

**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 were also present. 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 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:

/s/
Linda Stone, Board Secretary

Approved by Board: February 20, 2018

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?