

Board of Directors Meeting - AGENDA
ROLLING HILLS COMMUNITY SERVICES DISTRICT

Tuesday, March 15, 2016

7:00 p.m.

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

1. Call to Order/Announcements

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. Parks Committee Report
- c. Communication Committee Report

4. Consent Items

- a. Approval of draft Minutes of February 16, 2016 Regular meeting of the Board of Directors
- b. Approval of Financial Report prepared by the County Auditor's office for the month ending February 29, 2016
- c. Correspondence:
 - El Dorado LAFCO Invitation to Public Presentation on SB 239 set for March 23, 2016
 - El Dorado LAFCO Public Announcement Considering the appointment of Alternate Public Member; application deadline April 29, 2016

5. Old Business

- a. **Selection of General Counsel** – Staff to report regarding interview stage of the RFP selection process; recommendation for hiring of new general counsel and delegating to the General Manager the authority to execute a Legal Services Contract between selected general counsel and the District (Discussion/Action Item)

6. New Business

- a. **Additional Flooding Issues in Area of Stonebriar Entrance** – Staff seeking authorization for expenditure of funds from approved FY16 budget in the amount of \$1,000 to clear storm drains and address further flooding issues (Discussion/Action Item)
- b. **Bender Board Along Stonebriar to Prevent Landscape Bark from Washing Onto Sidewalks** – Staff to present information about need for installation of approximately 300' of bender board to prevent landscape bark from being washed away and onto sidewalk; seeking authorization to proceed with this project and for expenditure of funds from approved FY 16 budget (Discussion/Action Item)
- c. **Issue of Tree Maintenance Behind 3057 Montrose Property** - Staff to present information about trees planted on CSD property without CSD authorization to do so by prior property owner; current owner requesting maintenance of the trees (Discussion/Action Item)
- d. **Encroachment Ordinance Review** – Discussion of existing Encroachment Ordinance and enforcement procedures; seeking direction from the Board regarding review (Discussion)

8. 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 be 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.

628-001 CSD: ROLLING HILLS

General Ledger

Details for the Accounting Period Ended: February 29, 2016

		Debit	Credit	Balance
628-001 CSD: ROLLING HILLS				
ASSETS				
100 Equity In Pooled Cash				
2/1/2016	Beginning Balance	361,197.53	93,404.26	267,793.27
2/10/2016	JI2016024928 01 051 Py Sec - 1% General Tax Ar Chgs 01-16	0.00	0.10	267,793.17
2/10/2016	JI2016025679 01 054 Cy Sec - 1% General Tax Jan 2016	1,277.93	0.00	269,071.10
2/10/2016	JI2016025680 01 052 Cy Delq Unsec - 1% General Tax Jan 2016	6.12	0.00	269,077.22
2/10/2016	JI2016025681 01 055 Py Sec - 1% General Tax Jan 2016	6.46	0.00	269,083.68
2/10/2016	JI2016025682 01 053 Py Delq Unsec - 1% General Tax Jan 2016	3.20	0.00	269,086.88
2/10/2016	JI2016025683 01 056 Cy Supplemntl- 1% General Tax Jan 2016	56.65	0.00	269,143.53
2/10/2016	JI2016025684 01 058 Py Defaulted Sec - 1% General Tax Jan 2016	2.59	0.00	269,146.12
2/10/2016	JI2016025685 01 057 Py Supplemntl - 1% General Tax Jan 2016	4.52	0.00	269,150.64
2/10/2016	JI2016025686 01 053 Py Delq Unsec Supp-1% Gen Tax Jan 2016	0.25	0.00	269,150.89
2/10/2016	JI2016025687 01 058 Py Defaultd Sec-Any Prntly+intrst Jan 2016	0.72	0.00	269,151.61
2/10/2016	JI2016025688 01 054 Cy Sec - Direct Charge 20515 Jan 2016	800.00	0.00	269,951.61
2/16/2016	CK2016040978 01 Rhcsd Power No. 1211321236-4	0.00	10.84	269,940.77
2/16/2016	CK2016040979 01 Rhcsd Power No. 6085621545-8	0.00	44.34	269,896.43
2/16/2016	CK2016040980 01 Rhcsd Power No. 1857646705-6	0.00	73.51	269,822.92
2/16/2016	CK2016040981 01 Rhcsd Power No. 4570858285-8	0.00	272.88	269,550.04
2/16/2016	CK2016040982 01 Rhcsd Clerk Services 1/1-31/2016	0.00	1,173.00	268,377.04
2/16/2016	CK2016040983 01 Rhcsd Director Stipend 1-26-16	0.00	75.00	268,302.04
2/16/2016	CK2016040984 01 Rhcsd General Manager Jan. 5- Jan 31 2016	0.00	1,362.50	266,939.54
2/16/2016	CK2016040985 01 Rhcsd Reimburse Gm Mileage Jan 2016	0.00	19.44	266,920.10
2/16/2016	CK2016040986 01 Rhcsd Meeting Room Rental 1-26-16	0.00	125.00	266,795.10
2/16/2016	CK2016040987 01 Rhcsd Director Stipend 1-26-16	0.00	75.00	266,720.10
2/16/2016	CK2016040988 01 Rhcsd Director Stipend 1-26-16	0.00	75.00	266,645.10
2/16/2016	CK2016040989 01 Rhcsd Director Stipend 1-26-16	0.00	75.00	266,570.10
2/16/2016	CK2016040990 01 Rhcsd Landscape Services Jan. Inv. 99557	0.00	3,325.00	263,245.10
2/17/2016	JI2016026951 01 049 Py Sec - 1% General Tax Ngc 0715 0116	0.00	3.86	263,241.24
3/1/2016	JI2016028432 01 060 Cy Sec - 1% General Tax Rfnds 179-270	0.00	2.16	263,239.08
3/1/2016	JI2016028433 01 062 Cy Unsec - 1% General Tax Rfnds 179-270	0.00	0.99	263,238.09
3/1/2016	JI2016028434 01 061 Py Sec - 1% General Tax Rfnds 179-270	0.00	7.72	263,230.37
3/1/2016	JI2016028435 01 063 Py Delq Unsec - 1% General Tax Rfnds 179-270	0.00	5.07	263,225.30
3/3/2016	IN2016000202 15 Interest On Investment Pool 1 For 02/2016 (FEB)	86.99	0.00	263,312.29
	100 Equity In Pooled Cash	363,442.96	100,130.67	263,312.29
102 Imprest (PETTY) Cash				
2/1/2016	Beginning Balance	5,000.00	0.00	5,000.00
	102 Imprest (PETTY) Cash	5,000.00	0.00	5,000.00
	ASSETS	368,442.96	100,130.67	268,312.29
LIABILITIES				
201 Vouchers Payable				
2/1/2016	Beginning Balance	91,052.38	91,052.38	0.00
2/28/2016	MT802800201608 Month Total	6,706.51	6,706.51	0.00
	201 Vouchers Payable	97,758.89	97,758.89	0.00
	LIABILITIES	97,758.89	97,758.89	0.00
FUND BALANCE				
310 Fund Balance Reserved: General				
2/1/2016	Beginning Balance	0.00	53,834.00	-53,834.00
	310 Fund Balance Reserved: General	0.00	53,834.00	-53,834.00
313 Fund Balance Reserved: Imprest Cash				

628-001 CSD: ROLLING HILLS

General Ledger

Details for the Accounting Period Ended: February 29, 2016

		Debit	Credit	Balance
2/1/2016	Beginning Balance	0.00	5,000.00	-5,000.00
	313 Fund Balance Reserved: Imprest Cash	0.00	5,000.00	-5,000.00
350 Fund Balance Unreserved Undesignated				
2/1/2016	Beginning Balance	0.00	212,898.36	-212,898.36
	350 Fund Balance Unreserved Undesignated	0.00	212,898.36	-212,898.36
400 Budget Clearing Account				
2/1/2016	Beginning Balance	358,300.00	358,300.00	0.00
	400 Budget Clearing Account	358,300.00	358,300.00	0.00
402 Legislative Revision				
2/1/2016	Beginning Balance	358,300.00	0.00	358,300.00
	402 Legislative Revision	358,300.00	0.00	358,300.00
411 Actual Revenues				
2/1/2016	Beginning Balance	2,198.41	81,424.50	-79,226.09
2/10/2016	J12016024928 01 051 Py Sec - 1% General Tax Ar Chgs 01-16	0.10	0.00	-79,225.99
2/10/2016	J12016025679 01 054 Cy Sec - 1% General Tax Jan 2016	0.00	1,277.93	-80,503.92
2/10/2016	J12016025680 01 052 Cy Delq Unsec - 1% General Tax Jan 2016	0.00	6.12	-80,510.04
2/10/2016	J12016025681 01 055 Py Sec - 1% General Tax Jan 2016	0.00	6.46	-80,516.50
2/10/2016	J12016025682 01 053 Py Delq Unsec - 1% General Tax Jan 2016	0.00	3.20	-80,519.70
2/10/2016	J12016025683 01 056 Cy Supplemntl- 1% General Tax Jan 2016	0.00	56.65	-80,576.35
2/10/2016	J12016025684 01 058 Py Defaultd Sec - 1% General Tax Jan 2016	0.00	2.59	-80,578.94
2/10/2016	J12016025685 01 057 Py Supplemntl - 1% General Tax Jan 2016	0.00	4.52	-80,583.46
2/10/2016	J12016025686 01 053 Py Delq Unsec Supp-1% Gen Tax Jan 2016	0.00	0.25	-80,583.71
2/10/2016	J12016025687 01 058 Py Defaultd Sec-Any Prnty+intrst Jan 2016	0.00	0.72	-80,584.43
2/10/2016	J12016025688 01 054 Cy Sec - Direct Charge 20515 Jan 2016	0.00	800.00	-81,384.43
2/17/2016	J12016026951 01 049 Py Sec - 1% General Tax Ngc 0715 0116	3.86	0.00	-81,380.57
3/1/2016	J12016028432 01 060 Cy Sec - 1% General Tax Rfnds 179-270	2.16	0.00	-81,378.41
3/1/2016	J12016028433 01 062 Cy Unsec - 1% General Tax Rfnds 179-270	0.99	0.00	-81,377.42
3/1/2016	J12016028434 01 061 Py Sec - 1% General Tax Rfnds 179-270	7.72	0.00	-81,369.70
3/1/2016	J12016028435 01 063 Py Delq Unsec - 1% General Tax Rfnds 179-270	5.07	0.00	-81,364.63
3/3/2016	IN2016000202 15 Interest On Investment Pool 1 For 02/2016 (FEB)	0.00	86.99	-81,451.62
	411 Actual Revenues	2,218.31	83,669.93	-81,451.62
423 Transfers: CAO				
2/1/2016	Beginning Balance	0.00	358,300.00	-358,300.00
	423 Transfers: CAO	0.00	358,300.00	-358,300.00
431 Expenditures				
2/1/2016	Beginning Balance	78,165.18	0.00	78,165.18
2/11/2016	RHCS20160110 01 Rhcsd Power No. 1211321236-4	10.84	0.00	78,176.02
2/11/2016	RHCS20160111 01 Rhcsd Power No. 6085621545-8	44.34	0.00	78,220.36
2/11/2016	RHCS20160112 01 Rhcsd Power No. 1857646705-6	73.51	0.00	78,293.87
2/11/2016	RHCS20160113 01 Rhcsd Power No. 4570858285-8	272.88	0.00	78,566.75
2/11/2016	RHCS20160114 01 Rhcsd Clerk Services 1/1-31/2016	1,173.00	0.00	79,739.75
2/11/2016	RHCS20160115 01 Rhcsd Director Stipend 1-26-16	75.00	0.00	79,814.75
2/11/2016	RHCS20160116 01 Rhcsd General Manager Jan. 5- Jan 31 2016	1,362.50	0.00	81,177.25
2/11/2016	RHCS20160117 01 Rhcsd Reimburse Gm Mileage Jan 2016	19.44	0.00	81,196.69
2/11/2016	RHCS20160118 01 Rhcsd Meeting Room Rental 1-26-16	125.00	0.00	81,321.69
2/11/2016	RHCS20160119 01 Rhcsd Director Stipend 1-26-16	75.00	0.00	81,396.69
2/11/2016	RHCS20160120 01 Rhcsd Director Stipend 1-26-16	75.00	0.00	81,471.69
2/11/2016	RHCS20160121 01 Rhcsd Director Stipend 1-26-16	75.00	0.00	81,546.69
2/11/2016	RHCS20160122 01 Rhcsd Landscape Services Jan. Inv. 99557	3,325.00	0.00	84,871.69
	431 Expenditures	84,871.69	0.00	84,871.69
	FUND BALANCE	803,690.00	1,072,002.29	-268,312.29
	628-001 CSD: ROLLING HILLS	1,269,891.85	1,269,891.85	0.00

628-001 CSD: ROLLING HILLS

General Ledger

Details for the Accounting Period Ended: February 29, 2016

		Debit	Credit	Balance
Report Total	Total Debits and Credits	<u>1,269,891.85</u>	<u>1,269,891.85</u>	<u>0.00</u>

628-001 CSD: ROLLING HILLS

General Ledger

Summary Accounting Period ended February 29, 2016

	Debit	Credit	Balance
628-001 CSD: ROLLING HILLS			
ASSETS			
100 Equity In Pooled Cash	363,442.96	100,130.67	263,312.29
102 Imprest (PETTY) Cash	5,000.00	0.00	5,000.00
ASSETS	<u>368,442.96</u>	<u>100,130.67</u>	<u>268,312.29</u>
LIABILITIES			
201 Vouchers Payable	97,758.89	97,758.89	0.00
LIABILITIES	<u>97,758.89</u>	<u>97,758.89</u>	<u>0.00</u>
FUND BALANCE			
310 Fund Balance Reserved: General	0.00	53,834.00	-53,834.00
313 Fund Balance Reserved: Imprest Cash	0.00	5,000.00	-5,000.00
350 Fund Balance Unreserved Undesignated	0.00	212,898.36	-212,898.36
400 Budget Clearing Account	358,300.00	358,300.00	0.00
402 Legislative Revision	358,300.00	0.00	358,300.00
411 Actual Revenues	2,218.31	83,669.93	-81,451.62
423 Transfers: CAO	0.00	358,300.00	-358,300.00
431 Expenditures	84,871.69	0.00	84,871.69
FUND BALANCE	<u>803,690.00</u>	<u>1,072,002.29</u>	<u>-268,312.29</u>
628-001 CSD: ROLLING HILLS	<u>1,269,891.85</u>	<u>1,269,891.85</u>	<u>0.00</u>

628-001 CSD: ROLLING HILLS

General Ledger

Summary Accounting Period ended February 29, 2016

		Debit	Credit	Balance
Report Total	Total Debits and Credits	<u>1,269,891.85</u>	<u>1,269,891.85</u>	<u>0.00</u>

802800 Rolling Hills - Community Service Districts

**Revenues and
Expenditures**

Summary Accounting Period ended February 29, 2016

	Estimated / Budget	Actual Amount	Balance
802800 Rolling Hills - Community Service Districts			
Revenue			
1 Taxes			
100 Prop Tax: Curr Secured	72,000.00	40,895.52	31,104.48
110 Prop Tax: Curr Unsecured	500.00	1,419.25	-919.25
120 Prop Tax: Prior Secured	0.00	-9.32	9.32
130 Prop Tax: Prior Unsecured	0.00	28.70	-28.70
140 Prop Tax: Supp Current	0.00	198.63	-198.63
150 Prop Tax: Supp Prior	0.00	293.66	-293.66
1 Taxes	72,500.00	42,826.44	29,673.56
3 Fines, Forfeitures and Penalties			
360 Penalty & Cost Delinquent Taxes	0.00	44.12	-44.12
3 Fines, Forfeitures and Penalties	0.00	44.12	-44.12
4 Revenue from Use of Money and Property			
400 Rev: Interest	1,000.00	672.77	327.23
4 Revenue from Use of Money and Property	1,000.00	672.77	327.23
5 Intergovernmental Revenue - State			
820 ST: Homeowner Prop Tax Relief	0.00	385.71	-385.71
5 Intergovernmental Revenue - State	0.00	385.71	-385.71
13 Charges for Services			
1310 Special Assessments	69,800.00	36,837.58	32,962.42
13 Charges for Services	69,800.00	36,837.58	32,962.42
19 Miscellaneous Revenues			
1940 Misc: Revenue	215,000.00	685.00	214,315.00
19 Miscellaneous Revenues	215,000.00	685.00	214,315.00
Total Revenue	358,300.00	81,451.62	276,848.38
Expense			
30 Salaries and Employee Benefits			
3000 Permanent Employees / Elected Officials	150.00	0.00	150.00
3001 Temporary Employees	0.00	35.00	-35.00
3021 O.A.S.D.I. Employer Share	0.00	2.17	-2.17
3022 Medi Care Employer Share	0.00	0.51	-0.51
3041 Unemployment Insurance Employer Share	0.00	1.23	-1.23
30 Salaries and Employee Benefits	150.00	38.91	111.09
40 Services and Supplies			
4040 Telephone Company Vendor Payments	150.00	52.40	97.60
4041 County Pass Thru Telephone Charges	800.00	0.00	800.00
4100 Insurance: Premium	3,300.00	2,788.42	511.58
4180 Maint: Building & Improvements	2,000.00	3,780.00	-1,780.00
4183 Maint: Grounds	8,000.00	995.77	7,004.23
4185 Maint: Park	45,000.00	24,327.50	20,672.50
4189 Maint: Water System	4,000.00	820.00	3,180.00
4190 Maint: Drainage	2,500.00	0.00	2,500.00
4191 Maintenance: Roads	71,000.00	8,317.28	62,682.72

802800 Rolling Hills - Community Service Districts

Revenues and Expenditures

Summary Accounting Period ended February 29, 2016

	Estimated / Budget	Actual Amount	Balance
4192 Maintenance: Lighting	500.00	150.00	350.00
4197 Maintenance Building: Supplies	300.00	0.00	300.00
4220 Memberships	450.00	522.00	-72.00
4240 Misc: Expense	500.00	0.00	500.00
4260 Office Expense	800.00	197.42	602.58
4266 Printing / Duplicating Services	0.00	206.40	-206.40
4300 Professional & Specialized Services	22,000.00	15,198.50	6,801.50
4304 Agency Administration Fee	100.00	114.56	-14.56
4313 Legal Services	6,000.00	2,415.00	3,585.00
4345 Special District Director Services	5,250.00	2,250.00	3,000.00
4400 Publication & Legal Notices	500.00	428.88	71.12
4420 Rent & Lease: Equipment	600.00	550.00	50.00
4440 Rent & Lease: Building & Improvements	2,800.00	1,043.26	1,756.74
4501 Special Projects	11,500.00	165.75	11,334.25
4505 SB924: Transportation & Travel	500.00	0.00	500.00
4600 Transportation & Travel	200.00	0.00	200.00
4602 Mileage: Employee Private Auto	400.00	86.14	313.86
4620 Utilities	30,000.00	20,423.50	9,576.50
40 Services and Supplies	219,150.00	84,832.78	134,317.22
77 Appropriations for Contingencies			
7700 Appropriation For Contingencies	139,000.00	0.00	139,000.00
77 Appropriations for Contingencies	139,000.00	0.00	139,000.00
Total Expense	358,300.00	84,871.69	273,428.31
802800 Rolling Hills - Community Service Districts	0.00	-3,420.07	-3,420.07

802800 Rolling Hills - Community Service Districts

Revenues and Expenditures

Summary Accounting Period ended February 29, 2016

		Estimated / Budget	Actual Amount	Balance
Report Total	Revenue	358,300.00	81,451.62	276,848.38
	Expense	358,300.00	84,871.69	273,428.31
		<u>0.00</u>	<u>-3,420.07</u>	<u>-3,420.07</u>

802800 Rolling Hills - Community Service Districts

Revenues and
Expenditures

Details For the Accounting Period ended: February 29, 2016

			Estimated /	Actual	Balance
			Budget	Amount	
802800 Rolling Hills - Community Service Districts					
Revenue					
1 Taxes					
100 Prop Tax: Curr Secured					
2/1/2016		Beginning Balance	72,000.00	39,619.75	
2/10/2016	J12016025679 01	054 Cy Sec - 1% General Tax Jan 2016	0.00	1,277.93	
3/1/2016	J12016028432 01	060 Cy Sec - 1% General Tax Rfnds 179-270	0.00	-2.16	
100 Prop Tax: Curr Secured			72,000.00	40,895.52	31,104.48
110 Prop Tax: Curr Unsecured					
2/1/2016		Beginning Balance	500.00	1,414.12	
2/10/2016	J12016025680 01	052 Cy Delq Unsec - 1% General Tax Jan 2016	0.00	6.12	
3/1/2016	J12016028433 01	062 Cy Unsec - 1% General Tax Rfnds 179-270	0.00	-0.99	
110 Prop Tax: Curr Unsecured			500.00	1,419.25	-919.25
120 Prop Tax: Prior Secured					
2/1/2016		Beginning Balance	0.00	-4.10	
2/10/2016	J12016024928 01	051 Py Sec - 1% General Tax Ar Chgs 01-16	0.00	-0.10	
2/10/2016	J12016025681 01	055 Py Sec - 1% General Tax Jan 2016	0.00	6.46	
2/17/2016	J12016026951 01	049 Py Sec - 1% General Tax Ngc 0715 0116	0.00	-3.86	
3/1/2016	J12016028434 01	061 Py Sec - 1% General Tax Rfnds 179-270	0.00	-7.72	
120 Prop Tax: Prior Secured			0.00	-9.32	9.32
130 Prop Tax: Prior Unsecured					
2/1/2016		Beginning Balance	0.00	30.57	
2/10/2016	J12016025882 01	053 Py Delq Unsec - 1% General Tax Jan 2016	0.00	3.20	
3/1/2016	J12016028435 01	063 Py Delq Unsec - 1% General Tax Rfnds 179-270	0.00	-5.07	
130 Prop Tax: Prior Unsecured			0.00	28.70	-28.70
140 Prop Tax: Supp Current					
2/1/2016		Beginning Balance	0.00	141.98	
2/10/2016	J12016025883 01	056 Cy Supplemntl- 1% General Tax Jan 2016	0.00	56.65	
140 Prop Tax: Supp Current			0.00	198.63	-198.63
150 Prop Tax: Supp Prior					
2/1/2016		Beginning Balance	0.00	286.30	
2/10/2016	J12016025884 01	058 Py Defaulted Sec - 1% General Tax Jan 2016	0.00	2.59	
2/10/2016	J12016025885 01	057 Py Supplemntl - 1% General Tax Jan 2016	0.00	4.52	
2/10/2016	J12016025886 01	053 Py Delq Unsec Supp-1% Gen Tax Jan 2016	0.00	0.25	
150 Prop Tax: Supp Prior			0.00	293.66	-293.66
1 Taxes			72,500.00	42,826.44	29,673.56
3 Fines, Forfeitures and Penalties					
360 Penalty & Cost Delinquent Taxes					
2/1/2016		Beginning Balance	0.00	43.40	
2/10/2016	J12016025887 01	058 Py Defaultd Sec-Any Prntly+intrst Jan 2016	0.00	0.72	
360 Penalty & Cost Delinquent Taxes			0.00	44.12	-44.12
3 Fines, Forfeitures and Penalties			0.00	44.12	-44.12
4 Revenue from Use of Money and Property					
400 Rev: Interest					
2/1/2016		Beginning Balance	1,000.00	585.78	
3/3/2016	IN2016000202 15	Interest On Investment Pool 1 For 02/2016 (FEB)	0.00	86.99	
400 Rev: Interest			1,000.00	672.77	327.23

802800 Rolling Hills - Community Service Districts

Revenues and Expenditures

Details For the Accounting Period ended: February 29, 2016

	Estimated / Budget	Actual Amount	Balance
4 Revenue from Use of Money and Property	1,000.00	672.77	327.23
5 Intergovernmental Revenue - State			
820 ST: Homeowner Prop Tax Relief			
2/1/2016 Beginning Balance	0.00	385.71	
820 ST: Homeowner Prop Tax Relief	0.00	385.71	-385.71
5 Intergovernmental Revenue - State	0.00	385.71	-385.71
13 Charges for Services			
1310 Special Assessments			
2/1/2016 Beginning Balance	69,800.00	36,037.58	
2/10/2016 JI2016025688 01 054 Cy Sec - Direct Charge 20515 Jan 2016	0.00	800.00	
1310 Special Assessments	69,800.00	36,837.58	32,962.42
13 Charges for Services	69,800.00	36,837.58	32,962.42
19 Miscellaneous Revenues			
1940 Misc: Revenue			
2/1/2016 Beginning Balance	215,000.00	685.00	
1940 Misc: Revenue	215,000.00	685.00	214,315.00
19 Miscellaneous Revenues	215,000.00	685.00	214,315.00
Total Revenue	358,300.00	81,451.62	276,848.38
Expense			
30 Salaries and Employee Benefits			
3000 Permanent Employees / Elected Officials			
2/1/2016 Beginning Balance	150.00	0.00	
3000 Permanent Employees / Elected Officials	150.00	0.00	150.00
3001 Temporary Employees			
2/1/2016 Beginning Balance	0.00	35.00	
3001 Temporary Employees	0.00	35.00	-35.00
3021 O.A.S.D.I. Employer Share			
2/1/2016 Beginning Balance	0.00	2.17	
3021 O.A.S.D.I. Employer Share	0.00	2.17	-2.17
3022 Medi Care Employer Share			
2/1/2016 Beginning Balance	0.00	0.51	
3022 Medi Care Employer Share	0.00	0.51	-0.51
3041 Unemployment Insurance Employer Share			
2/1/2016 Beginning Balance	0.00	1.23	
3041 Unemployment Insurance Employer Share	0.00	1.23	-1.23
30 Salaries and Employee Benefits	150.00	38.91	111.09
40 Services and Supplies			
4040 Telephone Company Vendor Payments			
2/1/2016 Beginning Balance	150.00	52.40	
4040 Telephone Company Vendor Payments	150.00	52.40	97.60
4041 County Pass Thru Telephone Charges			
2/1/2016 Beginning Balance	800.00	0.00	
4041 County Pass Thru Telephone Charges	800.00	0.00	800.00
4100 Insurance: Premium			

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Expenditures

Details For the Accounting Period ended: February 29, 2016

		Estimated / Budget	Actual Amount	Balance
2/1/2016	Beginning Balance	3,300.00	2,788.42	
	4100 Insurance: Premium	3,300.00	2,788.42	511.58
4180 Maint: Building & Improvements				
2/1/2016	Beginning Balance	2,000.00	3,780.00	
	4180 Maint: Building & Improvements	2,000.00	3,780.00	-1,780.00
4183 Maint: Grounds				
2/1/2016	Beginning Balance	8,000.00	995.77	
	4183 Maint: Grounds	8,000.00	995.77	7,004.23
4185 Maint: Park				
2/1/2016	Beginning Balance	45,000.00	21,002.50	
2/11/2016	RHCS20160122 01 Rhcsd Landscape Services Jan. Inv. 99557 Eloisa R. Castro 2/11/201	0.00	3,325.00	
	4185 Maint: Park	45,000.00	24,327.50	20,672.50
4189 Maint: Water System				
2/1/2016	Beginning Balance	4,000.00	820.00	
	4189 Maint: Water System	4,000.00	820.00	3,180.00
4190 Maint: Drainage				
2/1/2016	Beginning Balance	2,500.00	0.00	
	4190 Maint: Drainage	2,500.00	0.00	2,500.00
4191 Maintenance: Roads				
2/1/2016	Beginning Balance	71,000.00	8,317.28	
	4191 Maintenance: Roads	71,000.00	8,317.28	62,682.72
4192 Maintenance: Lighting				
2/1/2016	Beginning Balance	500.00	150.00	
	4192 Maintenance: Lighting	500.00	150.00	350.00
4197 Maintenance Building: Supplies				
2/1/2016	Beginning Balance	300.00	0.00	
	4197 Maintenance Building: Supplies	300.00	0.00	300.00
4220 Memberships				
2/1/2016	Beginning Balance	450.00	522.00	
	4220 Memberships	450.00	522.00	-72.00
4240 Misc: Expense				
2/1/2016	Beginning Balance	500.00	0.00	
	4240 Misc: Expense	500.00	0.00	500.00
4260 Office Expense				
2/1/2016	Beginning Balance	800.00	197.42	
	4260 Office Expense	800.00	197.42	602.58
4266 Printing / Duplicating Services				
2/1/2016	Beginning Balance	0.00	206.40	
	4266 Printing / Duplicating Services	0.00	206.40	-206.40
4300 Professional & Specialized Services				
2/1/2016	Beginning Balance	22,000.00	12,663.00	
2/11/2016	RHCS20160114 01 Rhcsd Clerk Services 1/1-31/2016 Linda A Stone 2/11/2016	0.00	1,173.00	
2/11/2016	RHCS20160116 01 Rhcsd General Manager Jan. 5- Jan 31 2016 Chaney Lynn Hicks 2/11/2016	0.00	1,362.50	
	4300 Professional & Specialized Services	22,000.00	15,198.50	6,801.50
4304 Agency Administration Fee				

802800 Rolling Hills - Community Service Districts

Revenues and Expenditures

Details For the Accounting Period ended: February 29, 2016

		Estimated /	Actual	Balance
		Budget	Amount	
2/1/2016	Beginning Balance	100.00	114.56	
	4304 Agency Administration Fee	100.00	114.56	-14.56
4313 Legal Services				
2/1/2016	Beginning Balance	6,000.00	2,415.00	
	4313 Legal Services	6,000.00	2,415.00	3,585.00
4345 Special District Director Services				
2/1/2016	Beginning Balance	5,250.00	1,950.00	
2/11/2016	RHCS20160115 01 Rhcsd Director Stipend 1-26-16 Tim Halverson 2/11/2016	0.00	75.00	
2/11/2016	RHCS20160119 01 Rhcsd Director Stipend 1-26-16 Donald Mark Magee 2/11/2016	0.00	75.00	
2/11/2016	RHCS20160120 01 Rhcsd Director Stipend 1-26-16 Gordon A Fawkes 2/11/2016	0.00	75.00	
2/11/2016	RHCS20160121 01 Rhcsd Director Stipend 1-26-16 Matthew Sites 2/11/2016	0.00	75.00	
	4345 Special District Director Services	5,250.00	2,250.00	3,000.00
4400 Publication & Legal Notices				
2/1/2016	Beginning Balance	500.00	428.88	
	4400 Publication & Legal Notices	500.00	428.88	71.12
4420 Rent & Lease: Equipment				
2/1/2016	Beginning Balance	600.00	550.00	
	4420 Rent & Lease: Equipment	600.00	550.00	50.00
4440 Rent & Lease: Building & Improvements				
2/1/2016	Beginning Balance	2,800.00	918.26	
2/11/2016	RHCS20160118 01 Rhcsd Meeting Room Rental 1-26-16 El Dorado Hospitality, Llc 2/11/2016	0.00	125.00	
	4440 Rent & Lease: Building & Improvements	2,800.00	1,043.26	1,756.74
4501 Special Projects				
2/1/2016	Beginning Balance	11,500.00	165.75	
	4501 Special Projects	11,500.00	165.75	11,334.25
4505 SB924: Transportation & Travel				
2/1/2016	Beginning Balance	500.00	0.00	
	4505 SB924: Transportation & Travel	500.00	0.00	500.00
4600 Transportation & Travel				
2/1/2016	Beginning Balance	200.00	0.00	
	4600 Transportation & Travel	200.00	0.00	200.00
4602 Mileage: Employee Private Auto				
2/1/2016	Beginning Balance	400.00	66.70	
2/11/2016	RHCS20160117 01 Rhcsd Reimburse Gm Mileage Jan 2016 Chaney Lynn Hicks 2/11/2016	0.00	19.44	
	4602 Mileage: Employee Private Auto	400.00	86.14	313.86
4620 Utilities				
2/1/2016	Beginning Balance	30,000.00	20,021.93	
2/11/2016	RHCS20160110 01 Rhcsd Power No. 1211321236-4 Pacific Gas & Electric, Inc. 2/11/2016	0.00	10.84	
2/11/2016	RHCS20160111 01 Rhcsd Power No. 6085621545-8 Pacific Gas & Electric, Inc. 2/11/2016	0.00	44.34	
2/11/2016	RHCS20160112 01 Rhcsd Power No. 1857646705-6 Pacific Gas & Electric, Inc. 2/11/2016	0.00	73.51	
2/11/2016	RHCS20160113 01 Rhcsd Power No. 4570858285-8 Pacific Gas & Electric, Inc. 2/11/2016	0.00	272.88	
	4620 Utilities	30,000.00	20,423.50	9,576.50
	40 Services and Supplies	219,150.00	84,832.78	134,317.22
77 Appropriations for Contingencies				
7700 Appropriation For Contingencies				
2/1/2016	Beginning Balance	139,000.00	0.00	
	7700 Appropriation For Contingencies	139,000.00	0.00	139,000.00

802800 Rolling Hills - Community Service Districts

**Revenues and
Expenditures**

Details For the Accounting Period ended: February 29, 2016

	Estimated / Budget	Actual Amount	Balance
77 Appropriations for Contingencies	139,000.00	0.00	139,000.00
Total Expense	358,300.00	84,871.69	273,428.31
802800 Rolling Hills - Community Service Districts	0.00	-3,420.07	-3,420.07

802800 Rolling Hills - Community Service Districts

Revenues and Expenditures

Details For the Accounting Period ended: February 29, 2016

		Estimated / Budget	Actual Amount	Balance
Report Total	Revenue	358,300.00	81,451.62	276,848.38
	Expense	358,300.00	84,871.69	273,428.31
		<u>0.00</u>	<u>-3,420.07</u>	<u>-3,420.07</u>



EL DORADO LAFCO

Local Agency Formation Commission

El Dorado LAFCO invites you to a PUBLIC PRESENTATION on SB 239

**Wednesday, March 23, 2016
6:15 p.m.**

**Board of Supervisors Chambers
Building A of the Government Center
330 Fair Lane, Placerville, California**

This will be an informational presentation covering the implementation of Senate Bill 239, which was signed into law by Governor Brown on October 10, 2015. SB 239 requires LAFCO approval on any new contract for the extension of fire services or a contract extension or amendment that transfers greater than 25% of the service area or changes the employment status of more than 25% of employees of any affected agencies. Additional requirements include notification of affected employee organizations, public hearings, and independent preparation of a comprehensive fiscal analysis (CFA).

Please distribute to people who might be interested.

For questions, call the LAFCO office at (530) 295-2707.

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

550 Main Street Suite E • Placerville, CA 95667

Phone: (530) 295-2707 • Fax: (530) 295-1208

lafco@edlafco.us • www.edlafco.us

PUBLIC ANNOUNCEMENT

The El Dorado Local Agency Formation Commission
is considering the appointment for the Alternate Public Member on LAFCO
(Application Deadline: April 29, 2016)

The El Dorado Local Agency Formation Commission (LAFCO) will be considering the appointment of an Alternate Public Member to LAFCO who will serve a new four-year term, which will run from May 2016 through May 2020.

The Public Member Alternate represents the interests of the citizens and residents of El Dorado County. The Alternate fully participates in the discussion and deliberation at LAFCO meetings but votes only when the regular Public Member is absent or disqualified.

Applicants must be a resident and a registered voter in El Dorado County and cannot be a city, district or County official of any public agency within El Dorado County. Those seated on LAFCO are subject to the Fair Political Practices Commission and must file an annual conflict of interest statement.

Under state law, LAFCO is mandated to ensure the logical formation and determination of the local government agency boundaries, which affect growth and development patterns, delivery of urban services, and agricultural and open space lands within El Dorado County. The Commission typically meets the fourth Wednesday of every month at 5:30 p.m., with the exception of the months of November and December. Because of the holidays, a combined meeting is typically held on the second Wednesday of December.

If you wish to be considered for the Alternate Public Member position on LAFCO, the application form is posted on the web at www.edlafco.us. If you have any questions, please call the LAFCO office at (530) 295-2707.

Please submit applications to:

El Dorado LAFCO
550 Main Street, Suite E
Placerville, CA 95667

The deadline for completed applications is April 29, 2016.

S:\Elections\2016 Alternate Public Member Election\2016 NoticeofPublicMemberVacancy--Public Ann.docx

COMMISSIONERS

Public Member: Dyana Anderly • Alternate Public Member: Niles J. Fleege

City Members: Austin C. Sass, Vacant • Alternate City Member: John Clerici

County Members: Shiva Frentzen, Brian Veerkamp • Alternate County Member: Michael Ranalli

Special District Members: Dale Coco, MD, Ken Humphreys • Alternate Special District Member: Holly Morrison

STAFF

José C. Henríquez, Executive Officer • Erica Sanchez, Policy Analyst

Denise Tebaldi, Interim Commission Clerk • Kara K. Ueda, Commission Counsel

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

550 Main Street Suite E • Placerville, CA 95667

Phone: (530) 295-2707 • lafco@edlafco.us • www.edlafco.us

Application for Appointment Alternate Public Member

(Attach separate sheet(s), if needed)

POSITION FOR WHICH YOU ARE APPLYING	Alternate Public Member		
NAME			
	<i>First</i>	<i>Middle</i>	<i>Last</i>
ADDRESS	<i>Residence</i>		
	<i>Business</i>		
TELEPHONE			
	<i>Residence Number</i>	<i>Business Number Fax Number</i>	
E-MAIL ADDRESS			
EDUCATION BACKGROUND			
EMPLOYMENT <i>(A resume may be attached, if desired)</i>			
List all other boards, commissions, or committees you are now a member or have been in the past, including dates of service			
Please list community interests/activities			

Please summarize the qualifications you feel are related to service on the LAFCO Commission	
What is your understanding of the roles and responsibilities of the Commission?	
Why do you wish to serve on the Commission?	
Have you attended any meetings of the LAFCO Commission?	

I hereby certify that I am a registered voter in the State of California, County of El Dorado, a citizen of the United States and will be at least 18 years of age by the time of the next election. I am not imprisoned or on parole for the conviction of a felony. I certify under penalty of perjury under the laws of the State of California, that the information on this application is true and correct.

I understand that no person appointed as a public member or alternate public member to El Dorado LAFCO may be an officer or employee of the County or any city or district with territory in the County (Government Code Section 56331).

I understand that if appointed to El Dorado LAFCO I will be required to comply with FPPC disclosure regulations and file annual statements of financial interests.

I acknowledge that the information provided in this application may become part of the public record and/or subject to the Public Records Act.

Signature: _____

Date: _____

Return To

**LAFCO
550 Main Street, Suite E
Placerville, CA 95667**

Applications will be kept on file for one year.

For Reference RE: Item No. 6.d.

ORDINANCE NO. 2013-01 (amending 2010-02, 2009-01)

**AN ORDINANCE OF THE ROLLING HILLS
COMMUNITY SERVICES DISTRICT
REGARDING ENCROACHMENT PERMITS**

WHEREAS, the Board of Directors (the "Board") of the Rolling Hills Community Services District (the "District") believes that establishing rules governing the issuance of encroachment permits will serve to preserve the integrity, use and safety of District facilities and properties; and

WHEREAS, the Rolling Hills Community Services District is authorized to adopt ordinances, pursuant to California Government Code section 61060; and

WHEREAS the District believes that the adoption of an encroachment permit process whereby a property owner would be required to obtain a permit and execute a release and indemnification agreement is necessary to protect District property and protect the health and safety of community residents;

NOW THEREFORE, the Board of Directors of the Rolling Hills Community Services District ordains as follows:

SECTION 1

PURPOSE

The purpose of this ordinance is to provide rules governing the issuance of encroachment permits for all properties within the Rolling Hills Community Services District located in El Dorado County, California.

- I. Permit Required. Whenever a property owner desires to install, construct, or place physical improvements – landscaping, fencing, retaining walls, culverts, bridges and/or other structures or improvements, including but not limited to basketball hoops and portable toilets, on, above or below the surface of any portion of their land which is encumbered by a district facility or dedicated easement or right of way, or seeks permissive authority to enter into District owned property for ingress and egress to perform the activity, they shall apply for and receive an Encroachment Permit (Permit).
11. Permit – Application. Prior to commencement of said installation or construction, applications shall be filed with the General Manager. Applicants for permits under this section must file an application in writing on a form to be furnished by the District, which shall set forth the following information:
 - a. The name, address, and telephone number of the applicant;
 - b. The date of application;
 - c. The location of encroachment and reason for encroachment;
 - d. The name, address and telephone number of the contractor, if applicable;
 - e. The requested expiration date for the permit; and

Adopted 10-15-13
Effective 11-14-13

f. Plans for structures or improvements may be required by the General Manager to be submitted and approved to ensure that the resulting installation adequately accommodates and/or is compatible with existing district facilities.

III. Permit – Application Fee. All permit applications shall be submitted with a payment of a fee in the amount as set forth in the District's Fee Schedule in effect on the date of application to cover the District's administrative and inspection costs, and the additional costs to record the Encroachment permit with the County Recorder, if applicable. Standard inspection costs shall include two site visits, the first prior to commencement of the encroachment activity, the second at the conclusion of the encroachment activity.

IV. Permit – Issuance. Upon the filing of a complete application for an Encroachment Permit, the General Manager shall review, approve, approve with conditions, or deny it within ten (10) business days of receipt. Permits will be granted on a case-by-case basis as determined by the District. Approval with conditions may include specifications for construction materials and procedures as may be necessary. When the grounds for permit denial can be corrected by imposing reasonable permit conditions, the General Manager may impose such conditions rather than deny the permit application.

V. Release and Indemnification Agreement. Applicant shall execute a hold harmless agreement, in a form approved by District, to defend, indemnify and save harmless the District, its officers, agents, employees and representatives, and each of them, of and from any and all claims, demands, suits, causes of action, damages, costs, expense, losses or liability, in law or in equity, of every kind and nature whatsoever arising out of or in connection with the alleged acts or omissions of the permit holder, its officers, agents or employees in connection with the Encroachment Permit activities. This indemnification agreement shall be executed prior to the issuance of the Permit.

VI. Permit – Notice of Issuance. Immediately upon the issuance of the permit, the General Manager shall send a copy thereof to the applicant.

VII. Permit – Notice of Permit Denial. If a permit application is denied, the General Manager shall provide the applicant with written notice of denial, which must contain a statement of facts upon which the denial is based and a statement of the appeal procedure set forth in paragraph XI, hereof.

VIII. Service Charge. In addition to the application fee paid pursuant to paragraph III, above, the District reserves the right to levy a service charge should the scope of the encroachment permit require the District to incur expenses in connection with re-inspection over and above the standard inspection costs set forth in paragraph III, above.

IX. Permit – Use. A Permit holder shall comply with all Permit conditions, and with all applicable laws and ordinances. The encroachment Permit shall expire as provided in the Permit issued. An Encroachment Permit is not a property right, such as an easement, nor does it confer a property right. It cannot be transferred with the sale of the real property. A new property owner must apply for and obtain a new Encroachment Permit for any activity to be performed.

X. Permit – Revocation. Permits issued pursuant to this Section may be revoked by the General Manager for failure to comply with the provisions of this section, failure to comply with any Permit terms and conditions, or at any time the General Manager learns that the Permit application contains false or misleading information. District's authority to revoke a Permit pursuant to this Section shall be in addition to any other remedies available to District under applicable laws.

XI. Appeal Procedure. Any person excepting to the denial or revocation of a Permit under this Section shall have the right, within five (5) business days after receiving notice in writing of the denial or revocation, to file a written appeal to the Board of the District. The appeal shall set forth the specific grounds upon which it is based. The Board shall hold a hearing on the appeal within forty-five (45) days after its receipt by the District, or at a time thereafter agreed upon and shall cause the appellant to be given at least five (5) business days written notice of such hearing. At the hearing, the appellant or its authorized representative shall have the right to present evidence and a written or oral argument, or both, in support of the appeal. The determination of the Board on appeal shall be final.

SECTION 2.

AUTHORITY

I. The Rolling Hills Community Services District is authorized to adopt ordinances, pursuant to California Government Code section 61060.

II. Government Code section 61064(a) and (b) provides that violation of an ordinance or any citation issued for such a violation may be processed either as a misdemeanor or an infraction.

III. Penal Code sections 17(d), 19.8 and 19.2 provide that the District can levy a fine for a violation of the ordinance in an amount not to exceed \$250.00 for each violation.

IV. Any person violating any of the provisions of this Ordinance shall be guilty of an infraction and shall be punished by (1) a fine not exceeding one hundred dollars (\$100) for a first violation; (2) a fine not exceeding two hundred dollars (\$200) for a second violation within one year; (3) a fine not exceeding two hundred fifty dollars (\$250) for each additional violation within one year.

V. Any encroachment without a permit, or in violation of a condition of a permit, shall constitute a public nuisance under Civil Code section 3479 and Government Code section 61069, which may be abated by the District.

VI. In the event the District commences a legal action to remove an encroachment that a property owner refuses to remove after due notice, the property owner will be obligated to reimburse the District for its attorney's fees incurred in removing the encroachment if the District is successful in that action.

SECTION 3.

DEFINITIONS

As used in this ordinance, the terms listed below shall have the meaning assigned them.

I. "District" means the Rolling Community Services District.

II. "General Manager" means the General Manager of the Rolling Hills Community Services District, or designee.

III. "Permit" means the Encroachment Permit issued pursuant to this Section authorizing the encroachment activity described in the Permit.

IV. "Service Charge" means the actual costs that the District incurs in connection with the encroachment activities subject to a Permit, including but not limited to inspection costs,

administration or coordination by District.

This Ordinance shall become effective thirty (30) days from and after its final passage and adoption, provided it is published in full within fifteen (15) days after its adoption in a local newspaper.

This Ordinance was introduced and read in its entirety at the regular meeting of the Rolling Hills Community Services District Board of Directors on September 17, 2013.

On a motion by Director Chaney Hicks, seconded by President Tim Halverson, the foregoing ordinance was passed and adopted by the Board of Directors of the Rolling Hills Community Services District this 15th day of October, 2013, by the following vote:

AYES: 3	DIRECTORS: Halverson, Kennedy, Magee
NAYS: 0	DIRECTORS: None
ABSTAIN: 0	DIRECTORS: None
ABSENT: 2	DIRECTORS: Sites, Fawkes

Tim Halverson
PRESIDENT OF THE BOARD

Linda Stone
BOARD SECRETARY

Adopted 10-15-13
Effective 11-14-13