

Board of Directors **Special Meeting – Meeting Minutes**
WORKSHOP REGARDING MASTER PLAN DEVELOPMENT

ROLLING HILLS COMMUNITY SERVICES DISTRICT

Tuesday, March 13, 2012 - 7:00 p.m.

Rolling Hills Church Meeting Room

1. Call to Order/Announcements

Begin Meeting 7:06 pm. Attendees: Chaney Hicks, Tim Halverson, John Kennedy, Mike Nevlida

2. Public Comment – None

3. Monthly Reports

- a. General Manager Report - deferred
- b. Parks Committee Report - deferred
- c. Communication Committee Report – Mike discussed newsletter developments (See attached). Ordered 500 for \$182, we need to stamp and tab and mail (within one week). No sponsorship included at this time. Mike researched tax exempt through IRS, accountant and legal counsel may need to be contacted in regards to acceptability of us having tax exempt status. CSDA requested update and Mike will forward to them. Mike will also post to website, Yahoo groups and take Presidents message and post directly to the website. Maintenance has been done (see attachment).

4. Initial Workshop to discuss draft Master Plan

- RHCSO Planning Process for Master Plan development:
 - a. Time line
 - b. Data Poll from CSDA of Other CSD's master plan (Mike)
 - c. Subcommittee Creation, each Board Member to take lead of one and the Park Committee should get new members since the only two remaining are a Board Member and the GM. Finance/Grants: look at existing finances and determine new financial needs based on community requests. Design Committee: Overseeing other committees and working with Architect to see work done. Parks/Open Spaces Committee. Survey Committee: Create, Distribute and Disseminate. Partnerships/Outreach Committee: Work with other agencies. Advisory Committee: Made up of one person (lead) from each subcommittee and will be responsible for deliverables to the Board.
 - d. Develop subcommittee tasks
 - e. Development of flow chart establishing chain of command (Tim)
 - f. Survey Committee: Milestone, get survey that Board approves/ratifies, get as much data as possible, give results to Board
 - g. Coordinate with school calendars to determine conflicts for CSD events to gather/share Master Planning Process (John)

- h. Finalize budget for Master Plan Process
 - i. Put together plan for CSD events (family movie night and adult wine tasting/food pairing) to garner attention and get community involved. (Chaney)
- Vision – Discuss Mission: Build and maintain community facilities and infrastructure and provide services that support the evolving needs and desired services of community members. Be fiscally prepared and conduct business professionally in support of longevity.
- Public Involvement: A key point is to get community involved in Workshops to develop a long term development plan.

5. Adjournment

9:05 pm.

Submitted by:

Chaney Hicks, Acting Secretary

Approved by Board: March 20, 2012