

**ROLLING HILLS COMMUNITY SERVICES DISTRICT**  
**MINUTES of MARCH 15, 2016 MEETING OF THE BOARD OF DIRECTORS**

**1. Call to Order/Roll Call.**

The meeting of the Rolling Hills CSD held on March 15, 2016 was called to order at 7:03 p.m. by President Matt Sites in the meeting room at Holiday Inn Express, 4360 Town Center Drive, El Dorado Hills, California. In addition to President Sites, Directors Tim Halverson, Mark Magee, General Manager Chaney Hicks, and Board Secretary Linda Stone were present at roll call.

**2. Public Comment.** None.

**3. Monthly Reports**

a. General Manager Report. Chaney presented an oral and written report. Issues discussed with the landscapers this month included bark runoff along Dunnwood Drive at the sloped area, and a fallen tree in the park due to heavy rains and ground saturation. New Gen advised that this sometimes happens in heavy wind and rain. Chaney also reported about the damage suffered to the Stonebriar landscape where DOT used an auger to repair the street light footing damage caused from the automobile accident. Chaney sent an email to DOT advising a bill will be forthcoming for restoration to the prior condition of about \$800; no response received as yet. The Haddington fire access gate continues to have sagging issues even after the retrofit done. The contractor believes the hinge post was not set deep enough to bear the weight; Matt suspects that the design of the cross-member was not done correctly. Chaney will investigate and pursue a remedy. The trees near the Stonebriar entrance were cut down to carry out the Board's action to help mitigate root infiltration into drainage pipes. One warning sticker was issued during the period for a trailer which was then removed.

b. Communications Committee Report. The Communications Committee did not meet this month but Chaney reported the newsletter will be ready next week and dispatched.

**4. Consent Items**

The consent items consisting of the draft Minutes of February 16, 2016 Regular meeting of the Board of Directors, Financial Report prepared by the County Auditor's office for the month ending February 29, 2016, and correspondence including El Dorado LAFCO Invitation to Public Presentation on SB 239 set for March 23, 2016 and El Dorado LAFCO Public Announcement Considering the appointment of Alternate Public Member; application deadline April 29, 2016 were considered. Director Tim Halverson moved to approve the consent items and accept and file the items; second by Director Matt Sites; motion carried.

AYES: Sites, Halverson, and Magee

NOES: None

ABSENT: Kennedy and Fawkes

ABSTAIN: None

**5. Old Business.**

- a. **Selection of General Counsel.** Director Tim Halverson reported regarding the interviews conducted in the final stage of the RFP selection process. The ad hoc committee selected to participate in the interviews unanimously recommended hiring Nick Norvell of Meyers Nave as the District's new general counsel. Tim said Nick was very enthusiastic about the opportunity. Director Halverson made a motion to select Nick Norvell of Meyers Nave as the District's general counsel and delegate to the General Manager the authority to execute a Legal Services Contract with Meyers Nave; second by Mark Magee; motion carried.

AYES: Sites, Halverson, and Magee

NOES: None

ABSENT: Kennedy and Fawkes

ABSTAIN: None

## 6. New Business

- a. **Additional Flooding Issues in Area of Stonebriar Entrance.** Chaney reported that flooding issues continue in the area of the Stonebriar entrance. She said it appears there is further blockage in the lines in the opposite corner from where the other drain line was cleared which is impeding flow. Chaney sought recommendation for approval of not to exceed \$1,000 for service to clear the lines. President Matt Sites made a motion to approve expenditure of not to exceed \$1,000 from the approved budget for drain line maintenance and augering necessary to remove the clogs and clear the lines as discussed at the meeting; second by Director Mark Magee; motion carried.

AYES: Sites, Halverson, and Magee

NOES: None

ABSENT: Kennedy and Fawkes

ABSTAIN: None

- b. **Bender Board along Stonebriar to Prevent Landscape Bark from Washing On To Sidewalks.** Chaney presented this item which she touched upon in her General Manager report. Tim Halverson said that since the District has not experienced any flooding or runoff at this location previously, something must have changed. He suspects that the trucks which have encroached onto District property using this access point may have left tire track indentations which have become channels for water to runoff down to the sidewalk and street. Chaney said she would investigate the issue further.
- c. **Issue of Tree Maintenance Behind 3057 Montrose Property.** The Board entertained the resident's request to provide maintenance of the trees located in the open space behind this home which were apparently planted by a prior homeowner and which are being watered and maintained by the current owner. The trees appear to be in good health and not in need of maintenance. They are not encroaching on the homeowner's fence. It was the unanimous consensus of those Board members present that no maintenance is required by the District at this time. The General Manger may advise the homeowner that they may trim the trees if they have concerns at such time as the trees start to grow over the fence line and extend into their property space.
- d. **Encroachment Ordinance Review.** Chaney reported that the District's Code Enforcement Officer may be retiring and need to be replaced. The Board will review its Policy No. 3203, Procedures for Enforcement of Ordinance Regarding Encroachment Permits, and determine whether revisions may be needed. Chaney will also contact Data Ticket. It was suggested that the Four Seasons neighborhood may have residents who would be good candidates for the part time Code Enforcement position. This item will be brought back for action at such time as it may be necessary.

## 7. Adjournment.

The meeting was adjourned at 8:50 p.m. upon a motion by Tim Halverson, second by Matt Sites; motion carried.

Submitted by:

/s/

Linda Stone, Board Secretary

Approved by Board: April 19, 2016