

ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES of AUGUST 20, 2013 MEETING OF THE BOARD OF DIRECTORS

1. Call to Order/Roll Call.

The meeting of the Rolling Hills CSD held on August 20, 2013 was called to order at 7:05 p.m. by Vice President Matt Sites in the meeting room at Holiday Inn Express, 4360 Town Center Drive, El Dorado Hills, California. In addition to Vice President Sites, Directors John Kennedy, Mark Magee and Gordon Fawkes, General Manager Chaney Hicks, Board Secretary Linda Stone, and members of the community were present. A quorum of the Board was present at roll call.

2. Public Comment.

There was no public comment on matters not on the agenda.

3. Monthly Reports.

a. General Manager Report. Chaney presented an oral and written report. She advised that PG&E has determined that our District is on the A1 rate, which is the least costly rate. She is working with SunWorld on sprinkler timer issues at the park to see if the grass can be kept green without as much water. She is continuing to follow up with the homeowner on Manchester regarding the pothole in the driveway that is damaging the roadway. She is working to coordinate the repairs the homeowner will make to their driveway with the maintenance needed to the District roadway. The Master Plan survey has been posted to the website on Survey Monkey and flyers were distributed door-to-door to publicize the survey. This item will be discussed under the Old Business agenda item. The signs at the end of Winterfield Drive were replaced due to damage sustained by the grass fire and updated to set forth the correct Code sections. Vendor Sierra Fence replaced the posts.

b. Parks Committee Report. None.

c. Communications Committee Report. None.

President Halverson arrived at the meeting.

4. Consent Items

The Consent items, including approval of Minutes of July 16, 2013 Regular meeting and correspondence from the County of El Dorado Auditor Controller-Quarterly reports for second quarter 2013 and updated certificate of insurance from vendor California Pavement Maintenance Company, Inc. were considered. Director John Kennedy moved to approve the consent items and accept and file the correspondence; second by Gordon Fawkes; motion carried.

AYES: Halverson, Sites, Kennedy, Magee, and Fawkes

NOES: None

ABSENT: None

ABSTAIN: None

5. Old Business

a. **Master Plan for District.** The General Manager reported that to date 25 surveys have been received. The Board expressed its desire to give the process another month to see how many surveys it can collect, with the goal being 100, or approximately one-third of the community. Chaney will put up the District banners for visibility and to promote completion of the survey. This item will be discussed at the next meeting to determine the next steps based on surveys received at that time.

b. **Enforcement Authority over CC&R's.** The posting of the petition on the website has been a useful tool. Resident Nina Shouse raised the issue that the petition should have a mechanism for people to cast a dissent if they are opposed. Discussion was had regarding the purpose of the this petition; to see how much support is garnered from

the community regarding efforts to regain enforcement authority over the CC&Rs in Stonebriar and Shadow Hills (excluding Springfield Meadows). After discussion, Chaney will attempt to revise the Petition to include a comments box to be completed if a person dissents and is not in favor of the Petition. This status of the petition will be discussed at the next meeting to determine the next steps based on the status of the Petition at that time.

c. **Acquisition of Audio/Projection/Video Equipment for Use at Community Events.** On April 16, 2013, the Board passed a motion authorizing expenditure of \$600 from the FY13 budget for the acquisition of projection/audio/visual equipment to be used for community events. On May 21, 2013, the Board put on its agenda an item to augment the FY13 budget for the acquisition but at that time it was determined that there was no need to do so as no more than \$600 had been expended for this purpose. A projector was purchased in May for the sum of \$440.74 and subsequently home theatre components were purchased from Best Buy but then returned for full refund because they did not serve the purpose intended. The sum of \$300 was reserved for purchase of the final equipment needed; thus requiring an additional budget approval of \$140.74. Director Matt Site moved to approve additional budget approval in the amount of \$140.74 as necessary to complete the purchase of the receiver, blue ray player, and projector needed for use at community events; second by Director Mark Magee; motion carried.

AYES: Halverson, Sites, Kennedy, Magee, and Fawkes

NOES: None

ABSENT: None

ABSTAIN: None

d. **Speed Control Measures.** The General Manger and Board President lead the discussion about the various speed control measures available and investigated by the District over the past many months. Prior discussions focused on Stonebriar Drive, however it was noted that residents complain about the speeding on Montrose also. It is thought that two sets of speed cushions would be needed at an installation location to go all the way across the street. Chaney is going to revisit the bid received previously for interlocking rubber speed cushions, obtain additional bids, and investigate the cost of asphalt cushions also. This item will be brought back to a future meeting of the Board for consideration of cost and timing for this project.

6. New Business

a. **Adoption of Amended Policy No. 3038 entitled Accounts Payable; Resolution 13-05; Revision to specify the procedural steps for payment of monthly payment obligations.** The Clerk presented background regarding the procedures followed for payment of the District's expenses and a proposed redline reflecting changes to the policy. After discussion, President Halverson moved to adopt Resolution 13-05 approving the amendment to Policy No. 3038 as presented at the meeting; second by Director Gordon Fawkes; motion carried.

AYES: Halverson, Sites, Kennedy, Magee, and Fawkes

NOES: None

ABSENT: None

ABSTAIN: None

b. **Adoption of Amended Policy No. 3201 entitled Procedures for Enforcement of Ordinance Regarding Parking Restrictions; Resolution 13-06; Revision to address warning stickers issued to repeat offenders during any one year period.** The Clerk presented a proposed redline reflecting changes to the policy to provide that in the event three warning stickers are issued and placed on the same vehicle during any one year period, no further warnings are necessary and further violations will result in immediate issuance of a Citation by the Citation officer. Director John Kennedy moved to adopt Resolution 13-06 approving the amendment to Policy No. 3201 as presented at the meeting; second by President Tim Halverson; motion carried.

AYES: Halverson, Sites, Kennedy, Magee, and Fawkes

NOES: None

ABSENT: None

ABSTAIN: None

c. **Grass Fire which Occurred on July 19, 2013; authorization for expenditure of funds from Approved Budget for Maintenance due to Damages Sustained to District property and Authority granted to General Manager to Execute Necessary Proposals/Purchase Orders/Agreements for this purpose.** The General Manager provided information regarding the grass fire and her communications with representatives of the Fire Department. She voiced concerns that there was not a fire department presence near the most dangerous areas during the situation and we want to be certain our property and homeowners are protected. She was told that a lot is learned from each fire, and it appeared there was multiple ignition spots making the fire spread more rapidly. She outlined the damages and issues which resulted from the fire and requested authorization to expend up to \$1,000 to clean out V-ditches filled in from the fire, and other necessary maintenance as required. Vice President Matt Sites moved authorization for expenditure of not-to-exceed \$1,000 for this purpose to be charged against the approved budget account code 4190 and authorization for the General Manager to execute the necessary documents to carry out this work; second by President Halverson; motion carried.

AYES: Halverson, Sites, Kennedy, Magee, and Fawkes

NOES: None

ABSENT: None

ABSTAIN: None

d. **Fire Breaks-Consideration of Need for Additional Fire Breaks on District Property; Authorization for Expenditure of funds from Approved Budget for this Purpose and Authority Granted to General Manager to Execute Necessary Proposal/Purchase Order/Agreement for Project.** The General Manager reported that the Fire Department had recommended that the District consider scrapping fire breaks, as opposed to just disking, and the need to add additional fire breaks. She prepared a map depicting the existing fire damaged area and which depicted additional fire breaks suggested. The map is being sent to various vendors to provide bids for the work along with the District's requirements for the project. After discussion, Director Mark Magee moved to authorize expenditure of funds in the amount of \$2,200 to cut and scrape additional fire breaks as outlined in the map prepared by the General Manager. Upon further discussion, Director Magee amended his motion to authorize expenditure of funds in an amount not-to-exceed \$2,000 for this purpose and authorization for the General Manager to execute the necessary documents to carry out this work; second by Director John Kennedy; motion carried.

AYES: Sites, Kennedy, Magee, and Fawkes

NOES: None

ABSENT: None

ABSTAIN: Halverson

e. **EID Water Meters/Backflow Device; Discussion of EID District Meters in Stonebriar Park and Backflow Device; Authorization for Expenditure of Funds from Approved Budget to bring backflow device(s) into compliance and Authority for General Manager to Execute Necessary Proposal/Purchase Order/Agreement for Project.**

The General Manager briefed the Board about the call she received from EID regarding an interconnection problem with two water meters at Stonebriar Park which requires correction and installation of a backflow prevention device. Two meters are looped. The question was asked whether the District has been paying twice for the water used due to this issue to which EID advised it has not. Solutions for this issue include acquisition of a new meter which is extremely expensive or installation of a required backflow device and correction so the two meters will no longer be looped. The General Manager has obtained a cost estimate from the District's current landscaping provider and will obtain additional bids to get the best price for this required work. After discussion, President Halverson made a motion to authorize expenditure of not-to-exceed \$3,675 for correction of this water meter issue to be charged against the approved budget from account code 4189 and authorization for the General Manager to execute necessary documents to carry out this work; second by Director John Kennedy; motion carried.

AYES: Halverson, Sites, Kennedy, Magee, and Fawkes

NOES: None

ABSENT: None

ABSTAIN: None

f. **Direct Charge Assessment Correction for Dunnwood Drive Parcel.** The General Manager briefed the Board regarding the fact that a parcel of real property was inadvertently not included on the County Tax Rolls for Direct Charge Assessment purposes due to a Board of Equalization error when updating the Subdivision Map for William Lyon Homes many years ago. She discussed that the remedies available at this time are to seek addition of this parcel for inclusion on the current tax roll and going forward and/or seek its addition to the tax rolls for the past three prior tax rolls. In response to questions from the Board, the General Manager confirmed that the error was in no way the fault of the property owner. Based thereon, Vice President Matt Sites moved that the parcel be added to the current tax roll for inclusion this year and going forward but that no action be taken to pursue collection of fees for the prior three tax rolls; second by Director John Kennedy; motion carried.

AYES: Halverson, Sites, Kennedy, Magee, and Fawkes

NOES: None

ABSENT: None

ABSTAIN: None

g. **Street Repairs; Staff seeking authorization for expenditure of funds from Approved Budget for Maintenance needed to Montecito and Manchester road areas and authorization to General Manager to Execute Necessary Proposal/Purchase Order/Agreement for Project.** The General Manager presented the bid received for road work required to Montecito to repair an asphalt failure. In addition she reported that work required to the District roadway on Manchester would be more cost effective if done at the same time work is performed on Montecito. The repair will be done to bring the failed road section up to current standard with a 4" base instead of the minimal 2" base. The Board inquired when the best time to perform roadwork would be to minimize cost and noted the upcoming rainy season and inherent risks to further degradation of the roadway. After discussion, Director John Kennedy moved to authorize expenditure of not-to-exceed \$12,600 for roadwork to Montecito and Manchester as soon as possible from the approved budget as discussed at the meeting and authorization for the General Manager to execute necessary documents to carry out this work; second by Director Mark Magee; motion carried.

AYES: Halverson, Sites, Kennedy, Magee, and Fawkes

NOES: None

ABSENT: None

ABSTAIN: None

h. **Consideration of Montrose Homeowner's Request for Acquisition of District Property Adjacent to Homeowner's Property.** Discussion was had regarding the request from the homeowners at 200 Montrose Court for acquisition from the District of some portion of District real property (open space) adjacent to the homeowner's lot. It was noted that development of the Master Plan includes options for walking trails and development of various open space areas within the District. It was also noted that such an undertaking would involve evaluation of any necessary environmental reviews, surveys, valuations, present or future plans for District property, and the precedence such an activity would set. One board member commented regarding the possibility of selling off various District open space in the form of lots for residential construction as a means to generate revenue for the District. After discussion, President Halverson moved that the Board respond to the homeowner's request for acquisition of District property adjacent to his lot and advise that it is not interested in pursuing this possibility at this time; second by Director John Kennedy; motion carried.

AYES: Halverson, Kennedy, Fawkes

NOES: Magee

ABSENT: None

ABSTAIN: Sites

Adjournment.

The meeting was adjourned at 9:08 p.m. upon motion by John Kennedy, second by Tim Halverson; motion carried.

Submitted by:

Linda Stone, Board Secretary

Approved by Board: September 17, 2013