

ROLLING HILLS COMMUNITY SERVICES DISTRICT  
**MINUTES of JULY 17, 2012 MEETING OF THE BOARD OF DIRECTORS**

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

The meeting of the Rolling Hills CSD held on July 17, 2012 was called to order at 7:10 p.m. by President Tim Halverson in the meeting room at Rolling Hills Church, 800 White Rock Road, El Dorado Hills, California. In addition to President Halverson, Directors Gordon Fawkes and Mark Magee, General Manager Chaney Hicks, and Board Secretary Linda Stone were present, together with two residents of the Community. Director John Kennedy was absent.

It was announced that Mike Nevlida has resigned from the Board because he is moving out of the District for a new employment opportunity.

**2. Public Comment.** A resident commented about her concerns that kids are ‘racing’ on District streets and the possible need for speed bumps. She also reported drivers breaking the law by operating unlicensed vehicles. She was advised that the recourse in these situations is to call the Sheriff. Another resident inquired about the possibility of restarting the Architectural Review Committee in Stonebriar. This is not a matter over which the CSD has jurisdiction.

**3. Monthly Reports.**

a. General Manager Report. Chaney presented a written report including:

- SunWorld has reworked two irrigation lines to improve sprinkler coverage in Stonebriar and Berkshire Parks.
- Encroachment/culvert issues – Four letters have been dispatched, two notifying that work needs to be completed within 14 days; two indicating that action is required to come into compliance.
- Rusty Everett, resident in Springfield Meadows, continues to report a car parked illegally at the end of his street inside the fire access lane. He requested that the Board allow him to mark the entire area near the end of the cul-de-sac with red paint. The Board determined not to paint that entire area red at this time. The Board is in the process of implementing its Parking Ordinance which was recently revised to prohibit any parking on the streets of Springfield Meadows. When the signs have been installed, enforcement can begin. In addition, Chaney will be contacting a towing company to serve as the District’s agent for towing and ordinance enforcement.
- In response to a comment from a resident, reflective tape has been added to the fire access gates to increase visibility.
- Encroachment/Tree brush issues – Chaney reported that currently over 75 homes have tree and brush issues in violation of the District’s ordinance due to the growing season. Letters will be dispatched to home owners advising them that action is required to come into compliance.
- One of the District’s meeting signs has come up missing. Chaney will investigate costs for replacement.
- Chaney also presented some initial survey results regarding preferences for development of District amenities. 14 Adult and 51 Child surveys have been collected.

b. Parks Committee Report. None.

c. Communications Committee Report. None.

#### **4. Consent Items**

The Consent items, including the draft Minutes of June 19, 2012 Regular meeting of the Board of Directors and correspondence including the 7/14/12 Wells Fargo Bank Statement and 6/26/12 letter from SDRMA regarding 2012-13 Property/Liability Coverage Documents were reviewed by the Board. Director Mark Magee moved to approve the consent items; second by Director Gordon Fawkes; motion carried.

**AYES:** Halverson, Fawkes, and Magee

**NOES:** None

**ABSENT:** Kennedy

**ABSTAIN:** None

#### **5. Old Business**

a. Recap of 4<sup>th</sup> of July Event/Future of Event. Everyone agreed that the 4<sup>th</sup> of July event was very impressive and came off very well. President Halverson has not yet spoken with chief organizer to discuss donations received and general plans for next year but will do so. This item is to be continued to a future meeting of the Board.

b. Master Plan. The Master Plan efforts were generally discussed and it was agreed that a brain storming session is needed to discuss other venues to promote the Master Plan development. Resident Matt Sites said he would check into co-sponsored events to establish awareness. Director Magee said he will talk to a jazz music producer he knows regarding interest in such an event. A special meeting workshop will be scheduled to specifically discuss the Master Plan in August.

c. Tree along Berkshire. The Board has previously discussed the tree on Berkshire that appears to be diseased and which an arborist has recommended that it be removed. Director Fawkes commented that he would like to continue efforts to try to save the tree by trimming it up on a regular basis. The Board deferred further discussion on this item. The Board Clerk will talk with the District's insurance provider regarding volunteer efforts by a Board member resident in the community.

#### **6. New Business.**

a. Public Hearing regarding Direct Charge Assessment. President Halverson opened the public hearing on this item. There was no public comment. The hearing was closed. Director Mark Magee moved to adopt Resolution 12-04 Authorizing Continued Collection of Direct Charge Assessment of \$200 for Fiscal Year 2012/13; seconded by President Tim Halverson; motion carried.

**AYES:** Halverson, Fawkes, and Magee

**NOES:** None

**ABSENT:** Kennedy

**ABSTAIN:** None

b. Public Hearing regarding Appropriations Limit to be established for the District for Fiscal Year 2012-13. President Halverson opened the public hearing on this item. There was no public comment. The hearing was closed. Director Gordon Fawkes moved to adopt Resolution 12-05 establishing the 2012-13 Proposition and Appropriation Limit, as described in Article XIII B of the State Constitution and implemented by Chapter 1205, Statutes of 1980 is the sum of \$77,514.75, computed as follows:  $\$ 74,626.69$  [2012-12 Appropriation Limit] x  $1.0387$  [Change] =  $\$ 77,514.75$

[2012-13 Appropriation Limit]; seconded by Director Mark Magee; motion carried.

**AYES:** Halverson, Fawkes, and Magee

**NOES:** None

**ABSENT:** Kennedy

**ABSTAIN:** None

g. (taken out of order). District Board Meeting Location. Discussion was had regarding moving the monthly meeting location from the Rolling Hills Church meeting room to the Holiday Inn Express meeting room for the reasons that there would be a cost savings of \$25.00 per meeting, the agendas could properly be posted on an established bulletin board at the meeting location in compliance with the Brown Act, the amenities provide a more professional environment, and having the board meetings at a neutral location may serve to draw more residents to the meetings. The meetings would remain on the same days and time each month – the third Tuesday at 7:00 p.m. President Halverson made a motion to change the District's meeting location to the Holiday Inn Express & Suites, 4360 Town Center Blvd., El Dorado Hills, CA, and directed the Clerk to carry this out; seconded by Director Gordon Fawkes; motion carried.

**AYES:** Halverson, Fawkes, and Magee

**NOES:** None

**ABSENT:** Kennedy

**ABSTAIN:** None

c. Public Hearing regarding adoption of Final Operating Budget for Fiscal Year 2012-13. President Halverson opened the public hearing on this item. There was no public comment. The hearing was closed. The Clerk presented a worksheet outlining some budget line items with possible changes from the preliminary budget; including the Rent and Professional Services expenses due to the change in meeting location; the office expense possibly being broken down with a category for communications; the parks maintenance being broken down with a maintenance of water systems category as requested by the Board; and specific budget line items for the Master Plan and Special Events. After discussion, President Halverson moved to adopt Resolution 12-06 approving Final Operating Budget for Fiscal Year 2012-13 in the total amount of \$180,450.00, the total budget amount being the same as the Preliminary Budget adopted but the line item accounts being revised in accordance with the Final Budget numbers presented by the Clerk; seconded by Director Mark Magee; motion carried.

**AYES:** Halverson, Fawkes, and Magee

**NOES:** None

**ABSENT:** Kennedy

**ABSTAIN:** None

The Clerk will cause the final budget to be transmitted to the Auditor Controller's office of El Dorado County.

d. Public Hearing regarding adoption of Master Fee Schedule for the District. President Halverson opened the public hearing on this item. There was no public comment. The hearing was closed. The Board discussed the proposed Master Fee Schedule presented by the Clerk. It was noted that the proposed Fee Schedule sets forth the fees as set forth in the District's current Ordinances and Application documents. It was noted that prior discussions had included talk about increasing the amount of the deposit to be paid by sports teams when applying to use the fields. President Halverson moved to adopt Resolution 12-07 approving the proposed Master Fee Schedule and noted that the schedule may be updated at any time in the future by further Board action; second by Director Mark Magee; motion carried.

**AYES:** Halverson, Fawkes, and Magee

**NOES:** None

**ABSENT:** Kennedy

**ABSTAIN:** None

e. Biennial Review of Conflict of Interest Code. The Board discussed the existing Conflict of Interest Code which was last amended September 2010. It currently requires no changes because the District has no new positions, neither the disclosure categories or titles of existing positions have been revised, and there have been no changes to the positions that participate in making governmental decisions. President Halverson moved to approve the existing Conflict of Interest Code with no changes for 2012; Director Mark Magee second; motion carried.

**AYES:** Halverson, Fawkes, and Magee

**NOES:** None

**ABSENT:** Kennedy

**ABSTAIN:** None

f. Vacant Board Member Position. The Clerk will post the Notice of Vacancy as required in order for the vacancy to be filled. The Board will try to fill the position by appointment at its August regular meeting as there appears to be interest by a resident in serving on the Board. The resident will submit his statement of interest to the Board for consideration along with any others received.

## **78. Adjournment.**

The meeting was adjourned at 9:10 p.m. upon motion by Tim Halverson, second by Mark Magee; motion carried.

Submitted by:

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Linda Stone

Board Secretary

Approved by Board: August 21, 2012