

**ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES OF FEBRUARY 20, 2018 MEETING OF THE BOARD OF DIRECTORS**

1. Call to Order/Roll Call.

The meeting of the Rolling Hills CSD held on February 20, 2018, was called to order at 7:11 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 Tim Halverson, Brenda Collette, Gordon Fawkes, and Mark Magee, General Manager Chaney Hicks, Board Secretary Linda Stone, and General Counsel Kate Cook were present at roll call. Also, a member of the public was present.

2. Public Comment.

None.

President Sites suggested taking New Business agenda item 6.b, Volunteer Project 2018, out of order because the Public Affairs coordinator for the local church was present to discuss volunteer opportunities for this year.

6.b. Volunteer Project 2018. The Board discussed the opportunities available by partnering with the church to carry out volunteer projects in the District on the annual Community Day Of Service. The goal of the project is to expand this annual volunteer opportunity to include participation by as many residents of the District as possible. The Board agreed it is key to set the Volunteer Day on a regular day each year so people will plan for and look forward to it. To date, it is normally held on the third Saturday of April each year. Project ideas for this year included refreshing the playground fiber at Stonebriar Park, refreshing the shredded cedar as needed, staining split rail fencing, and litter pickup. The Board unanimously agreed that the date for the volunteer day will be April 21, 2018. The matter will be put on the March agenda to consider authorizing funds for this project.

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. Matt Sites reported he has been working on the revised plan for development of Berkshire Park. When the conceptual schematic is complete, it will be posted to the website and the matter brought back to the Board for final approval.

4. Consent Items

The consent items consisting of the draft Minutes of January 16, 2018, regular meeting of the Board of Directors; Financial Reports prepared by the County Auditor's office for months ending January 31, 2018; correspondence including 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, and SDRMA Renewal letter for 2018-19 property liability program were considered. With two noted clerical suggestions to the draft minutes, Director Gordon Fawkes moved to approve the consent items and accept and file the items; second by Director Tim Halverson; motion carried.

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

NOES: None

ABSENT: None

ABSTAIN: None

5. Old Business

5. a. District Revolving Account. Director Tim Halverson briefed the Board about Wells Fargo Bank's recent policy change for checking accounts held by governmental entities. He also provided information about his investigation into alternative solutions and the possibility of opening an account at Mechanic's Bank, which has no restrictions for such accounts. With input received from the District's General Counsel, the agenda items were reordered and draft Resolutions renumbered accordingly to first consider an amendment to Policy 3041, and then consider possible action regarding the revolve checking account. The Board took the following action:

(1) Director Tim Halverson made a motion to approve Resolution 18-01 Authorizing Adoption of Amended Policy No. 3041-Revolve Checking Account, which policy provides that the District's checking account shall be established with a qualifying local bank, have a maximum balance on hand of \$5,000, and that funds from the revolve/petty cash account may be accessed by check or debit transaction with no single transaction greater than \$500 unless previously approved by the Board; second by Director Gordon Fawkes; motion carried.

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

NOES: None

ABSENT: None

ABSTAIN: None

(2) Director Tim Halverson made a motion to approve Resolution 18-02 Authorizing Opening of District's Revolve Checking Account with Qualifying Local Bank, including Mechanic's Bank, to serve as a "petty cash" type of checking account to be replenished as funds are expended on behalf of the District, that the authorized signers on the account will be the General Manager and board members of the District, and in coordination with the establishment of the account with Mechanic's Bank, the existing revolve account with Wells Fargo will be closed; second by Director Gordon Fawkes; motion carried.

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

NOES: None

ABSENT: None

ABSTAIN: None

(3) CAL-Card Option for Purchasing. The Board was advised about the CAL-card (purchase card) available to local agencies through the Department of General Services Procurement Division. It was the unanimous direction of the Board to table consideration of this additional alternative at this time.

New Business

6. a. Enforcement of Ordinance Regarding Parking Restrictions. Director Tim Halverson gave a summary about the District's existing Ordinance regarding parking restrictions and the prior legal opinion received that Citations must be issued by a District employee. In consideration of current General Counsel's legal opinion about enforcement and the authority under which the District's Ordinance was adopted, a draft revision to Policy No. 3201 was considered. After discussion, Director Tim Halverson made a motion to approve Resolution 18-03 Authorizing Adoption of Amended Policy No. 3201 – Procedures for Enforcement of Ordinance Regarding Parking Restrictions, which specifies that citations are issued by the Enforcement Officer; second by Director Mark Magee; motion carried.

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

NOES: None

ABSENT: None

ABSTAIN: None

7. Adjournment. The meeting was adjourned at 9:04 p.m. upon a motion by President Matt Sites, second by Director Gordon Fawkes; motion carried.

Submitted by:

/s/
Linda Stone, Board Secretary

Approved by Board: March 20, 2018

February 20, 2018

General Manager Report:

Landscaping:

Discussed issue/s with landscapers:

- Annual Color Installed at Springfield Meadows
- Repeated Conversations Re: Broken Valve at Stonebriar Entrance
- Storm Drain Leaf Cleanout, ongoing.

Mansour Lot:

Follow up phone call to ask emailed questions, no response to date.

Encroachment:

Realtor Installed Sale Sign at Corner of Manchester and White Rock, the sign will be removed.

1 Basketball Hoop tagged on Winterfield, removed next day.

Ongoing issue with San Marino Trailer, tagged again Tuesday. 3 Postcards sent out regarding gutter encroachment/landscape debris in street near storm drain (Same house as illegal dumping – see below).



Illegal Dumping:

Resident call regarding dumping occurring on Dunnwood, left notice for resident. Letter indicated that future dumping would be reported to the Sheriff's Dept and request to restore/remove dumping materials. No corrective action has been taken to date.



Stolen Sign:

Stop sign at Summerfield Court missing. Report filed with Sheriff's Dept.

Garage Sale:

Does CSD want to pick date for Community Garage Sale?

Previous Years Dates: 2015 – May 9; 2016 – May 14; 2017 – June 3

Dunnwood Drive:

Ongoing offroad vehicle issue, getting price for additional two boulders



Resident Calls:

Call from Springfield Meadows resident regarding resident having vehicles delivered to house and sitting on street leaking fluids. Called Environment Services with County and they will go out when the vehicles are there are cite.