

ROLLING HILLS COMMUNITY SERVICES DISTRICT

MINUTES of MAY 17, 2011 MEETING OF THE BOARD OF DIRECTORS

Call to Order/Roll Call.

The meeting of the Rolling Hills CSD held on May 17, 2011 was called to order at 7:04 p.m. by President Tim Halverson in the meeting room at Rolling Hills Community Church, White Rock Road, El Dorado Hills, California. In addition to President Halverson, Directors John Kennedy, Bill Grava, Mark Magee and Director-elect Mike Nevlida, General Manager Chaney Hicks, Board Secretary Linda Stone, and residents were present.

2. Public Comment. None.

3. Swearing-in of New Board Member. Mike Nevlida was sworn as the newest member of the Board of Directors of RHCSD by the board clerk and executed the Certificate of Appointment and Oath of Office. Welcome Mike.

4. Monthly Reports.

a. General Manager Report.

Chaney spoke regarding matters not on the agenda, including her update regarding the status of repairs by William Lyon Homes at the Stonebriar entrance, subdivision signage, completion of the work at the emergency gates, and conversations with SunWorld regarding proactive maintenance. In addition, she continues to research options for garbage cans and solar lighting at Berkshire Park, and reported that the old wood from signage has been removed and hauled to the dump. The additional trees have been purchased for the entrance to Springfield Meadows and will be installed. She continues to work on the off road vehicles/park issue. The idea was brought forth that the signs at the entrances to the three neighborhoods should have the CSD website and telephone number included so people can have easy access to the District and information. A Parks Committee meeting was held in May; starting in June regular reports from the Parks Committee and Communications Committee will again be routinely included on the monthly meeting agendas.

5. Consent Items

At the request of Director Grava, the letter received from the El Dorado Hills Fire Department regarding weed abatement to vacant lots for fire prevention was removed from the Consent Calendar and added to the agenda for discussion. The remaining consent items were reviewed by the board, including the draft minutes of the April 19, 2011 meeting of the Board of Directors; the monthly financial reports prepared by the Auditor's office for April 2011; purchase order from SunWorld dated May 9, 2011 in the amount of \$1,125.00, approved on an emergency basis by the General Manager to replace the irrigation system timer in the park due to upcoming warm temperatures and there being no water operating whatsoever; and all correspondence. Vice President John Kennedy moved to approve the consent items; second by Director Mike Nevlida; motion carried.

AYES: Halverson, Kennedy, Magee, Grava, Nevlida.

NOES: None

ABSENT: None

ABSTAIN: None

6. Old Business

a. **Shadow Hills and Stonebriar Road repair issues.** General Manager Chaney Hicks, President Halverson and Director Grava presented updates regarding road repair issues. In addition to the area of asphalt on Stonebriar Drive which needs repair, areas on Berkshire and Stonebridge in Springfield Meadows have been identified as needing repair as well. These areas require repair to cut and remove failed asphalt, compact the existing base and reinstall asphalt; and on Manchester to repair a hazard where the asphalt drops off on one side of the road. An estimate was presented which included options for these repair items. Discussion was also had regarding the water seepage issue that persists at the entrance to Shadow Hills where it appears water is coming down under the asphalt surface, running along the seam of the hard pack and surfacing beyond the area of repair at a weaker point. Presently the District is informed that this is an esthetic or cosmetic issue only, not causing degradation of the road itself. However, it was noted that depending on the extent of the problem, it must be monitored so as not to cause pavement failing in the future. Ideas were discussed to address the Shadow Hills problem, including opening up the street, creating a trench to run to the nearest drain so redirect the water. However, the extent of this repair and cost is impossible to predict without opening up the street and investigation. It was reported that the asphalt contractor who originally did the resurfacing road work in Shadow Hills had offered to open up the area at no cost to the District so investigation could be done, although that was not included in the written proposal presented. It was unclear if the paving contractor's offer included closing back up the street at no cost if repairs were not undertaken at this time.

After discussion the board determined its priority was to address repair of areas where hazards and asphalt failings exist. In addition, the board discussed the fact that it is under budget for professional services by an estimated \$14,000 so moneys could be approved for road repair without exceeding the annual budget approved for fiscal year 2010-11. Vice President John Kennedy moved to authorize the General Manager to enter into a contract with CPM and approve the expenditure of \$7,006.00 for the removal, repair and reinstallation of asphalt at Stonebriar, Berkshire, Manchester, and Berkshire and Stonebridge locations, hot crackfill at Berkshire; and that the contract would also include opening up of the Shadow Hills road area for investigation and closing it back up at no cost to the District should it be determined that repairs would not be done at this time. The motion was seconded by Director Mark Magee; motion carried.

AYES: Halverson, Kennedy, Magee, Grava, Nevlida.

NOES: None

ABSENT: None

ABSTAIN: None

Vice President John Kennedy made a further motion to authorize the General Manager to negotiate and enter into a contract for repairs to the Shadow Hills entrance road area once the street is opened up, investigation completed and recommendations for repairs received, should they prove necessary, in an amount of not to exceed \$1,800.00; Director Bill Grava second; motion carried.

AYES: Halverson, Kennedy, Magee, Grava, Nevlida.

NOES: None

ABSENT: None

ABSTAIN: None

b. Consideration of Proposals for Installation of Additional Trees on Dunnwood Drive. Two bids were received in amounts of \$3,770.23 and \$5,000, respectively, for installation of 17- 24” box trees and 30 five gallon shrubs along Dunnwood Drive. Director Bill Grava made a motion to accept the bid from Ahrens Landscape and authorize the approval and expenditure of \$3,770 for this work. The motion failed for lack of a second. Vice President John Kennedy made a motion to approve the expenditure of \$3,770 for installation of the trees and shrubs as set forth on the scope of work included in the proposals and to authorize the General Manager to enter into a contract for this work; Director Mark Magee second; motion carried.

AYES: Halverson, Kennedy, Magee, Grava, Nevlida.

NOES: None

ABSENT: None

ABSTAIN: None

It was noted that if the contract for this work is entered into with a contractor other than the District’s normal landscape provider, that proof of insurance should be obtained in advance of work being performed.

c. Consideration of Proposals for Replacement of the Irrigation System on Dunnwood Drive. Two bids were received in amounts of \$2,531.38 and \$4,700, respectively, for installation of a new drip irrigation system on Dunnwood Drive. Vice President John Kennedy made a motion to approve the expenditure of \$2,530 for installation of a new irrigation system as set forth on the scope of work included in the proposals and to authorize the General Manager to enter into a contract for this work; Director Mark Magee second; motion carried.

AYES: Halverson, Kennedy, Magee, Grava, Nevlida.

NOES: None

ABSENT: None

ABSTAIN: None

d. Signage in Berkshire Park. The board was briefed regarding the fact that an old sign erected in Berkshire Park bearing the name “Berkshire Park” was removed and a new sign erected bearing the name “Springfield Meadows”. It is not known who removed the old sign or who installed the new one. The board discussed this issue and noted various concerns, including that Berkshire Park is a location point of reference within the District, there no longer exists a sign so designating Berkshire Park, the old sign was removed without authorization or approval by the District, the new sign is being hit by sprinklers, and the new sign may have been an attempt to provide signage for entrance into the Springfield Meadows neighborhood. The board outlined various options available including modifying this new sign to bear the name “Berkshire Park”, purchasing and installing a second sign in Berkshire Park bearing the name “Berkshire Park”, having the sign moved to a new location within the Springfield Meadows neighborhood or taking no action. After discussion, it was determined that contact will be made with Butch Arietta or other residents in Springfield Meadows to determine more about how this sign came to be erected and suggesting that those who erected it be responsible for moving it to a mutually agreed upon location in the Springfield Meadows neighborhood. This item was directed to be brought back at the next regular meeting of the board.

e. Consideration of proposals for Audit Services. The board recognized the need to have audits performed for fiscal years ended June 30, 2009 and June 30, 2010. Given the fact that no funds were appropriated for audit services in the District’s budget for fiscal year 2010-11 and the fact that the current fiscal year is nearing its end, this item was directed to be continued to the July meeting of the Board of Directors, at which time the final budget for fiscal year 2011-12 will be approved.

7. New Business

a. **Springfield Meadows Roads resurfacing maintenance.** The Board noted the fact that the roads in Springfield Meadows were last resurfaced in August of 2006. At that time repairs were performed to the speed bumps and potholes and new seal coat applied. According to a standard 5-year maintenance cycle, the roads would be due for resurfacing in August of 2011. The District had the roads inspected by a paving contractor who advised that in his opinion maintenance could be delayed for an additional year based on the road's condition. It was further noted that Stonebriar units 1-4 roads were resurfaced two years beyond the 5-year cycle, units 5-6 one year beyond for 5-year cycle, and Shadow Hills roads were done 3 years beyond the standard 5-year recommended cycle. This item was directed to be placed on the Board's agenda at its August 2012 regular meeting.

b. **Ordinance Enforcement Warning Stickers.** The board was advised that modifications were desired to the current warning stickers used by the District for ordinance enforcement, including correction of the District telephone number, and using a sticker that was a peel off cling film and weather proof. The stickers are to be placed on a vehicle's window, or if none, in the most conspicuous place possible. President Tim Halverson made a motion to approve expenditure of a sum not to exceed \$150 for purchase of new stickers on cling film; Director Mike Nevlida second; motion carried.

AYES: Halverson, Kennedy, Magee, Grava, Nevlida.

NOES: None

ABSENT: None

ABSTAIN: None

c. **Sidewalk Ordinance Enforcement.** This item was continued to next regular meeting of the Board.

d. **Treasurer-Tax Collector Email re Budgeting for Deposit Permit Fees.** The Board was advised of the County's new policy for imposing a fee for handling of deposits made by check to the District's account. The fee is in the amount of \$6.75 per transaction. It was noted that our District has very few deposits of this type, and when necessary, it will make sure to batch deposits as much as possible.

e. **(Moved from Consent Calendar) Letter from Fire Department regarding weed abatement fire hazards on vacant lots.** Clarification was given that these letters go out to all owners of vacant lots within the District where weeds exist as fire season approaches. The fire department will deal directly with lot owners who do not take care of abating weeds on their property.

8. Adjournment.

The meeting was adjourned at 9:23 p.m.

Submitted by:

/s/

Linda Stone

Board Secretary

Approved by Board: June 21, 2011