

ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES of DECEMBER 18, 2012 MEETING OF THE BOARD OF DIRECTORS

1. Call to Order/Roll Call.

The meeting of the Rolling Hills CSD held on December 18, 2012 was called to order at 7:04 p.m. by President Tim Halverson in the meeting room at Holiday Inn Express, 4360 Town Center Drive, El Dorado Hills, California. In addition to President Halverson, Directors John Kennedy, Gordon Fawkes, Matt Sites and Mark Magee, General Manager Chaney Hicks, and Board Secretary Linda Stone were present at roll call, along with residents from the community.

2. Public Comment. Residents from 200 Montrose Court were present at the meeting and requested to discuss the tree situation. President Halverson advised them that the matter could not be discussed since it was not on the agenda, however, invited them to attend the next regular meeting on January 15, 2013, at which time the matter will be agendized.

3. Swearing-In of Board Members/Oaths of Office. John Kennedy (full term: 12/7/12 – 12/2/16), Gordon Fawkes (full term: 12/7/12 – 12/2/16), Mark Magee (full term: 12/7/12 – 12/2/16), and Matthew Sites (unexpired two year term: 12/7/12 – 12/5/14) were sworn in by the Clerk and executed the Certificate of Election and Oath of Office forms.

4. Monthly Reports.

a. General Manager Report. Chaney presented the items contained in her written report which included that the new street signs at Summerfield Court and Summerfield Drive are in and will be installed; replacement of lights in Springfield Meadows; and continued work to replace the light pole and globe on Manchester due to the auto colliding with it. She confirmed she has made contact with the insurance company and provided the costs for the claim, including her time spent on the issue. Tim Halverson has spoken with a vendor that replaces standard bulbs with LED lights. He will provide the contact information to Chaney since the Board is interested in looking at the possibility of moving toward LED lights for cost saving. Chaney updated the Board about her dealings with the residents at 200 Montrose Court regarding the tree issues. They have agreed to the bond, however they have issues about the type of replacement tree requested by the District. It was noted that the draft settlement agreement does not currently provide a completion date. The Board requested that the work be completed by April 1, 2013 and that the draft agreement be revised accordingly. The matter will be on the next meeting agenda.

In addition, Chaney discussed the flooding issues and need for the storm drains to be cleared of debris. She will look into the costs for this service and maintenance. Going forward, for properties that have leaves or tree issues which can lead to potential flooding issues, the District will be proactive by sending letters to the property owners bringing the potential issues to their attention with the hope that the problems will be addressed and flooding problems avoided.

b. Parks Committee Report. None.

c. Communications Committee Report. None.

5. Consent Items

The Consent items, including approval of Minutes of November 13, 2012 Regular meeting, approval of Monthly Financial Reports for Month End October 30, 2012, monthly bank statement, and correspondence from SBE regarding 2013 increase were reviewed by the Board. Director Gordon Fawkes moved to approve the consent items; second by President Tim Halverson; motion carried.

AYES: Halverson, Fawkes, Sites and Magee

NOES: None

ABSENT: None

ABSTAIN: Kennedy (abstain re Minutes since he was absent at that meeting)

6. Old Business

a. Update regarding CSDA's request for Legislative Proposals to further the interest and better enable the efficiency and effectiveness of all types of special districts in the state— Request for CSD to have Authority over CC&R's . Director Matt Sites presented the Board with a draft letter for discussion reflecting his efforts to come up to speed regarding the applicable statutes and this issue. The Board confirmed that Rolling Hills CSD, formerly Springfield Meadows CSD, is listed under subsection (b) of Government Code section 61601.10. Matt will continue his work on this item and report back to the Board.

b. Rolling Hills CSD Annual Audit for Fiscal years Ended June 30th, 2009, 2010, and 2011. President Tim Halverson made a motion that the Board shall receive and file the audit report with the El Dorado County Auditor/Controller's Office as submitted by Vaughn Johnson, CPA; second by Director Gordon Fawkes; motion carried.

AYES: Halverson, Kennedy, Fawkes, Sites and Magee

NOES: None

ABSENT: None

ABSTAIN: None

c. Consideration of Adoption of Amended Policy No. 2002 entitled Job Description – Board Secretary/Clerk; Resolution 12-09. Amended policy for purpose of making job title and duties consistent with references throughout Policies and Procedures as discussed at September 18, 2012 Board meeting. Director Gordon Fawkes made a motion that the Board adopt Resolution 12-09 amending Policy No. 2002 as stated above; second by Director John Kennedy; motion carried.

AYES: Halverson, Kennedy, Fawkes, Sites and Magee

NOES: None

ABSENT: None

ABSTAIN: None

7. New Business

a. Annual Organizational Meeting (RHCSA Policy no. 5010.5) - Selection of President/Chair and Vice President for 2013.

Discussion was had regarding the offices for 2013. Tim Halverson made a motion to nominate Matt Sites to serve as President for 2013. Further discussion was had regarding Matt's time constraints and availability to serve in this position. Tim withdrew the motion. John Kennedy made a motion to nominate Gordon Fawkes as President and Matt Sites and Vice President. Gordon Fawkes respectfully declined the nomination. Director Mark Magee made a friendly amendment to the motion nominating Tim Halverson as President with Matt Sites as Vice President; second by Gordon Fawkes. No further discussion as had. Motion carried.

AYES: Halverson, Kennedy, Fawkes, Sites and Magee

NOES: None

ABSENT: None

ABSTAIN: None

b. Board Member Training offered by CSDA on January 10, 2013 in Sacramento. Gordon Fawkes expressed interest in attending the training. It was noted that funds to cover the costs of attending the training were approved in the FY12-13 budget. President Halverson made a motion to approve the registration cost for Gordon Fawkes to attend the training, plus payment to Gordon for a day of service, plus reimbursement for parking and mileage expenses; second by John Kennedy. Discussion included the request that Gordon report back to the Board regarding the training. Motion carried.

AYES: Halverson, Kennedy, Fawkes, Sites and Magee

NOES: None

ABSENT: None

ABSTAIN: None

Adjournment.

The meeting was adjourned at 8:16 p.m. upon motion by Tim Halverson, second by Matt Sites; motion carried.

Submitted by:

/s/

Linda Stone

Board Secretary

Approved by Board: January 15, 2013