

**ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES OF NOVEMBER 21, 2017 MEETING OF THE BOARD OF DIRECTORS**

1. Call to Order/Roll Call.

The meeting of the Rolling Hills CSD held on November 21, 2017, was called to order at 7:02 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 Brenda Collette, Gordon Fawkes, and Mark Magee, General Manager Chaney Hicks, Board Secretary Linda Stone, and General Counsel Katherine "Kate" Cook were present at roll call. There were five residents of the District present. Director Tim Halverson arrived after roll call.

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

Adam Smith commented about vegetation issues on Manchester. Ed McGowan commented about an additional tree on CSD property behind his lot which appears to be dying. Chaney replied that the tree is on her radar and will be reviewed after the rainy season.

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 the October 17, 2017 regular meeting of the Board of Directors; financial reports prepared by the County Auditor's office for the month ending October 31, 2017; correspondence including bank Statements for period ended October 16, 2017, November 14, 2017, and new simple business checking account statement for period ended October 31, 2017; Wells Fargo Bank October 17, 2017 letter regarding resolution of claim for improper charge; County of El Dorado, Office of Auditor-Controller transmittal of Federal and State quarterly reports for third quarter, 2017; and El Dorado County Auditor notification of New System Conversion for processing of claims were considered. Director Gordon Fawkes pointed out one typographical error in the draft minutes and with that correction, he moved to approve the consent items and accept and file the items; second by Director Tim Halverson; motion carried.

AYES: Sites, Fawkes, Magee, Collette, Halverson

NOES: None

ABSENT: None

ABSTAIN: None

President Sites formally introduced General Counsel Kate Cook to the Board members she had not previously met and to the residents present at the meeting.

In consideration of residents present for various agenda items, having no opposition, President Matt Sites took agenda items out of order.

New Business

6. c. Emergency Access Gates at Manchester in Springfield Meadows. President Sites introduced this item and noted it was added to the agenda at the request of a resident who suggested that the existing gates either be removed or retrofitted utilizing new technology for radio controlled remote opening in the event of an emergency. Matt said that the technology referenced is not "new" but is very expensive. He provided background that the existing gates have a Knox lock which is unlocked by emergency personnel in the event of any emergency with a Knox key. The discussion centered on safety and included talk about the prior fire event in the District and circumstances around the fire

department and sheriff's department activities. The resident requesting discussion of the item was present and said her suggestion came after a discussion she had with the Fire Marshal in which she learned that retrofitting gates is possible utilizing a radio signal instead of Knox key to be more easily accessible. Discussion included the fact that there is only one means of ingress/egress to Stonebriar and Shadow Hills; traffic flow is a big issue in an emergency; the Fire department now has the District's fire access gates color highlighted in their system to identify them as fire emergency gates; there is no source of power at the Manchester gate location; and about engineering of the streets. The resident said she was not suggesting removal of the existing emergency gates but that she wanted to inquire about possibilities other than the Knox lock system. The Board agreed it would be interested in other new technologies which become available. It directed that the District's emergency action plan be reviewed and updated as necessary to include specific information as what to do in an emergency, who has emergency gate keys for both the Manchester and Haddington gates, and secondary protocols which may come into play in such an event. That project will be undertaken next year.

6.d. Speed Bumps in El Dorado Hills. General Manager Chaney Hicks said this informational item was placed on the agenda to alert the Board as to a comment made by the Fire Marshal about removal of all vertical obstructions on roadways and that the Fire Marshal contends no speed bumps or other speed measures of that nature have been approved for any neighborhood within the El Dorado Hills Fire Protection District. Resident Adam Smith commented about the three speed bumps in Springfield Meadows which have been in place for at least 28 years. General Counsel commented that it would be interesting to learn the Fire District's authority for its position. The Board and staff noted this comment and will keep the issue on its radar. Director Halverson said that the Board previously received a legal opinion from prior counsel on this subject.

Old Business

5. a. Folsom Heights Development Project Update. President Matt Sites reported that on October 24, 2017, the Folsom City Council unanimously voted to approve the Prima Drive extension as a paved emergency access road only, not a full access road. The District residents rallied together on this matter and were successful in changing the Folsom City Council's previous direction on this important issue.

b. Berkshire Park Draft Proposed Plan for Improvements. Staff presented for discussion Revision 1 of the proposed Berkshire Park improvement plan. The revised plan was posted to the website and on each of the neighborhood bulletin boards for review and comment in advance of the meeting. The revised proposed plan was discussed which depicts a covered barbeque area, two play structures including two swings and two slides, ADA parking and sidewalk, and a CSD storage building. It was noted that a survey would be needed to transform the preliminary plan to construction grade plans and documents. The Board and residents attending the meeting talked about the placement of the play structures and whether a paved sports court would be included. Consideration of a paved court would not be a full-court basketball court due to size, and prior concerns were that even a half-court sized basketball court may not fit. An adjacent resident, Mr. Bizjack, who backs up to the park, expressed his desire for a basketball court or paved court in the park. Due to concerns as to size, a paved court of a smaller size (for example 4-ball court) was favored by three separate property owners attending the meeting who are immediately adjacent to the park area. Previously, concerns were expressed that nearby residents may not like a paved court but the three residents present contradicted that belief. It was agreed that any court considered would not be lighted so use would be limited to day-light hours.

Director Halverson made a motion to approve placement of the improvements as depicted on the Revision 1 proposed plan, with the exception of an optional paved court which is now shown on the draft plan; but he subsequently withdrew the motion in light of further discussion about placement of the CSD storage building. More information is to be obtained regarding the location of existing utilities in order for placement decisions to be made. It was agreed that the development plan would be brought back at the January meeting for further discussion in light of findings as to placement of existing utilities.

New Business

e. RHCSD Website. The Clerk discussed work on improvements to the website since the previously existing platform was restored and secured, the content requirements for the website, and storage and documents management solutions. She showed some preliminary ideas for an updated theme; the Board provided positive feedback. She will continue working with the vendor on proposed website modernization and updates for review early next year.

Other. The Board unanimously agreed to cancel the regular meeting in December. The next meeting will be on January 16, 2018.

7. Adjournment. The meeting was adjourned at 9:23 p.m. upon a motion by President Matt Sites, second by Director Tim Halverson; motion carried.

Submitted by:

/s/
Linda Stone, Board Secretary

Approved by Board: January 16, 2018

November 21, 2017

General Manager Report:

Landscaping:

Discussed issue/s with landscapers:

- Watering Schedule Reduction Til Rains, then water turned completely off.
- Storm Drain Leaf Cleanout, ongoing.

Storm Drains:

No assistance from residents regarding leaf cleanup, landscapers working on issue.

Culverts (SM):

7 property owners with defective culverts, spoke to 2 residents directly, 5 postcards sent out to the others, ongoing conversations with residents.

Meeting Noticing:

Trying to work with Sierramonte Rep regarding how to get noticing done (Linda feedback???) . Bulletin Boards not ordered yet. Banking Issue delayed this in addition to trying to figure out noticing with Sierramonte. I also need to purchase 1 sandwich board for meeting sign notice (due to damage)

Mansour Lot:

Spoke with Brian Halloway (Mansour Rep) regarding status of lot adjacent to District. He said there is going to be an Elder Care Facility and they have a grading permit for work and additional grading done at same time. He indicated that they were in the process of sending out a letter to all Springfield Meadows/Stonebriar residents regarding status but the grading got done prior to the letter. I asked whether there is still a proposed plan to open up Montrose for fire access per Fire Dept. plan from years ago. He was not aware of any such plan, but will check with Louis and see if he has additional information from the County.

Potential Flooding Issue:

Berkshire Drive culvert experienced high water level at last rain. Will need to monitor/potential cleanout. Suggest in spring getting Veerkamp/landscapers out to go in with backhoe to clear out vegetation.



Encroachment:

Ongoing. Springfield Meadows – One homeowner has completed work, another has not after second notice. Need to confirm process placing lien on property. Stonebriar drive house that has landscaping encroaching over sidewalk also received second notice.

Still working with property owners at corner of Stonebridge and Manchester to resolve property line issues.

1 trailers tagged, 1 basketball hoop tagged, Ongoing.

Resident Calls:

Call from Springfield Meadows resident regarding Mansour work being done. Sent email to Mansour Co. requesting information regarding project description.

Wells Fargo Card:

Fraudulent Charge refunded. Previous account closed and balance of funds transferred to new account. New cards issued and received.