

ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES of JULY 15, 2014 MEETING OF THE BOARD OF DIRECTORS

1. Call to Order/Roll Call.

The meeting of the Rolling Hills CSD held on July 15, 2014 was called to order at 7:08 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 Gordon Fawkes and Mark Magee, General Manager Chaney Hicks, and Board Secretary Linda Stone were present at roll call. Vice President Tim Halverson arrived a few minutes later. Director John Kennedy was absent.

2. Public Comment. None.

3. Monthly Reports.

a. General Manager Report. Chaney presented an oral and written report. She advised the cutting of firebreaks is complete, the homeowner on Winterfield Drive had nearly completed clean-up of debris needed after completion of pool construction; 66 letters have been sent to various residents regarding sidewalk and roadway encroachments issues of trees and foliage asking that they please comply; the direct charge assessment paperwork was completed and submitted to the County, one Facilities Use Application and corresponding fee was submitted for use of the Park and approved; she has conducted a general review of the roads within the District for condition; and the EID rebate will be credited to the District's EID account. Chaney reported that the 4th of July event was a huge success with an estimated 300-350 people attending. She noted that the portable toilet is still standing; it will be returned at the end of the 30 day rental period. Over the past month, she discussed various issues with the landscapers including tree trimming along Dunnwood on CSD property, broken sprinklers in the Stonebriar median strip, installation of bark at entrance flower beds to help with moisture retention, and repair of broken bender board and sprinkler timer/valves as needed.

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

4. Consent Items

The Consent items, including approval of Minutes of June 17, 2014 regular meeting; bank statement for period ending June 15, 2014; correspondence including SDRMA letter re: 2014-15 Property/Liability Coverage Documents/Member's Certificate of Coverage dated June 26, 2014, California Special District's Association 2014 Board Elections Mail Ballot Information, and Proof of Publication regarding Notice of Public Hearings were considered. Gorgon Fawkes requested some changes to the draft minutes and such changes were noted. Vice President Tim Halverson moved to approve the consent items with the noted corrections to the minutes and accept and file the items; second by Director Mark Magee; motion carried.

AYES: Sites, Halverson, Magee, Fawkes

NOES: None

ABSENT: Kennedy

ABSTAIN: None

5. Old Business

a. **Master Plan for District.** President Sites and General Manager Chaney Hicks updated the Board regarding new information gleaned over the past month. In talking with one consultant about estimated costs for preparation of the Nexus Study, Chaney was advised that for the scope of what the District is trying to accomplish a full Master Plan may not be necessary. While the District still needs a nexus study to assess the fees it wants to collect, it may be able to accomplish that by working directly with the County and the developer. Matt updated the Board that the new development area is to be a gated community and access will probably be by Carson Crossing. Tim raised the question of how a portion of roads within the District can be private when RHCS D's roads are public. The Board needs to understand the relationships and responsibilities for jurisdiction of the roads and also the contemplated Homeowners Association for the new development area. All agreed that development of 49 upscale single family homes as

opposed to multi-family housing is a major improvement and good for the District. Chaney said the rough estimate of cost for the Nexus Study received from one consultant is between \$25,000 and \$35,000. Tim said we really need to get our arms around what is required by the County. Discussion was had about various resources from which we may be able to draw to provide estimated costs for the infrastructure contained in our Master Plan. The District's goal is to request an increase in the various mitigation and impact fees paid by the parcel once it is split. Some questions to be answered are when responsibility for payment of the per parcel fees begins, whether it is automatic or if an action must be taken to collect the fees, are the park impact fees predetermined for our District, and the process to be followed in order to set up the impact fees. Tim said he would contact Wayne Lowrey in an effort to gain understanding to these questions. Gordon said he would look back at his files to determine the amount of impact fees he paid when constructing his home in the District; Linda will send a copy of the William Lyon Report to Chaney and Matt for historical and benchmark informational purposes; and Matt will contact the County to determine who we should be speaking with about these issues.

Tim Halverson had to leave the meeting early.

b. Speed Control Measures. No further meeting has been had with the Fire Department. Matt Sites needs the contact information for the radar sign company so he can solve the issue which has been preventing download of the speed data which is needed to back-up our position for this meeting.

6. New Business

a. Public Hearing Regarding Authorizing the Continued Collection of the Direct Charge Assessment.

President Sites opened the public hearing for this item. He asked if there was any public comment. There being none, he closed the public hearing. There being no further discussion, President Sites moved for adoption of Resolution 14-02 authorizing 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; second by Director Gordon Fawkes; motion carried.

AYES: Sites, Magee, Fawkes

NOES: None

ABSENT: Kennedy and Halverson

ABSTAIN: None

b. Public Hearing Regarding Establishing the Appropriation Limits for Fiscal Year 2014-15 for RHCS D as described in Article XII B of the State Constitution; proposed appropriation limits are \$81,770.31.

President Sites opened the public hearing for this item. He asked if there was any public comment. There being none, he closed the public hearing. There being no further discussion, President Sites moved for adoption of Resolution 14-03 Establishing the Appropriation Limits for Fiscal Year 2014-15 for the Rolling Hills Community Services District as described in Article XII B of the State Constitution in the amount of \$81,770.31; second by Director Mark Magee; motion carried.

AYES: Sites, Magee, Fawkes

NOES: None

ABSENT: Kennedy and Halverson

ABSTAIN: None

c. Public Hearing regarding Approval of the final operating budget for RHCS D for Fiscal Year 2014-15. President Sites opened the public hearing for this item. He asked if there was any public comment. There being none, he closed the public hearing. The clerk advised that due to the accounting system utilized by the County Auditor's office, the system is not able to encumber budget funds from one fiscal year to the next. For this reason, it will be necessary to include in the FY14-15 budget funds necessary to defray the cost of audits for two fiscal year periods ended June 2012 and 2013, increasing the preliminary budget by \$5,000 for the addition to account no. 4305-accounting services.

President Sites moved for adoption of Resolution 14-04 approving the Final Budget for Fiscal Year 2014-15 in the amount of \$163,460 as discussed; second by Director Gordon Fawkes; motion carried.

AYES: Sites, Magee, Fawkes

NOES: None

ABSENT: Kennedy and Halverson

ABSTAIN: None

d. Audit Services. The Board considered the proposal from Vaughn Johnson, CPA to conduct the audit for two fiscal year periods ended June 30, 2012 and June 30, 2013 at a cost of not-to-exceed \$5,000 for these services. President Sites made a motion to accept the proposal and authorize the General Manager to execute Engagement letter; second by Director Mark Magee; motion carried.

AYES: Sites, Magee, Fawkes

NOES: None

ABSENT: Kennedy and Halverson

ABSTAIN: None

e. Biennial Review of Conflict of Interest Code. The Board considered staff's recommendation to approve the existing Conflict of Interest Code with no changes for 2014; District's Code was last amended September 2010. It currently requires no changes because the District has no new positions, neither the disclosure categories or titles of existing positions have been revised, and there have been no changes to the positions that participate in making governmental decisions. Director Mark Magee made a motion to approve the existing Conflict of Interest Code with no changes for 2014; second by Director Gordon Fawkes; motion carried.

AYES: Sites, Magee, Fawkes

NOES: None

ABSENT: Kennedy and Halverson

ABSTAIN: None

f. Website Work by Web Designer . The Board and staff discussed update of website and potential benefits and costs of shifting to another platform for the website. At the very least, training for Joomla will be needed to be able to accomplish the tasks necessary to carry out District business and documents management. Staff will look into these issues.

Adjournment.

The meeting was adjourned at 8:44 p.m. upon a motion by Matt Sites, second by Mark Magee; motion carried.

Submitted by:

/s/

Linda Stone, Board Secretary

Approved by Board: August 19, 2014