

Board of Directors Regular Meeting - AGENDA
ROLLING HILLS COMMUNITY SERVICES DISTRICT
Tuesday, July 21, 2015

7:00 p.m.

Holiday Inn Express Meeting Room
4360 Town Center Drive, El Dorado Hills, CA

1. Call to Order - Pledge of Allegiance; Roll Call

2. Public Comment - Items Not on Agenda

At this time, members of the public may address the Board of Directors regarding any item within the subject matter jurisdiction of the Board, not set forth as an agenda item. No action may be taken on items raised during Public Comment as they are not on the agenda. Issues presented in Public comments may be referred to staff or scheduled on a future board agenda. If you wish to address the board, it asks that you complete a blue speaker request and deliver it to the President before the Public Comment portion of the meeting. Please limit your comments to three minutes or less. The public comment portion of the meeting will not exceed 15 minutes.

In addition, members of the public may address the Board of Directors regarding an agenda item after that item has been called but before the Board entertains its discussion of the item.—If you wish to address the board, please complete a speaker request and deliver it to the President before the agenda item on which you wish to be heard is called. Please limit your comments to three minutes or less.

3. Monthly Reports

- a. General Manager Report
- b. Communication Committee Report

4. Consent Items

All items on the Consent calendar are considered routine and will be approved without discussion by a single roll call vote. Any Director or member of the public may remove an item from the Consent calendar. If an item is removed it will be discussed separately following approval of the remainder of the Consent calendar. Prior to the roll call vote to approve the Consent calendar, the Directors will be polled to determine if any person wishes to abstain from one or more items on the Consent calendar.

- a. Approval of draft Minutes of June 16, 2015 regular meeting of the Board of Directors
- b. Bank statements for periods ended June 12, 2015 and July 14, 2015
- c. SDRMA letter re: 2015-16 Property/Liability Coverage Documents/Member's Certificate of Coverage dated July 1, 2015
- d. California Special District's Association 2015 Board Elections Mail Ballot Information
- e. June 1, 2015 letter from California State Controller forwarded by Auditor's office regarding deadline for filing of 2014 Government Compensation in California Report
- f. EID Notification – EID Customers Reduce Water Use in June

Consent items pulled for discussion: _____

5. Old Business

- a. Road and Speed Control Measures on Stonebriar Drive – Staff to provide update regarding Case Study to be conducted by El Dorado Hills Fire Department for purpose of collaborating and developing solutions to address neighborhood speeding; designation of RHCS D representative to serve on Case Study Group (Discussion/Action Item)

6. New Business

a. Public Hearing – Open Public Hearing Regarding Authorizing the Continued Collection of the Direct Charge Assessment FY16; Public Comment; Close Hearing.

Action: Adoption of Resolution 15-01 Authorizing continued collection of the Direct Charge Assessment of \$200 in FY16 for the purpose of maintaining and improving community infrastructure and for other lawful purposes of the District.

b. Public Hearing – Open Public Hearing regarding Establishing the Appropriation Limits for Fiscal Year 2016 for RHCSO as described in Article XII B of the State Constitution. The proposed appropriation limits are \$85,687.11; Public Comment; Close Hearing.

Action: Adoption of Resolution 15-02 Establishing the Appropriation Limits for Fiscal Year 2016 for the Rolling Hills Community Services District as described in Article XII B of the State Constitution in the amount of \$85,687.11.

c. Public Hearing – Open Public Hearing regarding Approval of the final operating budget for RHCSO for Fiscal Year 2016; Public Comment; Close Hearing.

Action: Adoption of Resolution 15-03 Approving the Final Budget for Fiscal Year 2016.

d. Mid-Year Newsletter – Staff seeking authorization for expenditure of funds from approved FY16 budget for not to exceed \$500.00 for printing and mailing of the newsletter.

7. Adjournment

The Board may take action on any of the items listed on this Agenda regardless of whether the matter appears on the Consent Calendar or is described as an action item, a report, or an information item.

NOTICE TO THE DISABLED AND VISUALLY OR HEARING IMPAIRED: In compliance with the Americans with Disabilities Act, Rolling Hills CSD will provide special assistance for disabled citizens. A request for disability related modification or accommodation, including auxiliary aids or services, made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting by contacting the General Manager at (916) 235-8671 or GenMgr@RollingHillsCSD.org. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES of JUNE 16, 2015 MEETING OF THE BOARD OF DIRECTORS

1. Call to Order/Roll Call.

The meeting of the Rolling Hills CSD held on June 16, 2015 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 and Mark Magee, General Manager Chaney Hicks, Board Secretary Linda Stone, and members of the public were present. Directors Gordon Fawkes and John Kennedy were absent.

2. Public Comment. There was no public comment.

Tim Halverson made a motion that Agenda item 4. Consent be taken out of order; Matt Sites second; motion passed.

4. Consent Items

The consent items consisting of Approval of draft Minutes of May 19, 2015 regular meeting of the Board of Directors, Financial Reports for period ended May 31, 2015 prepared by Auditor's office, May 26 letter from the Board of Supervisors regarding change in election date for Rescue Fire Protection District, and letter from SDRMA regarding Property Liability Program information for FY16 with no rate increases were considered. Director Tim Halverson moved to approve the consent items and accept and file the items; second by President Matt Sites; motion carried.

3. Monthly Reports

General Manager Report. Chaney presented an oral and written report. She continued to routinely work with the landscapers and over the past month. Issues discussed included spraying of new bark with weed preventative, spraying the clover at the park, and water usage and management. She noted the plants at the entrances are looking stressed. She reported the firebreaks are complete and that the gate at Winterfield is scheduled for installation on June 25. The boulders will be placed after the gate is installed. An electrical issue was discovered at Manchester when a power surge fried some wires at the entrance. The issue has been repaired. The June Movie Night had a low turnout but those in attendance had a good time. It was agreed another Movie Night will be scheduled for September 26 and possibly incorporate a Chili Cook-off and hotdogs. Chaney noted the last newsletter was dispatched in January and it was agreed that the next newsletter would be targeted for dispatch in July. Chaney posted on the District website and sent to the email contact lists the information about the number to call when reporting a fire from a cell phone. Issues and concerns discussed with residents included a call from a resident about property owner and garbage left in front of the house (not within CSD jurisdiction), a CSD tree was removed from resident's property and Chaney is awaiting bids for fence repair, and a 14 day notice to comply regarding encroachment was sent to a property owner near the Stonebridge Stop Sign. It was noted that the property lines at this location makes it difficult to determine who has the responsibility for trimming of the overgrown bushes but Chaney expects the trimming will be completed soon.

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

5. Old Business

a. Road and Speed Control Measures on Stonebriar Drive. The El Dorado Hills Fire Department has agreed to hire a traffic engineer and bear the cost for conducting a study to address the speeding and traffic issues in our District and other areas of the County. RHCSO has been invited to participate in the Case Study because we have gathered significant data on our speeding issues and have been working on traffic control considerations for some time. They will be in further contact about the Case Study.

b. Berkshire Tree Trimming. Chaney Hicks reported that the tree trimming work in Berkshire Park which was causing safety issues to the resident's home adjacent to the park has been completed. Chaney showed pictures taken after the work was done and said she was present while the work was being performed. The affected resident was present and

spoke about her concern that not enough work was done to the trees near her yard and she said the work was not done in accordance with the bid she obtained. Chaney explained to the resident that the CSD did not go with the bid supplied by the resident, but awarded the work based on a bid received from another contractor. After discussion, the Board respectfully conveyed that the work for which it had contracted has been completed and that the District cannot trim all dead branches, only those which hang below 6' clearance requirement and those which give rise to safety concerns. The District tree trimming is not done for esthetics but to address safety issues.

6. New Business.

a. 4th of July Event in Stonebriar Park. The Directors discussed the upcoming 4th of July event and associated costs. Director Tim Halverson made a motion to approve expenditure of funds from the approved budget for not to exceed \$850 for this event, with \$550 going toward rental of equipment and the balance to defray the cost of event insurance; second by President Matt Sites; motion carried.

AYES: Sites, Halverson, and Magee

NOES: None

ABSENT: Kennedy and Fawkes

ABSTAIN: None

b. Preliminary Budget for FY 2016. The board members reviewed and considered the preliminary budget worksheet prepared for FY16 which included as reference the adopted budget information for FY15, proposed budget amounts for FY16, and detail notes as to suggested increases, decreases, or static numbers. The notes also included possible projects for consideration in the budget. The Board noted this budget year road maintenance is needed to the Stonebriar development since it was last done in 2008 and is well beyond the 5-year suggested maintenance cycle for resealing. For budget purposes, the amount of \$71,000 was discussed, being the single largest budget account item. Large scale road maintenance such a resealing project is a budget expense which requires a draw from the fund balance reserves. The Board members also discussed the Development Impact Fee to be received from Standard Pacific Corporation in the amount of \$215,000 which is payable upon approval of the final map for the new El Dorado Springs subdivision located within the jurisdictional boundaries of the District. It is hoped that the final map will be approved in FY16. It was also noted that those funds will be accounted for by the District inasmuch as they are discretionary funds to be used by the District to fund improvements within the District to serve the residents of the subdivision such as parks, roads, recreation, and other maintenance.

After discussion, Director Tim Halverson made a motion to approve a preliminary budget reflecting normal revenue income of \$143,300, expenditures of \$219,300, the necessary transfer from the fund balance to balance the budget as may be necessary, and inclusion of the one-time Development Impact Fee revenue to be received from Standard Pacific Corporation pursuant to the Development Agreement executed for the new El Dorado Springs project; second by Director Mark Magee; motion carried.

AYES: Sites, Halverson, and Magee

NOES: None

ABSENT: Kennedy and Fawkes

ABSTAIN: None

Adjournment.

The meeting was adjourned at 8:53 p.m. upon a motion by Tim Halverson, second by Matt Sites; motion carried.

Submitted by:

Linda Stone, Board Secretary

Approved by Board:

Wells Fargo Simple Business Checking

Account number: 2017655164 ■ May 15, 2015 - June 12, 2015 ■ Page 1 of 3

WELLS
FARGO

ROLLING HILLS COMMUNITY SERVICES
DISTRICT
PO BOX 5266
EL DORADO HILLS CA 95762-0005

Questions?

Available by phone 24 hours a day, 7 days a week:
Telecommunications Relay Services calls accepted

1-800-CALL-WELLS (1-800-225-5935)

TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: wellsfargo.com/biz

Write: Wells Fargo Bank, N.A. (114)
P.O. Box 6995
Portland, OR 97228-6995

Your Business and Wells Fargo

The plans you establish today will shape your business far into the future. The heart of the planning process is your business plan. Take the time now to build a strong foundation. Find out more at wellsfargoworks.com/business-plan-center.

Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to wellsfargo.com/biz or call the number above if you have questions or if you would like to add new services.

Business Online Banking
Online Statements
Business Bill Pay
Business Spending Report
Overdraft Protection

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

Other Wells Fargo Benefits

Did you know you can deposit checks into your business account quickly and easily?

Deposit business checks with your phone or tablet using Wells Fargo Mobile® Deposit. You can also have an employee deposit checks for you with a Wells Fargo Business Deposit Card at one of our 12,500 ATM locations.

Visit wellsfargo.com/convenientdeposit or talk to your banker to learn more.

Activity summary

Beginning balance on 5/15	\$4,131.58
Deposits/Credits	0.00
Withdrawals/Debits	- 507.91
Ending balance on 6/12	\$3,623.67
 Average ledger balance this period	 \$3,949.24

Account number: 2017655164

**ROLLING HILLS COMMUNITY SERVICES
DISTRICT**

California account terms and conditions apply

For Direct Deposit use
Routing Number (RTN): 121042882

For Wire Transfers use
Routing Number (RTN): 121000248

**Overdraft Protection**

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo store.

Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
5/15		Purchase authorized on 05/14 Ringcentral, Inc 650-4724100 CA S385134447750993 Card 8086		17.70	4,113.88
5/28		Purchase authorized on 05/27 Smartsign 718-797-1900 NY S385146714654552 Card 7555		66.85	4,047.03
6/1		Purchase authorized on 05/29 Safetysign.Com 800-2746271 NJ S385146700571284 Card 7555		87.57	
6/1		Purchase authorized on 05/29 The Knox Company 623-687-2300 AZ S385149716154160 Card 7555		109.65	
6/1		Purchase authorized on 05/30 Nicaboyn 847-845-3847 IL S465150579204414 Card 7555		54.19	3,795.62
6/9		Purchase authorized on 06/09 Zap Manufacturing 530-272-8855 CA S465159681175105 Card 7555		171.95	3,623.67
Ending balance on 6/12					3,623.67
Totals			\$0.00	\$507.91	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Monthly service fee summary

For a complete list of fees and detailed account information, please see the Wells Fargo Fee and Information Schedule and Account Agreement applicable to your account or talk to a banker. Go to wellsfargo.com/feefaq to find answers to common questions about the monthly service fee on your account.

Fee period 05/15/2015 - 06/12/2015	Standard monthly service fee \$10.00	You paid \$0.00
How to reduce the monthly service fee by \$5.00	Minimum required	This fee period
Have any ONE of the following account requirements		
• Average ledger balance	\$1,000.00	\$3,949.00 <input checked="" type="checkbox"/>

Monthly service fee discount(s) (applied when box is checked)

Online only statements (\$5.00 discount)



C1/C1

**IMPORTANT ACCOUNT INFORMATION**

In an effort to communicate urgent account information more quickly, we are changing the way we deliver account notices to Online Banking customers for whom we have a valid email address. Starting in June, we will begin to deliver some account notices to you via email and a copy will also be placed in your Wells Fargo Online secure inbox. These email notices will arrive up to three (3) days faster than paper notices.

Wells Fargo Simple Business Checking

Account number: 2017655164 ■ June 13, 2015 - July 14, 2015 ■ Page 1 of 3

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ROLLING HILLS COMMUNITY SERVICES
DISTRICT
PO BOX 5266
EL DORADO HILLS CA 95762-0005

Questions?

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TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: wellsfargo.com/biz

Write: Wells Fargo Bank, N.A. (114)

P.O. Box 6995

Portland, OR 97228-6995

Your Business and Wells Fargo

The plans you establish today will shape your business far into the future. The heart of the planning process is your business plan. Take the time now to build a strong foundation. Find out more at wellsfargoworks.com/business-plan-center.

Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to wellsfargo.com/biz or call the number above if you have questions or if you would like to add new services.

Business Online Banking
Online Statements
Business Bill Pay
Business Spending Report
Overdraft Protection



Did you know you can deposit checks into your business account quickly and easily?

Deposit business checks with your phone or tablet using Wells Fargo Mobile® Deposit. You can also have an employee deposit checks for you with a Wells Fargo Business Deposit Card at one of our 12,500 ATM locations.

Visit wellsfargo.com/convenientdeposit or talk to your banker to learn more.

Activity summary

Beginning balance on 6/13	\$3,623.67
Deposits/Credits	0.00
Withdrawals/Debits	- 396.43
Ending balance on 7/14	\$3,227.24
 Average ledger balance this period	 \$3,403.96

Account number: 2017655164

**ROLLING HILLS COMMUNITY SERVICES
DISTRICT**

California account terms and conditions apply

For Direct Deposit use

Routing Number (RTN): 121042882

For Wire Transfers use

Routing Number (RTN): 121000248

Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo store.

Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
6/15		Purchase authorized on 06/13 Smart and Final Rancho Cordov CA P00000000847567127 Card 7555		40.43	
6/15		Purchase authorized on 06/14 Ringcentral, Inc 650-4724100 CA S465165447975167 Card 8086		17.71	3,565.53
6/26		Purchase authorized on 06/26 The Home Depot 6675 Folsom CA P00465177591734897 Card 7555		14.40	3,551.13
6/29		Purchase authorized on 06/25 Merriweather & Wil 415-9863999 CA S305176650527915 Card 7555		262.00	3,289.13
6/30		Purchase authorized on 06/30 The Home Depot 6675 Folsom CA P00585181652978664 Card 7555		48.44	3,240.69
7/8		Purchase authorized on 07/08 The Home Depot 6675 Folsom CA P00465189713963632 Card 7555		13.45	3,227.24
Ending balance on 7/14					3,227.24
Totals			\$0.00	\$396.43	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Monthly service fee summary

For a complete list of fees and detailed account information, please see the Wells Fargo Fee and Information Schedule and Account Agreement applicable to your account or talk to a banker. Go to wellsfargo.com/feefaq to find answers to common questions about the monthly service fee on your account.

Fee period 06/13/2015 - 07/14/2015	Standard monthly service fee \$10.00	You paid \$0.00
How to reduce the monthly service fee by \$5.00	Minimum required	This fee period
Have any ONE of the following account requirements		
• Average ledger balance	\$1,000.00	\$3,404.00 <input checked="" type="checkbox"/>

Monthly service fee discount(s) (applied when box is checked)

Online only statements (\$5.00 discount)



C1/C1

Special District Risk
Management Authority

Maximizing Protection.
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1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141
T 800.537.7790
F 916.231.4111
www.sdrma.org



4.c.

June 26, 2015

Ms. Linda Stone
Board Secretary/Clerk
Rolling Hills Community Services District
Post Office Box 5266
El Dorado Hills, California 95762-5266

Re: 2015-16 Property/Liability Coverage Documents / Important Pamphlet

Dear Ms. Stone,

On behalf of the Special District Risk Management Authority (SDRMA) Board of Directors and our entire risk management team, it is my pleasure to extend our sincere appreciation for your participation in our Property/Liability Program. The new program year begins July 1 and complete coverage documents will be available by August 1 in the SDRMA MemberPlus Online™ web-based portal. The following coverage documents will be available July 1 in the portal:

Property/Liability Program

- Member's Certificate of Coverage (a copy is attached)
- California Vehicle Identification Cards (available in MemberPlus Online™ to print out and place in vehicles)

To access SDRMA MemberPlus Online™, visit www.sdrma.org – on the Home page click on Member Login. The above listed items will be available in the left navigation window under Quick Links. Your current coverage documents will be archived as in past years and will also be available in the portal under Coverage Documents.

Important Coverage Enhancement

As noted in a prior letter for 2015-16, we have increased the Employee and Public Officials Dishonesty coverage limits from \$400,000 to \$1,000,000 at no cost to your agency!

Reminders

SDRMA provides an Employer "Hotline" for questions related to Employment Law. Best Best & Krieger is providing this service to SDRMA members and is one of the most experienced and largest public agency law firms with eight offices in California. The "Hotline" provides upper level management access to complimentary Employment Law related legal services on behalf of your agency **after** initial screening and referral by Dennis Timoney, SDRMA Chief Risk Officer. The goal is to reduce the frequency and severity of employment related claims which will have a direct impact on our pool's claim liabilities and expenses.

Finally, in order to keep our members fully updated on recent changes in the labor law, we have enclosed a document and a revised pamphlet relating to mandatory changes to required **Paid Family Leave**. These changes become effective on July 1, 2015. The pamphlet must be given to new hires and to employees who take a leave of absence for a covered reason and the document must be posted directly on the California Labor Law Poster with your agency's Human Resources contact information. If you have any questions please contact Ellen Doughty at 800.537.7790 or 916.231.4141 or edoughty@sdrrma.org.

Sincerely,
Special District Risk Management Authority


Gregory S. Hall, ARM
Chief Executive Officer

Issue Date
07/01/2015

MEMBER'S CERTIFICATE OF COVERAGE

1.02

This is to certify that coverages listed below have been issued to the Member named below for the period indicated. This certificate is not an insurance policy or an agreement of coverage and does not amend, extend or alter the coverage afforded by the agreements listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage described herein is subject to all the terms, exclusions, and conditions of the specific coverage document.



This certificate of coverage evidences the limits of liability in effect at the inception of the agreements shown; limits shown may have been reduced by paid claims. This certificate is issued as a matter of information only and confers no rights upon the certificate holder.

Participating Member:
Rolling Hills Community Services District
Post Office Box 5266
El Dorado Hills, CA 95762-5266

Member Number:
PLP-7171

Entity Affording Coverage:
Special District Risk Management Authority
1112 'I' Street, Suite 300
Sacramento, California 95814
800.537.7790 www.sdrma.org

Type of Coverage	Policy Number	Effective Date	Expiration Date	Limits
<input checked="" type="checkbox"/> General Liability Personal Injury and Property Damage	LCA-SDRMA-201516	07/01/2015	07/01/2016	Per Occurrence \$2,500,000
<input checked="" type="checkbox"/> Public Officials and Employees Errors & Omissions	LCA-SDRMA-201516	07/01/2015	07/01/2016	Per Occurrence \$2,500,000
<input checked="" type="checkbox"/> Elected Officials Personal Liability	LCA-SDRMA-201516	07/01/2015	07/01/2016	Per Occurrence \$500,000
<input checked="" type="checkbox"/> Employment Practices Liability	LCA-SDRMA-201516	07/01/2015	07/01/2016	Per Occurrence \$2,500,000
<input checked="" type="checkbox"/> Employee Benefits Liability	LCA-SDRMA-201516	07/01/2015	07/01/2016	Per Occurrence \$2,500,000
<input checked="" type="checkbox"/> Employee and Public Officials Dishonesty	EDC-SDRMA-201516	07/01/2015	07/01/2016	Per Occurrence \$1,000,000
<input checked="" type="checkbox"/> Auto Liability Personal Injury and Property Damage	LCA-SDRMA-201516	07/01/2015	07/01/2016	Per Occurrence \$2,500,000
<input type="checkbox"/> Auto Physical Damage				
<input checked="" type="checkbox"/> Uninsured / Underinsured Motorists	UMI-SDRMA-201516	07/01/2015	07/01/2016	Each Accident \$1,000,000
<input type="checkbox"/> Trailer				
<input checked="" type="checkbox"/> Property Includes Fire, Theft and Flood	PPC-SDRMA-201516	07/01/2015	07/01/2016	Per Occurrence \$1,000,000,000 Replacement cost for Scheduled Property
<input checked="" type="checkbox"/> Boiler and Machinery	BMC-SDRMA-201516	07/01/2015	07/01/2016	Each Occurrence \$100,000,000 Replacement cost for Scheduled Property
<input type="checkbox"/> Workers' Compensation				

Description; All listed coverage is in effect only for the time period specified.

Gregory S. Hall - Chief Executive Officer

Family Care and Medical Leave (CFRA Leave) and Pregnancy Disability Leave

Under the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to family care or medical leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent or spouse. While the law provides only unpaid leave, employees may choose or employers may require use of accrued paid leave while taking CFRA leave under certain circumstances.

Even if you are not eligible for CFRA leave, if you are disabled by pregnancy, childbirth or a related medical condition, you are entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If you are CFRA-eligible, you have certain rights to take BOTH a pregnancy disability leave and a CFRA leave for reason of the birth of your child. Both leaves contain a guarantee of reinstatement-for pregnancy disability it is to the same position and for CFRA it is to the same or a comparable position-at the end of the leave, subject to any defense allowed under the law.

If possible, you must provide at least 30 days' advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself or of a family member). For events that are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

We may require certification from your health care provider before allowing you a leave for pregnancy disability or for your own serious health condition. We also may require certification from the health care provider of your child, parent, or spouse, who has a serious health condition, before allowing you to take a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced work schedule.

If you are taking a leave for the birth, adoption, or foster care placement of a child, the basic minimum duration of the leave is two weeks, and you must conclude the leave within one year of the birth or placement for adoption or foster care.

Taking a family care or pregnancy disability leave may impact certain of your benefits and your seniority date. If you want more information regarding your eligibility for a leave and/or the impact of the leave on your seniority and benefits, please contact _____.

4.d.



**California Special
Districts Association**
Districts Stronger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2015 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat A. Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat A and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 7, 2015**.

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association

Attn: 2015 Board Elections

1112 I Street, Suite 200

Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlotte@csda.net with any questions.

CSDA Members,

My name is Noelle Mattock and I am seeking your support to be re-elected as your representative on the CSDA Board of Directors.

My background: I serve on the El Dorado Hills Community Services District Board of Directors. Predominately a parks and recreation district we also provide the solid waste (trash) services to the community via a franchise agreement and are one of about seven special districts with the authority to enforce CC&R's.

I currently serve as the President of the non-profit foundation supporting the El Dorado Hills Community Services District.

For the past thirteen years, I worked for an international engineering company as a CA Government Affairs Representative working on water, environmental, contracting and transportation issues. Recently, I joined the City of Sacramento Department of Utilities as a Legislation and Policy Specialist where I focus on water issues.

What I hope to accomplish: I will continue to use my experience, knowledge and relationships, to help CSDA and our advocacy team set our legislative priorities and push CSDA's priorities within the Capitol.

I will continue to support the expansion of CSDA's educational offerings so that board members and staff can keep up to date on current laws, learn cutting edge programming, and to keep pace with the public's ever growing desire for transparency and accountability.

CSDA wants to know your concerns, struggles and successes so we can help districts be even more successful. This is why I have supported the development of our Regional Representatives, who are going to help us better connect with you!

I would be honored to continue serving as your Sierra Network Representative on the CSDA Boards of Directors. I would love to hear from you, you may contact me at noellemattock@comcast.net or (916) 933-2895 with any questions or concerns you may have.

Candidate Statement for Jim Barnes

I am currently serving on the Sacramento Metropolitan Fire District's Board of Directors, which has provided me the solid foundation of special district knowledge. With this being my first time as an elected official, I find it my passion to better the communities I serve. I have built a strong network in the greater Sacramento area with prominent business professionals and public and private agencies, which all have a common goal of serving the constituents we represent.

As a 16 year law enforcement officer, serving the communities within the greater Sacramento Region, I have the necessary skills, experience, and demonstrated leadership necessary to serve a leadership role on the CSDA Board.

I have held a variety of positions with the Sacramento County Sheriff's Department and was recently promoted to the rank of lieutenant. A decorated officer, I have been awarded the prestigious "Lifesaving Award" and have demonstrated leadership, innovation and commitment to public service. As a sexual assault detective, I was awarded the "Action with Compassion Award" by WEAVE for my service to victims of violence.

I am also the Director for Guns and Hoses Pig Bowl Association which primary focus is to provide donations to local charities. This non-profit organization has raised and donated over one million dollars to charities within our region since its inception.

I take an active role in working with youths in our region and strive to be a positive role model. I am a long term resident of Rancho Murieta I continue to volunteer my time to coach youth activities. I find it an honor to teach young children the fundamentals of athletics, how to work together as a team, how to give back to your community, and how all of these traits relate to real life.

Frederick A. Gayle, Jr.

I have been involved with CSDA in my past positions with Rio Linda School District and Grant Joint Unified School District; and currently in my position as Director for Sacramento Suburban Water District.

I come from a family of public servants, and have been a public servant most of my life; I consider it to be a family tradition. From an early age, I was instilled with the conviction that public service is a noble and worthwhile pursuit.

In my service to Sacramento Suburban Water District, I have enjoyed interacting with others, gaining from their expertise, and playing off the energy of these other members in order to accomplish the many goals that enable the District to move forward for the benefit of the public.

I believe in transparency to the public, maintaining the highest ethical standards, tackling challenging tasks and engaging in activities that help people live better lives. If elected, I will do my utmost to be the best servant of the public and CSDA that I can be.

I would appreciate your vote.



4.e

Keely Giovannoni <keely.giovannoni@edcgov.us>

2014 Government Compensation in California Report

1 message

Keely Giovannoni <keely.giovannoni@edcgov.us>
Cc: Robert Toscano <bob.toscano@edcgov.us>

Mon, Jun 8, 2015 at 9:10 AM

y
n

I am forwarding a letter to your district from the State Controller's Office regarding the Compensation Report filing for calendar year 2014.

Due to the fact that the County does not maintain some of the required district personnel information, we are unable to complete this form on your behalf. Your district staff will have to prepare and submit this report to the State Controller. Details will be addressed in the letter.

Be aware that even if your district does not have a cost associated with compensation, this report still must be filed. Failure to do so may result in the State levying a monetary penalty to your district.

Keely Giovannoni
Auditor-Controllers Office
El Dorado County
(530) 621-5421
(530) 295-2535 FAX



BETTY T. YEE
California State Controller
Division of Accounting and Reporting

June 1, 2015

District Fiscal Officer
Rolling Hills Community Services District
360 Fair Lane
Placerville, CA 95667

Re: 2014 Government Compensation in California Report

Dear District Fiscal Officer:

This letter is to provide information to prepare the 2014 Government Compensation in California (GCC) report, which is a supplement to your annual Special Districts Financial Transactions Report. **If you are not responsible for completing the GCC report, please route this letter to the appropriate department (e.g., Payroll or Human Resources).**

The 2014 GCC reporting templates and instructions are available on the State Controller's Office (SCO) website at: www.sco.ca.gov/ard_locinstr_lgcomp_forms.html. To submit your report using file transfer protocol, use the file folder address: <ftp://sd28wstc:PM637dpzq5@ftp.sco.ca.gov>.

Government Code section 53891 requires completed financial reports to be submitted to the SCO within 90 days after the close of the fiscal year. However, reports filed in the electronic format prescribed by the SCO may be submitted within 110 days after the close of the fiscal year. Please submit **paper reports on or before September 28, 2015**, or reports in electronic format on or before **October 19, 2015**.

Information regarding the Special Districts Financial Transactions Report will be sent in a separate mailing.

For questions concerning the 2014 GCC reporting requirements, please contact the Government Compensation Section at GCCsupport@sco.ca.gov or (916) 445-5153. You can visit the SCO's Public Pay website at www.publicpay.ca.gov.

Sincerely,

A handwritten signature in cursive script, reading "Karen Garcia", is written over the printed name.

KAREN GARCIA, Manager
Government Compensation Section

4.f.



csd clerk <csdclerk@gmail.com>

EID Customers Reduced Water Use by 32 Percent in June

Do_Not_Reply@eid.org <Do_Not_Reply@eid.org>

Fri, Jul 10, 2015 at 11:43 AM

Reply-To: Do_Not_Reply@eid.org

To: csdclerk@gmail.com

For the month of June, EID customers reduced their water use by 32 percent compared to June 2013. June is the first month covered under the state's water-reduction targets. EID is required to reduce its water consumption by 28 percent from June through February 2016—compared to the same months in 2013—under a mandate issued by the State Water Resources Control Board.

We want to thank our customers for their excellent conservation practices and encourage continued vigilance in saving water wherever possible.

Please continue to adhere to the three-days-a-week summer watering schedule currently in place that runs through September 30. The most up-to-date information can always be found on our website at www.eid.org/drought along with ideas for how you can save water inside and outside of your home.

Last year, our customers helped us achieve a 24 percent reduction in water use under voluntary conditions. We know you'll help us meet the state's mandated 28 percent target and continue to be conservation leaders in our region.

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, contact EID customer service at (530) 642-4000 or via email at billing@eid.org.



Rolling Hills
Community Services District

6.

NOTICE OF PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN that the Rolling Hills Community Services District will hold a public hearing on Tuesday, July 21, 2013, at 7:00 p.m., or as soon thereafter as the matter described herein may be heard, at the regular meeting of the Board of Directors of Rolling Hills Community Services District, held at Holiday Inn Express Hotel, Meeting Room, 4360 Town Center Blvd., El Dorado Hills, California, concerning:

1. Establishing by resolution, the appropriation limits for the 2015-16 fiscal year for the Rolling Hills Community Services District (RHCS D). The proposed appropriation limits are \$85,687.11;
2. Authorizing by resolution the continued collection of the Direct Charge Assessment of \$200 for the purpose of maintaining and improving community infrastructure and for other lawful purposes of the District; and
3. Approving by resolution the final operating budget for RHCS D for fiscal year 2015-16. The RHCS D has adopted a preliminary budget for fiscal year 2015-16 and that preliminary budget will be available for inspection at the public hearing.

Information on these matters is available from the District. The Board will consider all comments by interested persons submitted on these matters. The Board, thereafter, shall take whatever final action it determines necessary and appropriate on these matters.

Date: July 1, 2015

/s/ Linda Stone
RHCS D Board Clerk



County of El Dorado

OFFICE OF AUDITOR-CONTROLLER

360 FAIR LANE
PLACERVILLE, CALIFORNIA 95667
Phone: (530) 621-5487 FAX: (530) 295-2535

Item 6.a

JOE HARN, CPA
Auditor-Controller

BOB TOSCANO
Assistant Auditor-Controller

Date: May 22, 2015

To: All Districts Placing Their Direct Charges on the 2015/16 Secured Tax Roll

From: Sally Zutter, Accounting Division Manager *SZ*

RE: 2015/16 Direct Charge Information/Instructions/Checklist

*** AUGUST 10 DEADLINE ***

The Assessor will deliver his 2015/16 assessment roll on July 1, 2015, thereby opening the timeframe for direct charge levies to be added to the 2015/16 tax bills. This timeframe closes on **August 10, 2015** at 5pm (GOV §26911). The district may make subsequent additions/changes/deletions beginning in late August (after the secured tax roll is created and bills are available to the public), but these will incur a much higher cost recovery amount charged to the district. Your district may submit the direct charge levy package as early as July 1.

This courtesy letter provides a checklist of items required from the district to submit direct charge levies to the Auditor for placement on the 2015/16 tax bills. Forms and information pertaining to this process are posted on the Auditor's website http://www.edcgov.us/Government/Auditor-Controller/PropTax/Policies_and_Procedures_for_Districts.aspx. It is the District's responsibility to access the website for: this letter (if necessary), any updates to the Policy & Procedures Manual (revisions were made in May 2015), any updated forms or exhibits. It is also the District's responsibility to create and deliver a data upload file to this office.

The district must deliver the following items (via your choice of mail/fax/email/hand delivered), in their entirety, to the Auditor's Office by the **August 10, 2015** deadline. If a District submits invalid additions, changes, and/or deletions on August 10, please be advised that no additional time will be allotted prior to the creation of the secured tax roll. Instead, they may be processed via a 'Direct Charge Correction Form' along with a \$15 per item cost recovery amount (see Policy & Procedures Manual).

Checklist of items to be prepared and delivered to the Auditor's office:

- **Governing Authorization Certification** form (completed and signed). See the Policy & Procedures Manual section *Authority for Levy and Compliance with Law*.
- **Proposition 218 Certification** form (completed and signed). See the Policy & Procedures Manual section *Authority for Levy and Compliance with Law*.
- **Local Agency Special Tax and Bond Accountability Act – Response** form (completed and signed). See the Policy & Procedures Manual section *Authority for Levy and Compliance with Law and Legal Accountability Measures for Special Taxes and Bonds*.
- **Secured/Unsecured Tax Roll Certification** form (completed and signed). See the Policy & Procedures Manual section *Authority for Levy and Compliance with Law*.

Turn Over

Date: May 22, 2015
RE: 2015/16 Direct Charge Information/Instructions/Checklist
Page: 2

- **Direct Charge Information Sheet** form (updated and signed). Print only your District's page(s) and clearly notate any changes to the existing information. See the Policy & Procedures Manual section *Direct Charge Information Sheet*.
- **Consultant Authorization Form** (only if the District uses a consultant as a proxy administrator). See the Policy & Procedures Manual section *Use of Consultant as a Proxy Administrator*.
- An **ELECTRONIC FILE** in the required format, of the District's direct charge levies to be placed on the secured tax roll. This may NOT be faxed or delivered on paper – it must be an electronic file in the format shown on the "Direct Charge Data Format" Exhibit 1 (available online). See the Policy & Procedures Manual section *Submission of Data Records by All Districts Except CSAs or Submission of Data Records by CSAs*.

**Important Note: the Auditor's office will not begin processing until
the entire package of information/documents/data is received.**

Early receipt (following July 1) is suggested to provide adequate processing time for both the County and the District. Please write the applicable direct charge number on all correspondence and send the information directly to the staff member assigned to the District's direct charge (see the Direct Charge Information Sheet available online). Clearly identifying all of your District's correspondence and documents will help ensure that your District's levies are appropriately placed on the roll (a staff of 4 people work with over 60 different Districts with approximately 250 different types of direct charges comprising over 600,000 line items which are added to tax bills in a matter of a few weeks).

For Districts using ParcelQuest's DVD software to determine which Assessor's Parcel Numbers (APNs) to charge:

- A sample set of instructions is available on the Auditor's website
http://www.edcgov.us/Government/Auditor-Controller/PropTax/Policies_and_Procedures_for_Districts.aspx.
- Since individual District procedures vary, the Auditor's office is unavailable to assist your district with this process.
- Districts may make an appointment to use the Auditor's purchased copy of ParcelQuest by calling (530) 621-5470. **You must bring your own laptop that has a DVD reader. Please note that the Auditor no longer has a PC available for district use.** The ParcelQuest DVD may not be removed from this office.
- An additional copy of the ParcelQuest DVD may be available for use at the library's reference desk (may not be checked out; be sure to ask for the "lien date roll" DVD).

The Auditor's office will upload your direct charge levies to the mainframe property tax system. The property tax system will generate PDF reports showing the outcome (accepted or rejected). To provide quick turn-around time and reduce printing/handling/mailling costs (thus keeping the cost low to the Districts), these PDFs and written correspondence are emailed to the Districts.

There is a cost recovery amount for placing the Direct Charges levies on the secured tax roll. Information regarding the cost recovery can be located online at the URL noted above and in the Policy & Procedures Manual section *Cost Recovery Amounts*. The amount will be deducted from the District's general ledger account after the December 10 posting of property tax collections to ensure that the District's fund doesn't earn negative interest.

Please contact your assigned "contact person" in our office, via email or phone as noted on your Direct Charge Information Sheet, with any questions regarding the above requirements.



County of El Dorado
OFFICE OF AUDITOR-CONTROLLER

360 FAIR LANE
PLACERVILLE, CALIFORNIA 95667-4193
Phone: (530) 621-5487 Fax: (530) 295-2535

Jim B.B.

JOE HARN, CPA
Auditor-Controller

BOB TOSCANO
Assistant Auditor-Controller

May 1, 2015

To: All Special Districts

From: *BT* Bob Toscano, Assistant Auditor-Controller

Subject: 2015-2016 Proposition 4 - Appropriation Limitation

Your district is required to calculate and adopt the new tax spending limit for FY 2015-16 in accordance with the provisions of the spending limitation legislation implementing Proposition 4 (the 1979 Gann Spending Limit Initiative). Government Code Section 7910 requires that: "... the governing body of each local jurisdiction to establish appropriation limits by resolution for the following fiscal year at a regular or special meeting."

The district's new limit for the 2015-2016 year will be calculated on the basis of the prior year's limit increased by a growth factor. The growth factor results from combining the change in Per Capita Personal Income and the change in population for your district (as certified by the State's Department of Finance) or the change reported for "unincorporated areas" for our County.

The change in the "cost of living" factor (Per Capita Personal Income) has been reported to be 3.82% and reported increase in population in the County's unincorporated areas to be 0.93%. Therefore, the ratio of change to be applied to last year's limit is:

$$1.0382 \quad (X) \quad 1.0093 \quad = \quad 1.0479$$

Attached is a sample format for the required "NOTICE OF PUBLIC HEARING" and a sample resolution (which includes the calculation formula).

Once the limit is adopted a copy of the resolution should be filed with our office. That information is needed as it is now required to be reported to the State Controller as part of the Annual Financial Transaction Report that we prepare on behalf of your district.