

**Board of Directors Regular Meeting - AGENDA**  
**ROLLING HILLS COMMUNITY SERVICES DISTRICT**

**Tuesday, July 19, 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. Communication Committee Report

**4. Consent Items**

- Wells Fargo Bank statement for January through June 2016
- SDRMA letter re: 2016-17 Property/Liability Coverage Documents/Member's Certificate of Coverage dated July 1, 2016
- County of El Dorado 2016-17 Direct Charge Information/Instructions/Checklist due August 10, 2016
- Community Development Agency Long Range Planning – June 30, 2016 Notice of Availability of a Draft Environmental Impact Report for the General Plan Biological resources Policy Update and Oak Resources Management Plan
- Proof of Publication Notice of Public Hearings

**5. Old Business**

- a. El Dorado Springs Development Status – Staff to give update regarding the status of work on Prima and road quality impacts (Discussion Item)
- b. Tree Replacement Request – Consideration of homeowner request for replacement of trees removed on White Rock Road to help alleviate safety concerns regarding White Rock Road widening;

consideration of authorization of expenditure of funds from approved FY17 budget in an amount not to exceed \$1,750.00 (Discussion and Action Item)

c. El Dorado Hills Sign on CSD Property – Consideration of authorization to move forward with project for repair of the El Dorado Hills monument sign in accordance with policies and procedures and expenditure of funds from approved FY17 budget in an amount not to exceed \$3,000.00 (Discussion and Action Item)

d. 4th of July Event – Staff to give update regarding outcome of 2016 4<sup>th</sup> of July event and discuss need for administrative process going forward (Discussion and Action Item)

## **6. New Business**

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

Action: Adoption of Resolution 16-02 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. (Discussion and Action Item)

b. Public Hearing – Open Public Hearing regarding Establishing the Appropriation Limits for Fiscal Year 2016-17 for RHCSO as described in Article XII B of the State Constitution. The proposed appropriation limits are \$90,896.89; Public Comment; Close Hearing.

Action: Adoption of Resolution 16-03 Establishing the Appropriation Limits for Fiscal Year 2016-17 for the Rolling Hills Community Services District as described in Article XII B of the State Constitution in the amount of \$90,896.89. (Discussion and Action Item)

c. Public Hearing – Open Public Hearing regarding Approval of the final operating budget for RHCSO for Fiscal Year 2016-17; Public Comment; Close Hearing.

Action: Adoption of Resolution 16-04 Approving the Final Budget for Fiscal Year 2016-17 in the amount of \$200,915.00 (Discussion and Action Item)

d. Correspondence from County of El Dorado – Elections Department Recommending Candidates Seeking to Run for Office in November Election schedule Appointment for the Filing Period – Staff to provide update since this is a new process (Discussion Item)

e. El Dorado Hills CSD Request for Use of Stonebriar Baseball Field – Consideration of requested use of Stonebriar Baseball field for the period of February 2017 - July 2017; terms of use pursuant to District policies; consideration of Memorandum of Understanding regarding improvements to field in lieu of rental fees. (Discussion and Action Item)

f. Stonebriar Park Playground Fiber Maintenance – Consideration of expenditure of funds from approved FY17 budget for maintenance and addition of additional playground fiber in play structure area in an amount not to exceed \$650.00 (Discussion and Action Item)

g. Springfield Meadows Speed Bumps/Road Maintenance – Consideration of expenditure of funds from approved FY17 budget for maintenance of Springfield Meadows speed bumps and road signage in an amount not to exceed \$1,300.00 (Discussion and Action Item)

h. Grounds Maintenance – Consideration of expenditure of funds from approved FY17 budget for installation of additional landscape bark at front sound wall area to cover exposed drip irrigation pipe in an amount not to exceed \$4,800.00 (Discussion and Action Item)

i. Introduction and Waiver of First Reading of Ordinance 2016-01 Regarding Administrative Citations (Discussion and Action Item)

j. Newsletter – Discussion as to content of newsletter and consideration of authorization to expend funds from approved FY17 budget in an amount not to exceed \$500.00 for printing and mailing of the newsletter (Action Item)

## **7. Adjournment**

# Wells Fargo Simple Business Checking

Account number: 2017655164 ■ June 15, 2016 - July 15, 2016 ■ Page 1 of 3



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](http://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/plan](http://wellsfargoworks.com/plan).

## Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to [wellsfargo.com/biz](http://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



## Activity summary

Beginning balance on 6/15	\$3,957.63
Deposits/Credits	0.00
Withdrawals/Debits	- 347.87
<b>Ending balance on 7/15</b>	<b>\$3,609.76</b>
 Average ledger balance this period	 \$3,771.64

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 06/14 Ringcentral, Inc 650-4724100 CA S586166444693896 Card 8086		17.98	3,939.65
6/22		Purchase authorized on 06/21 El Dorado Irrigati 866-386-6210 CA S306173744475567 Card 8086		41.23	3,898.42
6/30		Purchase authorized on 06/28 Merriweather & Wil 415-9863999 CA S466180035553426 Card 7555		262.00	3,636.42
7/15		Purchase authorized on 07/14 Ringcentral, Inc 650-4724100 CA S466196438290657 Card 8086		26.66	3,609.76
Ending balance on 7/15					3,609.76
Totals			\$0.00	\$347.87	

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](http://wellsfargo.com/feefaq) to find answers to common questions about the monthly service fee on your account.

Fee period 06/15/2016 - 07/15/2016	Standard monthly service fee \$10.00	You paid \$0.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any <b>ONE</b> of the following account requirements		
· Average ledger balance	\$500.00	\$3,772.00 <input checked="" type="checkbox"/>

C1/C1

## Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	3,000	0	0.0030	0.00
Transactions	0	50	0	0.50	0.00
Total service charges					\$0.00

# Wells Fargo Simple Business Checking

Account number: 2017655164 ■ May 14, 2016 - June 14, 2016 ■ Page 1 of 4



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

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Overdraft Protection



## IMPORTANT ACCOUNT INFORMATION

The section titled "Rights and Responsibilities" - "Are we allowed to close your account" and "When are you allowed to close your account" in your Account Agreement have been deleted and replaced by the following effective August 5, 2016.

### When can your account be closed?

We can close your account at any time. If the account is closed, we may send the remaining balance on deposit in your account by traditional mail or credit it to another account you maintain with us.

We may, but are not required to allow you to leave on deposit sufficient funds to cover outstanding items to be paid from your account.

- If we do allow funds to remain on deposit, the terms and conditions of the Agreement will continue to apply until we make a final disbursement from your account.

- If we do not allow you to keep funds on deposit, we will not be liable for any loss or damage that may result from dishonoring any of your items that are presented or otherwise received after your account is closed.



- You can close your account at any time if the account is in good standing (e.g., does not have a negative balance or any restrictions on the account).

- If your account is an interest-earning account, it will cease to earn interest from the date you request it be closed.

- If your account has Overdraft Protection and/or Debit Card Overdraft Service, these services will be removed when you request to close your account.

- If your account balance does not reach zero within 30 days from the date of your request to close your account, we will charge you the applicable monthly service fee if you do not meet the requirements to avoid the monthly service fee. If the monthly service fee is greater than your account balance, only the amount equal to your account balance will be charged and your account will be closed.

- After 30 days, if your account balance does not reach zero, your account will be returned to active status and subject to all applicable fees. If your account is a variable interest earning account, the interest rates disclosed in the rate sheet in effect on the date your account is returned to active status will apply. We may change the interest rate for variable rate accounts at any time. You will need to reestablish Overdraft Protection and/or Debit Card Overdraft Service if desired by contacting your banker or calling the number on your statement.

### Activity summary

Beginning balance on 5/14	\$3,143.39
Deposits/Credits	1,268.52
Withdrawals/Debits	- 454.28
<b>Ending balance on 6/14</b>	<b>\$3,957.63</b>
Average ledger balance this period	\$3,981.53

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
5/16		eDeposit IN Branch/Store 05/14/16 10:17:53 Am 2000 Douglas Blvd Roseville CA 5164	884.35		
5/16		Purchase authorized on 05/14 Ringcentral, Inc 650-4724100 CA S386135447792499 Card 8086		17.98	4,009.76
5/19		eDeposit IN Branch/Store 05/19/16 12:36:09 Pm 8477 Auburn Blvd Citrus Heights CA 5164	384.17		4,393.93
5/23		Cashed/Deposited Item Retn Unpaid Fee		12.00	
5/23		Deposited Item Retn Unpaid - Paper 160523		384.17	3,997.76
5/27		Purchase authorized on 05/27 The Home Depot 6675 Folsom CA P00386148662653629 Card 7555		14.64	3,983.12
6/9		Purchase authorized on 06/08 Istorageel Dorado El Dorado Hls CA S466160836765063 Card 8086		14.00	
6/9		Purchase authorized on 06/09 Costco Whse #0765 Folsom CA P00386161803166019 Card 7555		11.49	3,957.63
<b>Ending balance on 6/14</b>					<b>3,957.63</b>
<b>Totals</b>			<b>\$1,268.52</b>	<b>\$454.28</b>	

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

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Fee period 05/14/2016 - 06/14/2016	Standard monthly service fee \$10.00	You paid \$0.00
<b>How to avoid the monthly service fee</b>	Minimum required	This fee period
Have any ONE of the following account requirements		
· Average ledger balance	\$500.00	\$3,982.00 <input checked="" type="checkbox"/>
C1/C1		

### Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	3,000	0	0.0030	0.00
Transactions	4	50	0	0.50	0.00
<b>Total service charges</b>					<b>\$0.00</b>

## IMPORTANT ACCOUNT INFORMATION

### Revised Agreement for Online Access

We're updating our Online Access Agreement effective September 15, 2016.

To see what is changing, please visit [wellsfargo.com/onlineupdates](http://wellsfargo.com/onlineupdates).



# Wells Fargo Simple Business Checking

Account number: 2017655164 ■ April 15, 2016 - May 13, 2016 ■ Page 1 of 3



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

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



## Activity summary

Beginning balance on 4/15	\$3,350.97
Deposits/Credits	0.00
Withdrawals/Debits	- 207.58
<b>Ending balance on 5/13</b>	<b>\$3,143.39</b>
 Average ledger balance this period	 \$3,219.27

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
4/15		Purchase authorized on 04/15 WM Superc Wal-Mart Sto Folsom CA P00000000454762876 Card 7555		6.40	3,344.57
4/18		Purchase authorized on 04/14 Ringcentral, Inc 650-4724100 CA S466105440879514 Card 8086		17.98	
4/18		Purchase authorized on 04/16 Opc Boe Sales and 800-4874567 AL S586108142340477 Card 8086		1.00	
4/18		Purchase authorized on 04/16 Boe Sales and Use 800-4874567 CA S586108142340228 Card 8086		37.00	3,288.59
4/29		Purchase authorized on 04/28 Smartsign 718-797-1900 NY S586118583922985 Card 7555		145.20	3,143.39
Ending balance on 5/13					3,143.39
Totals			\$0.00	\$207.58	

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

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Fee period 04/15/2016 - 05/13/2016	Standard monthly service fee \$10.00	You paid \$0.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements		
• Average ledger balance	\$500.00	\$3,219.00 <input checked="" type="checkbox"/>
C1/C1		

## Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	3,000	0	0.0030	0.00
Transactions	0	50	0	0.50	0.00
Total service charges					\$0.00

## IMPORTANT ACCOUNT INFORMATION

**Overdraft Fee Waiver Clarification:** We will waive any overdraft fees if both your ending daily account balance (posted balance) and your available balance (which includes pending transactions) are overdrawn by \$5 or less and there are no items returned for insufficient funds at the end of our nightly processing. This fee waiver is associated with the total overdrawn balance, not the dollar size of the transaction(s) contributing to the overdrawn balance. To find out more about online banking tools that Wells Fargo offers to help you manage and track your spending, visit [wellsfargo.com/biz/online\\_banking](http://wellsfargo.com/biz/online_banking). For additional information, see your Account Agreement, speak with a local banker, or call the phone number on the top of your statement.

# Wells Fargo Simple Business Checking

Account number: 2017655164 ■ March 15, 2016 - April 14, 2016 ■ Page 1 of 3



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

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TTY: 1-800-877-4833

En español: 1-877-337-7454

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## Your Business and Wells Fargo

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## Account options

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



## Activity summary

Beginning balance on 3/15	\$3,464.69
Deposits/Credits	0.00
Withdrawals/Debits	- 113.72
<b>Ending balance on 4/14</b>	<b>\$3,350.97</b>
 Average ledger balance this period	 \$3,439.67

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

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## Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
3/15		Purchase authorized on 03/14 Ringcentral, Inc 650-4724100 CA S466074450644325 Card 8086		17.72	3,446.97
4/1		Purchase authorized on 03/31 The UPS Store #268 El Dorado Hil CA S306091621189730 Card 7555		10.00	3,436.97
4/14		Purchase authorized on 04/13 USPS PO Boxes 6610 800-3447779 DC S306104612096458 Card 7555		86.00	3,350.97
Ending balance on 4/14					3,350.97
Totals			\$0.00	\$113.72	

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

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Fee period 03/15/2016 - 04/14/2016 Standard monthly service fee \$10.00 You paid \$0.00

This is the final period with the fee waived. For the next fee period, you need to meet the requirement(s) to avoid the monthly service fee.

### How to avoid the monthly service fee

Have any ONE of the following account requirements

- Average ledger balance

Minimum required

\$500.00

This fee period

\$3,440.00 ☒

C1/C1

## Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	3,000	0	0.0030	0.00
Transactions	0	50	0	0.50	0.00
Total service charges					\$0.00

## IMPORTANT ACCOUNT INFORMATION

**Overdraft Fee Waiver Clarification:** We will waive any overdraft fees if both your ending daily account balance (posted balance) and your available balance (which includes pending transactions) are overdrawn by \$5 or less and there are no items returned for insufficient funds at the end of our nightly processing. This fee waiver is associated with the total overdrawn balance, not the dollar size of the transaction(s) contributing to the overdrawn balance. To find out more about online banking tools that Wells Fargo offers to help you manage and track your spending, visit [wellsfargo.com/biz/online\\_banking](http://wellsfargo.com/biz/online_banking). For additional information, see your Account Agreement, speak with a local banker, or call the phone number on the top of your statement.

# Wells Fargo Simple Business Checking

Account number: 2017655164 ■ February 13, 2016 - March 14, 2016 ■ Page 1 of 4



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DISTRICT  
PO BOX 5266  
EL DORADO HILLS CA 95762-0005

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## Your Business and Wells Fargo

Cash flow is one of the most critical components of success for a small or mid-sized business. Achieving a positive cash flow does not come by chance. Learn more about managing cash flow by visiting [wellsfargoworks.com](http://wellsfargoworks.com).

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## IMPORTANT ACCOUNT INFORMATION

Periodically, we may evaluate the timing of statements, monthly service fee assessment and interest payments to your accounts. We may adjust the timing in order to align your statement, monthly service fee assessment (if any) and interest payment dates with one another. You may receive a partial statement that reflects activity and interest payments from the last statement date to the date of the change. No monthly service fees will be assessed during a partial statement period and there will be no impact to your interest rate or compounding frequency.

### Activity summary

Beginning balance on 2/13	\$3,565.02
Deposits/Credits	0.00
Withdrawals/Debits	- 100.33
Ending balance on 3/14	\$3,464.69
Average ledger balance this period	\$3,528.61

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

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**Transaction history**

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
2/16		Purchase authorized on 02/13 The Home Depot 6675 Folsom CA P00586044608067383 Card 7555		8.99	
2/16		Purchase authorized on 02/14 Ringcentral, Inc 650-4724100 CA S466045482286541 Card 8086		17.70	3,538.33
2/22		Purchase authorized on 02/19 The UPS Store #268 El Dorado Hil CA S386050580507261 Card 7555		12.99	3,525.34
3/11		Purchase authorized on 03/11 Staples, Inc Folsom CA P00466071581134828 Card 7555		11.65	3,513.69
3/14		Purchase authorized on 03/12 Raley's #424 El Dorado Hil CA S586072621427184 Card 7555		49.00	3,464.69
<b>Ending balance on 3/14</b>					<b>3,464.69</b>
<b>Totals</b>			<b>\$0.00</b>	<b>\$100.33</b>	

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](http://wellsfargo.com/feefaq) to find answers to common questions about the monthly service fee on your account.

Fee period 02/13/2016 - 03/14/2016	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	\$3,529.00 <input checked="" type="checkbox"/>
<b>Monthly service fee discount(s) (applied when box is checked)</b>		
Online only statements (\$5.00 discount)	<input checked="" type="checkbox"/>	
C1/C1		

**Account transaction fees summary**

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	3,000	0	0.0030	0.00
Transactions	0	50	0	0.50	0.00
<b>Total service charges</b>					<b>\$0.00</b>

# Wells Fargo Simple Business Checking

Account number: 2017655164 ■ January 16, 2016 - February 12, 2016 ■ Page 1 of 4



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](http://wellsfargo.com/biz)

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

P.O. Box 6995

Portland, OR 97228-6995

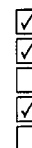
## Your Business and Wells Fargo

Cash flow is one of the most critical components of success for a small or mid-sized business. Achieving a positive cash flow does not come by chance. Learn more about managing cash flow by visiting [wellsfargoworks.com](http://wellsfargoworks.com).

## Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to [wellsfargo.com/biz](http://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



## IMPORTANT ACCOUNT INFORMATION

Periodically, we may evaluate the timing of statements, monthly service fee assessment and interest payments to your accounts. We may adjust the timing in order to align your statement, monthly service fee assessment (if any) and interest payment dates with one another. You may receive a partial statement that reflects activity and interest payments from the last statement date to the date of the change. No monthly service fees will be assessed during a partial statement period and there will be no impact to your interest rate or compounding frequency.

### Activity summary

Beginning balance on 1/16	\$3,717.32
Deposits/Credits	0.00
Withdrawals/Debits	- 152.30
Ending balance on 2/12	\$3,565.02
Average ledger balance this period	\$3,696.97

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
2/1		Purchase authorized on 01/29 Fedex 782263303522 Memphis TN S586028790730528 Card 7555		26.50	3,690.82
2/11		Purchase authorized on 02/10 Smartsign 718-797-1900 NY S466039702700236 Card 7555		125.80	3,565.02
Ending balance on 2/12					3,565.02
Totals			\$0.00	\$152.30	

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](http://wellsfargo.com/feefaq) to find answers to common questions about the monthly service fee on your account.

Fee period 01/16/2016 - 02/12/2016	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 <b>ONE</b> of the following account requirements		
· Average ledger balance	\$1,000.00	\$3,697.00 <input checked="" type="checkbox"/>

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

Online only statements (\$5.00 discount)



C1/C1

**Account transaction fees summary**

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	3,000	0	0.0030	0.00
Transactions	0	50	0	0.50	0.00
Total service charges					\$0.00

## IMPORTANT ACCOUNT INFORMATION

Effective April 11, 2016, the monthly service fee for your Wells Fargo Simple Business Checking account will change as follows:

- The monthly service fee remains unchanged at \$10
- The fee can be avoided in its entirety by maintaining an average ledger balance of \$500 during the fee period
- The partial monthly service fee waiver for enrolling in online statements no longer applies



# Wells Fargo Simple Business Checking

Account number: 2017655164 ■ December 15, 2015 - January 15, 2016 ■ Page 1 of 3



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](http://wellsfargo.com/biz)

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

P.O. Box 6995

Portland, OR 97228-6995

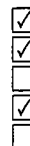
## Your Business and Wells Fargo

Cash flow is one of the most critical components of success for a small or mid-sized business. Achieving a positive cash flow does not come by chance. Learn more about managing cash flow by visiting [wellsfargoworks.com](http://wellsfargoworks.com).

## Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to [wellsfargo.com/biz](http://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



## Activity summary

Beginning balance on 12/15	\$3,752.53
Deposits/Credits	0.00
Withdrawals/Debits	- 35.21
<b>Ending balance on 1/15</b>	<b>\$3,717.32</b>
 Average ledger balance this period	 \$3,734.46

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
12/15		Purchase authorized on 12/14 Ringcentral, Inc 650-4724100 CA S585348475206139 Card 8086		17.51	3,735.02
1/15		Purchase authorized on 01/14 Ringcentral, Inc 650-4724100 CA S386014484688842 Card 8086		17.70	3,717.32
Ending balance on 1/15					3,717.32
Totals			\$0.00	\$35.21	

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](http://wellsfargo.com/feefaq) to find answers to common questions about the monthly service fee on your account.

Fee period 12/15/2015 - 01/15/2016	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	\$3,734.00 <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

Effective April 11, 2016, the monthly service fee for your Wells Fargo Simple Business Checking account will change as follows:

- The monthly service fee remains unchanged at \$10
- The fee can be avoided in its entirety by maintaining an average ledger balance of \$500 during the fee period
- The partial monthly service fee waiver for enrolling in online statements no longer applies

You need to meet the criteria listed above for the fee period beginning on April 1, 2016 in order to avoid the \$10 monthly service fee. If you do not meet the criteria above, the monthly service fee will appear on your statement beginning on or after April 11, 2016. You can review your account and how to avoid the monthly service fee by reviewing the "Monthly service fee summary" section on your statement.

All other terms and conditions of your account will remain the same. If you have questions, or would like a complimentary financial review to determine if you have the right accounts to meet your financial goals, please contact your local banker or call the phone number listed at the top of your statement.

June 28, 2016

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

Re: 2016-17 Property/Liability Coverage Documents

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 (copy 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](http://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.

**Reminder**

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.

If you have any questions please contact Ellen Doughty at 800.537.7790 or 916.231.4141 or [edoughty@sdrrma.org](mailto:edoughty@sdrrma.org).

Sincerely,  
Special District Risk Management Authority



Gregory S. Hall, ARM  
Chief Executive Officer

Issue Date  
07/01/2016

MEMBER'S CERTIFICATE OF COVERAGE

31023

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-201617	07/01/2016	07/01/2017	Per Occurrence \$2,500,000
<input checked="" type="checkbox"/> Public Officials and Employees Errors & Omissions	LCA-SDRMA-201617	07/01/2016	07/01/2017	Per Occurrence \$2,500,000
<input checked="" type="checkbox"/> Elected Officials Personal Liability	LCA-SDRMA-201617	07/01/2016	07/01/2017	Per Occurrence \$500,000
<input checked="" type="checkbox"/> Employment Practices Liability	LCA-SDRMA-201617	07/01/2016	07/01/2017	Per Occurrence \$2,500,000
<input checked="" type="checkbox"/> Employee Benefits Liability	LCA-SDRMA-201617	07/01/2016	07/01/2017	Per Occurrence \$2,500,000
<input checked="" type="checkbox"/> Employee and Public Officials Dishonesty	EDC-SDRMA-201617	07/01/2016	07/01/2017	Per Occurrence \$1,000,000
<input checked="" type="checkbox"/> Auto Liability Personal Injury and Property Damage	LCA-SDRMA-201617	07/01/2016	07/01/2017	Per Occurrence \$2,500,000
<input type="checkbox"/> Auto Physical Damage				
<input checked="" type="checkbox"/> Uninsured / Underinsured Motorists	UMI-SDRMA-201617	07/01/2016	07/01/2017	Each Accident \$1,000,000
<input type="checkbox"/> Trailer				
<input checked="" type="checkbox"/> Property Includes Fire, Theft and Flood	PPC-SDRMA-201617	07/01/2016	07/01/2017	Per Occurrence \$1,000,000,000 Replacement cost for Scheduled Property
<input checked="" type="checkbox"/> Boiler and Machinery	BMC-SDRMA-201617	07/01/2016	07/01/2017	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



# County of El Dorado

OFFICE OF AUDITOR-CONTROLLER

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

JOE HARN, CPA  
Auditor-Controller

BOB TOSCANO  
Assistant Auditor-Controller

Date: May 2, 2016

To: All Districts Placing Their Direct Charges on the 2016/17 Secured Tax Roll

From: Sally Zutter, Accounting Division Manager

RE: 2016/17 Direct Charge Information/Instructions/Checklist

## \*\*\* AUGUST 10 DEADLINE \*\*\*

The Assessor is expected to deliver his 2016/17 assessment roll on July 5, 2016, thereby opening the timeframe for direct charge levies to be added to the 2016/17 tax bills. This timeframe closes on **August 10, 2016** 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 2016/17 tax bills. Forms and information pertaining to this process are posted on the Auditor's website [http://www.edcgov.us/Government/Auditor-Controller/PropTax/Direct Charge Information for Districts.aspx](http://www.edcgov.us/Government/Auditor-Controller/PropTax/Direct%20Charge%20Information%20for%20Districts.aspx). It is the District's responsibility to access the website for: this letter (if necessary), any updates to the Policy & Procedures Manual (last revised May 2016), 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, 2016** 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 to make the change (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 2, 2016  
RE: 2016/17 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/Direct\\_Charge\\_Information\\_for\\_Districts.aspx](http://www.edcgov.us/Government/Auditor-Controller/PropTax/Direct_Charge_Information_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 (Please note: DVD 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.



# COMMUNITY DEVELOPMENT AGENCY

## LONG RANGE PLANNING

2850 Fairlane Court, Placerville, CA 95667  
Phone (530) 621-4650, Fax (530) 642-0508

### NOTICE OF AVAILABILITY OF A DRAFT ENVIRONMENTAL IMPACT REPORT FOR THE GENERAL PLAN BIOLOGICAL RESOURCES POLICY UPDATE AND OAK RESOURCES MANAGEMENT PLAN (State Clearinghouse No. 20151072031)

Date: June 30, 2016  
To: Interested Agencies and Individuals

The County of El Dorado Community Development Agency, as the Lead Agency, has prepared a Draft Environmental Impact Report ("DEIR") for the General Plan Biological Resources Policy Update and Oak Resources Management Plan ("ORMP") and including an Oak Resources Conservation Ordinance. The DEIR is prepared in accordance with the California Environmental Quality Act (CEQA) (Public Resources Code Sections 21000 et seq.) and the CEQA Guidelines (14 California Code of Regulations Sections 15000 et seq.). The standard review period for a Draft EIR submitted to the State Clearinghouse is 45 calendar days (CEQA Guidelines, Section 15105).

**DOCUMENT AVAILABILITY AND REVIEW PERIOD:** The DEIR is available for public and agency review for a 45-day period beginning **Thursday, June 30, 2016 and ending at 5:00 p.m. on Monday, August 15, 2016.** The purpose of this comment period is to solicit comments from public agencies and interested parties/persons regarding the content of the DEIR and potential environmental impacts that may result from the project implementation, not the positive or negative attributes of the proposed project itself.

**PUBLIC HEARINGS:** The County of El Dorado Planning Commission will hold a public hearing on the DEIR at **8:30 a.m. on Thursday, August 11, 2016** in the Building C Hearing Room, 2850 Fairlane Court, Placerville, CA 95667. A subsequent scheduled public hearing at a Board of Supervisors meeting will be conducted upon completion of the Final EIR when the County considers action on the project. The County must certify the Final EIR prior to Project approval. The Final EIR will include written responses to the comments submitted.

All written public and agency comments for this DEIR must be received **no later than 5:00 p.m. on Monday, August 15, 2016.** Comments submitted via email must either be included in the body text of the email or as an attachment in Microsoft® Word or Adobe® PDF format. Please email, fax, mail or hand-deliver your comments to:

**El Dorado County Community Development Agency, Long Range Planning,  
Attention: Shawna Purvines, 2850 Fairlane Court, Bldg. C, Placerville, CA 95667  
Email: [shawna.purvines@edcgov.us](mailto:shawna.purvines@edcgov.us) Fax: (530) 642-0508**

The DEIR, ORMP and additional information is available online on the project webpage at:  
**<http://www.edcgov.us/Government/LongRangePlanning/Environmental/BioPolicyUpdate.aspx>**



# COMMUNITY DEVELOPMENT AGENCY

## LONG RANGE PLANNING

2850 Fairlane Court, Placerville, CA 95667  
Phone (530) 621-4650, Fax (530) 642-0508

The DEIR may also be reviewed and/or obtained (for an amount equal to the cost of reproduction) at the Community Development Agency Planning Services Public Counter at 2850 Fairlane Court, Building C, Placerville, CA 95667. The public counter is open Monday, Tuesday, Thursday and Friday from 8:00 a.m. to 4:00 p.m. and on Wednesday from 9:00 a.m. to 4:00 p.m. Copies are also available to review at the County libraries. For library hours, call the library or visit the El Dorado County library website at: [www.eldoradolibrary.org](http://www.eldoradolibrary.org).

**Placerville Main Library**, 345 Fair Lane; 530-621-5540  
**Cameron Park Branch**, 2500 Country Club Drive; 530-621-5500  
**El Dorado Hills Branch**, 7455 Silva Valley Parkway; 916-358-3500  
**Georgetown Branch**, 6680 Orleans Street; 530-333-4724  
**Pollock Pines Branch**, 6210 Pony Express Trail; 530-644-2498  
**South Lake Tahoe Branch**, 1000 Rufus Allen Boulevard; 530-573-3185

### PROJECT INFORMATION

**Project Location:** The proposed General Plan objectives, policies, and implementation measures would be effective throughout the entire County, which encompasses an approximately 1,711 square-mile area in the east-central portion of the State, while the ORMP would be applicable to areas within the County at or below the 4,000-foot elevation.

**Project Description:** Under the proposed project, El Dorado County proposes to adopt specific revisions to biological resource objectives, policies, and implementation measures included in the Conservation and Open Space Element of the County's 2004 General Plan and to adopt an ORMP that revises and updates the 2008 Oak Woodland Management Plan ("OWMP"). Consistent with the Board direction provided in September 2012, revisions to policies 7.4.2.8, 7.4.2.9, 7.4.4.4, 7.4.4.5, 7.4.5.1, and 7.4.5.2 are proposed. Revisions are also proposed to additional objectives and policies within the County's General Plan Conservation and Open Space Element, as listed in Section 3.2 of the DEIR. The proposed General Plan revisions are intended to establish a program for County-wide management of impacts to biological resources and mitigation for those impacts.

#### *General Plan Biological Resources Policy Update*

The County proposes revisions to several of the General Plan Biological Resources objectives, policies, and implementation measures, as listed in Table 3-1 below (and included in the Draft EIR, Chapter 3 – Project Description). As proposed, revised policy 7.4.2.8 would establish a comprehensive Biological Resource Mitigation Program to govern evaluation, impact assessment, and mitigation for biological resources within the county with the objective of conserving:

1. Habitats that support special status species;
2. Aquatic environments including streams, rivers, and lakes;
3. Wetland and riparian habitat;
4. Important habitat for migratory deer herds; and
5. Large expanses of native vegetation.





# COMMUNITY DEVELOPMENT AGENCY

## LONG RANGE PLANNING

2850 Fairlane Court, Placerville, CA 95667  
Phone (530) 621-4650, Fax (530) 642-0508

As proposed, policy 7.4.2.8 establishes standards for completion of Biological Resource Technical Reports, defines the categories of plant and wildlife species that are considered special-status species, sets minimum ratios for mitigation of impacts to habitats that may support special-status species, and provides criteria for identification of mitigation sites. It is anticipated that under the proposed General Plan Biological Resources policies, development projects within the County that require discretionary approvals would be required to submit to the County a Biological Resource Technical Report that meets the requirements of Policy 7.4.2.8, determine the area of impact to each habitat type supported at the project site, and mitigate impacts through preservation and/or creation to ensure that the current range and distribution of special-status species within the County are maintained. Off-site mitigation sites that are acquired (through conservation easements or in fee title) must meet the criteria in Policy 7.4.2.8.D.

**Table 3-1**  
**Proposed General Plan Revisions**

General Plan Objective/Policy/ Implementation Measure	Changes Made
Objective 7.4.1	Revise to focus on Pine Hill rare plant species
Policy 7.4.1.1	Add "where feasible" following reference to County Code Chapter 130.71
Policy 7.4.1.2	Add "Pine Hill rare plant" before "preserve sites" to clarify which preserves are addressed by this policy
Policy 7.4.1.3	Add "Pine Hill rare plant" before "preserve areas" to clarify which preserves are addressed by this policy
Policy 7.4.1.4	Replace "Proposed rare, threatened, or endangered species preserves" with "The Pine Hill Preserves" to clarify which preserves are addressed by this policy
Policy 7.4.1.5	Delete text
Policy 7.4.1.6	Delete text
Policy 7.4.1.7	Moved to Policy 7.4.2.2
Policy 7.4.2.1	Revise language to address coordinating wildlife and vegetation protection programs with appropriate federal and state agencies
Policy 7.4.2.2	Delete policy; replace with prior Policy 7.4.1.7 regarding noxious weeds
Policy 7.4.2.4	Revise text to clarify that active management is not required
Policy 7.4.2.6	Delete policy
Policy 7.4.2.7	Delete policy to remove requirement to maintain the Plant and Wildlife Technical Advisory Committee (PAWTAC), but does not preclude the County from re-convening the PAWTAC when necessary.
Policy 7.4.2.8	Revise to delete the Integrated Natural Resources Management Plan (INRMP) and to include: <ul style="list-style-type: none"><li>• Requirement for wildlife movement studies for 4-, 6-, and 8-lane roadway projects</li><li>• Requirement for a biological resources technical report and establishment of mitigation ratios for special-status biological resources</li><li>• Identification of criteria for conservation lands</li><li>• Establish a voluntary database of willing sellers</li><li>• Biological resources mitigation program</li><li>• Habitat protection strategy</li></ul>
Policy 7.4.2.9	Revise provisions for lands within the Important Biological Corridor (IBC) overlay to reflect new site-specific requirements



# COMMUNITY DEVELOPMENT AGENCY

## LONG RANGE PLANNING

2850 Fairlane Court, Placerville, CA 95667  
Phone (530) 621-4650, Fax (530) 642-0508

**Table 3-1**  
**Proposed General Plan Revisions**

General Plan Objective/Policy/ Implementation Measure	Changes Made
Objective 7.4.3	Incorporate objective into Policy 7.4.2.1
Objective 7.4.4	Consolidate Objective 7.4.4 and 7.4.5 to address oak woodlands and trees together
Policy 7.4.4.2	Revise to reflect the conservation portion of the mitigation/conservation approach
Policy 7.4.4.3	Revise to encourage retention of contiguous area of forests and oak woodlands
Policy 7.4.4.4	Revise to refer to oak woodland and oak tree mitigation requirements in the Oak Resources Management Plan (ORMP). The Draft ORMP reflects the following revisions to the requirements previously contained in Policy 7.4.4.4: <ul style="list-style-type: none"> <li>• Use of 'oak woodland' as a measurement</li> <li>• Development of a 2-tiered mitigation approach that incorporates oak woodland mitigation (Policies 7.4.4.4) and oak tree mitigation (including heritage trees (Policy 7.4.5.2). Framework removes necessity for two oak woodland mitigation options (Option A and B) and removes retention standards by incorporating an incentive-based approach for oak woodland impact avoidance.</li> <li>• Replace two oak woodland mitigation options (Option A and B) and retention standards with an incentive-based approach for oak woodland impact avoidance</li> <li>• Identify projects or actions exempt from oak woodland and oak tree mitigation requirements</li> <li>• Add criteria for identifying conservation lands outside of Priority Conservation Areas (PCA)</li> </ul>
Policy 7.4.4.5	Delete policy; draft ORMP provides requirements for mitigation.
Objective 7.4.5	Merge Objective 7.4.5 with Objective 7.4.4 to address oak woodlands and individual oak trees (including Heritage Trees). Remove 'Vegetation' as non-tree vegetation is addressed in Policy 7.4.2.8.
Policy 7.4.5.1	Remove Policy 7.4.5.1 as it is redundant with Policy 7.4.5.2, which has been merged with Policy 7.4.4.4
Policy 7.4.5.2	Merge Policy 7.4.5.2 with Policy 7.4.4.4 to comprehensively address oak woodlands and oak tree resources in a two-tier framework as identified in the ORMP
Measure CO-L	Revise to reflect changes to Policy 7.4.2.8
Measure CO-M	Delete to reflect changes to Policy 7.4.2.8
Measure CO-N	Delete to reflect changes to Policy 7.4.2.9
Measure CO-P	Revise to reflect changes to Policy 7.4.4.4 and the ORMP
Measure CO-U	Delete to reflect changes to Policy 7.4.2.8

### ***Oak Resources Management Plan***

The project includes proposed adoption of an Oak Resources Management Plan that updates and revises the OWMP adopted by the Board on May 6, 2008 (El Dorado County 2008). The purpose of the ORMP is to define mitigation requirements for impacts to oak woodlands, individual native oak trees, and Heritage Trees and to outline the County's strategy for oak resource management and conservation. The ORMP is designed to function as the oak resources component of the County's biological resources mitigation program identified in General Plan Policy 7.4.2.8. To this end, the ORMP identifies standards for oak woodland and native oak tree impact determination, mechanisms to mitigate oak woodland and native oak tree impacts, technical report submittal requirements, minimum qualifications for technical report preparation, mitigation monitoring and reporting



## COMMUNITY DEVELOPMENT AGENCY LONG RANGE PLANNING

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requirements, and projects or actions that are exempt from mitigation requirements. The ORMP also establishes an in-lieu fee payment option for impacts to oak woodlands and individual native oak trees, identifies Priority Conservation Areas (PCAs) where oak woodland conservation efforts may be focused, and outlines minimum standards for identification of oak woodland conservation areas outside the PCAs. Requirements for monitoring and maintenance of conserved oak woodland areas and identification of allowable uses within conserved oak woodland areas are also included in the ORMP. Lastly, the ORMP also provides guidance for voluntary oak woodland and oak tree conservation and management efforts by landowners and land managers.

An Oak Resources Conservation ordinance that incorporates the standards outlined in the ORMP is also anticipated to be developed in conjunction with adoption of the ORMP. The ORMP is designed to serve multiple purposes. It defines the County's conservation strategy for oak resources and provides a framework for mitigating impacts to oak resources. It also complies with Implementation Measure CO-P and constitutes the oak portion of the County's biological resources mitigation program (General Plan Policy 7.4.2.8). Finally, it establishes a plan for voluntary conservation that landowners, the County, and others can use to seek grants and cost-sharing from state and federal programs for oak woodland conservation in El Dorado County.

**Potential Environmental Effects:** The DEIR will evaluate potentially significant environmental effects related to the following environmental issues associated with implementation of the proposed project: Aesthetics; Forestry Resources; Biological Resources; Greenhouse Gas Emission (focused on the loss of carbon sequestration); and Land Use and Planning (including agricultural resources). As evaluated in the Initial Study, it is not anticipated that impacts would occur within the following environmental topic areas, and therefore these specific environmental issues are not evaluated further in the EIR: Air Quality; Cultural Resources; Geology/Soils; Hazards and Hazardous Materials; Hydrology/Water Quality; Mineral Resources; Noise; Population/Housing; Public Services/Utilities; and Transportation. Comments pertaining to the impact analysis, criteria and thresholds, mitigation measures and alternatives presented in the DEIR will be considered by the County during preparation of the Final EIR. The Final EIR will include copies of comments and the County's responses to comments pertaining to the environmental review and Draft EIR.

COUNTY OF EL DORADO – Community Development Agency, Long Range Planning Division  
DAVID DEFANTI, Assistant Director  
Date: June 30, 2016

# Mountain Democrat

PROOF OF PUBLICATION  
(2015.5 C.C.P.)

## Proof of Publication of NOTICE OF PUBLIC HEARING

STATE OF CALIFORNIA  
County of El Dorado

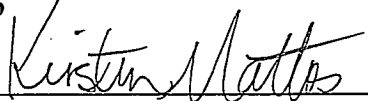
I am a citizen of the United States and a resident of the County aforesaid; I'm over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am principal clerk of the printer at the Mountain Democrat, 2889 Ray Lawyer Drive, a newspaper of general circulation, printed and published Monday, Wednesday, and Friday, in the City of Placerville, County of El Dorado, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court to the County of El Dorado, State of California, under the date of March 7, 1952, Case Number 7258; that the notice, of which the annexed is a printed copy (set in type no smaller than non-pareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

07/08

All in the year 2016.

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Placerville, California, this 11<sup>th</sup> day of JULY, 2016



Signature

### NOTICE OF PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN that the Rolling Hills Community Services District will hold a public hearing on Tuesday, July 19, 2016, 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, Meeting Room, 4360 Town Center Blvd., El Dorado Hills, California, concerning:

1. Establishing by resolution, the appropriation limits for the 2016-17 fiscal year for the Rolling Hills Community Services District (RHCS D) as described in article XIII B of the State Constitution. The proposed appropriation limits are \$90,896.89;
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 2016-17. The RHCS D has adopted a preliminary budget for fiscal year 2016-17 in the amount of \$200,915 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: June 28, 2016  
/s/ Linda Stone  
RHCS D Board Clerk  
7/8

2333

## NOTICE OF PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN that the Rolling Hills Community Services District will hold a public hearing on Tuesday, July 19, 2016, 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, Meeting Room, 4360 Town Center Blvd., El Dorado Hills, California, concerning:

1. Establishing by resolution, the appropriation limits for the 2016-17 fiscal year for the Rolling Hills Community Services District (RHCS D) as described in article XIII B of the State Constitution. The proposed appropriation limits are \$90,896.89;
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 2016-17. The RHCS D has adopted a preliminary budget for fiscal year 2016-17 in the amount of \$200,915 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: June 28, 2016

/s/ Linda Stone  
RHCS D Board Clerk

RESOLUTION NO. 16-02

Rolling Hills Community Services District

Authorizing Continued Collection of Direct Charge Assessment of \$200

WHEREAS, the Board of Directors of the Rolling Hills Community Services District, hereinafter referred to as "RHCS D" or "District", conducted a hearing concerning the Direct Charge assessment for the District;

WHEREAS, it is the intent of the Board of Directors of the RHCS D to authorize the continued collection of the Direct Charge Assessment of \$200 for the purposes of maintaining and improving community infrastructure and for other lawful purposes of the District;

WHEREAS, in accordance with California state law, RHCS D may provide for the collection of special taxes or assessments in the same manner and subject to the same penalty as or with, other charges and taxes fixed and collected by the local agency, or by the county via the secured tax roll on behalf of the local agency. If such special taxes or assessments are collected by the county on behalf of the local agency, the county may deduct its reasonable costs incurred for such service before remittal of the balance to the local agency;

WHEREAS, pursuant to Government Code section 26911, whenever a special district has elected to have its assessments collected by the county on the property tax roll, the district shall transmit to the County Auditor, no later than August 10 of each year, a statement of the rates fixed for assessments;

NOW THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the RHCS D that the District will direct the Auditor-Controller of the County of El Dorado to place on the Secured Property Tax Roll for fiscal year 2016-2017, the special assessment for the purposes of maintenance per the standing agreement between the RHCS D and the County of El Dorado based on the information delivered to the Auditor-Controller by the RHCS D by the statutory deadline.

PASSED AND ADOPTED by the Board of Directors of Rolling Hills Community Services District on July 19, 2016 at a regular meeting, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**DRAFT**

\_\_\_\_\_  
Matthew Sites, President  
Rolling Hills Community Services District

ATTEST: \_\_\_\_\_  
Linda Stone, District Clerk

NEW BUSINESS  
Item 6.a

7/19/16



**County of El Dorado**  
OFFICE OF AUDITOR-CONTROLLER

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

JOE HARN, CPA  
Auditor-Controller

BOB TOSCANO  
Assistant Auditor-Controller

May 2, 2016

To: All Special Districts  
From: *BT* Bob Toscano, Assistant Auditor-Controller  
Subject: 2016-2017 Proposition 4 - Appropriation Limitation

Your district needs to calculate and adopt the new tax spending limit for FY 2016-17 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 2016-2017 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 5.37% and reported increase in population in the County's unincorporated areas to be 0.67%. Therefore, the ratio of change to be applied to last year's limit is:

$$1.0537 \quad (X) \quad 1.0067 \quad = \quad 1.0608$$

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

NEW BUSINESS  
Item 6.b.

7/19/16

RESOLUTION NO. 16-03

Rolling Hills Community Services District

2016-2017 Proposition 4 – Appropriation Limitation

WHEREAS, Article XIII B of the California Constitution (Proposition 4) provides for an annual appropriations limit for state and local governmental entities, as adjusted for the changes in the cost of living or per capita personal income, population and other specified factors; and

WHEREAS, notice of the public hearing was advertised and posted as required by law; and

WHEREAS, the Board of Directors of the Rolling Hills Community Services District, hereinafter referred to as "RHCS D", conducted a public hearing on the appropriation limitation for the District on July 19, 2016, at which time interested persons desiring to be heard were given such opportunity in accordance with law; and

WHEREAS, the Board received evidence regarding the appropriation limitation to be established for the RHCS D;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rolling Hills Community Services District that the appropriation limit for the 2016-2017 fiscal year, as described in Article XIII B of the State Constitution and implemented by Chapter 1205, Statutes of 1980 is the sum of \$90,896.89, computed as follows: \$ 85,687.11 [2015-16 Appropriation Limit] x 1.0608 [Change] = \$90,896.89 [2016-2017 Appropriation Limit].

PASSED AND ADOPTED by the Board of Directors of Rolling Hills Community Services District on July 19, 2016 at a regular noticed meeting, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**DRAFT**

\_\_\_\_\_  
Matthew Sites, President  
Rolling Hills Community Services District

ATTEST: \_\_\_\_\_  
Linda Stone, District Clerk

NEW BUSINESS  
Item 6.b.

7/19/16



RESOLUTION NO. 16-04

Rolling Hills Community Services District

Approval of Final Operating Budget for Fiscal Year 2016-2017

WHEREAS, the Rolling Hills Community Services District staff has submitted estimates of budget requirements for Fiscal Year 2016-2017 and those estimates have been reviewed by the Board of Directors of the Rolling Hills Community Services District, hereinafter referred to as "District"; and

WHEREAS, the preliminary budget was approved by the Board of Directors for the Rolling Hills Community Services District at a regular meeting held on June 21, 2016. Copies of the proposed final budget have been posted and are available for inspection by the public; and

WHEREAS, notice of the public hearing was advertised and posted as required by law; a public hearing was held regarding adoption of the proposed final Budget on July 19, 2016, at which time interested persons desiring to be heard were given such opportunity in accordance with law; and

WHEREAS, after the conclusion of the public hearing, the Board further considered the proposed operating Budget to be adopted for fiscal year 2016-2017 for the District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rolling Hills Community Services District that the document entitled "Rolling Hills Community Services District – Proposed Final Budget FY 2017" in the budget amount of \$200,915.00, which document is incorporated herein by title reference only, is hereby adopted and ordered filed with the Office of the Auditor Controller of the County of El Dorado in accordance with law.

PASSED AND ADOPTED by the Board of Directors of Rolling Hills Community Services District on July 19, 2016 at a regular noticed meeting, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

**DRAFT**

\_\_\_\_\_  
Matthew Sites, President

ATTEST: \_\_\_\_\_  
Linda Stone, District Clerk

NEW BUSINESS  
Item 6.C

7/19/16

## ROLLING HILLS CSD

## PROPOSED FINAL BUDGET FISCAL YEAR 17

**Revenues**

Property Taxes	\$	74,000.00
Interest	\$	1,000.00
Special Assessment	\$	69,800.00
Various Other	\$	500.00
<b>Revenue Income</b>	\$	<u>145,300.00</u>
Transfer From Fund Balance	\$	<u>55,615.00</u>
<b>Total Revenue</b>	\$	200,915.00

**Expenditures****Services/Supplies**

3000 Payroll Expenses	\$	150.00
4040 Telephone	\$	150.00
4041 Communications	\$	800.00
4100 Insurance	\$	3,300.00
4180 Maint. Improv. Projects	\$	2,000.00
4183 Maint. Grounds	\$	8,000.00
4185 Maint. Parks	\$	41,400.00
4189 Maint. Water System	\$	4,000.00
4190 Maint. Drainage	\$	7,500.00
4191 Maint. Roads	\$	7,000.00
4192 Maint. Lighting	\$	500.00
4197 Bldg. Supplies	\$	300.00
4220 Memberships	\$	450.00
4240 Misc. Expense	\$	500.00
4260 Office Expense	\$	800.00
4300 Prof. Services	\$	26,000.00
4304 Admin Fee Agency	\$	115.00
4305 Accounting serv.	\$	9,000.00
4313 Legal Services	\$	12,000.00
4345 Director Services	\$	5,250.00
4400 Publication Not.	\$	500.00
4420 Rent/Lease Eqp.	\$	600.00
4440 Rent Bldgs.	\$	3,000.00
4501 sub: Project Master Plan	\$	25,000.00
4501 sub: Project Nexus Study	\$	15,000.00
4501 sub: Project Events	\$	1,500.00
4505 Educa. Training	\$	500.00
4600 Trans./Travel	\$	200.00
4602 Private Auto	\$	400.00
4620 Utilities	\$	25,000.00

**Fixed Assets**

6020 Bldg. Improvements		
<b>Total Expenditures</b>	\$	200,915.00

# COUNTY OF EL DORADO

## RECORDER CLERK - REGISTRAR OF VOTERS - VETERANS AFFAIRS

William E. Schultz



**Recorder-Clerk**  
Commissioner of Civil Marriages  
360 Fair Lane  
Placerville CA 95667  
[www.edcgov.us/countyclerk/](http://www.edcgov.us/countyclerk/)  
Phone: 530.621.5490  
**Jane Kohlstedt**  
Assistant Recorder-Clerk

**Registrar of Voters**  
2850 Fairlane Court  
PO Box 678001  
Placerville CA 95667  
[www.edcgov.us/elections/](http://www.edcgov.us/elections/)  
Phone: 530.621.7480 Fax: 530.626.5514  
**Linda Webster**  
Assistant Registrar of Voters

**Veterans Affairs Office**  
130 Placerville Drive,  
Placerville CA 95667  
[www.edcgov.us/veterans/](http://www.edcgov.us/veterans/)  
Phone: 530.621.5893  
**William E. Schultz**  
**Veterans Affairs Interim Dept. Head**  
Ed Swanson  
Veterans Service Officer

June 27, 2016

Dear Districts,

The Elections Department is highly recommending any candidate seeking to run for office in the November election to contact our office to schedule an appointment for the filing period.

Enclosed is a "Notice" for the district to post with the dates and times for filing. Documents and the Candidate Information Guide is also available on the Elections web page. Please help get the word out in the district. Please contact me if you have any questions.

Thank you,

A handwritten signature in cursive script that reads "Kim Smith".

Kim Smith  
Elections Department  
Campaign/Candidate  
Services Filing Officer  
530-621-7490  
[kim.smith@edcgov.us](mailto:kim.smith@edcgov.us)

NEW BUSINESS  
Item 6d.

7/19/16

# COUNTY OF EL DORADO

## RECORDER CLERK - REGISTRAR OF VOTERS - VETERANS AFFAIRS

William E. Schultz



Recorder-Clerk  
Commissioner of Civil Marriages  
360 Fair Lane  
Placerville CA 95667  
[www.edcgov.us/countyclerk/](http://www.edcgov.us/countyclerk/)  
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Jane Kohlstedt  
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Linda Webster  
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Phone: 530.621.5893  
William E. Schultz  
Veterans Affairs Interim Dept. Head  
Ed Swanson  
Veterans Service Officer

# NOTICE

THE ELECTIONS DEPARTMENT IS SCHEDULING APPOINTMENTS  
FOR FILING FOR THE NOVEMBER 8, 2016 ELECTION.



**JULY 18 – AUGUST 12, 2016**

## Placerville Area

(July 21 and August 4 are being reserved for Tahoe filings)

**8:00AM – 5:00PM**

## Tahoe Area

Appointments will be at the Recorder Clerks Office

July 21<sup>st</sup> and August 4<sup>th</sup>

8:00am to 12:00pm and 1:00pm to 4:00pm

**PLEASE CONTACT THE ELECTIONS DEPARTMENT TO SCHEDULE**

**530-621-7490**

**[kim.smith@edcgov.us](mailto:kim.smith@edcgov.us)**

New Business  
Item 6.i

ORDINANCE NO. 2016-\_\_  
AN ORDINANCE OF THE ROLLING HILLS  
COMMUNITY SERVICES DISTRICT  
REGARDING ADMINISTRATIVE CITATIONS

7/19/16

RECITALS

WHEREAS, the Board of Directors ("Board") of the Rolling Hills Community Services District ("District") has the authority to make violations of its ordinances subject to an administrative fine or penalty under Government Code Section 53069.4; and

WHEREAS, setting procedures for the imposition of administrative citations will allow the District to easily and quickly resolve violations of District regulations administratively rather than pursuing criminal remedies; and

WHEREAS, the District wishes to provide for a system of administrative citations, which would be in addition to all other legal remedies, criminal or civil, that the District may pursue to address a violation of its regulations.

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

**Section 1.     APPLICABILITY**

- A.     This Ordinance provides for the issuance of administrative citations that are in addition to all other legal remedies, criminal or civil, that may be pursued by the District to address any violation of the District's ordinances.
- B.     Use of this Ordinance shall be at the sole discretion of the District.

**Section 2.     DEFINITIONS**

For purposes of this Ordinance:

- A.     "Enforcement officer" shall mean the General Manager or any District employee or agent of the District with the authority to enforce any provision of the District's ordinances.
- B.     "Hearing body" shall mean the Board of Directors of the District.
- C.     "Person Responsible" means a person that the enforcement officer determines is responsible for causing or maintaining a violation of the District's ordinances. The term "person responsible" includes, but is not limited to, a property owner, tenant, person with a legal interest in real property, or person in possession of real property.

**Section 3.     ADMINISTRATIVE CITATION**

- A.     Whenever an enforcement officer charged with the enforcement of any provision of the District's ordinances determines that a violation of that provision has

Adopted \_\_\_\_, 2016  
Effective \_\_\_\_, 2016

occurred, the enforcement officer shall have the authority to issue an administrative citation to any person responsible.

- B. Prior to issuing an administrative citation, the enforcement officer may issue a written warning to the person responsible.
- C. If a citation is to be issued, each administrative citation shall be issued on a form containing the following information:
  - 1. The date of the violation or, if the date of the violation is unknown, the date the violation is identified;
  - 2. The address or a definite description of the location where the violation occurred;
  - 3. The ordinance violated and a description of the violation;
  - 4. The amount of the administrative fine for the violation;
  - 5. If applicable, the action necessary to correct the violation;
  - 6. If applicable, a requirement that the person responsible immediately correct the violation, and an explanation of the consequences of failure to correct the violation;
  - 7. If applicable, a reasonable correction period, prior to imposition of the fine;
  - 8. A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid;
  - 9. A description of the administrative citation review process, including requirements for requesting a hearing;
  - 10. The name and signature of the citing enforcement officer.

#### **Section 4. AMOUNT OF FINES**

The schedule of fines for administrative citations issued for violations of the District's ordinances is as follows, unless a higher amount is allowed by state law:

- A. An administrative fine not exceeding \$100.00 for a first violation;
- B. An administrative fine not exceeding \$200.00 for a second violation of the same ordinance within 12 months;
- C. An administrative fine not exceeding \$500.00 for each additional violation of the same ordinance within 12 months.

#### **Section 5. PAYMENT OF FINES**

- A. The fine shall be paid to the District within thirty (30) days from the date of the administrative citation.
- B. Any person who fails to pay the District any administrative fine imposed pursuant to this Ordinance on or before the date that fine is due shall be liable for payment of any applicable late payment charges set forth in a resolution or fee schedule adopted by the District.
- C. Any administrative fine paid pursuant to subsection A of this section shall be refunded if it is determined, after a hearing, that the person charged in the administrative citation was not responsible for the violation or that there was no violation as charged in the administrative citation.
- D. Payment of a fine under this chapter shall not excuse or discharge any continuation or repeated occurrence of the violation that is the subject of the administrative citation.

**Section 6. HEARING REQUEST**

- A. Any recipient of an administrative citation may contest that there was a violation of a District regulation, or that he or she is the responsible party, or that a penalty amount is warranted, or any other terms of the citation, by filing a written notice of appeal with the General Manager or Board secretary within thirty (30) days of the date of the issuance of the administrative citation, together with an advance deposit of the fine. Failure to timely file a written notice of appeal or provide the advance deposit of the fine shall constitute a failure to exhaust administrative remedies.
- B. The person requesting the hearing shall be notified of the time and place set for the hearing at least ten (10) days prior to the date of the hearing.
- C. If the enforcement officer submits an additional written report concerning the administrative citation to the Board for consideration at the hearing, then a copy of this report shall also be served on the person requesting the hearing at least three (3) days prior to the date of the hearing.

**Section 7. HEARING BODY**

The District Board shall serve as the hearing body for the administrative citation hearing. The determination of the District Board shall be final.

**Section 8. HEARING PROCEDURE**

- A. A hearing before the hearing body shall be set for a date that is not less than fifteen (15) days and not more than sixty (60) days from the date that the request for hearing is filed. The hearing may be continued from time to time as deemed necessary by the hearing body.
- B. At the hearing, the party contesting the administrative citation shall be given the opportunity to testify and to present evidence concerning the administrative citation.

- C. The failure of any recipient of an administrative citation to appear at the administrative citation hearing shall constitute a forfeiture of the fine and a failure to exhaust his or her administrative remedies.
- D. The administrative citation and any additional report submitted by the enforcement officer shall constitute prima facie evidence of the respective facts contained in those documents. The burden of proof shall then be on the person contesting the administrative citation to refute such evidence.
- E. Evidence offered during a hearing must be credible and relevant in the estimation of the hearing body, but formal rules governing the presentation and consideration of evidence shall not apply.

#### **Section 9. HEARING BODY'S DECISION**

- A. After considering all of the testimony and evidence submitted at the hearing, the hearing body shall issue a written decision to uphold or cancel the administrative citation and shall list in the decision the reasons for that decision. The decision of the hearing body shall be final.
- B. If the hearing body determines that the administrative citation should be upheld, then the fine amount on deposit with the District shall be retained by the District.
- C. If the hearing body determines that the administrative citation should be canceled, then the District shall promptly refund the amount of the deposited fine.
- D. The recipient of the administrative citation shall be served with a copy of the hearing body's written decision.

#### **Section 10. RECOVERY OF ADMINISTRATIVE CITATION FINES AND COSTS**

The District may collect any past due administrative citation fine or late payment charge by use of all available legal means. The District also may recover its collection costs, including, but not limited to, administrative costs and attorney fees. Such collection costs shall be in addition to any penalties, interest, and state charges imposed pursuant to an ordinance or resolution of the District Board.

#### **Section 11. JUDICIAL REVIEW**

Any person aggrieved by an administrative decision of the District Board may obtain review of the administrative decision by filing a petition for review with the superior court in El Dorado County in accordance with the time limitations and provisions set forth in California Government Code section 53069.4.

#### **Section 12. NOTICES**

- A. The administrative citation and all notices required to be given by this Ordinance shall be served on the person responsible by personal delivery thereof to the person to be notified or by deposit in the United States mail, in a sealed envelope, postage prepaid, addressed to such person to be notified at his last known business or residence address as the same appears in the public records.



or other records pertaining to the matter to which such notice is directed. Service by mail shall be deemed to have been completed at the time of deposit to the postal service.

- B. Failure to receive any notice specified in this chapter does not affect the validity of proceedings conducted hereunder.

### **Section 13. REMEDIES CUMULATIVE**

The remedies provided for in this Ordinance shall be cumulative and not exclusive, and shall be in addition to any and all other remedies available to the District.

### **Section 14. SEPARATE VIOLATIONS**

Each day or portion thereof during which a violation of an ordinance exists is a separate violation subject to an administrative citation.

### **Section 15. SEVERABILITY**

The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Ordinance or their applicability to other persons or circumstances.

### **Section 16. EFFECTIVE DATE.**

This Ordinance shall become effective thirty (30) days after its final passage and adoption, provided it is published within fifteen (15) days after its adoption in the Mountain Democrat newspaper in accordance with Government Code section 25124.

This Ordinance was introduced and the title hereof read at the regular meeting of the Rolling Hills Community Services District Board of Directors on \_\_\_\_\_, 2016, and further reading was waived.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, this Ordinance was passed and adopted by the Board of Directors of the Rolling Hills Community Services District on this \_\_\_\_ day of \_\_\_\_\_, 2016, by the following vote:

AYES: DIRECTORS:

NOES: DIRECTORS:

ABSTAIN: DIRECTORS:

ABSENT: DIRECTORS:

\_\_\_\_\_  
PRESIDENT OF THE BOARD

ATTEST:

\_\_\_\_\_  
BOARD SECRETARY