

**ROLLING HILLS COMMUNITY SERVICES DISTRICT**  
**MINUTES of JANUARY 26, 2016 MEETING OF THE BOARD OF DIRECTORS**

**1. Call to Order/Roll Call.**

The meeting of the Rolling Hills CSD held on January 26, 2016 was called to order at 7:01 p.m. by President Matt Sites in the meeting room at Holiday Inn Express, 4360 Town Center Drive, El Dorado Hills, California. In addition to President Sites, Directors Tim Halverson, Gordon Fawkes, Mark Magee, General Manager Chaney Hicks, Board Secretary Linda Stone, and one resident of the District were present at roll call.

**2. Public Comment.** A resident new to Stonebriar attended the meeting to comment on the daily watering observed at many residences in the District even though it is winter and we are subject to EID watering restrictions. The Board advised that watering practices of residents is not within its jurisdiction but suggested contacting EID about the matter.

President Sties asked for a moment in silence in remembrance of the District resident who lost his life in an automobile accident on January 6.

**3. Monthly Reports**

a. General Manager Report. Chaney presented an oral and written report. Issues discussed with the landscapers this month included installation of the park irrigation controller cage this week and mud and bark runoff from the rain which is affecting a Dunnwood Drive sidewalk. The crews will remove the debris. With respect to reimbursement from Comcast for encroachment damages, the Clerk reported the balance of the reimbursement has now been received. Chaney reported both Stonebriar Drive and Berkshire Park have had vehicles encroach onto District property and cause damage to the turf. She reported that the Fire Access gates are being fabricated and are scheduled for installation February 5. She issued one warning sticker for landscape encroachment and is working with the lender of an abandoned home regarding chemicals left crated in the driveway. No new issues were discussed with residents this month. Tim Halverson commented about the redwood trees and noted that the rain doesn't seem to be helping them revive. Chaney said it is a wait and see issue with the hope that eventually they will return to a healthy state.

b. Communications Committee Report. The Communications Committee did not meet this month.

**4. Consent Items**

The consent items consisting of the draft minutes of December 15, 2015 regular meeting of the Board of Directors; Financial Report prepared by the County Auditor's office for the month ending December 31, 2015; correspondence including: El Dorado County Election Department correspondence dated January 4, 2016 requesting updated Statement of Facts; El Dorado County Community Development Agency correspondence dated January 8, 2016 regarding Carson Creek application for Specific Plan Amendment; County of El Dorado Board of Supervisors correspondence dated January 12, 2016 regarding request for Resolution from Knolls Property Owners Community Services District (Rescue area) for change of regularly scheduled election date for directors from odd to even-numbered years; CSDA correspondence dated January 19, 2016 regarding membership renewal and description of benefits and programs offered; and receipt of additional SEFNCO Communications reimbursement in the amount of \$725.00 were considered. Director Tim Halverson moved to approve the consent items and accept and file the items; second by Director Mark Magee; motion carried.

AYES: Sites, Halverson, Magee, and Fawkes

NOES: None

ABSENT: Kennedy

ABSTAIN: None

## 5. Old Business.

**a. Brick Sound Wall Parallel to White Rock Road Within District; Capital SouthEast Connector Segment D3/E1 Project –** General Manager Chaney Hicks provided an update regarding her efforts to obtain the sound wall information and as-build drawings. She has the pertinent Assessor's parcel numbers but County staff said they would need to do research to attempt to find the documents at a cost of \$50.00 plus hourly research time at rate of \$100.00 per hour, with no guarantee of finding the drawings. The Board determined that it would look into other avenues and contacts to locate the drawings before authorizing these funds. No action was taken at this time.

**b. Standard Pacific Homes' (now known as CalAtlantic) Request for Grant of Easement-** Chaney provided an updated draft of the Grant of Easement document regarding the EDS 23 development project. Due to legal and District concerns, Rachel Corona, on behalf of CalAtlantic, said they will prepare two separate documents to accomplish this; the Grant of Easement in form for recordation and a separate Utility Easement Agreement which will reflect the terms and conditions for the grant. Chaney is still waiting to hear back from the District's legal counsel with further comments. Matt Sites will prepare and provide the detailed information to be incorporated in the agreement regarding the roll at the curb specifications.

**c. Continuing Vehicle Trespass and Boulders as a Deterrent.** Chaney Hicks provide an update regarding continued trespass on to District property. She evaluated the areas where trespass access is occurring and discussed two alternative solutions; planting of trees to block access which would then require watering and maintenance, or placing some additional boulders. The economics of the two solutions showed placing boulders would be the most cost effective solution. Based on that information, Director Tim Halverson moved to authorize expenditure of funds from approved FY16 budget to purchase 15 additional boulders/landscape materials to prevent vehicle trespass in an amount not to exceed \$1,500 as discussed at the meeting; second by Director Mark Magee; motion carried.

AYES: Sites, Halverson, Magee, and Fawkes

NOES: None

ABSENT: Kennedy

ABSTAIN: None

**d. RHCS D Website.** Director Tim Halverson provided an update regarding the compromise of the website and steps taken to get the basics of a new site up and running for compliance reasons. After discussion, Director Halverson moved to ratify an expenditure of funds to reestablish a new platform for the website in the amount of \$650.00 and further authorize an additional expenditure of funds in the amount of \$650.00 to do further rebuilding work on the website, get the District emails working and provide some education to staff for utilization of the new platform; second by Director Gordon Fawkes; motion carried. The issue of the website will be brought back to the Board for further action once this preliminary work is accomplished.

AYES: Sites, Halverson, Magee, and Fawkes

NOES: None

ABSENT: Kennedy

ABSTAIN: None

**e. Survey of District Property Lines.** The Board discussed the need to proceed with a survey of the district's property line near Stonebriar Park in light of the fact that the encroachment issue has not been resolved. The Board gave unanimous direction that it wants one final letter dispatched to the homeowner via Certified mail with a ten day timeframe for response. Failing satisfactory resolution by that deadline, Director Tim Halverson made a motion to authorize expenditure of funds from the approved FY16 budget to conduct a survey of the subject property line adjacent to 3115 Montrose at a cost of not to exceed \$4,000; second by President Matt sites; motion carried.

AYES: Sites, Halverson, Magee, and Fawkes

NOES: None

ABSENT: Kennedy

ABSTAIN: None

## **6. New Business**

**a. Winter 2015-16 Storm Drain Flooding and Tree Issues.** Chaney Hicks presented detailed information regarding recent flooding caused by tree roots infiltrating the culvert system at two locations on Stonebriar. She explained that Express Sewer had come out and used an auger to clear the culvert line where it exits into the open space, but the line has so many large roots the auger will not work to clear that section of pipe and the line needs to be dug out. Chaney met with and obtained bids from three contractors to assess the problems. Two firms provided estimates based on digging up the affected sections of the drains and replacing them with new pipe. The bids were estimates only and actual work would be done on a time and materials basis. She also talked further with Express Sewer to see what other options they might suggest. They bid an alternative approach with excavation and clearing of the pipe by the manhole and then using an auger and/or water blast to work on the section towards White Rock Road. It is understood the pipes are cracked and that if they are successful with removal of the roots they will come back. Another issue discussed was the fact that the trees along White Rock Road near that location are probably the source of the roots causing the problems. Given the high estimates, the Board discussed the cheaper option of replacing a section of pipe in the Stonebriar location and utilizing the additional auger method of attempting to clear the lines. They described a two-step approach where the initial work would be done to clear the lines; then for phase two, depending on what is found when the work is done, a long term plan would be developed for dealing with the issue of the trees and tree roots affecting the drain lines in those locations. Director Tim Halverson made a motion to approve an expenditure of funds from the approved FY16 budget in an amount not to exceed \$10,000 to do the excavation and maintenance work and further augering necessary to remove the clogs and clear the lines at both locations. Further discussion was had regarding the work which may be done by CalAtlantic during their development process which may provide an opportunity for the District to replace its pipeline at that time also. The motion was seconded by Director Gordon Fawkes; motion carried.

AYES: Sites, Halverson, Magee, and Fawkes

NOES: None

ABSENT: Kennedy

ABSTAIN: None

**b. Request from Resident re Website/Newsletter.** – Staff presented a resident's request to publish on the CSD website and in the newsletter a press release issued by Rural Communities United regarding its lawsuit against the County regarding development issues. It appears from the Board's information that the suit does not raise issues which are within the Board's jurisdiction. The Board determined previously with the passing of its Policy regarding usage of District bulletin boards, that the information placed on the bulletin boards shall be limited to official business of the District and official business of the Architectural Control Committees of each neighborhood. It was the unanimous direction of the Board members present that it would extend that policy decision to its website and newsletter content for consistency.

**c. Newsletter for 2016.** General Manager Chaney Hicks discussed the content to be included in the next newsletter. Topics included an updated President's Message, the draught and water updates, storm drain issues, tree trimming, increasing infrastructure expenses due to age, and a calendar with upcoming events. Work will continue on the next issue of the newsletter targeted for February.

**d. Request for Proposals for Legal Services.** Clerk Linda Stone presented a summary of the six proposals received in response to the District's Request for Proposals for legal services. The Board discussed the experience of the firms and specific attorneys proposed, hourly rates and expenses, accessibility, and other issues. By unanimous consent of the

Board members present, it narrowed the proposals down to three firms with whom interviews will be scheduled. Once those meetings are held, the matter will be brought back to the Board for further discussion and selection.

**7. Adjournment.**

The meeting was adjourned at 9:50 p.m. upon a motion by Tim Halverson, second by Matt Sites; motion carried.

Submitted by:

/s/

Linda Stone, Board Secretary

Approved by Board: February 16, 2016