

ROLLING HILLS COMMUNITY SERVICES DISTRICT

MINUTES of NOVEMBER 15, 2011 MEETING OF THE BOARD OF DIRECTORS

Call to Order/Roll Call.

The meeting of the Rolling Hills CSD held on November 15, 2011 was called to order at 7:08 p.m. by President Tim Halverson in the meeting room at Rolling Hills Community Church, White Rock Road, El Dorado Hills, California. In addition to President Halverson, Directors Mike Nevlida and Mark Magee, General Manager Chaney Hicks, Board Secretary Linda Stone, and a resident were present. Director John Kennedy was absent.

2. Public Comment. None

3. Monthly Reports.

a. General Manager Report.

Chaney reported regarding she has met with SunWorld to discuss the excess standing water in the park and resulting mowing problems. SunWorld will forward a cost estimate for the addition of three drains to the park. In addition, Tony of SunWorld will evaluate the situation with the photinia along the White Rock Road sound wall. The welcome to the district CSD signs have been received and are ready for installation. Chaney will work with Butch to determine the best location in Springfield Meadows. She reported that she has installed the weather stripping to the bulletin boards, that a new replacement stop sign is needed in Stonebriar, that the fire access at Manchester and Haddington painting project is not yet complete, and her ongoing community related work. Chaney will make contact with the Cub Scouts who are possibly interested in volunteer service to stain fences.

b. Parks Committee Report. Nothing to report.

c. Communication Committee Report. Director Mike Nevlida reported on his on-going work on the newsletter and website updates and improvements.

4. Consent Items

The consent items were reviewed by the Board, including the draft minutes of the October 18, 2011 meeting of the Board of Directors; monthly financial reports for October, 2011 prepared by the Auditor's office; correspondence including letter from the U.S. Department of Commerce Census Bureau, CSDA renewal letter and CPA firm announcing a government tax seminar. Director Mike Nevlida moved to approve the consent items; second by Director Mark Magee; motion carried.

AYES: Halverson, Magee and Nevlida

NOES: None

ABSENT: Kennedy

ABSTAIN: None

5. Old Business

a. Ordinance No. 2011-01 Regarding Culvert and Roadway Maintenance and Repair. The second reading of this Ordinance came before the Board, President Tim Halverson moved to adopt Ordinance No. 2011-01; Director Mike Nevlida second; motion carried.

AYES: Halverson, Magee and Nevlida

NOES: None

ABSENT: Kennedy

ABSTAIN: None

b. Ordinance No. 2011-02 (amending Ordinance No. 2006-02) Regarding Sidewalk Maintenance and Repair . The second reading of this Ordinance came before the Board, Director Mike Nevlida moved to adopt Ordinance No. 2011-02; Director Mark Magee second; motion carried.

AYES: Halverson, Magee and Nevlida

NOES: None

ABSENT: Kennedy

ABSTAIN: None

c. Consideration of Ordinance amendment regarding Parking Restrictions. This item came on for discussion and possible introduction and first reading. The bulk of the amendment pertains to parking issues on the streets in the Springfield Meadows community. After discussion, the General Manager was directed to look into options including restricting parking completely, allowing in the cul-de-sac areas only with proper signage, and/or allowing on one side of the street only. Further discussion was had regarding options for processing of parking permit applications and payments electronically. The Secretary was directed to discuss options with the Auditor's office. The Board desires to obtain input from Springfield Meadows residents as well. The matter was continued to a future meeting of the Board.

d. Vacant Board Position. No action taken.

e. Consideration of Revisions to Policy for Enforcement of Parking Ordinance, etc. After discussion, the Board asked that further revisions be made to the proposed policy to provide the residents with a courtesy double warning about the parking violation. In addition to a Warning Sticker being placed on the vehicle, boat, camper, trailer or other offending vehicle, a second notification in form of a letter would be posted on the door to the entrance of the residence which appears to be the responsible party. The remainder of the policy would remain unchanged, but it is the Board's hope that this double notification system would ensure that the notification is, in fact, received. The matter was continued to the next regular meeting of the Board.

f. Consideration of Expansion of Scope of Landscape Maintenance Contract to include cutting of weeds at various locations within the District. After discussion, it was determined there is no budget for expanding the scope of landscape maintenance services at this time. No action was taken.

6. New Business

a. Consideration of Amended Policy and Procedure Regarding Petty Cash Account – Resolution 11-11. The Board considered draft Resolution 11-11 authorizing adoption of amendment to Policy no. 3041 which outlines the procedures for use of the petty cash checking account. The amendment provides that the balance in the account shall be increased to \$5,000. President Tim Halverson moved to adopt Resolution 11-11 and the attached amended Policy 3041; Director Mike Nevlida second; motion carried.

AYES: Halverson, Magee and Nevlida

NOES: None

ABSENT: Kennedy

ABSTAIN: None

b. Consideration of Policy and Procedure for Enforcement of Culvert and Roadway Maintenance and Repair Ordinance – Resolution 11-12. The Board considered draft Resolution 11-12 authorizing adoption of Policy no. 3205 which sets forth the procedure to be followed for enforcement of Ordinance 2011-01, the purpose of which is to establish the responsibilities and duties of property owners regarding

maintenance and repair of the culverts located on their real property. Director Mark Magee moved to adopt Resolution 11-12 and the attached Policy 3205; President Tim Halverson second; motion carried.

AYES: Halverson, Magee and Nevlida

NOES: None

ABSENT: Kennedy

ABSTAIN: None

c. Update Regarding Development of Master Plan for Parks. The matter was continued to a future meeting of the Board.

7. Adjournment.

The Board determined that because there is no pressing business before the Board in December and in a cost savings measure, the December regular meeting will be cancelled. The next regular meeting of the Board will be in January, 2012. The meeting was adjourned at 8:50 p.m.

Submitted by:

/s/

Linda Stone

Board Secretary

Approved by Board: January 17, 2012