donate a memorial bench or tree for placement in Rossmoor Park or Rush Park, based on this policy.

6017.32 Donation Requests: Donation requests must be submitted to the District's office on the "Memorial Tree and Bench Donation" application form. Only applications for natural deceased persons who were formerly Rossmoor residents will be considered for a memorial park bench or tree. All approved donations will become the property of the Rossmoor Community Services District.

6017.33 Application Processing: The General Manager will review all applications for donating memorial benches and trees and approve applications based on location availability and residential status in Rossmoor. Fees may be reviewed annually each year and may be reviewed, evaluated, changed and/or modified separately without affecting this policy. Current fees are listed on the Memorial and Tree Bench Application. Full payment is expected at that time of application submission in the form of a check or credit/debit card (Master Card or Visa). Once final approval and a final signature are obtained from the applicant, funds will not be returned on any items already ordered or installed, or services rendered.

6017.34 Bench and/or Tree Selection and Installation: Tree species must be approved by the District Arborist. Bench type and model will be at the discretion of the General Manager. Coordinated tree or bench installations for memorial ceremonies cannot be accommodated. Trees are planted October-March by District contractors. Benches will be installed by District staff within 60 days of shipment of bench being received. Preferred locations in park areas will be accommodated if space is available.

6017.35 Memorial Plaques: Memorial plaques will only be allowed on or adjacent to benches. All plaques will be a maximum size no larger than (12" x 8, with up to four lines and uniform material. All plaques will have standard wording limited to the following list of 12 choices: "Dedicated to (Name)"; "Donated by (Name)"; "In Memory of (Name)"; "In Loving Memory of (Name)"; "Dedicated to the Memory of (Name)"; "Given in Loving Memory of (Name)"; "In Celebration of (Name)"; "In Honor of (Name)"; "In Honor and Memory of (Name)"; "In Tribute to (Name)"; "In Appreciation of (Name)"; or "In Grateful Appreciation to/of (Name)". In addition, the following options may be applied to the standard wording selection: 1) Birth and death dates (full dates or just years); 2) Inclusion of Title and/or Rank and/or United States Military Service Organization affiliation to the name; 3) Up to 30 characters including spaces indicating relationship, limited to: grandparent (or great- where applicable), grandfather, grandmother, mother, father, husband, wife, spouse, sister, brother, daughter, son, granddaughter, grandson, aunt, uncle, niece, nephew, cousin, friend.

Plaques are not available for trees. Instead, a keepsake certificate will be provided that includes the name of the person being commemorated, the planting date, tree species, and park location. All tree plaques purchased before this policy was enacted will be allowed to remain on memorial trees for the life of the plaques. A keepsake certificate will also be issued to residents who donated trees before this policy was enacted.

6017.36 Bench and Tree Maintenance: All rules of Tree Protection Policy 3080 apply to park trees. Only District staff are allowed to prune trees, fertilize trees, or install stakes and other supports and maintain benches. Trees that die from natural causes, or are severely damaged by severe weather, pests, disease, or vandalism within 10 years of planting will be replaced at no charge. Damaged benches will be repaired as needed or replaced, if necessary, as determined by the Park Superintendent. Flowers, signs, plants, charms, or other attachments are not to be attached to the tree, tree supports, benches, or left at the base of a tree or bench.

6017.37 Life of Memorial Plaques; Replacement of Benches: A plaque shall remain on or adjacent to a bench for 10-years from date of installation, or, for existing benches, for 10-years from the adoption of this Policy. After 10 years, a plaque may be removed, unless a new application is filed therefore and fees paid. Donors are not responsible for routine maintenance of plaques and/or benches. However, should a memorial bench or plaque be damaged or destroyed, the District may replace it at the donor's expense.

6017.38 Bench and/or Tree Relocation: The District reserves the right to relocate a tree or bench based on the operational needs of the District. The District will make every effort to notify the donor if this occurs and to contact the original donor or their family members to coordinate the relocation of the tree or bench to a suitable location, in the discretion of the District.

ADOPTED: September 10, 2024

Rossmoor Community Services District

Policy

No. 6017

MEMORIAL BENCH AND TREE DONATIONS

6017.10 Principle. Memorial benches and trees are important community-owned assets of Rossmoor that enhance the value of the Rossmoor community. As such, every effort shall be made to preserve and protect memorial benches and trees in order to retain the unique character of Rossmoor and maintain these important community assets.

6017.20 Purpose. This Policy establishes clear, readily understandable rules and regulations for residents and the [RCSD-District](#) to properly maintain and preserve Memorial Benches and Trees and the value they provide to the community. This policy seeks to establish an option for Rossmoor residents to be remembered by family and friends while adding to the beauty of both Rossmoor and Rush Parks.

6017.30 Policy. The following regulations and standards shall be adhered to by all residents and homeowners of Rossmoor to preserve and protect Memorial Benches and Trees.

6017.31 Memorial Benches and Trees: Rossmoor residents may donate a memorial bench or tree for placement in Rossmoor Park or Rush Park, based on this policy.

6017.32 Donation Requests: Donation requests must be submitted to the [RCSD District's](#) office on the "Memorial Tree and Bench Donation" application form. Only applications for natural deceased persons who were formerly Rossmoor residents will be considered for a memorial park bench or tree. All approved donations will become the property of the Rossmoor Community Services District.

6017.33 Application Processing: The ~~Park-superintendent or District Arborist~~[General Manager](#) will review all applications for donating memorial benches and trees and approve applications based on location availability and residential status in Rossmoor. Fees may be reviewed annually each year and may be reviewed, evaluated, changed and/or modified separately without affecting this policy. Current fees are listed on the Memorial and Tree Bench Application. Full payment is expected at that time of application submission in the form of a check or credit/debit card (Master Card or Visa). Once final approval and a final signature are obtained from the applicant, funds will not be returned on any items already ordered or installed, or services rendered.

6017.34 Bench and/or Tree Selection and Installation: Tree species must be approved by the District Arborist. Bench type and model will be at the discretion of the General Manager. Coordinated tree or bench installations for memorial ceremonies cannot be accommodated. Trees are planted October-March by District contractors. Benches will be installed by [RCSD-District](#) staff within 60 days of shipment of bench being received. Preferred locations in park areas will be accommodated if space is available.

6017.35 Memorial Plaques: Memorial plaques will only be allowed on or adjacent to benches. All plaques will be a maximum ~~uniform in~~ size no larger than (12" x 86"), with up to four lines and uniform material. All plaques will have standard wording limited to the following list of 12 choices: "Dedicated to (Name)"; "Donated by (Name)"; "In Memory of (Name)"; "In Loving Memory of (Name)"; "Dedicated to the Memory of (Name)"; "Given in Loving Memory of (Name)"; "In Celebration of (Name)"; "In Honor of (Name)"; "In Honor and Memory of (Name)"; "In Tribute to (Name)"; "In Appreciation of (Name)"; or "In Grateful Appreciation to/of (Name)". In addition, the following ~~32~~ options may be applied to the standard wording selection: 1) Birth and death dates (full dates or just years); 2) Inclusion of Title and/or Rank and/or United States Military Service Organization affiliation to the name; 3) Up to 30 characters including spaces indicating relationship, limited to: grandparent (or great- where applicable), grandfather, grandmother, mother, father, husband, wife, spouse, sister, brother, daughter, son, granddaughter, grandson, aunt, uncle, niece, nephew, cousin, friend[SL1.1][TP1.2].

Plaques are not available for trees. Instead, a keepsake certificate will be provided that includes the name of the person being commemorated, the planting date, tree species, and park location. All tree plaques purchased before this policy was enacted will be allowed to remain on memorial trees for the life of the plaques. A keepsake certificate will also be issued to residents who donated trees before this policy was enacted.

6017.36 Bench and Tree Maintenance: All rules of Tree Protection Policy 3080 apply to park trees. Only District staff are allowed to prune trees, fertilize trees, or install stakes and other supports and maintain benches. Trees that die from natural causes, or are severely damaged by severe weather, pests, disease, or vandalism within 10 years of planting will be replaced at no charge. Damaged benches will be repaired as needed or replaced, if necessary, as determined by the Park Superintendent. Flowers, signs, plants, charms, or other attachments are not to be attached to the tree, tree supports, benches, or left at the base of a tree or bench.

6017.37 Life of Memorial Plaques; Replacement of Benches: A plaque shall remain on or adjacent to a bench for 10-years from date of installation, or, for existing benches, for 10-years from the adoption of this Policy. After 10 years, a plaque may be removed, unless a new application is filed therefore and fees paid. Donors are not responsible for routine maintenance of plaques and/or benches. However, should a memorial bench or plaque be damaged or destroyed, the District may replace it at the donor's expense.

6017.38 Bench and/or Tree Relocation: The RCSD District reserves the right to relocate a tree or bench if the location conflicts with future park developments based on the operational needs of the District. The RCSD District will make every effort to notify the tree donor if this occurs and .The District will make every effort to contact the original donor or their family members to coordinate the relocation of the tree or bench to a suitable location, in the discretion of the District.

~~First Reading of Proposed Policy 6017: August 13, 2024~~

~~Second Reading and Approval of Proposed Policy 6017~~ADOPTED: September 10, 2024



ROSSMOOR COMMUNITY SERVICE DISTRICT

3001 Blume Dr. Rossmoor, CA 90720

Phone: (562) 430-3707



Residents of Rossmoor can honor a loved one by donating a tree or bench to be planted or installed in Rossmoor parks. Benches will feature a plaque of recognition. Since plaques are not available for trees, a certificate of planting will be provided. All donations are tax-deductible and will cover materials and installation costs.

MEMORIAL TREE AND BENCH APPLICATION

Name: _____

Rossmoor Address: _____

Daytime Phone: () - _____

Park (Rossmoor or Rush only):

Preferred Park Location:

Preferred Tree Species: _____

Memorial Bench Plaque 6"x12" Bronze. Inscription up to 4 lines using the pre-approved choices outlined in RCSD Policy 6017 *(All plaques will have standard wording limited to the following list of 12 choices: "Dedicated to (Name)"; "Donated by (Name)"; "In Memory of (Name)"; "In Loving Memory of (Name)"; "Dedicated to the Memory of (Name)"; "Given in Loving Memory of (Name)"; "In Celebration of (Name)"; "In Honor of (Name)"; "In Honor and Memory of (Name)"; "In Tribute to (Name)"; "In Appreciation of (Name)"; or "In Grateful Appreciation to/of (Name)". In addition, the following 2 options may be applied to the standard wording selection: 1) Birth and death dates (full dates or just years); 2) Inclusion of Title and/or Rank and/or United States Military Service Organization affiliation to the name.); 3) Up to 30 characters including spaces indicating relationship, limited to: grandparent (or great- where applicable), grandfather, grandmother, mother, father, husband, wife, spouse, sister,*

brother, daughter, son, granddaughter, grandson, aunt, uncle, niece, nephew, cousin, friend. **Plaque**
cost will be included in the fee if purchased by RCSD.

Inscription:

1. _____
2. _____
3. _____
4. _____

Current Fees:

- **Memorial Trees** \$300.00 - 24-inch box standard nursery stock (specialty stock trees may be available at a higher cost)
- **Memorial Bench** Cost range between \$2500.00 - \$4000.00

Signature of Applicant

Date

For office use only

Application received date: _____

Approved by: _____

Payment amount received: _____

Payment type or check #: _____

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-3

Date: October 13, 2026

To: Honorable Board of Directors

From: General Manager Sharon Landers

Subject: RENEWAL OF ROSSMOOR COMMUNITY SERVICES DISTRICT
PROFESSIONAL SERVICES AGREEMENT FOR HEARING OFFICER
SERVICES WITH MICHAEL EUGENE RANESES

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors exercise the first of four (4) 1-year options to renew the Professional Services Agreement for Hearing Officer Services for the RCSD with Michael Eugene Raneses, Effective November 11, 2026, for a term of one year ending on November 10, 2027.

INFORMATION

The RCSD entered into a Professional Services Agreement for Hearing Officer services with Michael Eugene Raneses effective November 10, 2020. There have been a number of tree hearings that Mr. Raneses has presided over. He has represented the District well and provided civil citation hearing services in a professional manner. As the hearing Officer, he follows up with the parties involved in accordance with sound professional practices. This has been very helpful to the District because it provides a neutral authority to oversee the hearings and make the final determination.

FISCAL IMPACT

It is not anticipated that there will be any fiscal impact for this item. The fines collected should offset the cost of the Hearing Officer. To date, no hearings have been held during the FY 2025-2026.

ATTACHMENTS

1. Professional Services Agreement for Hearing Officer Services with Michael Eugene Raneses.
2. DRAFT Letter extending Professional Services Agreement with Michael Eugene Raneses from November 11, 2026 through November 10, 2027.

**ROSSMOOR COMMUNITY SERVICES DISTRICT
PROFESSIONAL SERVICES AGREEMENT FOR HEARING OFFICER SERVICES
WITH MICHAEL EUGENE RANESES
(2025-2026)**

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 11th day of November 2025 ("Effective Date") by and between the ROSSMOOR COMMUNITY SERVICES DISTRICT, a public agency ("District") and MICHAEL EUGENE RANESES, an individual ("Consultant").

WITNESSETH:

A. WHEREAS, District proposes to utilize the services of Consultant as an independent contractor to provide civil citation hearing officer services, as more fully described herein; and

B. WHEREAS, Consultant represents that it has that degree of specialized expertise contemplated within California Government Code section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

C. WHEREAS, District and Consultant desire to contract for the specific services described in Exhibit A and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

D. WHEREAS, no official or employee of District has a financial interest within the provisions of sections 1090-1092 of the California Government Code in the subject matter of this Agreement.

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

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall provide the professional services described in the Scope of Work, attached hereto as Exhibit A and incorporated herein by this reference.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise District of any changes in any laws that may affect Consultant's performance of this Agreement.

1.3. Performance to Satisfaction of District. Consultant agrees to perform all work to the complete satisfaction of the District. Evaluations of the work will be done by the District

Manager or his or her designee. If the quality of work is not satisfactory, District in its discretion has the right to:

- (a) Meet with Consultant to review the quality of the work and resolve the matters of concern;
- (b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or
- (c) Terminate the Agreement as hereinafter set forth.

1.4. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including but not limited to those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; Workers' Compensation insurance and safety in employment; and all other federal, state and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless District from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against District for or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

1.5. Non-Discrimination. In performing this Agreement, Consultant shall not engage in nor permit its agents to engage in discrimination in employment of persons because of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status, except as permitted pursuant to section 12940 of the Government Code.

1.6. Non-Exclusive Agreement. Consultant acknowledges that District may enter into agreements with other consultants 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.

1.7. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of District. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense.

1.8. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of District. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by District. District shall grant such authorization if disclosure is required by law.

All District data shall be returned to District upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

2.0. COMPENSATION AND BILLING

2.1. Compensation. Consultant shall be paid an hourly rate of one hundred fifty dollars (\$150.00) per hour. Consultant's annual compensation shall not exceed five thousand dollars (\$5,000.00).

2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal unless the District Manager or designee, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

2.3. Method of Billing. Consultant may submit invoices to the District for approval on a progress basis, but no more often than two times a month. Said invoice shall be based on the total of all Consultant's services which have been completed to District's sole satisfaction. District shall pay Consultant's invoice within forty-five (45) days from the date District receives said invoice. Each invoice shall describe in detail the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4. Records and Audits. Records of Consultant'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 Project Manager for inspection and/or audit at mutually convenient times from the Effective Date until three (3) years after termination of this Agreement.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. Unless otherwise agreed to in writing by the parties, the professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on the Effective Date and continue for

a period of one (1) year, ending on November 10, 2026, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties. This Agreement may be extended by four (4) additional one (1) year periods upon mutual written agreement of both parties.

4.2. Notice of Termination. The District reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the District.

4.3. Compensation. In the event of termination, District shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of District's written notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the District or in the possession of the Consultant.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant 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 Consultant, at no cost to District. Any use of uncompleted documents without specific written authorization from Consultant shall be at District's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated A, Class X, or better in the most recent Best's Key Insurance Rating Guide, and approved by District:

- (a) Commercial general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than one million dollars (\$1,000,000.00) combined single limits per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or shall be twice the required occurrence limit.
- (b) Automobile liability for owned vehicles, hired, and non-owned vehicles for bodily injury and property damage.

- (c) Workers' Compensation insurance as required by the State of California. Consultant agrees to waive and to obtain endorsements from its Workers' Compensation insurer waiving subrogation rights under its Workers' Compensation insurance policy against the District, its officers, agents, employees, and volunteers arising from work performed by Consultant for the District and to require each of its subcontractors, if any, to do likewise under their Workers' Compensation insurance policies.
- (d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than one million dollars (\$1,000,000.00) combined single limits per occurrence and aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain said E&O liability insurance during the life of this Agreement and for three (3) years after completion of the work hereunder.

5.2. Endorsements. The commercial general liability insurance policy and automobile liability policy shall contain or be endorsed to contain the following provisions:

- (a) Additional insureds: "The Rossmoor Community Services District and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the District; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant."
- (b) Notice: "Said policy shall not terminate, be suspended or voided, nor shall it be cancelled, nor the coverage or limits reduced, until thirty (30) days after written notice is given to District."
- (c) Other insurance: "The Consultant's insurance coverage shall be primary insurance as it respects the Rossmoor Community Services District, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the Rossmoor Community Services District shall be excess and not contributing with the insurance provided by this policy."
- (d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the Rossmoor Community Services District, its officers, officials, agents, employees, and volunteers.
- (e) The Consultant'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.

5.3. Deductible or Self-Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by District. No policy of insurance issued as to which the District is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

5.4. Certificates of Insurance. Consultant shall provide to District certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by District, prior to performing any services under this Agreement.

5.5. Non-Limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The 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 and agreements on behalf of the District, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. Unless otherwise designated by District, the District General Manager or his or her designee shall be the Project Manager to work directly with Consultant in the performance of this Agreement.

Consultant shall designate a Project Manager who shall represent it and be its agent in all consultations with District during the term of this Agreement. Consultant or its Project Manager shall attend and assist in all coordination meetings called by District.

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: (a) at the time of delivery if such communication is sent by personal delivery, and (b) forty-eight (48) hours after deposit in the U.S. Mail as reflected by the official U.S. postmark

if such communication is sent through regular United States mail.

IF TO CONSULTANT: Michael Eugene Raneses 2409 Mira Monte Court Tustin, CA 92782 Tel: (714) 287-4999	IF TO DISTRICT: Rossmoor Community Services District Attn: Sharon Landers, General Manager 3001 Blume Dr. Rossmoor, CA 90720 COURTESY COPY TO: Jones Mayer Attn: Tarquin Preziosi, General Counsel 3777 N. Harbor Blvd. Fullerton, CA 92835
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6.5. [intentionally deleted].

6.6. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.7. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California.

6.8. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without District's prior written consent. 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 Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.9. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, hold free and harmless the District, its elected officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the District, its elected officials, officers, agents and employees arising out of the performance of the Consultant, 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 the Consultant, 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 the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the District, its elected officials, officers, agents and employees based upon the work performed by the

Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the District for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the District. This provision shall supersede and replace all other indemnity provisions contained either in the District's specifications or Consultant's Proposal, which shall be of no force and effect.

6.10. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of District. Consultant 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 Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant 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. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold District harmless from any and all taxes, assessments, penalties, and interest asserted against District by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold District harmless from any failure of Consultant to comply with the applicable Worker's Compensation laws. District shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to District from Consultant as a result of Consultant's failure to promptly pay to District any reimbursement or indemnification arising under this paragraph.

6.11. [intentionally deleted.]

6.12. Cooperation. In the event any claim or action is brought against District relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which District might require.

6.13. 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 Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of District. Consultant 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 Consultant. District shall indemnify and hold harmless Consultant 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 Consultant. Consultant 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.

6.14. Public Records Act Disclosure. Consultant 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 Consultant, 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 6250 et seq.). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in California Government Code section 6254.7, and of which Consultant informs District of such trade secret. The 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.

6.15. Conflict of Interest. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant'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, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the District Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.16. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, 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 Consultant occurs, then Consultant shall, at no cost to District, provide all necessary design drawings, estimates and other Consultant 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.

6.17. Prohibited Employment. Consultant will not employ any regular employee of District while this Agreement is in effect.

6.18. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

6.19. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except

as expressly provided herein.

6.20. Binding Effect. This Agreement binds and benefits the parties and their respective permitted successors and assigns.

6.21. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of District and Consultant 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.

6.22. 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.

6.23. 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.

6.24. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.25. 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.

6.26. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.27. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.28. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

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.

CONSULTANT

Michael Raneses

Date: November 19, 2025

Michael Eugene Raneses


Social Security or Taxpayer ID Number

ROSSMOOR COMMUNITY SERVICES DISTRICT



Nathan Searles
Board President

Date: 1/12/2026

APPROVED AS TO FORM FOR DISTRICT



Tarquin Preziosi
General Counsel

Date: 1/13/26

EXHIBIT A

SCOPE OF WORK - HEARING OFFICER

Introduction

A Hearing Officer is responsible for ensuring due process by performing quasi-judicial duties by presiding over civil citations. The District's powers involve issuing civil citations to encourage compliance with the provisions of specified District Policies. The Hearing Officer is responsible for conducting administrative reviews requested by person(s) receiving a civil citation. After considering all the evidence and testimony submitted at the administrative review, the Hearing Officer shall issue a written decision to uphold or dismiss the citation.

General Scope of Work

In accordance with Policy No. 3098, Administrative Citations, the Hearing Officer's duties include:

- Performing professional level work as an independent, unbiased contractor to the District.
- Conducting hearings for administrative reviews of civil citations that are contested by the citee on a date at least ten (10) days but not more than thirty (30) days after the citee requests a hearing, and upon at least 10 days' written notice to the citee. The Hearing Officer also conducts hardship hearings to consider a waiver of civil citation fees.
- Scheduling hearings with the District, which hearing duration will generally vary from one (1) to three (3) hours.
- Reviewing pertinent public records on the citation, citation records and/or reports reviewed from the District staff (which may include consultants), including information showing all fine deposits and fee waivers granted.
- Receiving testimony from the citee and reviewing evidence relevant to financial hardship and the Policy violation specified in the citation.
- Receiving evidence on the citation, and any other reports prepared by the District staff concerning the Policy violation and any attempted correction of the violation if applicable.
- Receiving testimony from the District staff if they are present and if requested.
- Continuing a hearing if a request is made by the citee, or the citee's representative, or the representative of the District, upon a showing of good cause. If the request for continuance is denied, the hearing shall proceed as scheduled.
- After considering all the evidence and testimony submitted at the administrative review, issuing a Notice of Decision to uphold the citation or cancel it based upon a conclusion of whether or not a violation occurred for which the citee was a responsible person. The Hearing Officer has no discretion or authority to reduce or modify a fine.
- In the event of a conflict between Policy No. 3098 and this Scope of Work, Policy No.3098 shall control the interpretation of this Scope of Work.

November 1, 2026

Mr. Michael Raneses
P.O. Box 3124
Tustin, CA 92781

Dear Mr. Raneses:

Thank you for providing Hearing Officer Services to the Rossmoor Community Services District (RCSD) from November 2020 to the present. At their regular Board meeting on October 13, 2026, the RCSD Board of Directors approved the extension of your Professional Services Agreement (PSA) for one year – November 11, 2026 through November 10, 2027.

The PSA that was executed in November 2025 between the District and you allows for the option to extend the agreement by mutual written agreement of the District and yourself. Please sign below and return this letter to me. Upon receipt, we will complete the renewal process and send you a fully executed copy of this letter.

Thank you for your service to the District. We appreciate your assistance and the professional manner in which you perform your duties.

Sincerely,

Sharon Landers
General Manager

**Extension of Professional Services Agreement for Hearing Officer Services between the Rossmoor
Community Services District and Michael Eugene Raneses
at the rate of \$150 per hour, annual compensation not to exceed \$5,000.
November 11, 2026 – November 10, 2027**

Accepted by:

Michael Eugene Raneses

Sharon Landers, General Manager
Rossmoor Community Services District

Date: _____

Date: _____

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-4

Date: October 13, 2026

To: Honorable Board of Directors

From: General Manager Sharon Landers

Subject: DISCUSSION AND POSSIBLE ACTION RE: FEE WAIVER REQUEST FOR USE OF THE RUSH PARK AUDITORIUM FOR 2027 RED CROSS BLOOD DRIVE EVENTS

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors receive the report and make a determination regarding whether or not to grant a fee waiver request for the Red Cross Blood Drives for the 2027 calendar year.

INFORMATION

The American Red Cross (ARC) is requesting a fee waiver for its use of the Rush Park Auditorium the third Wednesday of every month during calendar year 2027 for a total of 12 blood drives. This program has been provided in previous years and continues to draw a steady crowd on donation days. ARC is a nonprofit organization that helps to ensure a stable blood supply is available for patients relying on blood transfusions.

FISCAL IMPACT

The 2027 non-profit facility rental fee for this event totals \$5,039.00. This cost directly supports a vital, year-round opportunity for Rossmoor residents and surrounding communities to help meet critical local blood supply demands.

Fee Breakdown

- Hourly Auditorium Rental (12-month rental): \$52.25 per hour × 8 hours = \$418.00
- Annual Schedule (12-Month Rental): \$418.00 × 12 months = \$5,016.00
- Administrative Fee: \$23.00 processing fee

The RCSD Policy No. 6021 and Policy No. 6015 outline guidelines, fees and charges for non-profit use of facilities.

ATTACHMENTS

1. Fee Waiver Request from ARC
2. Policy No. 6021 – Non Profit Use of District Property
3. Policy No. 6015 – Establishment of Fees and Charges for Use of District Property

Carolyn Whang

From: Banks, Tram <tram.banks@redcross.org>
Sent: Monday, July 27, 2026 5:26 PM
To: Jessica Verduzco
Cc: Garcia, Andrew
Subject: Rossmore Community Services District Signed FUA 2027 Blood Drives
Attachments: RCSD_Facility_Use_Application - American Red Cross 2027 Blood Drives.pdf

Hi Jessica,

Happy Monday. Thank you again for your continued partnership and all you do to help patients in need.

Attached is the signed facility use agreement for your 2027 blood drives. We'd like to also request to have the facility fee waived for next year's blood drives. Your generosity helps us direct more resources toward supporting our blood collection efforts and maximizing the impact of each drive.

Thank you for considering our request. We look forward to another great year of partnering with you.

With appreciation.

Tram Banks

**Strategic Business Planning Manager
Southern California Region**

📞 **Mobile: 909.973.4403**

✉ **tram.banks@redcross.org**

Your partnership saves lives.

Schedule your lifesaving blood drive today!



Rossmoor Community Services District

Policy**No. 6021**

NON PROFIT USE OF DISTRICT PROPERTY

6021.10 Non -profit Use Defined: Non-profit use shall be limited to organizations who qualify for non profit status for tax purposes and who request the non-profit use of District Property. The Non-profit classification is defined as an organization that was not established for the use of making a profit through the use of District property.

6021.20 Community Benefit Required: Non-profit use of District property shall be authorized only when the applicant is proposing a program or activity that is not fully provided by the District and is considered to be a benefit to the community.

6021.30 Term for Non-profit Use: The fixed period of time for a non-profit term use shall be for any period less than twelve calendar months. Use beyond this time period will require the filing of a new application and approval consistent with the original approval criteria. The term for Non-profit use for building and meetings rooms be governed by Policy No. 6020 District Facilities—Long-Term Use. The fixed period of time for use of the basketball court shall not exceed four calendar months.

6021.40 User Fees and Deposits: Non-profit organizations will be required to pay established permit fees and hourly rates as applicable. See Policy No. 6015 Establishment of Fees and Charges for the Use of District Property for the non-profit use of District facilities.

6021.50 Proof on Non-Profit Status: Persons or groups applying for non-profit-use of District buildings and/or fields or courts shall submit proof that they qualify for non-profit status pursuant to IRS Code Section 501(c) and provide a federal tax ID for User Permit. Groups may also be asked to submit participant rosters with identifying information as determined by the District.

Adopted: November 11, 2014

Adopted by Ordinance: 2014-07: November 11, 2014

ROSSMOOR COMMUNITY SERVICES DISTRICT**Policy****No. 6015****ESTABLISHMENT OF FEES AND CHARGES FOR USE OF DISTRICT PROPERTY**

6015.00 Facility Use: A primary purpose of the District is to operate buildings and recreational facilities for the benefit of residents.

6015.10 Facility Fees And Charges: The Board shall review the schedule of facility fees and charges annually, prior to adoption of the District's Final Budget, and make changes when appropriate in order to reflect the District's actual direct and indirect costs. Fees and Charges include, but are not limited to user fees, security deposits, event attendant fees, key and alarm deposits and cleaning deposits. The General Manager shall maintain a current schedule of fees and charges and make copies available upon request. Fees and charges which are adjusted by the Board during the period of use shall be charged or refunded to the applicant on a prorated basis.

6015.11 Deposits Required: All deposits required in the Schedule of Fees and Charges shall apply to short-term users, as well as long-term and dedicated users, i.e. key deposits, cleaning deposits, etc unless exempted within the Schedule of Fees and Charges. All deposits shall be kept current during the period of use; i.e., cleaning deposits used by the District for remedial action shall be resubmitted by the renter to constitute a current full deposit.

6015.12 Clean-up Following Use: Clean up of indoor and outdoor park facilities and replacing tables and/or chairs is the responsibility of the user. Users are required to clean up park and facility used, wipe counters and equipment, clean up any spillage, bag all trash and remove all supplies not provided by the District. Users shall report any malfunctioning equipment to the District Office for repair/replacement. If cleanup is not accomplished at an acceptable standard and the use of District employees is required to meet an acceptable standard, an appropriate amount shall be withheld from the deposit at the discretion of the General Manager to cover the additional labor and material costs.

6015.13 Event Attendant Fees: The District may determine, in its sole discretion, to require that an Event Attendant be assigned to oversee the event or other use of District property. Said event Attendant shall be an employee or other agent of the District and shall oversee and otherwise monitor the activities and use of the applicable facility to determine whether the user is properly using the facility. For example, and not by way of limitation, the Event Attendant shall monitor: (a) activities, use and treatment of District property; (b) opening/unlocking and closing/locking of the facility; and (c) setting/turning off an alarm system. In the event the District requires an event Attendant, the applicable Event Attendant Fee shall be imposed pursuant to the applicable District policy. Cancellation of event less than five (5) business days prior to the event shall result in loss of Event Attendant Fees from deposit.

6015.14 Event Deposit: The District may determine, in its sole discretion, to require the payment of an Event Deposit in the amount set forth in the applicable District policy. The Event Deposit

shall be applied toward any costs and expenses incurred by the District in responding to issue/questions which arise from the activity or event and/or otherwise taking action to bring the event, use or activity into compliance with the applicable District policy. For example, and not by way of limitation, the District may incur expenses in connection with assisting, and/or performing, activities related to (a) use and treatment of District property; (b) opening/unlocking and closing/locking of the facility; and (c) setting/turning off an alarm system. If Event Attendant is not required, events with more than 100 attendees shall be required to pay the event deposit.

6015.15 Option of Event Attendant Or Event Deposit: The District may determine, in its sole discretion, to permit the user to elect to pay Event Attendant Fees for an Event Attendant or to pay the Event Deposit. The District retains the authority to determine, in its sole discretion, to require the user to pay the Event Attendant Fees or the Event Deposit. A user will not be charged both Event Attendant Fees and an Event Deposit for the same event/use.

6015.16 Return of Deposits: At the termination of the User Permit period, all applicable deposits shall be returned to the renters within a reasonable time period for processing payment and to determine if all deposit conditions have been met. The General Manager shall have the discretion to determine if all or only part of a deposit shall be returned based on his/her assessment of the condition of the building or facility at the end of the fixed period of time. See Policy No. 6010 Requests for Use of District Property, for other conditions.

6015.17 Hourly Rates: Hourly rates posted in the Schedule of Fees and Charges are for full hour usage. Any usage for less than an hour, or any usage that exceeds an hour, shall be rounded up to, and charged for, the full hour. Hourly fees apply to each hour of usage including set up and tear down time. Fees for tennis court reservations which are designated as one and one half hours are per reservation and cannot be rolled up.

6015.18 Per Diem Rates: Per diem rates are posted in the Schedule of Fees and Charges and are for full day usage such as reserving of a picnic area for the day.

6015.19 Appeal to the Board: A user who disputes the decision of the General Manager regarding the refund of deposits or calculation of fees may appeal that decision to the Board by filing a written request to the General Manager for the matter to be placed on the agenda for the next scheduled Board meeting.

6015.20 Fee Schedule: The current fee schedule is attached to and made a part of this policy.

Adopted: Resolution 99-12-8-1, December 8, 1999
Adopted: Resolution 00-12-14-01, December 14, 2000
Adopted: Policy 6015, June 10, 2003
Amended: November 8, 2005
Amended: August 12, 2008
Amended: July 10, 2012

RCSD FEE SCHEDULE

DEDICATED SPACE/NON-PROFIT/FOR PROFIT RATES

INTERNAL USE ONLY

RUSH PARK 3001 Blume Drive, Rossmoor, CA 90720				
DEDICATED SPACE				
FACILITIES		FLAT RATE		
East Rm. Storage		\$752.50		
Room by Old Sheriff's Office		\$1703		
Aud. Storage Rm. 1		\$1703		
Aud. Storage Rm. 2		\$1703		
FACILITIES	N/P	CAP		
Auditorium	\$52.25 hr.	299		
Auditorium	\$75.25 hr.	300+		
East Room	\$12.50 hr.	30		
West Room	\$10.50 hr.	15		
FIELDS-Hourly		N/P	Fields	
Softball & Soccer \$7 hr.			1, 2, 3, 4	

DONATED SPACE		
FACILITIES		
N/A \$0		
DUAL PURPOSE SPACE		
FACILITIES	N/P	CAP
West Room	\$10.50 hr.	15
Calvary & N/P ONLY and RCSD Dedicated Meeting Space		
FIELDS: FOR PROFIT HOURLY RATES		
CONTRACT		RATE
*Long Term		\$11.50 hr.
Short Term		\$23.00 hr.
*Minimum of 1 year		

ROSSMOOR PARK 3232 Hedwlg Rd., Rossmoor, CA 90720				
FACILITIES		N/P	CAP	
Community Room		\$29 hr.	40-50	
Kitchen		\$15 hr.	N/A	
FIELDS-Hourly		N/P	Fields	
Softball & Soccer \$7 hr.			1, 2, 3	
Basketball		\$9.50 hr.	Courts	
Volleyball		\$7 hr.	Court	

DONATED SPACE	
FACILITIES	
RATE	
Sheriff's Office	\$0

MONTECITO CENTER 12341 Montecito Rd., Rossmoor, CA 90720				
FACILITIES		N/P	CAP	
Community Room		\$25	75	

DONATED SPACE	
FACILITIES	
RATE	
Pre-School Storage Sheds	\$0
RHA Storage Shed	\$0

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-5

Date: October 13, 2026

To: Honorable Board of Directors

From: General Manager Sharon Landers

SUBJECT: RESOLUTION NO. 26-10-13-01 REJECTION OF GOVERNMENT CLAIM

RECOMMENDATION:

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve by roll call vote, Resolution No. 26-10-13-01, by reading the title only and waiving further readings as follows:

A RESOLUTION OF THE BOARD OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT'S REJECTION OF GOVERNMENT CLAIM

BACKGROUND:

A claim has been filed by Tim and Nancy O'Gorman, against the County of Orange and/or Rossmoor Community Services District in response to a claim filed against them alleging sustained personal injuries while walking on the surface between the curb and public sidewalk of Channing Way. This claim was forwarded to California Joint Powers Insurance Authority (CJPIA) who provides insurance for the District. Through CJPIA's claims administration, the District was advised to reject this claim because the district does not own or maintain the parkway, walkways, or streets.

The attached Resolution No. 26-10-13-01 formally rejects the claim. Further action on this matter will be conducted in accordance with established liability claim procedures as recommended by CJPIA. By rejection of this claim, the matter will be turned back over to CJPIA for their decision on whether or not to pay the claim.

ATTACHMENTS:

1. Draft Resolution No. 26-10-13-01 Rejection of Claim.
2. Claim: September 9, 2026.
3. Letter dated September 23, 2026 from CJPIA advising the District to Reject the Claim.

RESOLUTION 26-10-13-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT REJECTION OF GOVERNMENT CLAIM

WHEREAS, a claim for monetary damages (Claim) was presented by Tim and Nancy O’Gorman dated September 3, 2026 and received by U.S. Mail on September 9, 2026 against the Rossmoor Community Services District for property damages; and

WHEREAS, that the Board of Directors of the Rossmoor Community Services District has timely considered the Claim filed by Tim and Nancy O’Gorman.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Rossmoor Community Services District has concluded the Claim be rejected in its entirety.

BE IT FURTHER RESOLVED that the District’s General Manager is authorized to give notice to Tim and Nancy O’Gorman of this Board’s decision to reject in its entirety, the Claim, and further advise that said claimant has six (6) months from the date the rejection is deposited in the mail to file a court action of the Claim. Such notice together with a copy of this Resolution, shall be served upon Tim and Nancy O’Gorman on or before October 23, 2026.

PASSED AND ADOPTED this 13th day of October 2026.

AYES:

NOES:

ABSTAIN:

ABSENT:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Jo Shade, President

ATTEST:

Sharon Landers, Secretary
Rossmoor Community Services District

FOR COURT OR OFFICIAL USE ONLY

Postmark date if received by mail: _____

GOVERNMENT CLAIM—JUDICIAL BRANCH

(Government Code section 910.4)

CLAIMANT

Name of Claimant Tim O'Gorman and Nancy O'Gorman	Home Telephone	Work Telephone
Mailing Address 2361 Canning Way	City Rossmoor	State CA
		Zip Code 90720
Send notices regarding this claim to (if different from above):		
Name /Richardson, Fair & Cohen		
Mailing Address 1111 West Alameda Avenue	City Burbank	State CA
		Zip Code 91506

CLAIM INFORMATION

Date of Incident (Month/Day/Year) 06/17/2025	Time of Incident
Location of Incident Channing Way near intersection of Martha Ann Drive, Rossmoor, CA	
Describe the indebtedness, obligation, injury, damage, or loss incurred as a result of the incident. Jill Stephens filed case #30-2026-01566938-CU-PO-NJC in Orange County Superior Court against claimants, who assert potential indemnity rights against governmental entity or agency.	
State the circumstances that gave rise to this claim. (State the facts that support your claim and why you believe the court or another judicial branch entity is responsible for the alleged damage or injury.) If known, provide the name of the official or employee who allegedly caused the injury, damage, or loss (if there is more than one official or employee, name each). If you need more space, please attach additional sheets of paper. Jill Stephens filed case #30-2026-01566938-CU-PO-NJC in Orange County Superior Court against claimants, alleging she sustained person injuries while walking on the surface between the curb and public sidewalk of Channing Way. Claimants allege they may be entitled to indemnity by governmental entity or agency, to wit: County of Orange and/or Rossmoor Community Services District.	

GOVERNMENT CLAIM—JUDICIAL BRANCH

PAGE 1 of 2

RECEIVED

SEP 09 2026

Page 101 of 105

Name of Claimant: _____

If the total amount of your claim is up to \$10,000:

Amount of damages as of this date: _____

Estimated amount of future damages: _____

Total amount claimed: _____

If the amount of your claim is more than \$10,000, indicate whether your claim would be a limited civil case or an unlimited civil case (check one):

☐ Limited civil (amount is \$25,000 or less)

☒ Unlimited civil (amount is more than \$25,000)

State how the amount of your claim was computed (include copies of supporting documentation such as billing statements, invoices, receipts, and estimates).

List the names, addresses, and telephone numbers of all witnesses to the incident.

Provide any additional information that might be helpful in considering this claim.

Claimants assert that the County of Orange owns the land on which the alleged incident occurred.

Claimants assert that Rossmoor Community Services District has control over the land on which the alleged incident occurred.

REPRESENTATIVE (Complete only if claim is presented by someone acting on claimant's behalf)

Name of Authorized Representative

Les Eng, Esq.

Telephone

818-562-8882

Mailing Address

1111 West Alameda Avenue

City

Burbank

State

CA

Zip Code

91506

PLEASE NOTE: Presentation of a false claim with intent to defraud is a criminal offense (Penal Code section 72).

September 3, 2026

Signature of ☐ Claimant or ☒ Authorized Representative (check one)

Date

Deliver or mail this claim form to: ATTN: GENERAL COUNSEL
ORANGE COUNTY SUPERIOR COURT
CENTRAL JUSTICE CENTER
700 CIVIC CENTER DRIVE WEST
P.O. BOX 1994
SANTA ANA, CA 92702-1994

GOVERNMENT CLAIM—JUDICIAL BRANCH

PAGE 2 OF 2



September 23, 2026

TO: Rossmoor Community Services District
ATTENTION: Jessica Verduzco

RE: Claim	:	O’Gorman v. Rossmoor CSD
Claimant	:	Tom & Nancy O’Gorman
Date of Event	:	06-17-2025
Claim Number	:	CJP-3057468

Please allow this correspondence to acknowledge receipt of the captioned claim. Please take the following action:

- **CLAIM REJECTION:** Send a standard rejection letter to the claimant.

Please include a Proof of Mailing with your rejection notice to the claimant. Please provide us with a copy of the Notice of Rejection and copy of the Proof of Mailing. If you have any questions feel free to contact the assigned adjuster or the supervisor.

Very Truly Yours,

William L. Rice

William L. Rice
Claims Examiner II
Athens Program Insurance Services, LLC

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H

Date: October 13, 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:

- Along with President Shade and Vice President Nathan Searles, Carolyn Whang, Chris Argueta and I attended the very successful annual Heroes Luncheon sponsored by Los Alamitos Chamber and hosted at the Rush Auditorium by the District.
- The California Special District Association (CSDA) has generously agreed to give the District a reduced membership rate for 2027. We will be paying around \$5k rather than the \$8k that would otherwise be due.
- I observed the Orange County District Attorney's E-Bike Buy Back Program that took place in Angel Stadium on Sunday, Sept 13 where \$300 gift cards were given out in exchange for e-bikes. Based upon the enormous number of people that showed up to turn in an e-bike, the event was a great success. While it may not have been publicized, I learned that at least one person was arrested for having a stolen bike.
- My daughter and I attended the District's fourth and final Family Fest held at Rush Park on September 12, featuring The Trip. The crowd really enjoyed the band and there was a large turnout with over 3,000 in attendance.
- The District will be restarting the Harvest Festival which is targeted for kids. It will be held on Oct 28, 2026 at 4 p.m.
- Along with President Shade, I attended the Los Alamitos, Cypress & Seal Beach Rotary Wine and Dine event on the evening of Saturday, September 26, 2026 held at On The Greens in Los Alamitos.
- The Board recently approved registration, parking and mileage costs for me to attend the ICMA annual conference that will be held in Long Beach next week. As an exception to their normal policy, I was able to arrange to receive a reduction in the registration fee in

the amount of \$183 in recognition of my being on a panel. I will also receive free parking for the conference in recognition of my volunteering at one of the evening events.

- An executive at ProTek Pave whose daughter began attending pre-school at the Montecito Center this September has offered to reseal and restripe the Montecito Center parking lot as donation. This is a project that has been on the District's Capital Improvement Plan (CIP). The date that the work will occur is Saturday, October 31.
- I attended a 3-hour Land and Water conservation Fund Grant Workshop in Anaheim on October 2, 2026.
- On Sept 22, 2026, I attended an all-day webinar for the Statewide Park Development (SPP) grant.
- After being contacted by an Orange County Deputy District Attorney and conferring with President Shade, we agreed to accept a settlement for \$750 for fire damage that occurred in the public bathroom at Rossmoor Park several years ago.

ATTACHMENTS

None