

ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES of AUGUST 16, 2016 MEETING OF THE BOARD OF DIRECTORS

1. Call to Order/Roll Call.

The meeting of the Rolling Hills CSD held on August 16, 2016 was called to order at 7:08 p.m. by President Matt Sites in the meeting room at Holiday Inn Express, 4360 Town Center Drive, El Dorado Hills, California. In addition to President Sites, Directors Tim Halverson, Mark Magee, General Manager Chaney Hicks, and Board Secretary Linda Stone were present at roll call. Directors Gordon Fawkes and John Kennedy were absent. Two residents of the community were also present.

2. Public Comment. As a member of the public, Mark Magee commented that PG&E came to his door looking for the utility line in the street. PG&E commented that it looks like more than 49 homes being built in the new area. The number of homes being build should be consistent with the subdivision map.

3. Monthly Reports

a. General Manager Report. Chaney presented an oral and written report. Issues discussed with the landscapers this month included additional weed eating done up to Monument sign for repair work due to the fire hazard potential, playground fiber installed, bark at White Rock Road installed, and trees along Summerfield trimmed for sidewalk encroachment compliance. Work is beginning on the repair of the Monument sign. Chaney reported the Fire Department is scheduling two town meetings for discussion with the Traffic Engineer conducting the Department's study regarding speeding measures. It appears the challenge is that the Fire Department has directed that the engineers not look at options to reduce speed which include vertical speed cushions. Chaney briefed those present about historical steps taken with the Fire Department about traffic calming measures to reduce speed on District streets. The Direct Charge Assessment work was completed and accepted by the County. One letter was sent this month regarding encroachment compliance and a warning sticker was issued on Summerfield about a trailer parked illegally; good conversation followed with the resident.

b. Master Plan Committee Report. Matt Sites reported he prepared a Draft map for the master plan draft document. There was discussion about moving the basketball court projected on Dunnwood to the other end of the open space area in the court. Staff noted playgrounds now need to be shaded. A tot lot was discussed as a possibility at Berkshire and a shade structure was discussed over the existing playground. Staff is going to look into what compact play structures are available, the cost, and space requirements.

4. Consent Items

The consent items consisting of the approval of draft Minutes of July 19, 2016 regular meeting of the Board of Directors and August 8, 2016 special meeting, receive and file correspondence including letter from State of California Employment Development Department regarding State Information Data Exchange System; August 1, 2016, CSDA Memorandum regarding 2017 CSDA Committee & Expert Feedback Team Participation; Certificate of Liability Insurance for CPM; and Community Development Agency Notice of Public Hearing to consider Tentative Map, Rezone, Planned Development, Development Agreement for Saratoga Estates submitted by Renasci Development, LLC on August 25, 2016 were considered. Director Tim Halverson moved to approve the consent items and accept and file the items as presented; second by Director Mark Magee; motion carried.

AYES: Sites, Halverson, and Magee

NOES: None

ABSENT: Kennedy and Fawkes

ABSTAIN: None

5. Old Business.

- a. **Development Projects in Proximity to District with Potential Impacts.** Chaney reported about the meeting with Clay Loomis, the planner on the Folsom Heights development project, wherein she shared the District's basic concern about noise and traffic mitigation. Discussion was had about getting trees planted as soon as possible to start the growth to mitigate noise and reduce the need for walls. The District raised concerns about the source of water for the trees and the cost for a water meter which would not come from the CSD. Also the District advised that it does not believe Stonebriar Drive is sufficient to handle additional traffic. She reported that the project plan did reroute traffic to substantially remove the traffic point at Prima. It is their intention to tie in to Montrose for sewer and tie in to Winterfield for water connections. They are planning to do a traffic study; Folsom is hiring the consultant as part of the environmental requirements. Further, the District advised that it does not want bike trails dumping onto District streets and does not want trails built along the buffer between District property and the county line with Folsom between the developments. The District was able to eliminate two of the three bike trails Folsom was proposing. The District requested that it be kept advised during the planning process to protect the District's interests as it does not want to be surprised with Folsom Heights' development plans. Clay Loomis projected that 2019 would be the very soonest homes would go in.
- b. **Springfield Meadows Road Maintenance.** Chaney continued her discussions with the contractor who did the recent resealing and persuaded them that the painted arrow on the street was part of the project and they will complete that work at no additional cost to the District. Since this was accomplished, the District will hold off at this time with the work approved in July for not to exceed \$1,300 which included this street painting activity. Repainting of speed bumps will be deferred maintenance.
- c. **El Dorado Hills Sign on CSD Property.** Tim Halverson contacted Bill Parker regarding the monument sign located on the north side of Highway 50 on his property and advised of the District's efforts to keep the monument sign on CSD property in good repair. Tim raised the issue of a possible joint project to light the two signs to help reduce vandalism and promote El Dorado Hills. Possible ideas discussed included collaborating with others, seeking business donations, Chamber of Commerce assistance, and volunteer efforts for maintenance of the signs. Bill Parker is going to look into the condition of his sign.
- d. **El Dorado Hills CSD Request for Use of Stonebriar Baseball Field.** Chaney reported the El Dorado Hills CSD thinks it has found other fields to fill the shortage in fields for the coming season. In the event the EDH CSD is interested in future possible use, she requested that it let her know so she can take the issue to the community and get residents' input. She noted also that zero feedback was received from the Newsletter article which requested input about an EDH CSD field use pilot study for possible benefit the local sports teams and residents' use.
- e. **Second Reading and Adoption of Ordinance 2016-01 regarding Administrative Citations.** Upon second reading of Ordinance 2016-01 introduced at the July 19, 2016 meeting, Director Tim Halverson moved to adopt Ordinance 2016-01 regarding administrative citations; Director Mark Magee second; motion carried.
AYES: Sites, Halverson, and Magee
NOES: None
ABSENT: Kennedy and Fawkes
ABSTAIN: None
The Clerk will cause the Ordinance to be published and it will take effect in accordance with law.
- f. **District Financial Management.** Pursuant to direction from the Board to look into the Treasurer function for the District, the Clerk reported that she participated in a training given by CSDA entitled Financial Management for Special Districts. The program included the following topics: Budgeting: For the Short and Long Term Needs of Your District, Financial Reporting: Effectively Communication the Financials, Building a Solid Financial Foundation: Financial Policies and Internal Controls, Thinking Long Term: Capital Improvement Plan, Insurable

Risks: Managing Exposure, and Assessing Your District Fiscal Health. Highlights included the importance of building infrastructure costs into the budget, budget policy, reserve plan, the use of dashboards in reporting, the need for a capital improvement plan and scheduled maintenance plan, disaster recovery plan, and investment policy. Discussions will be had with the District's CPA to gain more information and recommendations on these matters.

6. New Business.

- a. **Vehicular Access to Open Space from Dunnwood Drive.** Chaney reported that Fire Marshal Fox looked at the access to District open space via the utility road from Dunnwood Drive and said it is a Fire Road and noted the requirement for a 14' entry width. If a gate is installed, it requires a NOx lock. Chaney will be checking the site for dimensions in order to discuss possible options. This item will be brought back to the next regular meeting of the Board.

- b. **Audit Services.** The clerk presented proposals and recommended approval of the proposal from Vaughn Johnson, CPA to complete audits for three fiscal year periods ended June 30, 2014 and June 30, 2015 and June 30, 2016, at a cost of not-to-exceed \$9,000. Director Tim Halverson made a motion to authorize expenditure of funds from approved FY17 budget for not to exceed \$9,000 to complete the audits for the three fiscal years ended June 30, 2014, June 30, 2015, and June 30, 2016, and to further authorize the Board President to execute the Engagement letter; second by Director Mark Magee; motion carried.
AYES: Sites, Halverson, and Magee
NOES: None
ABSENT: Kennedy and Fawkes
ABSTAIN: None

- c. **Biennial Review of Conflict of Interest Code.** The Clerk presented the proposed Conflict of Interest Code for 2016 which included one revision received from legal counsel to increase the reference to the gift limit from \$420 to \$460 as per the FPPC's regulations. Director Tim Halverson moved to adopt the Conflict of Interest Code for 2016 as presented; second by President Matt Sites; motion carried.
AYES: Sites, Halverson, and Magee
NOES: None
ABSENT: Kennedy and Fawkes
ABSTAIN: None

7. Adjournment.

The meeting was adjourned at 9:09 p.m. upon a motion by Tim Halverson, second by Matt Sites; motion carried.

Submitted by:

/s/
Linda Stone, Board Secretary

Approved by Board: September 20, 2016