

Board of Directors Meeting – AGENDA
ROLLING HILLS COMMUNITY SERVICES DISTRICT
Tuesday, February 20, 2018 - 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. 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. Please limit your comments to three minutes or less.

3. Monthly Reports

- a. General Manager Report
- b. Master Plan Committee Report

4. Consent Items

- a. Approve/file draft Minutes of January 16, 2018, regular meeting of the Board of Directors
- b. Approve/file Financial Reports prepared by the County Auditor's office for months ending January 31, 2018.
- c. Correspondence receive/file:
 - Wells Fargo Bank statements for periods ended November 30, 2017, December 31, 2017, and January 31, 2018
 - County of El Dorado Auditor's Office Transmittal letter and Quarter 4, 2017, federal and state quarterly reports
 - El Dorado Water and Power Authority Notice of Preparation of Draft Environmental Impact Report for the El Dorado Water Reliability Project: Deadline Extension
 - SDRMA Renewal letter for 2018-19 property liability program

Consent Items Pulled for Discussion: _____

5. Old Business

- a. **District Revolving Account** – Update regarding District's revolve account with Wells Fargo Bank and issues with purchases through debit card due to Bank's policy; discussion; and consideration of the following (Discussion/ Possible Action items):

1. Proposed Resolution 18-01 authorizing the opening of a new bank account with Mechanic's Bank for the District's revolve account;
2. Proposed Resolution 18-02 authorizing adoption of Amended Policy 3041, entitled Petty Cash Checking Account; and
3. Discussion of CAL-Card (Purchase Card) through Department of General Services Procurement Division for Local Agencies.

6. New Business

- a. **Enforcement of Ordinance Regarding Parking Restrictions** – update regarding authority for enforcement of District ordinances; consider proposed Resolution 18-03 authorizing adoption of Amended Policy 3201, entitled Procedures for Enforcement of Ordinance Regarding Parking Restrictions (Discussion/Possible Action Item)
- b. **Volunteer Project 2018** – Staff to present expressed interest by local church in providing the District with a volunteer opportunity for 2018; discussion of possible projects (Discussion)

7. Adjournment

The Board may take action on any of the items listed on this Agenda regardless of whether the matter appears on the Consent Calendar or is described as an action item, a report, a discussion item, or an information item.

NOTICE TO THE DISABLED AND VISUALLY OR HEARING IMPAIRED: In compliance with the Americans with Disabilities Act, Rolling Hills CSD will provide special assistance for disabled citizens. A request for disability related modification or accommodation, including auxiliary aids or services, made be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting by contacting the General Manager at (916) 235-8671 or GenMgr@RollingHillsCSD.org . Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

**ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES OF JANUARY 16, 2018 MEETING OF THE BOARD OF DIRECTORS**

1. Call to Order/Roll Call.

The meeting of the Rolling Hills CSD held on January 16, 2018, was called to order at 7:08 p.m. by Vice President Tim Halverson in the meeting room at Holiday Inn Express, 4360 Town Center Drive, El Dorado Hills, California. In addition to Vice President Halverson, Directors Brenda Collette, Gordon Fawkes, and Mark Magee, General Manager Chaney Hicks, and Board Secretary Linda Stone, were present at roll call, and a few residents of the District, including a new resident from the Sierramonte neighborhood. President Matt Sites arrived after roll call.

2. Public Comment (Items not on the agenda).

Ed McGowan commented about the ongoing problem with drivers running the stop sign at the entrance to Stonebriar. He said he is going to call the sheriff every time he sees this occur. General Manager Chaney Hicks said she will request that the highway patrol dispatch an officer to monitor the stop sign.

3. Monthly Reports

- a. General Manager Report. General Manager Chaney Hicks presented an oral and written report detailing district business, copy attached.
- b. Master Plan Committee Report. The Committee did not meet.

4. Consent Items

The consent items consisting of the draft Minutes of November 21, 2017, regular meeting of the Board of Directors; Financial Reports prepared by the County Auditor's office for months ending November 30, 2017, and December 31, 2017; correspondence including: November 22, 2017 SDRMA letter regarding Proposed Bylaw Revisions; November 28, 2017 letter from the Mansour Company regarding grading on the parcels between the District and Town Center Boulevard and planned project information; November 30, 2017 letter from iStorage El Dorado Hills regarding Change of Terms Notice to Tenant; December 22, 2017 El Dorado Water & Power Authority Notice of Preparation of a Draft Environmental Impact Report for the El Dorado Water Reliability Project (Note – Public Comment period through February 5, 2018; public meeting in El Dorado County January 30, 2018); December 13, 2017 SDRMA letter enclosing California Labor Law Poster for 2018; December 14, 2017 SDRMA letter transmitting 2016-17 Annual Report; December 29, 2017 Notice from EDD Contribution Rates and Statement of UI Reserve Account for 2018; Current Certificate of Insurance for vendor Doug Veerkamp General Engineering, Inc.; January 5, 2017 *sic*. El Dorado Water & Power Authority Memo regarding Scoping Meetings for the El Dorado Water Reliability Project (January 29 and January 30, 2018); CSDA letter regarding availability of Special District Board Member/Trustee Handbook and Special District Leadership Academy brochure; and the Waterfront EID Newsletter November-December 2017 were considered. Director Gordon Fawkes moved to approve the consent items and accept and file the items; second by Director Mark Magee; motion carried.

AYES: Sites, Halverson, Fawkes, Magee, Collette,

NOES: None

ABSENT: None

ABSTAIN: None

Old Business

5. a. Berkshire Park Draft Proposed Plan for Improvements. The Board reviewed and discussed the draft development plans for Berkshire Park. It noted the original plan contemplated a basketball half-court in addition to the barbeque and playground areas. Rev. 1 to the plan presented in November did not show a sports court but included a CSD storage building. Based on the information from residents voiced to the Board at the October and November meetings, and the comments from residents received at this meeting, a majority of the residents nearest to Berkshire Park are in favor of including a paved sports court in the park and have no objection to the storage building. A further revision to the development plan (rev. 2) will be prepared to include the sports court. It will be posted to the District website for review

development plan (rev. 2) will be prepared to include the sports court. It will be posted to the District website for review when it is available. In response to a question about the existing wooden bus stop structure, President Sites said it will be removed and the new covered picnic tables and barbeque area will serve for the bus stop. Discussion was also had about options for the sidewalk; whether concrete or decomposed granite. Cost will definitely be a factor when soliciting bids to carry out the work. Vice President Tim Halverson made a motion to move forward with preparation of revision 2 to the development plan including a paved sports court, covered BBQ area, new play structure and swings, and new CSD storage building; second by Director Brenda Collette; motion carried.

AYES: Sites, Halverson, Fawkes, Magee, Collette,

NOES: None

ABSENT: None

ABSTAIN: None

New Business

6. a. Annual Organizational Meeting. Discussion was had regarding the offices of President and Vice President for 2018. Director Brenda Collette made a motion to keep the same slate of officers and nominated Matt Sites to continue to serve as President for 2018 and Tim Halverson to continue to serve as Vice President for 2018; that slate of officers was seconded by Director Mark Magee; motion carried.

AYES: Halverson, Fawkes, Magee, Collette,

NOES: None

ABSENT: None

ABSTAIN: Sites

b. Meeting Dates for Calendar Year 2018, Authorization of Expenditure of Funds for Meeting Room Rental and Execution of Agreement with Holiday Inn Express. The meeting dates for calendar year 2018 were presented in accordance with the District's policy. The meeting dates are scheduled for the third Tuesday of each month. It was noted that the cost of the meeting room rental has increased for 2018 from \$140 to \$150 per meeting date. After discussion, the Board unanimously agreed that the December 2018 meeting should be cancelled, and have 11 regular meetings for the year at a cost of \$1,650. Vice President Tim Halverson moved to approve the regular meeting dates as discussed, authorize execution of the Holiday Inn Express & Suites scheduling agreement at the increased monthly cost of \$150 per meeting date, and authorize expenditure of funds from approved annual budgets to defray the cost of the meeting room rental; second by Director Gordon Fawkes; motion carried.

AYES: Sites, Halverson, Fawkes, Magee, Collette,

NOES: None

ABSENT: None

ABSTAIN: None

c. Ethics Training 2018. After discussion, the Board selected February 20 for its Ethics training, to be presented by General Counsel, Katherine Cook, at a special meeting for this purpose held before the regularly scheduled meeting.

d. District Revolve Account. Vice President Tim Halverson advised the Board that Wells Fargo Bank, the institution where the District's Revolve/Petty Cash checking account is held, has implemented a policy which converted the District's regular checking account to a Government account. With that type of account, a debit card cannot be utilized. That is the method now used by the district for payment of its recurring charges such as monthly telephone expense. Tim continues to work with Wells Fargo to remedy this issue and, alternatively, other options will be considered.

e. District Citation Officer. This Board discussed options for filling the position of Citation Officer. Vice President Halverson suggested that the new General Counsel review the Ordinances and current law to advise if the District is still required to employ a Citation Officer for this purpose.

7. Adjournment. The meeting was adjourned at 8:30 p.m. upon a motion by Director Gordon Fawkes, second by Director Mark Magee; motion carried.

Submitted by:

Linda Stone, Board Secretary

Approved by Board:

DRAFT

January 16, 2018

General Manager Report:

Landscaping:

Discussed issue/s with landscapers:

- Removal of Old Springfield Meadows Color/Replant Correctly
- Trim Springfield Meadows median trees to meet 12' height standards
- Storm Drain Leaf Cleanout, ongoing.

Storm Drains:

Additional 4 notices sent out/ some resident help, landscapers following up on issue.

Culverts (SM):

1 outstanding culverts not corrected from previous notices, ongoing.

Meeting Noticing:

Received contact and response from Sierramonte Rep: At the beginning of every year they send out notice to homeowners that includes their HOA dates and they can include the District's scheduled meeting on it as well. They indicated they do a quarterly newsletter that they can include the information on, at some future date they may have a HOA website that would include District information. Sandwich Board is okay at main entrance and not receptive to any signs installed. There is no point of contact to mail out agendas/minutes to residents due to staffing.



Purchased new sign to include meeting notice on both sides. Additional sandwich board purchased to replace broken one and additional meeting notice inserts.

Mansour Lot:

No letter received to date from Owner's Rep.

Park Use Request:

Resident requested information regarding park rental/forwarded park use application. Followed up with resident multiple times/no response regarding intended use.

Encroachment:

Ongoing issue with San Marino Court, letter sent noticing that all previous attempts have failed and next step would be \$350 daily fine imposed if not removed within 3 days.

Received phone call from resident and they indicated they would move it but that

they felt District should be going after all the cars that park along Montrose that really cause the hazardous conditions. 1 trailers tagged, 1 basketball hoop tagged.



Resident Calls:

Call from Springfield Meadows resident regarding request/suggestion that the trees in Springfield Meadows median get trimmed up to 14' to avoid damage to RV's. Inspected trees and there are a few branches that I asked landscapers to bring up to 12'. I responded to resident that the District's policy is 12'. Does the District want to modify this policy?

Wells Fargo Simple Business Checking

Account number: **1354019570** ■ January 1, 2018 - January 31, 2018 ■ Page 1 of 3

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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

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

P.O. Box 6995

Portland, OR 97228-6995

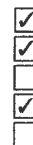
Your Business and Wells Fargo

Visit wellsfargoworks.com to explore videos, articles, infographics, interactive tools, and other resources on the topics of business growth, credit, cash flow management, business planning, technology, marketing, and more.

Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to 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 1/1	\$3,622.51
Deposits/Credits	0.00
Withdrawals/Debits	- 514.36
Ending balance on 1/31	\$3,108.15
 Average ledger balance this period	 \$3,369.10

Account number: **1354019570**

**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
1/8		Purchase authorized on 01/04 Fastsigns 457 Folsom CA S388004750481533 Card 5705		113.14	
1/8		Purchase authorized on 01/05 Ringcentral, Inc 650-4724100 CA S588005480829800 Card 0289		27.66	3,481.71
1/9		Purchase authorized on 01/05 Folsom Sign Compan Folsom CA S388005754802136 Card 5705		148.70	3,333.01
1/12		Purchase authorized on 01/12 USPS PO 05274307 4641 POS EI Dorado Hil CA P00588012677169901 Card 5705		33.69	3,299.32
1/30		Purchase authorized on 01/29 Ringcentral, Inc 650-4724100 CA S308029600650242 Card 0289		191.17	3,108.15
Ending balance on 1/31					3,108.15
Totals			\$0.00	\$514.36	

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, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 01/01/2018 - 01/31/2018	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	\$3,369.00 <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****Important information about legal process fees.**

The fee for legal order processing, which includes handling levies, writs, garnishments, and any other legal documents that require funds to be attached, remains \$125. However, effective 2/16/18, the bank will assess no more than two legal process fees per account, per calendar month. Please note, the calendar month may not coincide with your statement cycle.

Wells Fargo Simple Business Checking

Account number: **1354019570** ■ December 1, 2017 - December 31, 2017 ■ Page 1 of 4

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PO BOX 5266
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Questions?

Available by phone 24 hours a day, 7 days a week:
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En español: 1-877-337-7454

Online: wellsfargo.com/biz

Write: Wells Fargo Bank, N.A. (114)
P.O. Box 6995
Portland, OR 97228-6995

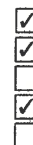
Your Business and Wells Fargo

Cash flow is a key indicator of the financial health of your business. Find tips and strategies for effective cash flow management at 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 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 12/1	\$3,853.78
Deposits/Credits	0.00
Withdrawals/Debits	- 231.27
Ending balance on 12/31	\$3,622.51
 Average ledger balance this period	 \$3,653.23

Account number: **1354019570**

**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
12/5		Purchase authorized on 12/04 Think Inc 916-5940100 CA S467338689579788 Card 5705		203.78	3,650.00
12/6		Purchase authorized on 12/05 Ringcentral, Inc 650-4724100 CA S587339479129220 Card 0289		27.49	3,622.51
Ending balance on 12/31					3,622.51
Totals			\$0.00	\$231.27	

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 12/01/2017 - 12/31/2017	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	\$3,653.00 <input checked="" type="checkbox"/>

The Monthly service fee summary fee period ending date shown above includes a Saturday, Sunday, or holiday which are non-business days.

Transactions occurring after the last business day of the month will be included in your next fee period.

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**

Periodically, it is necessary to update selected sections of the disclosures you received when you opened your business account. These updates provide you with the most up to date account information and are very important; so please review this information carefully and feel free to contact us with any questions or concerns.

Effective Feb 15, 2018:

If a business debit card or business ATM card purchase amount exceeds the current available balance* in the primary linked checking or savings account when you are making a purchase, you may be able to use your available balance to pay for a portion of the total purchase. The transaction will be subject to a partial authorization daily purchase limit set by the bank and your card's daily dollar limit.

Wells Fargo Simple Business Checking

Account number: **1354019570** ■ November 1, 2017 - November 30, 2017 ■ Page 1 of 4

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

Questions?

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



Activity summary

Beginning balance on 11/1	\$1,500.00
Deposits/Credits	2,388.23
Withdrawals/Debits	- 34.45
Ending balance on 11/30	\$3,853.78
 Average ledger balance this period	 \$3,384.14

Account number: **1354019570**

**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
11/6		Purchase authorized on 11/05 Ringcentral, Inc 650-4724100 CA S467309602760101 Card 0289		27.65	1,472.35
11/7		Online Transfer From Rolling Hills Community Services Ref #1b03Xgy8MG Bus Checking - Public Funds Close Account	2,388.22		3,860.57
11/14		Deposit Made In A Branch/Store	0.01		3,860.58
11/16		Purchase authorized on 11/16 USPS PO 05274307 4641 POS EI Dorado Hil CA P00387320805924761 Card 5705		6.80	3,853.78
Ending balance on 11/30					3,853.78
Totals			\$2,388.23	\$34.45	

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 11/01/2017 - 11/30/2017 Standard monthly service fee \$10.00 You paid \$0.00

We waived the fee this fee period to allow you to meet the requirements to avoid the monthly service fee. 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

\$3,384.00 ☒

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	2	50	0	0.50	0.00
Total service charges					\$0.00



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

January 12, 2018

RE: Quarter 4, 2017 Reports

To whom it may concern,

Enclosed are copies of the Federal and State quarterly reports that were filed on behalf of the District.

Please retain these copies as they are often needed for audits, Worker's Compensation reporting, or as otherwise required.

Please contact me if you have any questions, thank you.

Sincerely,

A handwritten signature in black ink, appearing to be "Tim Moore", written over a horizontal line.

Tim Moore
County of El Dorado
Office of Auditor/Controller-
Payroll Division
530-621-5485

941 for 2017: Employer's QUARTERLY Federal Tax Return

Department of the Treasury — Internal Revenue Service

950117

OMB No. 1545-0029

Employer identification number (EIN)	4	1	-	2	2	0	8	0	8	1
Name (not your trade name)	ROLLING HILLS COMMUNITY SERVICES DISTRICT									
Trade name (if any)										
Address	360 FAIR LANE									
Number	Street				Suite or room number					
PLACERVILLE	CA				95667					
City	State				ZIP code					
Foreign country name	Foreign province/county				Foreign postal code					

Report for this Quarter of 2017
(Check one.)

- ☐ 1: January, February, March
☐ 2: April, May, June
☐ 3: July, August, September
☒ 4: October, November, December

Instructions and prior year forms are available at www.irs.gov/form941.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)	1	0																				
2	Wages, tips, and other compensation	2	0.00																				
3	Federal income tax withheld from wages, tips, and other compensation	3	0.00																				
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input checked="" type="checkbox"/>	Check and go to line 6.																				
<table border="0"><thead><tr><th></th><th>Column 1</th><th></th><th>Column 2</th></tr></thead><tbody><tr><td>5a</td><td>Taxable social security wages</td><td>0.00</td><td>0.00</td></tr><tr><td>5b</td><td>Taxable social security tips</td><td></td><td></td></tr><tr><td>5c</td><td>Taxable Medicare wages & tips</td><td>0.00</td><td>0.00</td></tr><tr><td>5d</td><td>Taxable wages & tips subject to Additional Medicare Tax withholding</td><td></td><td></td></tr></tbody></table>					Column 1		Column 2	5a	Taxable social security wages	0.00	0.00	5b	Taxable social security tips			5c	Taxable Medicare wages & tips	0.00	0.00	5d	Taxable wages & tips subject to Additional Medicare Tax withholding		
	Column 1		Column 2																				
5a	Taxable social security wages	0.00	0.00																				
5b	Taxable social security tips																						
5c	Taxable Medicare wages & tips	0.00	0.00																				
5d	Taxable wages & tips subject to Additional Medicare Tax withholding																						
5e	Add Column 2 from lines 5a, 5b, 5c, and 5d	5e	0.00																				
5f	Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)	5f																					
6	Total taxes before adjustments. Add lines 3, 5e, and 5f	6	0.00																				
7	Current quarter's adjustment for fractions of cents	7	0.00																				
8	Current quarter's adjustment for sick pay	8																					
9	Current quarter's adjustments for tips and group-term life insurance	9																					
10	Total taxes after adjustments. Combine lines 6 through 9	10	0.00																				
11	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974	11																					
12	Total taxes after adjustments and credits. Subtract line 11 from line 10	12	0.00																				
13	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter	13	0.00																				
14	Balance due. If line 12 is more than line 13, enter the difference and see instructions	14	0.00																				
15	Overpayment. If line 13 is more than line 12, enter the difference	0.00	Check one: <input type="checkbox"/> Apply to next return. <input type="checkbox"/> Send a refund.																				

▶ You MUST complete both pages of Form 941 and SIGN it.

Next ▶

Name (not your trade name)

Employer identification number (EIN)

ROLLING HILLS COMMUNITY SERVICES DISTRICT

41-2208081

Part 2: Tell us about your deposit schedule and tax liability for this quarter.

If you are unsure about whether you are a monthly schedule depositor or a semiweekly schedule depositor, see section 11 of Pub. 15.

- 16 Check one: ☒ Line 12 on this return is less than \$2,500 or line 12 (line 10 if the prior quarter was the fourth quarter of 2016) on the return for the prior quarter was less than \$2,500, and you didn't incur a \$100,000 next-day deposit obligation during the current quarter. If line 12 (line 10 if the prior quarter was the fourth quarter of 2016) for the prior quarter was less than \$2,500 but line 12 on this return is \$100,000 or more, you must provide a record of your federal tax liability. If you are a monthly schedule depositor, complete the deposit schedule below; if you are a semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

- ☐ You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

Tax liability: Month 1 Month 2 Month 3 Total liability for quarter

Total must equal line 12.

- ☐ You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941.

Part 3: Tell us about your business. If a question does NOT apply to your business, leave it blank.

- 17 If your business has closed or you stopped paying wages ☐ Check here, and

enter the final date you paid wages / / .

- 18 If you are a seasonal employer and you don't have to file a return for every quarter of the year . . . ☐ Check here.

Part 4: May we speak with your third-party designee?

Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See the instructions for details.

- ☐ Yes. Designee's name and phone number

Select a 5-digit Personal Identification Number (PIN) to use when talking to the IRS.

- ☒ No.

Part 5: Sign here. You MUST complete both pages of Form 941 and SIGN it.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Sign your
name herePrint your
name here

Tim Moore

Print your
title here

Accounting Division Manager

Date / / Best daytime phone **Paid Preparer Use Only**Check if you are self-employed . . . ☐

Preparer's name

PTIN

Preparer's signature

Date

 / / Firm's name (or yours
if self-employed)

EIN

Address

Phone

City

State

ZIP code



Account Number:

499-0918-7

ROLLING HILLS COMMUNITY SERVICES DISTRICT

Page: 1

Quarterly Contribution Return and Report of Wages (DE 9)

Quarter Ended: December 31, 2017

A. No Wages Paid This Quarter	[]	
B. Out of Business/No Employees	[]	
C. Total Subject Wages Paid This Quarter		\$0.00
D. Unemployment Insurance (UI)	(Total employee wages up to 7,000.00 per employee per calendar year)	
UI Rate %	UI Taxable Wages	
3.40	x \$0.00	= \$0.00
E. Employment Training Tax (ETT)		
ETT Rate %	ETT Taxable Wages	
0.10	x \$0.00	= \$0.00
F. State Disability Insurance	(Total employee wages up to 110,902.00 per employee per calendar year)	
SDI Rate %	SDI Taxable Wages	
0.90	x \$0.00	= \$0.00
G. California Personal Income Tax (PIT) Withheld		\$0.00
H. Subtotal		\$0.00
I. Less: (Contributions and Withholdings Paid for the Year) (DO NOT Include Penalty and Interest Payments)		\$0.00
J. Total Taxes Due or Overpaid (Item H minus Item I)		\$0.00



Account Number: 499-0918-7

ROLLING HILLS COMMUNITY SERVICES DISTRICT

Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C)

Quarter Ended: December 31, 2017

A. Employees full-time and part-time who worked during or received pay subject to UI for the payroll period which includes the 12th of the month.

- ☐ B. Reporting Voluntary DI wages
☐ C. No Payroll
☐ D. Out of Business

<u>1st Month</u>	<u>2nd Month</u>	<u>3rd Month</u>
0	0	0

E. SSN	F. First Name	MI	Last Name	G. Total Subject Wages	H. Total PIT Wages	I. Total PIT Withheld	Wage Code
--------	---------------	----	-----------	------------------------	--------------------	-----------------------	-----------

M. Grand Total Subject Wages

0.00

N. Grand Total PIT Wages

0.00

O. Grand Total PIT Withheld

0.00

EL DORADO WATER & POWER AUTHORITY
WATER & POWER
AUTHORITY



4330 Golden Center Drive, Suite C
Placerville, CA 95667
Tel 530.621.5392 Fax 530.672.6721
<https://www.edcgov.us/waterandpower/index.html>

February 1, 2018

Subject: Notice of Preparation of a Draft Environmental Impact Report for the El Dorado Water Reliability Project: **Deadline Extension**

To Whom It May Concern:

The El Dorado Water & Power Authority (EDWPA) released for public circulation a Notice of Preparation (NOP) for a Draft Environmental Impact Report (EIR) for the El Dorado Water Reliability Project (Project) on December 22, 2017, for a 45-day circulation period ending on February 5, 2018. EDWPA completed two public scoping meetings on January 29th and 30th to solicit public comment. **EDWPA hereby extends the comment period until February 15th to allow additional time to receive public and agency comment.**

Your written comments must be postmarked or received by 4:00 pm on February 15, 2018. Please submit written comments to:

Julianne Van Leeuwen, Board Clerk
El Dorado Water and Power Authority
4330 Golden Center Drive, Suite C
Placerville, CA 95667
julianne.vanleeuwen@edcgov.us

Please make sure that you provide your name, the name of the agency you are representing, title, as well as your address, phone number, and email so that we can contact you and keep you informed throughout the EIR process. For additional information or questions please contact Ken Payne, Executive Director, at (530) 621-5403, ken.payne@edcgov.us.

Kenneth V. Payne
Executive Director

January 25, 2018

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

Dear Ms. Stone,

We greatly value the participation of 2017-18 in Special District Risk Management Authority's programs and appreciate the opportunity to work together to help protect member's assets, control losses, and positively impact claims and risk management.

Annually, SDRMA requires agencies to complete and submit a Renewal Questionnaire. This information is very important to us and your participation in providing updated, accurate and timely information ensures our members will receive the highest quality coverage at the lowest possible cost.

The 2018-19 Renewal Questionnaire (RQ) will be available February 1 in the MemberPlus™ Online portal at www.sdrma.org (click on Member Login at the top of any page on our website). For member convenience, a copy of the RQ can be viewed or printed while online and important online instructions can be viewed or printed for each section. Please contact our office if you do not have internet access and are unable to complete and submit the RQ electronically.

IMPORTANT - To help simplify the RQ process, scheduled items are no longer part of the annual renewal process. Instead, please continue to add/update/delete scheduled items throughout the year when appropriate.

Members considering to withdraw from the Property/Liability Program are required to submit a "Notice of Intent to Withdraw" according to SDRMA Bylaws by April 1 or the notice will not be valid. Members not renewing coverage for 2018-19 will not receive any longevity distribution credits approved by the Board. Also enclosed is a final copy of the recently updated and approved Bylaws effective February 1, 2018.

The RQ may be completed and submitted electronically by Friday, February 16, 2018 to receive a \$75 incentive credit on your 2018-19 renewal invoice. However the RQ must be completed and submitted electronically by March 1, 2018 in order to ensure complete accuracy in coverage.

On behalf of the SDRMA Board of Directors and our entire risk management team, thank you for completing this annual information request! Please do not hesitate to call Member Services at 800.537.7790 for assistance.

Sincerely,
Special District Risk Management Authority



Gregory S. Hall, ARM
Chief Executive Officer

Old Business.

Item 5.a. District Revolve Account

RESOLUTION NO. 18-01

Rolling Hills Community Services District

Authorizing Opening of District's Revolve Checking Account with Mechanics Bank

WHEREAS, the Board of Directors of the Rolling Hills Community Services District previously adopted Resolutions 06-03 and 11-09 regarding establishment and handling of the District's revolve checking account; and

WHEREAS, due to changes in Wells Fargo banking policies, the Board of Directors investigated other options for the establishment of its revolve checking account; and

NOW THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the District that:

1. It is in the best interests of the District to establish its revolve checking account with Mechanics Bank, to serve as a "petty cash" type of checking account to be replenished as funds are expended on behalf of the District, and that such checking account will be opened at a local branch in El Dorado Hills. The authorized signers on the account will be the General Manager and board members of the District; and

2. In coordination with the establishment of the account with Mechanics Bank, the existing revolve account with Wells Fargo Bank will be closed.

PASSED AND ADOPTED by the Board of Directors of Rolling Hills Community Services District on _____, 2018, at a regular meeting, at which time a quorum was present, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President

ATTEST: _____
Board Clerk

Date: _____, 2018

RESOLUTION NO. 11-09

Rolling Hills Community Services District
Increase in Funds Maintained in District Checking Account
As Authorized by SB 288

For Reference

WHEREAS, by Resolution 06-03 the Board of Directors authorized the opening of a District Checking account in the amount of \$1,000.00 which would provide a clear record of transactions and would henceforth obviate the need for board members or staff to advance personal funds on behalf of the District;

WHEREAS, by Resolution 09-14 the Board of Directors authorized, among other things, that the Board President shall be the Officer designated as the Custodian of the checking account and shall be the person entrusted with the responsibility for providing an account of the fund as required by law, and confirmed that the District procured and delivered to the El Dorado County Auditor's office a surety bond as required by Government Code section 53954;

WHEREAS, on July 7, 2011 Senate Bill 288 (McLeod) was signed into law after passing through the legislature unanimously. SB 288 applies to independent special districts that choose to utilize the county treasurer as the treasurer of the District. Prior to passage of SB 288, the District was limited to a \$1,000 revolving fund to pay District ongoing expenditures;

WHEREAS, SB 288 authorizes independent special districts to establish a revolving fund in an amount not to exceed 110 percent of one-twelfth of a district's adopted budget for that fiscal year, citing that providing more consistency throughout the enabling acts that govern special districts will improve flexibility and reduce confusion.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rolling Hills Community Services District that the amount of funds held in the District's established checking account shall be the sum of \$ 5,000.00;

BE IT FURTHER RESOLVED that the Board of Directors shall procure an increased amount for its surety bond and take the necessary steps and provide any necessary forms to the El Dorado county Auditor's Office necessary to carry out this resolution.

PASSED AND ADOPTED by the Board of Directors of Rolling Hills Community Services District on July 19, 2011 at a regular meeting, by the following vote:

AYES: Halverson, Kennedy, Mager, Nevilida
NOES: None
ABSENT: Greene
ABSTAIN: None

Tim Halverson
Tim Halverson, President

ATTEST: Linda Stone
Linda Stone, Board Secretary

Date: July 19, 2011

RESOLUTION NO. 06-03

Springfield Meadows Community Services District

Authorizing Opening of District Checking Account

WHEREAS, the Board of Directors of the Springfield Meadows Community Services District, hereinafter referred to as "District", in the handling of its business matters, often has monetary issues arise which it would like to address without delay;

WHEREAS, the General Manager has recommended that the Board open a checking account with district funds in the amount of \$1,000.00 which would provide a clear record of transactions and would henceforth obviate the need for board members or staff to advance personal funds on behalf of the district;

NOW THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the District that the District has determined it is in the best interest of the district to open a checking account with the sum of \$1,000.00, to serve as a "petty cash" type of checking account to be replenished as funds are expended on behalf of the district, and that such checking account will be opened at a local bank in El Dorado Hills. The authorized signers on the account will be the General Manager and board members of the district.

PASSED AND ADOPTED by the Board of Directors of Springfield Meadows Community Services District on August 29, 2006, at a regular meeting, at which time a quorum was present, by the following vote:

AYES: Hollis, Jones

NOES: None.

ABSENT: Everett (resigned)

ABSTAIN: None


Robert Hollis, President

ATTEST: 
Linda Stone, Board Secretary

Date: August 29, 2006

For
Reference

RESOLUTION NO. 18-02

Rolling Hills Community Services District

Authorizing Adoption of Amended Policy No. 3041 – Revolve Checking Account

WHEREAS, it is the intent of the Board of Directors to adopt Policies and Procedures to guide the administration of the Rolling Hills Community Services District in the provision of its services. Contained in the policies and procedures, shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. It will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted; and

WHEREAS, due to changes in Wells Fargo banking policies, the Board of Directors investigated other options for the establishment of its revolve checking account and has determined to establish that account with Mechanics Bank; and

NOW THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Rolling Hills Community Services District, that Policy No. 3041, entitled Revolve/Petty Cash Checking Account, a copy of which is hereby attached, is amended, approved and adopted.

PASSED AND ADOPTED by the Board of Directors of Rolling Hills Community Services District on _____, 2018 at a regular noticed meeting, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President

ATTEST: _____
District Clerk

Date: _____, 2018

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: ~~Revolve~~Petty-Cash Checking Account
POLICY NUMBER: 3041

3041.1 The District has established a revolve/petty cash account as authorized by Policy No. 3040, in the form of a checking account with ~~Wells Fargo~~Mechanics Bank having a maximum balance on hand maximum of \$5,000.00. No additional petty cash fund in the form of cash and coin is maintained by the District.

3040.1.1 Funds from the revolve/petty cash account may be accessed by check or debit transaction. No single transaction shall be greater than \$250.00.

3040.1.2 Each Board member and the General Manager shall be issued a District debit card. No cash advances shall be made by debit card transaction. Payments made utilizing the debit card shall be to third parties for the purpose of procuring items or services, conference registrations, hotel, or other authorized expenses, and shall be reasonable and necessary to the furtherance of official District business.

3040.1.3 Each debit card holder shall upon conducting a transaction, inform by email the District Secretary of the nature and amount of the transaction so that the balance on hand in the petty cash account is monitored and sufficient at all times. Each debit card holder shall provide documentation regarding the District purpose for each debit card expenditure, including the original transaction receipt and invoices from third parties for items or services purchased, no later than the next regular meeting of the Board after the transaction is completed.

3040.1.4 In the event the procedures set forth in this policy are not followed by a debit card holder, the debit card shall be confiscated from the cardholder.

3040.2 The revolve/petty cash checking account shall be reimbursed and funds replenished upon the submission of a voucher claim request to the District's fiscal agent.

Adopted: 2-15-11

Amended 11-15-11

Proposed for amendment 2-20-18

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Revolve Checking Account

POLICY NUMBER: 3041

3041.1 The District has approved establishment of a revolve/petty cash account, as authorized by Policy No. 3040, in the form of a checking account with Mechanics Bank having a maximum balance on hand of \$5,000.00. No additional petty cash fund in the form of cash and coin is maintained by the District.

3040.1.1 Funds from the revolve/petty cash account may be accessed by check or debit transaction. No single transaction shall be greater than \$250.00.

3040.1.2 Each Board member and the General Manager shall be issued a District debit card. No cash advances shall be made by debit card transaction. Payments made utilizing the debit card shall be to third parties for the purpose of procuring items or services, conference registrations, hotel, or other authorized expenses, and shall be reasonable and necessary to the furtherance of official District business.

3040.1.3 Each debit card holder shall upon conducting a transaction, inform by email the District Secretary of the nature and amount of the transaction so that the balance on hand in the petty cash account is monitored and sufficient at all times. Each debit card holder shall provide documentation regarding the District purpose for each debit card expenditure, including the original transaction receipt and invoices from third parties for items or services purchased, no later than the next regular meeting of the Board after the transaction is completed.

3040.1.4 In the event the procedures set forth in this policy are not followed by a debit card holder, the debit card shall be confiscated from the cardholder.

3040.2 The revolve/ petty cash checking account shall be reimbursed and funds replenished upon the submission of a voucher claim request to the District's fiscal agent.

Adopted: 2-15-11

Amended: 11-15-11

Proposed for Amendment: 2-20-18

[Programs & Services](#) > [CAL-Card](#)

CAL-Card (Purchase Card)

The Department of General Services, Procurement Division (DGS PD) entered into a Participating Addendum (Cooperative Agreement) with U.S. Bank National Association for purchase card services to support the State of California Purchase Card (CAL-Card) Program. The agreement provides eligible participating agencies with VISA purchase card services for the acquisition of goods and services.

[▶ CAL-Card Program News](#)[▶ Contract Information](#)[▶ Participation Information](#)

How to Participate

State of California agencies and local governmental agencies are allowed to participate in the State's CAL-Card Program. Agencies are instructed to review the following User Instructions for requirements and participation procedures.

- [User Instructions](#) Supplement #4 (PDF) - updated 11/17/17
- Participation Forms
 - [Request to Participate Form](#)
 - State Agencies Only - [State Agency Subscription Agreement](#) (formatted STD 213) - updated 06/2017
 - Local Agencies Only - [Local Agency Subscription Agreement](#) - updated 05/2017
 - [W-9 Form](#)
- [Implementation Process Overview](#) (PDF)

For questions, please email the [CAL-Card State Contract Administrator](#).

CAL-Card

IMPLEMENTATION PROCESS (For New Agencies)

A standard CAL-Card implementation takes 30-60 days (based on agency needs and their responsiveness to U.S. Bank requirements). The implementation/enrollment process stages are provided below:

Stage	Who Does It	Description
1	Agency	<div><div><div><div><div>If you are a...</div><div>You submit...</div></div><div><div>State Agency</div><div><div><div>Request to Participate Form</div><div>State Agency Subscription Agreement (formatted STD 213); and</div><div>W-9 Form (Sections 1 and 4 only)</div></div></div></div><div><div>Local Agency</div><div><div><div>Request to Participate Form</div><div>Local Agency Subscription Agreement</div><div>W-9 Form; and</div><div>Three years of current audited financials</div></div></div></div></div></div><div><div>➤ Reviews CAL-Card Agreement No. 7-14-99-22 posted on the State's CAL-Card Program website</div><div>➤ Submits Request to Participate package to U.S. Bank with required completed documentation as listed below:</div></div><div>Note: Refer to Request to Participate Form for submission instructions.</div></div>
2	U.S. Bank	<div><div>➤ Contacts agency within three (3) business days to confirm receipt of package</div><div>➤ Completes contract/credit review process with 20 business days (assumes receipt of complete required documentation)</div><div>➤ Signs Subscription Agreement and returns signed copy to agency</div></div>
3	U.S. Bank	<div><div>➤ Provides implementation/enrollment documentation to be completed by agency</div><div>➤ Schedules an implementation meeting with agency, if required, to:<div><div>• Discuss Access Online capabilities and agency needs</div><div>• Obtain Agency information to create Access Online ID/password</div><div>• Provide direction to program information on CAL-Card website</div><div>• Provide Access Online web-based training passwords</div></div></div></div>
4	Agency	<div><div>➤ Returns completed implementation/enrollment documentation to U.S. Bank</div><div>➤ Reviews program information from the CAL-Card website</div><div>➤ Develops internal CAL-Card policies, procedures, and training</div><div>➤ Registers for CAL-Card Program Training Workshops</div><div>➤ Completes Access Online web-based training</div></div>
5	U.S. Bank	<div><div>➤ Provides agency with Access Online User ID(s) and card setup instructions/reference guides.</div></div>
6	Agency	<div><div>➤ Submits requests for new card accounts through Access Online</div><div>➤ Cardholder activates card within 14 days of receipt by calling the 800 number on the activation sticker</div></div>

New Business.

Item 6.a. Enforcement of Ordinance Regarding Parking Restrictions

RESOLUTION NO. 18-03

Rolling Hills Community Services District

Authorizing Adoption of Amended Policy No. 3201 – Procedures for Enforcement of Ordinance
Regarding Parking Restrictions

WHEREAS, it is the intent of the Board of Directors to adopt Policies and Procedures to guide the administration of the Rolling Hills Community Services District in the provision of its services. Contained in the policies and procedures, shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. It will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted; and

WHEREAS, Ordinance 2016-01 was adopted on August 16, 2016, under Government Code Section 53069.4 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; and

WHEREAS, the District seeks to update Policy No. 3201 for enforcement of its Ordinance regarding parking restrictions; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rolling Hills Community Services District that Policy No. 3201, entitled Procedures for Enforcement of Ordinance Regarding Parking Restrictions, a copy of which is hereby attached, is amended, approved and adopted.

PASSED AND ADOPTED by the Board of Directors of Rolling Hills Community Services District on _____, 2018 at a regular noticed meeting, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President

ATTEST: _____

Date: _____, 2018

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: PROCEDURES FOR ENFORCEMENT OF ORDINANCE REGARDING PARKING RESTRICTIONS

POLICY NUMBER: 3201

3201.1 The Board of Directors of the District adopted Ordinance 2012-01 (Amending 2010-01, 2008-01) (hereinafter "Ordinance") to establish parking restrictions on District roads and bridges to protect the health and safety of community residents and to protect the roads. The purpose of the Ordinance is to restrict the parking of boats, campers, trailers, and other similar recreational and construction vehicles on all streets within the District as more particularly set forth in the Ordinance and to establish restrictions prohibiting parking on the roads located within the Springfield Meadows area of the District.

3201.2 The Board of Directors of the District adopted Ordinance 2016-01 to provide 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.

3201.32 The District General Manager has placed appropriate signs applying to all streets, roads or highways within the District to give notice of the Ordinance and indicating the affected residential and commercial streets, roads or highways where commercial or recreational vehicle parking is prohibited.

3201.43 District staff may approve permit applications, with conditions as necessary to ensure the safety of the public and the integrity of the District's roads and bridges, and any and all infrastructure thereunder, received from persons seeking to park a commercial or recreational vehicle, boat or trailer under any circumstances other than those expressly allowed by the Ordinance, when all fees have been paid and the permit signed.

3201.54 When vehicles, boats, campers, trailers and other similar recreational and/or construction vehicles are parked in violation of the Ordinance, vehicles may be cited. -The procedure for issuance of a Citation is as follows:

3201.45.1 The General Manager, member of the Board of Directors or Citation Enforcement Officer ~~employed by the District~~ shall issue a Warning Sticker which shall be placed on the vehicle. -The Warning Sticker states that the owner of the vehicle has 24 hours within which to remove the vehicle.

3201.45.2 Upon issuance of the Warning Sticker, the General Manager, member of the Board of Directors or Citation Enforcement Officer shall take a picture of the Warning Sticker placed on the vehicle bearing the date and time. If the General Manager or member of the Board of Directors issues the Warning Sticker, that person shall notify the Citation Enforcement Officer for the purpose of follow-up in 24 hours.

3201.45.3 If, after the expiration of 24 hours from issuance of the Warning Sticker, the vehicle has not been removed from the public streets, highway or right of way within the boundaries of the District, the ~~Citation Enforcement Officer~~ shall issue a citation, entitled "Ordinance Violation Notice -RHCS" (Citation).

3201.45.4 Upon issuance of the Citation, the ~~Citation Enforcement Officer~~ shall notify the District's agent for processing and collection of fees and fines from Citations.

3201.45.5 If, after the expiration of 72 hours from issuance of the Citation, the vehicle has not been removed from the public streets, highway or right of way within the boundaries of the District, the General Manager may notify the District's duly authorized towing agent for removal by the District at the owner's expense.

3201.45.6 In the case of any parking activity which, in the discretion of the General Manager, Member of the Board of Directors, or ~~Citation Enforcement Officer~~, poses an immediate safety concern, the vehicle, boat, camper, trailer and/or other similar vehicle may be immediately removed by the District at the owner's expense.

3201.45.7 In the event three Warning Stickers are issued and placed on the same vehicle during any one year period, no further warnings shall be necessary and further violations will result in immediate issuance of a Citation by the ~~Citation Enforcement Officer~~.

3201.5 The Ordinance provides any person violating any of the provisions of the Ordinance is guilty of an infraction thereof and shall be punished by (1) a fine not exceeding one hundred dollars (\$100) for a first violation; (2) a fine not exceeding two hundred dollars (\$200) for a second violation within one year; (3) a fine not exceeding five hundred dollars (\$500) for each additional violation within one year. In addition to a fine, any subsequent violations in addition to three within one year will subject the vehicle to being towed at the owner's expense by a District authorized agent without further warning.

3201.6 For a period of 21 calendar days from the issuance of the Citation or 14 calendar days from the mailing of a notice of delinquent parking Citation, a person may request an initial review of the notice by the issuing agency. If the person is dissatisfied with the results of the initial review, the person may request an administrative hearing of the violation no later than 21 calendar days following the mailing of the results of the issuing agency's initial review. The administrative hearing shall be conducted in accordance with the applicable provisions of the California Vehicle Code.

Adopted: March 16, 2010

Amended: April 20, 2010

Amended: June 21, 2011

Amended: May 15, 2012

Amended: August 20, 2013

Proposed Amendment: February 20, 2018