

ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES of NOVEMBER 17, 2015 MEETING OF THE BOARD OF DIRECTORS

1. Call to Order/Roll Call.

The meeting of the Rolling Hills CSD held on November 17, 2015 was called to order at 7:05 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, Mark Magee, John Kennedy, General Manager Chaney Hicks, and Board Secretary Linda Stone were present at roll call. Director Gordon Fawkes arrived during the meeting.

2. Public Comment. None.

3. Monthly Reports

a. General Manager Report. Chaney presented an oral and written report. Issues discussed with the landscapers included follow-up regarding the park irrigation controller cage which is pending arrival from the manufacturer and irrigation needs at the Stonebriar entrance. All irrigation has been turned off but will be monitored in the event of periods of no rain. Chaney has made contact with the Folsom Heights developer to discuss the fire break requirements as mandated by the Fire Department. While it is the developer's intent to sell the property, the partnership agreed to pay its portion of the fire break costs next year. Chaney is getting bids now to make them aware of their portion of the obligation for their 50' section. She reported the new event signs have been received; she is awaiting receipt of the reimbursement from Comcast in the sum of \$1,110 for the damage caused by the truck encroaching on District property. She has handled two encroachment issues and dispatched postcards to residents who have issues to be addressed. Two warning stickers were issued for RV's/trailers and both were removed the next day.

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

4. Consent Items

The consent items consisting of the draft Minutes of October 20, 2015 regular meeting; Financial Report prepared by the County Auditor's Office for the month ending October 31, 2015; and bank statement for period ended October 15, 2015 were considered. The clerk noted Director Gordon Fawkes provided in advance of the meeting a few corrections to the draft minutes and said those would be made. Director Tim Halverson moved to approve the consent items with changes as noted and accept and file the items; second by Director Mark Magee; motion carried.

AYES: Sites, Halverson, Kennedy and Magee

NOES: None

ABSENT: Fawkes

ABSTAIN: None

5. Old Business.

a. **Standard Pacific Homes' Request for Grant of Easement.** Standard Pacific Homes' representative did not attend the meeting. Chaney said they had submitted a draft Grant of Easement document in favor of EID to resolve the issue of water and sewer utility alignment and access via CSD property. Staff noted that the document had much clean up to be done and especially in light of the comment draft version received from legal counsel. The Board asked the Clerk to do the clean-up to the document and then it will be re-routed back for review by Standard Pacific Homes and legal counsel. It was unclear whether one Grant of Easement would cover both the water and sewer issues or if two separate documents were needed. Linda Stone said she would get a clean version of the document back to Chaney this week.

b. **RHCSD Website.** The ongoing issue of the website difficulties with posting and accessing documents was discussed. In addition, the Board members discussed whether they wanted to pursue aid from a college computer

class to generate the website or seek bids from outside vendors for the needed services. It was the unanimous direction of the Board members present to pursue bids from vendors so that ongoing support and continuity would be available to maintain and update the website in the future. The board members discussed and developed a list of the criteria to be included in the Request for Proposals and a rough budget for the project. It was suggested that a budget cap of \$7,500 be included in the RFP document with the note that the RFP solution based responses provide the vendor's input as to costs for the various requirements and whether that budget will be sufficient for all of the desired components of the new website including documents management capabilities. The clerk will prepare the Request for Proposals.

6. New Business.

a. Brick Sound Wall Parallel to White Rock Road within District. As a follow up to the public comment at the October meeting from residents Marcus and Karen Collins regarding the Capital SouthEast Connector Segment D3/E1 project and that project's possible impacts on the District, the issue of the sound wall along White Rock Road was discussed. The Clerk said the District owns the sound wall as it is covered by the District's liability insurance policy. Aside from the notice brought to the meeting in October, the District did not receive notifications about the project and Chaney said she will look into it further. The Clerk said she will forward to Chaney, Matt, and Tim the name of the project contact which was listed on the information submitted by the Collins.

b. Existing Fire Gates in District. Chaney introduced this item and advised that when she unlocked the fire gates in preparation for the rerouting of traffic due to the recent roadwork, she became aware that the existing gates as manufactured and installed do not open to the full arch as necessary for full operation. She is seeking authorization for expenditure of funds to retrofit the gates as needed to enable them to swing fully open. The Board discussed hinge sizes and placement with regard to solutions for the fix. Director Tim Halverson moved to approve expenditure of not to exceed \$1,500 from the approved budget for retrofit of the two fire gates to enable them to swing fully open; second by President Matt Sites; motion carried.

AYES: Sites, Halverson, Kennedy and Magee

NOES: None

ABSENT: None

ABSTAIN: Fawkes

c. Legal Services. The Board noted it has been many years since the District has gone out to bid for legal services. It was the unanimous direction of the Board members present to prepare a Request for Proposals to seek bids for general counsel services. The clerk will prepare the Request for Proposals.

7. Adjournment.

The meeting was adjourned at 8:17 p.m. upon a motion by Tim Halverson, second by Matt Sites; motion carried.

Submitted by:

/s/

Linda Stone, Board Secretary

Approved by Board: December 15, 2015