

Board of Directors Meeting – AGENDA
ROLLING HILLS COMMUNITY SERVICES DISTRICT

Tuesday, May 15, 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

4. Consent Items

a. Approve/file draft Minutes of April 17, 2018, regular meeting of the Board of Directors

b. Approve/file Financial Reports prepared by the County Auditor's office for month ending April 30, 2018.

c. Correspondence receive/file:

1) April 23, 2018 transmittal letter from Auditor-Controller's office sending copies of Federal and State quarterly reports filed on behalf of the District for Quarter 1, 2018

2) April 26, 2018 letter from City of Folsom re: US Highway 50 at Empire Ranch Road Interchange Project, request for execution of Temporary Permit to Enter granting permission for access to begin conducting preliminary environmental studies and site surveys regarding the project

3) May 3, 2018 EID Notice of Noncompliance – Failure to provide unimpeded access to backflow prevention assembly for annual certification – Dunnwood Drive Lot 63, El Dorado Hills, CA

4) Notification from Project Coordinator regarding El Dorado County Line Multi-Modal Transit Center Study Community Open House on May 17, 2018

Consent Items Pulled for Discussion: _____

5. Old Business

a. Post Community Volunteer Day Report - Staff to provide report about outcome of volunteer activities on April 21, 2018 (Discussion Item).

b. El Dorado Hills Fire Department Unimproved Property Hazard Reduction Standard (weed abatement program) 2018 – Staff seeking authorization for expenditure of funds from approved

budget in an amount not-to-exceed \$7,200.00 for costs associated with cutting 100' fire breaks (represents additional cost over and above the 30' fire breaks included in landscaping contract) (Discussion/Possible Action Item).

- c. **Shadow Hills Road Resealing Project 2018** – Staff to present proposed timetable for Shadow Hills Road Resealing Maintenance Project. (Discussion Item)

6. New Business

- a. **Consolidated District General Election to be Held November 6, 2018** – Staff seeking adoption of Resolution No. 18-04 “Declaring an Election Be Held in its Jurisdiction Consolidation with Other Districts Requesting Election Services,” at which election the issue to be presented to the voters is the nomination of candidates to elect two Directors, each with a full four (4) year term to expire December 2, 2022 (Action Item)
- b. **3115 Montrose Way Property** – Staff to present and seek direction regarding the following items:
 - 1) Request for approval to grant Encroachment Permit to new owners of 3115 Montrose Way property upon the same terms and conditions as the Permit negotiated with the prior owners including a ten (10) year term at a cost of \$250 for issuance of the permit (Discussion/Possible Action Item); and
 - 2) Inquiry from new owners for information as to drainage easement maintenance potentially affecting the property (Discussion Item).
- c. **Request for Reconstruction of V-Ditch behind Property Located at 5048 Winterfield Drive** – Resident request for reconstruction of V-ditch behind home to prevent possibility of future flooding. Staff to present information and options for consideration, including possible authorization for expenditure of funds from approved budget for not-to-exceed \$975.00 for maintenance on V-ditch (Discussion/Possible Action Item).
- d. **Budget for FY18-19** – Discussion of budget concepts for development of preliminary budget for fiscal year 2018-2019 to be formally considered in June; staff seeking input for projects; consideration of increased costs due to California prevailing wage requirements and Department of Industrial Relations requirements imposed on Contractors; consideration of options for addressing these costs (Discussion Item).

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 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 APRIL 17, 2018 MEETING OF THE BOARD OF DIRECTORS**

1. Call to Order/Roll Call.

The meeting of the Rolling Hills CSD held on April 17, 2018, 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 Tim Halverson, Gordon Fawkes and Mark Magee, General Manager Chaney Hicks, and Board Secretary Linda Stone and members of the public were present at roll call. Director Brenda Collette was absent.

2. Public Comment.

None.

3. Monthly Reports

a. General Manager Report. General Manager Chaney Hicks presented an oral and written report detailing district business, copy attached.

4. Consent Items

The consent items consisting of the minutes of the March 20, 2018, regular meeting of the Board of Directors; financial reports prepared by the County Auditor's office for month ending March 31, 2018; correspondence including March 26, 2018 letter from EID regarding inability to access backflow prevention assembly for annual certification – Dunnwood Drive Lot 63; April 2, 2018 letter from El Dorado County Auditor's office regarding Communication #3 regarding Change to New Property Tax Administration System Forest Service Cabin Charges; April 2, 2018 solicitation letter from PFIC for the development and tax exempt financing of facilities and infrastructure; and current Certificate of Insurance for CalAtlantic Group, Inc. were considered. Director Gordon Fawkes moved to approve the consent items and accept and file the items as presented; second by Director Tim Halverson; motion carried.

AYES: Fawkes, Halverson, and Magee

NOES: None

ABSENT: Collette

ABSTAIN: Sites

5. Old Business

a. **Community Volunteer Day April 21, 2018; Authorization for Increase in Total Authorized Funds To Include Cost to Rent Portable Facilities.** – General Manager Chaney Hicks requested that the Board consider an increase in the total expenditure amount authorized for this project to include the cost of a porta-potty; increasing the not-to-exceed amount of \$3,000 approved on March 20, 2018, to not-to-exceed \$3,225 to include the portable rental. Director Tim Halverson so moved; second by Director Mark Magee; motion carried.

AYES: Sites, Halverson, Fawkes, and Magee

NOES: None

ABSENT: Collette

ABSTAIN: None

6. New Business

a. **El Dorado Hills Fire Department Unimproved Property Hazard Reduction Standard (weed abatement program) 2018.** General Manager Chaney Hicks advised the Board that her initial estimate of \$3,000.00 for the cost of expanding the width of the fire breaks from 30' to 100' was based on the cost paid in recent years.

However, the initial bid received for the work came in at \$7,200.00 with the explanation that labor costs have gone up. She will continue to seek bids. The matter will be continued to the next meeting of the Board.

b. Request for Placement of Advertising Sign on District Property Along Highway 50. Chaney briefed the Board about a request received from a member of the El Dorado County Winery Association and owner of Gwinllan Estate Winery to place a sign on CSD property parallel to Highway 50 to welcome visitors to the local county wineries and serve as the connection to signage placed at Missouri Flat Road and Newtown Road exits. The proposed sign would be 10'x16'. The Board discussed the request and reflected on the prior signage request. At that time the Board decided that signage along Highway 50 affords the District an opportunity for additional revenue, but that any such request must meet the Board's criteria as to sign size, no illumination, no vehicular access, and sign placement and location. The Board had previously identified one spot where the placement of a sign would be acceptable. More discussion will be had with person making the request to determine if they are willing to agree to some monetary compensation to the District for placement of an advertising sign on CSD property.

7. Adjournment. The meeting was adjourned at 7:50 p.m. upon a motion by Director Tim Halverson; motion carried.

Submitted by:
Linda Stone, Board Secretary

Approved by Board:

80280280 ROLLING HILLSPrinted 5/9/2018
2:37:04 PM**General Ledger****Summary for the Accounting Period Ended: April 30, 2018**

	Debit	Credit	Balance
80280280 ROLLING HILLS			
ASSETS			
100 EQUITY IN POOLED CASH	588,544.61	119,439.33	469,105.28
102 IMPREST (PETTY) CASH	5,000.00	0.00	5,000.00
ASSETS	593,544.61	119,439.33	474,105.28
LIABILITIES			
201 VOUCHERS PAYABLE	68,091.37	68,091.37	0.00
LIABILITIES	68,091.37	68,091.37	0.00
FUND BALANCE			
310 FND BAL: RSVD GENERAL	0.00	53,834.00	-53,834.00
313 FND BAL: RSVD IMPREST CASH	0.00	5,000.00	-5,000.00
350 FND BAL: UNRSVD UNDESIGNATED	0.00	360,828.46	-360,828.46
401 ESTIMATED REVENUE	418,975.00	0.00	418,975.00
411 ACTUAL REVENUES	49.70	162,942.83	-162,893.13
420 ORIGINAL BUDGET (APPROPTNS.)	0.00	418,975.00	-418,975.00
431 EXPENDITURES	108,450.31	0.00	108,450.31
FUND BALANCE	527,475.01	1,001,580.29	-474,105.28
80280280 ROLLING HILLS	1,189,110.99	1,189,110.99	0.00

8028280 - 8028280 GENERAL FUNDPrinted 5/9/2018
2:37:05 PM**General Ledger****Details for the Accounting Period Ended: April 30, 2018**

	Debit	Credit	Balance
80280280 ROLLING HILLS			
ASSETS			
100 EQUITY IN POOLED CASH			
4/1/2018 BEGINNING BALANCE	530,624.74	105,331.75	425,292.99
4/4/2018 APP 201810 696	0.00	6,422.56	418,870.43
4/4/2018 GNI 201810 1602	5.88	0.00	418,876.31
4/4/2018 GNI 201810 1603	226.40	0.00	419,102.71
4/4/2018 GNI 201810 1606	17,841.62	0.00	436,944.33
4/5/2018 GNI 201810 1604	36.87	0.00	436,981.20
4/6/2018 GNI 201810 1595	4.19	0.00	436,985.39
4/6/2018 GNI 201810 1600	5.56	0.00	436,990.95
4/6/2018 GNI 201810 1608	15.66	0.00	437,006.61
4/19/2018 GNI 201810 2214	0.00	4.10	437,002.51
4/19/2018 GNI 201810 2215	0.00	14.05	436,988.46
4/19/2018 GNI 201810 2216	0.00	1.46	436,987.00
4/20/2018 GNI 201810 2231	0.00	0.32	436,986.68
4/26/2018 GEN 201810 2663	494.55	0.00	437,481.23
4/26/2018 GNI 201810 2701	39,280.27	0.00	476,761.50
4/26/2018 GNI 201810 2718	8.87	0.00	476,770.37
4/28/2018 APP 201810 2965	0.00	7,665.09	469,105.28
100 EQUITY IN POOLED CASH	588,544.61	119,439.33	469,105.28
102 IMPREST (PETTY) CASH			
4/1/2018 BEGINNING BALANCE	5,000.00	0.00	5,000.00
102 IMPREST (PETTY) CASH	5,000.00	0.00	5,000.00
ASSETS	593,544.61	119,439.33	474,105.28
LIABILITIES			
201 VOUCHERS PAYABLE			
4/1/2018 BEGINNING BALANCE	54,003.72	54,003.72	0.00
4/3/2018 API 201810 678	0.00	6,422.56	-6,422.56
4/4/2018 APP 201810 696	6,422.56	0.00	0.00
4/27/2018 API 201810 2951	0.00	7,665.09	-7,665.09
4/28/2018 APP 201810 2965	7,665.09	0.00	0.00
201 VOUCHERS PAYABLE	68,091.37	68,091.37	0.00
LIABILITIES	68,091.37	68,091.37	0.00
FUND BALANCE			
310 FND BAL: RSVD GENERAL			
4/1/2018 BEGINNING BALANCE	0.00	53,834.00	-53,834.00
310 FND BAL: RSVD GENERAL	0.00	53,834.00	-53,834.00
313 FND BAL: RSVD IMPREST CASH			
4/1/2018 BEGINNING BALANCE	0.00	5,000.00	-5,000.00
313 FND BAL: RSVD IMPREST CASH	0.00	5,000.00	-5,000.00

8028280 - 8028280 GENERAL FUNDPrinted 5/9/2018
2:37:05 PM**General Ledger****Details for the Accounting Period Ended: April 30, 2018**

	Debit	Credit	Balance
350 FND BAL: UNRSVD UNDESIGNATED			
4/1/2018 BEGINNING BALANCE	0.00	360,828.46	-360,828.46
350 FND BAL: UNRSVD UNDESIGNATED	0.00	360,828.46	-360,828.46
401 ESTIMATED REVENUE			
4/1/2018 BEGINNING BALANCE	418,975.00	0.00	418,975.00
401 ESTIMATED REVENUE	418,975.00	0.00	418,975.00
411 ACTUAL REVENUES			
4/1/2018 BEGINNING BALANCE	29.77	105,022.96	-104,993.19
4/4/2018 GNI 201810 1602	0.00	5.88	-104,999.07
4/4/2018 GNI 201810 1603	0.00	226.40	-105,225.47
4/4/2018 GNI 201810 1606	0.00	17,841.62	-123,067.09
4/5/2018 GNI 201810 1604	0.00	36.87	-123,103.96
4/6/2018 GNI 201810 1595	0.00	4.19	-123,108.15
4/6/2018 GNI 201810 1600	0.00	5.56	-123,113.71
4/6/2018 GNI 201810 1608	0.00	15.66	-123,129.37
4/19/2018 GNI 201810 2214	4.10	0.00	-123,125.27
4/19/2018 GNI 201810 2215	14.05	0.00	-123,111.22
4/19/2018 GNI 201810 2216	1.46	0.00	-123,109.76
4/20/2018 GNI 201810 2231	0.32	0.00	-123,109.44
4/26/2018 GEN 201810 2663	0.00	494.55	-123,603.99
4/26/2018 GNI 201810 2701	0.00	39,280.27	-162,884.26
4/26/2018 GNI 201810 2718	0.00	8.87	-162,893.13
411 ACTUAL REVENUES	49.70	162,942.83	-162,893.13
420 ORIGINAL BUDGET (APPROPTNS.)			
4/1/2018 BEGINNING BALANCE	0.00	418,975.00	-418,975.00
420 ORIGINAL BUDGET (APPROPTNS.)	0.00	418,975.00	-418,975.00
431 EXPENDITURES			
4/1/2018 BEGINNING BALANCE	94,362.66	0.00	94,362.66
4/3/2018 API 201810 678	6,422.56	0.00	100,785.22
4/27/2018 API 201810 2951	7,665.09	0.00	108,450.31
431 EXPENDITURES	108,450.31	0.00	108,450.31
FUND BALANCE	527,475.01	1,001,580.29	-474,105.28
80280280 ROLLING HILLS	1,189,110.99	1,189,110.99	0.00

8028280 CSD: ROLLING HILLS CSDPrinted 5/9/2018
2:37:06 PM**Revenues and
Expenditures**

Summary For the Month ended: April 30, 2018

	Estimated / Budget	Actual Amount	Balance
8028280 CSD: ROLLING HILLS CSD			
Revenue			
01 Taxes			
0100 PROP TAX: CURR SECURED	80,000.00	78,661.79	1,338.21
0110 PROP TAX: CURR UNSECURED	0.00	1,352.67	-1,352.67
0120 PROP TAX: PRIOR SECURED	0.00	-22.25	22.25
0130 PROP TAX: PRIOR UNSECURED	0.00	36.52	-36.52
0140 PROP TAX: SUPP CURRENT	0.00	766.37	-766.37
0150 PROP TAX: SUPP PRIOR	0.00	528.20	-528.20
01 Taxes	80,000.00	81,323.30	-1,323.30
03 Fines & Penalties			
0360 PEN & COST DELINQUENT TAXES	0.00	42.71	-42.71
03 Fines & Penalties	0.00	42.71	-42.71
04 Rev Use Money/Prop			
0400 REV: INTEREST	2,000.00	3,047.35	-1,047.35
04 Rev Use Money/Prop	2,000.00	3,047.35	-1,047.35
05 IG Rev - State			
0820 ST: HOMEOWNER PROP TAX RELIEF	0.00	386.90	-386.90
05 IG Rev - State	0.00	386.90	-386.90
13 Service Charges			
1310 SPECIAL ASSESSMENTS	75,000.00	78,092.87	-3,092.87
1403 DEVELOPMENT FEE	215,954.31	0.00	215,954.31
1405 QUIMBY FEE	45,520.69	0.00	45,520.69
13 Service Charges	336,475.00	78,092.87	258,382.13
19 Miscellaneous Rev			
1940 MISC: REVENUE	500.00	0.00	500.00
19 Miscellaneous Rev	500.00	0.00	500.00
22 Fund Balance			
0001 FUND BALANCE	0.00	0.00	0.00
22 Fund Balance	0.00	0.00	0.00
Total Revenue	418,975.00	162,893.13	256,081.87
Expense			

**Revenues and
Expenditures****8028280 CSD: ROLLING HILLS CSD**

Summary For the Month ended: April 30, 2018

	Estimated / Budget	Actual Amount	Balance
30 Salaries & Benefits			
3000 PERM EMPLOYEES / ELECT OFFICIAL	150.00	0.00	150.00
30 Salaries & Benefits	150.00	0.00	150.00
40 Services & Supplies			
4040 TELEPHONE VENDOR PAYMENTS	200.00	712.52	-512.52
4041 COUNTY PASS THRU TELPHONE CHRG	800.00	0.00	800.00
4060 FOOD AND FOOD PRODUCTS	0.00	0.00	0.00
4100 INSURANCE: PREMIUM	3,300.00	3,311.26	-11.26
4180 MAINT: BUILDING & IMPROVEMENTS	2,000.00	0.00	2,000.00
4183 MAINT: GROUNDS	8,000.00	11,420.86	-3,420.86
4185 MAINT: PARK	41,400.00	33,250.00	8,150.00
4189 MAINT: WATER SYSTEM	2,000.00	8,335.58	-6,335.58
4190 MAINT: DRAINAGE	15,000.00	0.00	15,000.00
4191 MAINT: ROADS	10,500.00	276.46	10,223.54
4192 MAINT: LIGHTING	250.00	275.00	-25.00
4197 MAINT: BUILDINGSUPPLIES	300.00	125.97	174.03
4220 MEMBERSHIPS	550.00	587.00	-37.00
4240 MISC: EXPENSE	250.00	1,422.28	-1,172.28
4260 OFFICE EXPENSE	500.00	1,063.72	-563.72
4266 PRINTING SERVICES	0.00	619.90	-619.90
4300 PROFESSIONAL & SPECIAL SRVS	26,000.00	21,696.75	4,303.25
4304 AGENCY ADMINISTRATION FEE	125.00	103.37	21.63
4305 AUDIT & ACCOUNTING SERVICES	0.00	0.00	0.00
4313 LEGAL SERVICES	8,000.00	4,097.17	3,902.83
4345 SPECIAL DISTRICT DIRECTOR SRVS	5,250.00	3,075.00	2,175.00
4400 PUBLICATION & LEGAL NOTICES	500.00	50.63	449.37
4420 RENT & LEASE: EQUIPMENT	600.00	0.00	600.00
4440 RENT & LEASE: BUILD & IMPRV	3,700.00	3,449.00	251.00
4501 SPECIAL PROJECTS	11,500.00	60.00	11,440.00
4505 SB924: TRANSPORTATION & TRAVEL	300.00	0.00	300.00
4600 TRANSPORTATION & TRAVEL	100.00	0.00	100.00
4602 MILGE: EMPLOYEE PRIVATE AUTO	200.00	291.04	-91.04
4620 UTILITIES	26,000.00	28,529.64	-2,529.64
40 Services & Supplies	167,325.00	122,753.15	44,571.85

8028280 CSD: ROLLING HILLS CSDPrinted 5/9/2018
2:37:06 PM**Revenues and
Expenditures**

Summary For the Month ended: April 30, 2018

	Estimated / Budget	Actual Amount	Balance
60 Fixed Assets			
6020 FA: BUILDING & IMPROVEMENTS	251,500.00	0.00	251,500.00
60 Fixed Assets	251,500.00	0.00	251,500.00
Total Expense	418,975.00	122,753.15	296,221.85
8028280 CSD: ROLLING HILLS CSD	0.00	40,139.98	-40,139.98
Report Total			
Total Revenue	418,975.00	162,893.13	256,081.87
Total Expense	418,975.00	122,753.15	296,221.85
	0.00	40,139.98	-40,139.98

8028280 CSD: ROLLING HILLS CSD
Details For the Accounting Period ended: April 30, 2018

Printed 5/9/2018
2:37:07 PM

**Revenues and
Expenditures**

	Estimated / Budget	Actual Amount	Balance
8028280 CSD: ROLLING HILLS CSD			
Revenue			
01 Taxes			
0100 PROP TAX: CURR SECURED			
4/1/2018 BEGINNING BALANCE	80,000.00	51,044.00	
4/4/2018 GNI 417 SECURED CY 1% GENERAL TAX	0.00	8,309.98	
4/4/2018 GNI 417 SECURED CY UNITARY 1% GENERAL TAX	0.00	31.64	
4/19/2018 GNI 425 SECURED CY 1% GEN TAX RFNDS 259-288	0.00	-4.10	
4/26/2018 GNI 429 SECURED CY UNITARY 1% GENERAL TAX	0.00	268.52	
4/26/2018 GNI 429 SECURED CY 1% GENERAL TAX	0.00	19,011.75	
0100 PROP TAX: CURR SECURED	80,000.00	78,661.79	1,338.21
0110 PROP TAX: CURR UNSECURED			
4/1/2018 BEGINNING BALANCE	0.00	1,348.57	
4/6/2018 GNI 423DLQ UNSEC CY 1% GENERAL TAX	0.00	5.56	
4/19/2018 GNI 427 UNSEC CY CY 1% GEN TAX RFNDS 259-288	0.00	-1.46	
0110 PROP TAX: CURR UNSECURED	0.00	1,352.67	-1,352.67
0120 PROP TAX: PRIOR SECURED			
4/1/2018 BEGINNING BALANCE	0.00	-22.95	
4/4/2018 GNI 418SECURD PY ESCAPED 1% GENERAL TAX	0.00	5.88	
4/19/2018 GNI 426 SECURED PY 1% GEN TAX RFNDS 259-288	0.00	-14.05	
4/26/2018 GNI 430SECURD PY ESCAPED 1% GENERAL TAX	0.00	8.87	
0120 PROP TAX: PRIOR SECURED	0.00	-22.25	22.25
0130 PROP TAX: PRIOR UNSECURED			
4/1/2018 BEGINNING BALANCE	0.00	32.75	
4/6/2018 GNI 424DLQ UNSEC PY 1% GENERAL TAX	0.00	4.09	
4/20/2018 GNI 428 UNSEC PY PY 1% GEN TAX RFNDS 259-288	0.00	-0.32	
0130 PROP TAX: PRIOR UNSECURED	0.00	36.52	-36.52
0140 PROP TAX: SUPP CURRENT			
4/1/2018 BEGINNING BALANCE	0.00	539.97	
4/4/2018 GNI 419SUPPLMNTL CY 1% GENERAL TAX	0.00	226.40	
0140 PROP TAX: SUPP CURRENT	0.00	766.37	-766.37
0150 PROP TAX: SUPP PRIOR			
4/1/2018 BEGINNING BALANCE	0.00	478.95	
4/5/2018 GNI 420SUPPLMNTL PY 1% GENERAL TAX	0.00	36.87	
4/6/2018 GNI 422REDEMPN SUPP 1% GENERAL TAX	0.00	12.28	
4/6/2018 GNI 424DLQ UNSEC PY SUPP 1% GEN TAX	0.00	0.10	
0150 PROP TAX: SUPP PRIOR	0.00	528.20	-528.20
01 Taxes	80,000.00	81,323.30	-1,323.30

8028280 CSD: ROLLING HILLS CSD
Details For the Accounting Period ended: April 30, 2018

Printed 5/9/2018
2:37:07 PM

**Revenues and
Expenditures**

	Estimated / Budget	Actual Amount	Balance
03 Fines & Penalties			
0360 PEN & COST DELINQUENT TAXES			
4/1/2018 BEGINNING BALANCE	0.00	39.33	
4/6/2018 GNI 422REDEMPN SUPP PENLTY+INTERST	0.00	3.38	
0360 PEN & COST DELINQUENT TAXES	0.00	42.71	-42.71
03 Fines & Penalties	0.00	42.71	-42.71
04 Rev Use Money/Prop			
0400 REV: INTEREST			
4/1/2017 BEGINNING BALANCE	2,000.00	2,552.80	
4/26/2018 GEN MAR 18 Int Interest Allocation Entry	0.00	494.55	
0400 REV: INTEREST	2,000.00	3,047.35	-1,047.35
04 Rev Use Money/Prop	2,000.00	3,047.35	-1,047.35
05 IG Rev - State			
0820 ST: HOMEOWNER PROP TAX RELIEF			
4/1/2018 BEGINNING BALANCE	0.00	386.90	
0820 ST: HOMEOWNER PROP TAX RELIEF	0.00	386.90	-386.90
05 IG Rev - State	0.00	386.90	-386.90
13 Service Charges			
1310 SPECIAL ASSESSMENTS			
4/1/2018 BEGINNING BALANCE	75,000.00	48,592.87	
4/4/2018 GNI 417 SECURED CY DIRECT CHARGE 20515	0.00	9,500.00	
4/26/2018 GNI 429 SECURED CY DIRECT CHARGE 20515	0.00	20,000.00	
1310 SPECIAL ASSESSMENTS	75,000.00	78,092.87	-3,092.87
1403 DEVELOPMENT FEE			
4/1/2018 BEGINNING BALANCE	215,954.31	0.00	
1403 DEVELOPMENT FEE	215,954.31	0.00	215,954.31
1405 QUIMBY FEE			
4/1/2018 BEGINNING BALANCE	45,520.69	0.00	
1405 QUIMBY FEE	45,520.69	0.00	45,520.69
13 Service Charges	336,475.00	78,092.87	258,382.13
19 Miscellaneous Rev			
1940 MISC: REVENUE			
4/1/2018 BEGINNING BALANCE	500.00	0.00	
1940 MISC: REVENUE	500.00	0.00	500.00
19 Miscellaneous Rev	500.00	0.00	500.00

8028280 CSD: ROLLING HILLS CSD
Details For the Accounting Period ended: April 30, 2018

Printed 5/9/2018
2:37:07 PM

**Revenues and
Expenditures**

	Estimated / Budget	Actual Amount	Balance
22 Fund Balance			
0001 FUND BALANCE			
4/1/2017 BEGINNING BALANCE	0.00	0.00	
0001 FUND BALANCE	0.00	0.00	0.00
22 Fund Balance	0.00	0.00	0.00
Total Revenue	418,975.00	162,893.13	256,081.87
Expense			
30 Salaries & Benefits			
3000 PERM EMPLOYEES / ELECT OFFICIAL			
4/1/2018 BEGINNING BALANCE	150.00	0.00	
3000 PERM EMPLOYEES / ELECT OFFICIAL	150.00	0.00	150.00
30 Salaries & Benefits	150.00	0.00	150.00
40 Services & Supplies			
4040 TELEPHONE VENDOR PAYMENTS			
4/1/2018 BEGINNING BALANCE	200.00	0.00	
4/27/2018 API 63498 PC HALVERSON RHCSD REIMB phone 7/14/17-8/13	0.00	27.43	
4/27/2018 API 63503 PC HALVERSON RHCSD REIMB phone 8/14/17-9/13	0.00	27.43	
4/27/2018 API 63505 PC HALVERSON RHCSD REIMB phone 9/14/17-10/1	0.00	27.43	
4/27/2018 API 63510 PC HALVERSON RHCSD REIMB phone 11/5/17-12/4	0.00	27.65	
4/27/2018 API 63513 PC HALVERSON RHCSD REIMB phone 12/5/17-1/4/	0.00	27.49	
4/27/2018 API 63515 PC HALVERSON RHCSD REIMB phone 1/5/17-2/4/1	0.00	27.66	
4/27/2018 API 63518 PC HALVERSON RHCSD REIMB phone 1/29/18-1/28	0.00	191.17	
4040 TELEPHONE VENDOR PAYMENTS	200.00	356.26	-156.26
4041 COUNTY PASS THRU TELPHONE CHRG			
4/1/2018 BEGINNING BALANCE	800.00	0.00	
4041 COUNTY PASS THRU TELPHONE CHRG	800.00	0.00	800.00
4060 FOOD AND FOOD PRODUCTS			
4/1/2017 BEGINNING BALANCE	0.00	0.00	
4060 FOOD AND FOOD PRODUCTS	0.00	0.00	0.00
4100 INSURANCE: PREMIUM			
4/1/2018 BEGINNING BALANCE	3,300.00	3,311.26	
4100 INSURANCE: PREMIUM	3,300.00	3,311.26	-11.26
4180 MAINT: BUILDING & IMPROVEMENTS			
4/1/2017 BEGINNING BALANCE	2,000.00	0.00	
4180 MAINT: BUILDING & IMPROVEMENTS	2,000.00	0.00	2,000.00
4183 MAINT: GROUNDS			
4/1/2018 BEGINNING BALANCE	8,000.00	9,955.00	
4/27/2018 API 63500 PC HALVERSON RHCSD REIMB outdoor bulletin b	0.00	395.43	
4/27/2018 API 63522 PC HALVERSON RHCSD REIMB doggie waste bags	0.00	115.00	
4183 MAINT: GROUNDS	8,000.00	10,465.43	-2,465.43

8028280 CSD: ROLLING HILLS CSD
Details For the Accounting Period ended: April 30, 2018

Printed 5/9/2018
2:37:07 PM

**Revenues and
Expenditures**

	Estimated / Budget	Actual Amount	Balance
4185 MAINT: PARK			
4/1/2017 BEGINNING BALANCE	41,400.00	19,950.00	
4/3/2018 API 46067 NEW GENERATION LANDS RHCSD Park maint March'18 Inv.	0.00	3,325.00	
4/27/2018 API 63530 NEW GENERATION LANDS RHCSD Park maintenance April'1	0.00	3,325.00	
4185 MAINT: PARK	41,400.00	26,600.00	14,800.00
4189 MAINT: WATER SYSTEM			
4/1/2017 BEGINNING BALANCE	2,000.00	8,275.36	
4/27/2018 API 63519 PC HALVERSON RHCSD REIMB backflow power ped	0.00	30.11	
4189 MAINT: WATER SYSTEM	2,000.00	8,305.47	-6,305.47
4190 MAINT: DRAINAGE			
4/1/2017 BEGINNING BALANCE	15,000.00	0.00	
4190 MAINT: DRAINAGE	15,000.00	0.00	15,000.00
4191 MAINT: ROADS			
4/1/2017 BEGINNING BALANCE	10,500.00	0.00	
4/27/2018 API 63507 PC HALVERSON RHCSD REIMB Stonebriar sign re	0.00	44.94	
4/27/2018 API 63508 PC HALVERSON RHCSD REIMB purchase sign part	0.00	3.82	
4/27/2018 API 63509 PC HALVERSON RHCSD REIMB purchase sign part	0.00	4.82	
4/27/2018 API 63521 PC HALVERSON RHCSD REIMB replace stop sign	0.00	84.65	
4191 MAINT: ROADS	10,500.00	138.23	10,361.77
4192 MAINT: LIGHTING			
4/1/2018 BEGINNING BALANCE	250.00	275.00	
4192 MAINT: LIGHTING	250.00	275.00	-25.00
4197 MAINT: BUILDINGSUPPLIES			
4/1/2018 BEGINNING BALANCE	300.00	11.99	
4/27/2018 API 63495 CHANEY L HICKS REIMB replacement street light	0.00	45.00	
4/27/2018 API 63496 CHANEY L HICKS REIMB purchase of fence replac	0.00	11.99	
4197 MAINT: BUILDINGSUPPLIES	300.00	68.98	231.02
4220 MEMBERSHIPS			
4/1/2018 BEGINNING BALANCE	550.00	587.00	
4220 MEMBERSHIPS	550.00	587.00	-37.00
4240 MISC: EXPENSE			
4/1/2018 BEGINNING BALANCE	250.00	0.00	
4/27/2018 API 63493 CHANEY L HICKS REIMB event sign materials	0.00	39.22	
4/27/2018 API 63514 PC HALVERSON RHCSD REIMB 3 inserts for entr	0.00	113.14	
4/27/2018 API 63516 PC HALVERSON RHCSD REIMB purchase sign 4 Si	0.00	148.70	
4/27/2018 API 63520 PC HALVERSON RHCSD REIMB sandwiches Ethics	0.00	90.09	
4/27/2018 API 63523 PC HALVERSON RHCSD REIMB 7/5/17 fraud charg	0.00	260.00	
4/27/2018 API 63524 PC HALVERSON RHCSD REIMB 7/14/17 fraud char	0.00	59.99	
4240 MISC: EXPENSE	250.00	711.14	-461.14
4260 OFFICE EXPENSE			
4/1/2018 BEGINNING BALANCE	500.00	19.60	
4/27/2018 API 63494 CHANEY L HICKS REIMB postage for mailing of n	0.00	180.00	
4/27/2018 API 63497 CHANEY L HICKS REIMB purchase stamps storm dr	0.00	19.60	
4/27/2018 API 63501 PC HALVERSON RHCSD REIMB postage for notifi	0.00	19.60	
4/27/2018 API 63502 PC HALVERSON RHCSD REIMB Survey Monkey 7-23	0.00	26.00	

8028280 CSD: ROLLING HILLS CSD
Details For the Accounting Period ended: April 30, 2018

Printed 5/9/2018
2:37:07 PM

**Revenues and
Expenditures**

	Estimated / Budget	Actual Amount	Balance
4/27/2018 API 63504 PC HALVERSON RHCSO REIMB Survey Monkey 8-23	0.00	26.00	
4/27/2018 API 63506 PC HALVERSON RHCSO REIMB postage for certif	0.00	6.59	
4/27/2018 API 63511 PC HALVERSON RHCSO REIMB postage compliance	0.00	6.80	
4/27/2018 API 63512 PC HALVERSON RHCSO REIMB printing Encroach.	0.00	203.78	
4/27/2018 API 63517 PC HALVERSON RHCSO REIMB certified encroach	0.00	33.69	
4260 OFFICE EXPENSE	500.00	541.66	-41.66
4266 PRINTING SERVICES			
4/1/2018 BEGINNING BALANCE	0.00	0.00	
4/27/2018 API 63531 THINK INC RHCSO printing April 2018 news	0.00	309.95	
4266 PRINTING SERVICES	0.00	309.95	-309.95
4300 PROFESSIONAL & SPECIAL SRVS			
4/1/2018 BEGINNING BALANCE	26,000.00	16,284.00	
4/3/2018 API 46066 CHANEY L HICKS RHCSO General manager Svcs Fe	0.00	900.00	
4/3/2018 API 46073 LINDA A STONE RHCSO Clerk services 2/11/18-3	0.00	1,194.00	
4/3/2018 API 46074 MEYERS NAVE RIBACK RHCSO legal services January '	0.00	183.75	
4/27/2018 API 63529 CHANEY L HICKS RHCSO General manager services	0.00	837.50	
4/27/2018 API 63532 MOBIUS INTELLIGENT RHCSO security updates & websi	0.00	292.50	
4300 PROFESSIONAL & SPECIAL SRVS	26,000.00	19,691.75	6,308.25
4304 AGENCY ADMINISTRATION FEE			
4/1/2017 BEGINNING BALANCE	125.00	103.37	
4304 AGENCY ADMINISTRATION FEE	125.00	103.37	21.63
4305 AUDIT & ACCOUNTING SERVICES			
4/1/2017 BEGINNING BALANCE	0.00	0.00	
4305 AUDIT & ACCOUNTING SERVICES	0.00	0.00	0.00
4313 LEGAL SERVICES			
4/1/2018 BEGINNING BALANCE	8,000.00	4,097.17	
4313 LEGAL SERVICES	8,000.00	4,097.17	3,902.83
4345 SPECIAL DISTRICT DIRECTOR SRVS			
4/1/2018 BEGINNING BALANCE	5,250.00	2,775.00	
4/3/2018 API 46069 TIM HALVERSON RHCSO director stipend 3-20-18	0.00	75.00	
4/3/2018 API 46070 BRENDA COLLETTE RHCSO director stipend 3-20-18	0.00	75.00	
4/3/2018 API 46071 DONALD M MAGEE RHCSO director stipend 3-20-18	0.00	75.00	
4/3/2018 API 46072 GORDON A FAWKES RHCSO director stipend 3-20-18	0.00	75.00	
4345 SPECIAL DISTRICT DIRECTOR SRVS	5,250.00	3,075.00	2,175.00
4400 PUBLICATION & LEGAL NOTICES			
4/1/2017 BEGINNING BALANCE	500.00	50.63	
4400 PUBLICATION & LEGAL NOTICES	500.00	50.63	449.37
4420 RENT & LEASE: EQUIPMENT			
4/1/2017 BEGINNING BALANCE	600.00	0.00	
4420 RENT & LEASE: EQUIPMENT	600.00	0.00	600.00
4440 RENT & LEASE: BUILD & IMPRV			
4/1/2017 BEGINNING BALANCE	3,700.00	2,863.00	
4/3/2018 API 46068 HOLIDAY INN EXPRESS RHCSO meeting room rental 3-20	0.00	150.00	

8028280 CSD: ROLLING HILLS CSD
Details For the Accounting Period ended: April 30, 2018

Printed 5/9/2018
2:37:07 PM

**Revenues and
Expenditures**

	Estimated / Budget	Actual Amount	Balance
4/27/2018 API 63499 PC HALVERSON RHCSO REIMB 1mo. Storage cost	0.00	143.00	
4440 RENT & LEASE: BUILD & IMPRV	3,700.00	3,156.00	544.00
4501 SPECIAL PROJECTS			
4/1/2018 BEGINNING BALANCE	11,500.00	60.00	
4501 SPECIAL PROJECTS	11,500.00	60.00	11,440.00
4505 SB924: TRANSPORTATION & TRAVEL			
4/1/2018 BEGINNING BALANCE	300.00	0.00	
4505 SB924: TRANSPORTATION & TRAVEL	300.00	0.00	300.00
4600 TRANSPORTATION & TRAVEL			
4/1/2018 BEGINNING BALANCE	100.00	0.00	
4600 TRANSPORTATION & TRAVEL	100.00	0.00	100.00
4602 MILGE: EMPLOYEE PRIVATE AUTO			
4/1/2018 BEGINNING BALANCE	200.00	291.04	
4602 MILGE: EMPLOYEE PRIVATE AUTO	200.00	291.04	-91.04
4620 UTILITIES			
4/1/2018 BEGINNING BALANCE	26,000.00	25,453.24	
4/3/2018 API 46063 PG & E RHCSO power no. 4570858285-8	0.00	315.64	
4/3/2018 API 46064 PG & E RHCSO power no. 1211321236-4	0.00	9.86	
4/3/2018 API 46065 PG & E RHCSO power no. 6085621545-8	0.00	44.31	
4/27/2018 API 63525 PG & E RHCSO power no. 4570858285-8	0.00	317.33	
4/27/2018 API 63526 PG & E RHCSO power no. 1857646705-6	0.00	63.80	
4/27/2018 API 63527 PG & E RHCSO power no. 1211321236-4	0.00	9.53	
4/27/2018 API 63528 PG & E RHCSO power no. 6085621545-8	0.00	41.26	
4620 UTILITIES	26,000.00	26,254.97	-254.97
40 Services & Supplies	167,325.00	108,450.31	58,874.69
60 Fixed Assets			
6020 FA: BUILDING & IMPROVEMENTS			
4/1/2018 BEGINNING BALANCE	251,500.00	0.00	
6020 FA: BUILDING & IMPROVEMENTS	251,500.00	0.00	251,500.00
60 Fixed Assets	251,500.00	0.00	251,500.00
Total Expense	418,975.00	108,450.31	310,524.69
8028280 CSD: ROLLING HILLS CSD	0.00	54,442.82	-54,442.82
Report Total			
Total Revenue	418,975.00	162,893.13	256,081.87
Total Expense	418,975.00	108,450.31	310,524.69
	0.00	54,442.82	-54,442.82



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

April 23, 2018

RE: Quarter 1, 2018 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 read "Tim Moore".

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

Form **941 for 2018: Employer's QUARTERLY Federal Tax Return**
(Rev. January 2018) Department of the Treasury — Internal Revenue Service

950117
OMB No. 1545-0029

Employer identification number (EIN) **41-2208081**

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 2018
(Check one.)

- ☒ **1: January, February, March**
☐ **2: April, May, June**
☐ **3: July, August, September**
☐ **4: October, November, December**
- Go to www.irs.gov/Form941 for instructions and the latest information.

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: <i>Mar. 12</i> (Quarter 1), <i>June 12</i> (Quarter 2), <i>Sept. 12</i> (Quarter 3), or <i>Dec. 12</i> (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.	

	Column 1		Column 2
5a	Taxable social security wages	0. 00 × 0.124 =	0. 00
5b	Taxable social security tips	× 0.124 =	
5c	Taxable Medicare wages & tips	0. 00 × 0.029 =	0. 00
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	× 0.009 =	
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	. 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 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 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.

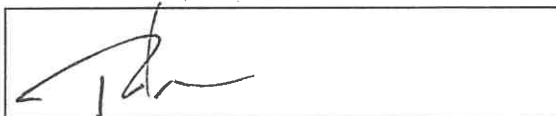
- ☐ No.

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.

X

Sign your name here



Print your name here

Tim Moore

Print your title here

Accounting Division Manager

Date

4/23/2018

Best daytime phone

(530) 621-5485

Paid Preparer Use OnlyCheck 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

ROLLING HILLS COMMUNITY SERVICES DISTRICT

Page: 1

Quarterly Contribution Return and Report of Wages (DE 9)

Quarter Ended: March 31, 2018

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		
5.90	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 114,967.00 per employee per calendar year)

SDI Rate %		SDI Taxable Wages		
1.00	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: March 31, 2018

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



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

April 26, 2018

Springfield Meadow Community Services District
PO Box 5266
El Dorado Hills, CA 95762

RE: US Highway 50 at Empire Ranch Road Interchange Project
APN: 117-051-36, 117-260-60

Dear Property Owner:

The City of Folsom was recently authorized to begin conducting preliminary environmental studies and site surveys for the US Highway 50 at Empire Ranch Road Interchange Project. These studies are expected to take from May 7, 2018 to April 1, 2020, and are necessary to complete the project design.

In order to properly assess environmental conditions and collect terrain and topography data, the City would like your permission to allow our consultant team to enter your property and perform the necessary environmental survey work. It is estimated that this work will take no more than 15 days per year to complete and will leave no permanent impacts on your property. Geotechnical explorations will also be performed during this time period, but will only occur within the existing roadway adjacent to and outside of your property.

This permission may be granted by signing and returning enclosed "Permit to Enter," and returning it in the self-addressed, stamped envelope by May 5, 2018. Your cooperation will assist the City in improving traffic conditions on this section of the corridor.

Because of your property's close proximity to the project, Drake Haglan & Associates or Dokken Engineering (the County's Design and Environmental Consultant) and I are also available to meet with you to discuss the project and answer any questions you may have at this time. Please indicate in the Additional Notes section of the "Permit to Enter" if you are able to meet regarding this project and a number and email we can reach you at.

Thank you for your cooperation and prompt response to this request. If you have any questions or comments, please feel free to contact me at 916-461-6711 or at mrackovan@folsom.ca.us, or Dennis Haglan (Project Manager) at Drake Haglan & Associates at 916-231-0968.

Sincerely,

Mark Rackovan
City of Folsom

TEMPORARY PERMIT TO ENTER

The undersigned property owner, as grantor ("Grantor") hereby grants to the CITY OF FOLSOM, as grantee ("City") the permission to enter upon certain real property known as Assessor's Parcel Numbers 117-051-36, 117-260-60 ("Property") for the US Highway at Empire Ranch Road Interchange Project ("Project"). Grantor and City are sometimes collectively referred to as "Parties."

WHEREAS, City desires to obtain Grantor's permission to enter upon and use the Property, on a temporary basis, for the purpose of conducting biological studies, cultural resources studies, hazardous waste studies, and noise measurements for the Project;

NOW, THEREFORE, Grantor and City do hereby agree as follows:

1. Permit to Enter. Grantor hereby grants to City and its agents, employees, and contractors/consultants the temporary right to enter onto the Property (Study Area) shown on Exhibit "A" for the purpose of conducting biological studies, cultural resources studies, hazardous waste studies, and noise measurements (Scope of Work) described in Exhibit "B" for the Project. The City or its consultants will not enter any building(s) located within the Study Area.
2. Term. The term of this PTE is a two-year period from May 7, 2018 through April 1, 2020, not to exceed fifteen (15) days per calendar year. The term may be extended by written approval of both Parties. During the term or extension of this agreement, Grantor shall not grant any rights to a party that may interfere with the City's purpose under this PTE.
3. Notice of Work. Prior to any entry upon the Study Area, City will provide a 24-hour written and/or oral notice (if phone number is available) prior to commencement of work, to the Grantor contact information provided in Exhibit "C."
4. Liens. City shall not permit any design professionals', mechanics', materialman's contractors' or subcontractors' liens to be placed against the Property as it relates to the City's actions upon the Property.
5. Indemnification. Grantor shall be held harmless from all claims of third persons arising from the use of the Property by City.
6. Compliance with Laws. City shall, in all activities related this PTE, comply with all federal, state, and local laws, statutes, orders, ordinances, rules, regulations, plans, policies and decrees. City, at its sole costs and expense, shall obtain any and all permits which may be required by any law, regulation or ordinance for any activities City will conduct pursuant to this PTE.
7. Entire PTE. This PTE is the result of negotiations between the Parties. The Parties represent that no additional inducement, promise or agreement has been made and this PTE contains the entire agreement of the Parties.

8. Warranty of Authority. The undersigned represents that it has the authority to enter into this agreement for itself or on behalf of the person or entity it represents.
9. Governing Law. This PTE will be governed and construed by the laws of the State of California.
10. Venue. Any action at law or in equity brought by either of the Parties to enforce rights provided by this PTE shall be tried in a court of competent jurisdiction in the County of Sacramento, State of California, and the Parties waive all provisions of law providing for a change of venue to any other county.
11. Modification. The PTE shall not be changed, modified, or amended except upon the written consent of the Parties.

IN WITNESS HEREOF, the parties hereto have caused this Permission to Enter to be duly executed on this ____ day of _____, 20 ____.

SIGNATURE:




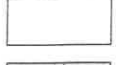

PRINTED NAME:

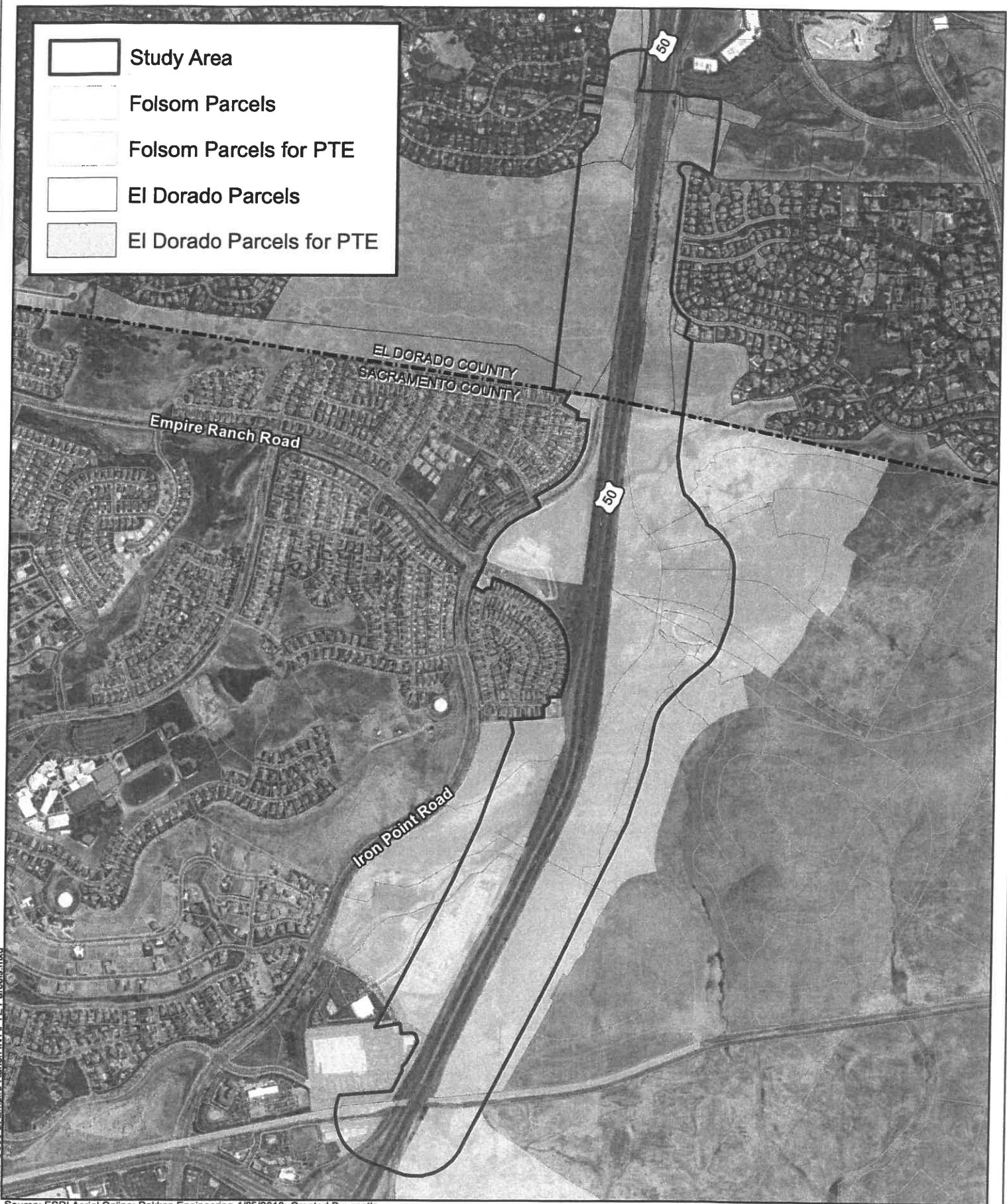
MAILING ADDRESS:

TELEPHONE:

() _____

E-MAIL (Optional):

-  Study Area
-  Folsom Parcels
-  Folsom Parcels for PTE
-  El Dorado Parcels
-  El Dorado Parcels for PTE



VA2477 US50 at Empire Ranch INT PTE Parcels.mxd

Source: ESRI Aerial Online; Dokken Engineering 4/25/2018; Created By: scotts



Exhibit A
PTE Parcels
 US 50/Empire Ranch Road Interchange
 City of Folsom, California

EXHIBIT "B"
SCOPE OF WORK

1. Term of Entry: A two-year period from May 7, 2018 to April 1, 2020, not to exceed fifteen (15) days per calendar year.

2. Detailed Scope of Work:

Biological Resources: Based on our research, there is potential for sensitive species, habitat, and jurisdictional waters within the project area. The biological survey will consist of walking through portions of the property to look for plant/animal species, map vegetative communities, and assess habitat value within the biological study area (parcels) identified by a red solid line on Exhibit "A" ("Study Area").

For optimal results, CONSULTANT will conduct fieldwork appropriate to the season; doing focused plant surveys during the blooming season. This will maximize our ability to detect and positively identify sensitive species.

Cultural Resources: CONSULTANT will conduct a systematic field survey of portions of the Project Study Area that are not obscured by asphalt/concrete. The ground surface will be visually examined by an archaeologist for evidence of prehistoric (Native American) or historic (non-Native American) archaeological materials and other potential historic resources (e.g., buildings, bridges, mines, or canals).

Hazardous Wastes: CONSULTANT will perform a reconnaissance of the Project Study Area to assess for the presence, or make visual observations of indicators of the potential existing presence, of hazardous materials, hazardous wastes, or soil and/or groundwater impacts within the Project Study Area.

Noise Measurements: CONSULTANT will conduct noise measurements within the outdoor use areas of sensitive receptors, including residents and businesses, for a period of 20 minutes in order to document the existing sound levels. These measured sound levels will be used to verify that the Traffic Noise Model is accurately predicting the existing, and future noise volumes as a result of the U.S. 50/Empire Ranch Road Interchange Project. CONSULTANT will need to access the backyards or patios of sensitive receptors in order to collect noise measurements.

3. Length of time on each property. Field activities are anticipated to take up to two years, upon permission to enter notification. This does not necessarily mean that access to your property will be needed for the entire two-year period, nor for extended periods of time. The maximum number of days per calendar year whereby access may be needed at a property would be 15 days. Field activities need to occur at different times of the year; thus, depending on the location of the property and site conditions, a property may need to be revisited periodically and/or at a later time in the year in order to continue or complete a survey. Actual timeframes of site surveys and field studies would be between a minimum of 30 minutes up to a maximum of 2 days.

EXHIBIT "C"
INFORMATION FORM

APN(S): 117-051-36, 117-260-60

_____ I do not need to be notified when consultants will be on my property.

_____ I want to be notified when consultants will be on my property.

_____ There is a locked gate on the property.

_____ There are domestic animals on the property.

Type: _____

Contact Name: _____

Address: _____

Contact Daytime Phone Number: (____) _____

If we are unable to contact the person designated, please designate an alternative:

Alternative Contact Name: _____

Alternative Contact Daytime Phone Number: (____) _____

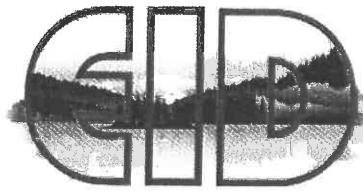
Springfield Meadows CSD
PO Box 5266
El Dorado Hills, CA 95762

FIRST-CLASS



02 1P
0001173240 APR 26 2018
\$ 000.470
MAILED FROM ZIP CODE 95630

Dokken Engineering
110 Blue Ravine Road, #200
Folsom, California 95630



El Dorado Irrigation District

Letter No.: EEO2018-2568

May 3, 2018

VIA FIRST-CLASS MAIL

Rolling Hills CSD
PO Box 5266
El Dorado Hills, CA 95762

Subject: Notice of Noncompliance - Failure to Provide Unimpeded Access to Backflow Prevention Assembly for Annual Certification – Dunwood Drive Lot 63, El Dorado Hills, CA 95762

Dear Rolling Hills CSD:

By correspondence dated 3/26/2018, the El Dorado Irrigation District (District) requested you provide access to the backflow prevention assembly (BPA) located at your property. To date we have not received notification of the completion of this requirement from you. Please be advised your premises is in violation of the following District Administrative Regulation(s) (AR):

ADMINISTRATIVE REGULATION	BACKFLOW ASSEMBLY DEFICIENCY REQUIRED ACTION
<ul style="list-style-type: none">AR 5021: Cross Connection Control and Backflow Prevention	<ul style="list-style-type: none">Replace existing padlock with a combination style padlock and provide combination to District staff; orPermanently remove existing padlock within fourteen (14) calendar days of the date of this letter, andCall for District inspection.

State law and District Administrative Regulation 5021 require service connections to premises where substances harmful to health are handled in a manner which could permit their entry into the public water system be adequately protected from backflow with a District approved BPA. To ensure compliance and functionality, these assemblies require annual testing and certification by District staff.

NOTICE IS HEREBY GIVEN of your requirement to provide unimpeded access to the backflow prevention assembly listed above within fourteen (14) calendars days of the date of this letter.

Please note that failure to provide access to the backflow prevention assembly listed above constitutes a violation of AR 5021, which may result in termination of water service as well as



administrative fees for issuance of notice and reconnection (EID Board Policy (BP) 1040; AR 1040, AR 5021, AR 9061 and 11010).

If you have any questions, please contact me at (530) 295-6870 or sconsole@eid.org. Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, reading 'Shawn G. Console', written in a cursive style.

Shawn G. Console
Environmental Compliance Inspector

SC:lv

From: Taylor Coover <tcoover@aimconsultingco.com>
Date: May 9, 2018 at 4:42:06 PM PDT
To: "rollinghillscsdgm@gmail.com" <rollinghillscsdgm@gmail.com>
Subject: El Dorado County Line Multi-Modal Transit Center Study Community Open House - 5/17/18

Good afternoon Chaney,

My name is Taylor Coover and I am working with the El Dorado County Transportation Commission (EDCTC) on the El Dorado County Line Multi-Modal Transit Center Study. Thank you for taking a few minutes to speak with me this afternoon.

As I mentioned, we are hosting a community open house for the study on *May 17 from 4:30 to 6:30 p.m.*, at the El Dorado Hills Community Services District in the Pavilion. The open house will provide an opportunity for the community to learn more about the study, share their thoughts and provide input.

I have attached a flyer for the Rolling Hills Community Services District social media / newsletter / email blast and any other communication channels that may be available to help get the word out and invite community members to the open house.

Please let me know if you have any questions, and I can also be reached at 916-442-1168.

Thank you for your help!

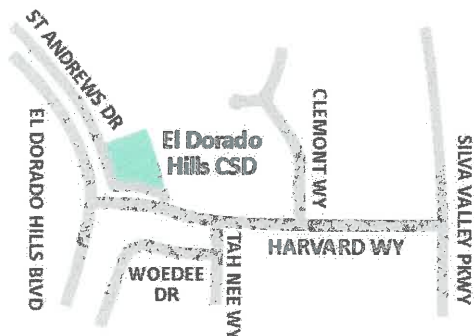
Taylor Coover | Project Coordinator | tcoover@aimconsultingco.com
2523 J Street, Suite 202, Sacramento, California 95816
Office: 916.442.1168 | Fax: 916.442.1186 |

Community Open House

for the El Dorado County Line
Multi-Modal Transit Center Study

The El Dorado County Transportation Commission (EDCTC) is studying the feasibility of building a new transit facility in El Dorado Hills. EDCTC is hosting an initial community open house to provide an opportunity for the public to learn about the study and provide input.

The open house will include information stations with maps and illustrations of potential site locations, first and last mile access, possible transit center amenities, as well as other considerations for assuring the new transit center will serve the community now and into the future.



Thursday, May 17

Drop by any time between 4:30–6:30 pm

El Dorado Hills CSD, Pavilion
1021 Harvard Way, El Dorado Hills, CA 95762



POTENTIAL SITE LOCATIONS



FIRST AND LAST MILE ACCESS



POSSIBLE TRANSIT CENTER AMENITIES



Question? Contact Taylor Coover
(916) 442-1168 or tcoover@aimconsultingco.com
For more information, visit the EDCTC website:
www.edctc.org/transitcenterstudy

COUNTY OF EL DORADO

RECORDER CLERK - REGISTRAR OF VOTERS - VETERANS AFFAIRS

William E. Schultz



Recorder-Clerk
Commissioner of Civil Marriages
360 Fair Lane
Placerville CA 95667
www.co.el-dorado.ca.us/countyclerk/
Phone: 530.621.5490
Jane Kohlstedt
Assistant Recorder-Clerk

Registrar of Voters
2850 Fairlane Court
PO Box 678001
Placerville CA 95667
www.co.el-dorado.ca.us/elections/
Phone: 530.621.7480 Fax: 530.626.5514
Linda Webster
Assistant Registrar of Voters

Veterans Affairs Office
130 Placerville Drive,
Placerville CA 95667
<http://www.edcgov.us/veterans/>
Phone: 530.621.5893
William E. Schultz(Interim Director)
County Veteran's Service Officer
Lance Poinsett
Veterans Service Officer

TO: Districts
FROM: William E. Schultz - Recorder-Clerk-Registrar of Voters
DATE: March 2018
SUBJECT: Statewide General Election to be held November 6, 2018

Enclosed are the necessary forms for the upcoming DISTRICT ELECTION that will be held on Tuesday, November 6, 2018 at the STATEWIDE GENERAL ELECTION.

Complete the enclosed forms and make copies for your files and return the **originals** to my office **NO LATER THAN THURSDAY, JULY 5, 2018.**

Note: A resolution **must be passed by your Board of Directors** and the **original, signed document** returned to my office along with other completed documents.

Pursuant to Elections Code Sec. 10522 (enclosed), you **SHALL** submit a current map showing the boundaries of the District and the official boundaries of the divisions of the district, if any. You **SHALL** provide these maps as either a digital shape file or a readable hard-copy paper map. Affix the attached label stating rather there are or are not boundary changes. If you require further information on this request, please contact Ted Castle at (530) 621-7486.

If appointments to fill vacancies have been made by your Board since the last Consolidated District Election, keep in mind that appointees only hold office until the next Consolidated Districts Election (November 6, 2018). If the term is unexpired, it shall appear on the ballot as such. Therefore, when submitting the **NOTICE OF ELECTIVE OFFICES TO BE FILLED AND TRANSMITTAL OF MAP AND BOUNDARIES**, indicate these offices separately from those regularly appearing for election at this time. (Government Code Sec. 1780, enclosed)

For your convenience, we have enclosed a resolution that may be used by your Board of Directors requesting to consolidate your election with any other election conducted on said date. You may use the enclosed resolution or you may draft your own, either one must be filed with the Elections Department **NO LATER THAN 5:00 P.M. on July 5, 2018.** This will enable the publication of "Notice of Election" to take place in a timely manner.

Please address all inquiries and required documents to:

Elections Department
Attn: Kim Smith
2850 Fairlane Court, Building C
Placerville, CA 95667

Complete the areas on the forms marked with the red (X). If you do not agree with our records, please contact Kim Smith at (530) 621-7490 immediately.

Attachments: Resolution
Notice of Consolidated Districts Election "Please Post"
Elections Code Sec. 10522
Notice of Elective Offices to be filled

Note: You are required to post the "Notice of Consolidated Districts Election" in three or more conspicuous places within the District to inform the resident voters of the impending election and the number of available position up for election.

Notice of Elective Offices to be Filled and Transmittal of Map and Boundaries

(Residential and Landowner Voting Districts)
(Elections Code Sections 10509,10522,10524)

Rolling Hills Community Services District

(Name of District)

To the Registrar of Voters of El Dorado County,

Notice hereby is given that the elective offices of the district to be filled at the Election on November 6, 2018 are as follows:

DIRECTOR

Two Full Terms to Expire 12/02/2022

Currently Held By: (Incumbents) Mathew Sites and Tim Halverson

Pursuant to Election Code 10522, please submit a current map in either a digital shape file or hard-copy paper map to the Elections Department **NO LATER THAN THURSDAY, JULY 5, 2018.**

The qualifications of a candidate for elective office of the district are as follows: ¹

Registered Voter within the District

☒ The ² Candidate's Statement is to be paid for by: Candidate District
(Please circle one)

☒ There are measures to be voted on: Yes No
(Please circle one)

Dated _____

(Seal of the District)

(District Secretary)

INSTRUCTIONS:

¹ The qualifications of a candidate for elective office, and of an elective officer, of a district shall be determined by the principal act of that district. (Elections Code Section 10514) Generally, the qualification for a resident voting district is "resident elector within the district or division thereof, if any," and the qualification for a landowner voting district is "resident and freeholder within the district or division thereof, if any."

² **NOTE:** FPPC Regulations Section 18530, effective October 10, 1990, ruled that districts can pay for "production and dissemination of candidates statements" notwithstanding Government Code Section 85300 which forbids use of "public money for promoting candidacies."

NOTE: This Notice and Transmittal shall be made at least 125 days before the general district election and shall either be delivered in person or mailed by certified mail in time to reach the Registrar of Voters on the designated date. (Elections Code Sections 10504, 10509, 10522, 10524)

**** Please return this form to the Elections Dept. ****

PLEASE POST

Notice of Consolidated Districts Election

(Elections Code Sections 10510,12112)

Rolling Hills Community Services District

(Name of District)

Notice hereby is given that a Consolidated Districts Election will be held in this district on Tuesday, November 6, 2018 at the Statewide General Election.

The names of the offices for which candidates may be nominated are as follows:

DIRECTOR

**Two Full Terms to be elected will Expire 12/02/2022
(Incumbents) Mathew Sites and Tim Halverson**

The qualifications of a nominee and of an elective officer of the district are as follows:

Registered Voter within the District

There are measures to be voted on: Yes No
(Please circle one)

Declaration of candidacy forms for eligible candidates desiring to file for any of the elective offices may be obtained from the Elections Department at 2850 Fairlane Court, Placerville, CA. Forms shall be available commencing on July 16, 2018, before the election, and shall be filed with the Elections Department, in person no later than 5:00 p.m., August 10, 2018, before the election.

PLEASE NOTE: Districts in the Tahoe area call (530) 621-7490 for appointment.

In the event that there are no nominees or an insufficient number of nominees for each elective office and a petition for an election is not timely filed, an appointment to such elective office shall be made. (Elections Code Section 10515)

The ¹ Candidates Statement is to be paid for by: Candidate District
(Please circle one)

Date: March 01, 2018

William E. Schultz
Recorder-Clerk-Registrar of Voters

INSTRUCTIONS:

¹ **NOTE:** FPPC Regulations Section 18530, effective October 10, 1990, provides that districts can pay for "production and dissemination of candidates statements" notwithstanding Government Code Section 85300 forbidding use of public funds "for the purpose of seeking elective office."

NOTE: This Notice shall be published once by the Registrar of Voters at least 90 days and not more than 120 days before the general election in a newspaper of general circulation published in the district or, if none, in a newspaper having general circulation in the district published in any affected county in the district. (EC 12112)

5/15/18
Item 6.6.

ROLLING HILLS COMMUNITY SERVICES DISTRICT

ENCROACHMENT PERMIT

No. 3115 Montrose-02

Date: _____, 2018

To: _____ (Name of New Owner of 3115 Montrose property)

In response to your Application and subject to all the terms, conditions and restrictions written below, the General Provisions attached hereto, or any and all printed general and special specifications, permission is hereby granted to _____, owner(s) of 3115 Montrose Way, Rolling Hills, California, (hereinafter referred to as the "Permittee") by Rolling Hills Community Services District (hereinafter referred to as the "District"), to encroach upon District's Property described as Assessor's Parcel Number 117-200-45-100 and as depicted in Exhibit B attached hereto, for the following purposes: encroachment of driveway on District Property.

TERMS, CONDITIONS AND RESTRICTIONS:

1. Permittee shall comply with District's Encroachment Ordinance No. 2013-01 (amending 2010-02, 2009-01), a copy of which is attached hereto and incorporated herein by this reference.
2. District Property subject to the encroachment shall be restored to its condition prior to the existence of the encroachment, or better.
3. The construction work performed and/or improvements installed and/or modified on District Property which are the subject of this Permit were completed to the satisfaction of District in 2016, as provided in the Encroachment Permit issued to Tom and Shannon Pifer, dated February 16, 2016. No modifications to the concrete driveway which is the subject of this Permit can be undertaken without the express written authorization by District. Any modifications made without the District's consent is grounds for revocation of this Permit.
4. Permittee's use of District Property is limited to those purposes, scope and those activities specifically described in this Permit. Failure of Permittee to comply with this condition may result in revocation of this Permit.
5. Permittee shall pay an application fee in the amount of Two Hundred Fifty Dollars (\$250.00) for this Permit for a term of Ten Years (10). In the event the real property is sold by _____, the District will grant to the purchaser of said real property a permit with a term of 10 years. A new application will be necessary, and payment of Two Hundred Fifty Dollars (\$250.00) application fee, is required to obtain this new term for the new purchasers.
6. The District assumes no maintenance responsibility for the construction work, improvements, or other encroachments permitted on District Property pursuant to the terms of this Permit. The Permittee assumes any and all maintenance responsibility for the Property subject to the encroachment during the term of the permitted

encroachment, including any construction work or improvements constructed on the Property, so long as such encroachment is permitted on District Property.

7. The Permittee shall assume the defense of, and indemnify and save harmless, the District, its officers, employees and agents, and each and every one of them from and against all actions, liability, damages, claims, losses or expenses of every type and description to which it may be subjected or put to by reason of or resulting from: (1) the performance of, or failure to perform, the work or any other obligations of this Permit by the Permittee, any subcontractor or the Permittee's agents or employees; (2) any alleged negligent act or omission of the Permittee, any subcontractor, the Permittee's agents or employees, in connection with any acts performed or required to be performed pursuant to this Permit; (3) any dangerous or defective condition arising or resulting from any of the actions or omissions of the Permittee, Permittee's agents or employees in carrying out the provisions of this Permit. This indemnification is effective and shall apply whether or not any such action is alleged to have been caused in part by the District as a party indemnified hereunder. This indemnification shall not include any claim arising from the sole negligence or willful misconduct of the District or its employees. This indemnification shall survive the termination of this Permit.
8. This Permit shall expire ten (10) years from the date of its issuance. Permittee must apply to the District no later than sixty (60) days prior to the expiration date to extend the term of the Permit, or alternatively any encroachment will be removed and the District Property restored to its original condition prior to the encroachment.
9. This Permit is to be strictly construed according to its terms and no use of District Property for purposes or activities other than those specified herein is authorized hereby. The Permit General Provisions attached hereto as Exhibit A are hereby incorporated herein by this reference.
10. This Permit authorizes Permittee to encroach on District Property for the purposes specified herein until such purposes and activities have been completed, but in no event later than _____, 20____. This Permit expires as of that date.

ROLLING HILLS COMMUNITY SERVICES DISTRICT

By: _____

I agree to abide by all terms and conditions of this Encroachment Permit and District Ordinance No. 2013-01 (amending 2010-02, 2009-01).

Permittee

Permittee

EXHIBIT A

ROLLING HILLS COMMUNITY SERVICES DISTRICT ENCROACHMENT PERMIT GENERAL PROVISIONS

1. Definition: The term "encroachment" as used in this Permit is as defined in District's Encroachment Ordinance No. 2013-01 (amending 2010-02, 2009-01) hereinafter the "Encroachment Ordinance"). This Permit is revocable on five days notice.
2. Acceptance of Provisions: It is understood and agreed by the Permittee that the doing of any work, or the performance of any activity, or the granting of any access under the authority of this Permit shall constitute an acceptance by Permittee of the provisions, terms and conditions of this Permit and the District's Encroachment Policies.
3. No Precedent Established: This Permit is granted upon the condition that the permission granted to use District Property for the purposes specified herein shall not be construed as establishing any precedent with respect to what constitutes permissible uses of District Property.
4. Notice Prior to Commencing Use: Notice shall be given to District at least two days in advance of the date Permittee's use of District Property pursuant to this Permit is to begin.
5. Keep Permit on the Site: This Permit shall be kept at the site of the encroachment on District Property permitted hereby, and must be shown to any representative of the District or any law enforcement officer on demand.
6. Storage of Material: No material shall be stored on District Property except as otherwise authorized by this Permit.
7. Clean Up District Property: Upon completion of the use of the District Property permitted hereby, Permittee shall remove all debris (soil, concrete, pavement, wood, etc.), rubbish, or other materials and District Property subject to the encroachment shall be restored to its condition as of the date the Permit was issued.
8. Satisfaction of District: Any work constructed or improvements installed within the encroachment shall be completed to the satisfaction of the District. District may periodically inspect the District Property subject to the encroachment, and the cost of any such inspection shall be reimbursed to District out of the deposit paid by Permittee upon the issuance of this Permit.
9. Insurance Requirements: In order to fund Permittee's indemnity obligations under Section 6 of the Permit, Permittee shall carry and maintain during the life of this Permit, such public liability, property damage and contractual liability insurance and workers' compensation insurance as specified below:
 - A. Public Liability and Property Damage Insurance. The Permittee shall furnish public liability and property damage insurance which includes, but is not limited to, personal injury, property damage, losses relating to independent contractors, products and equipment, explosion, collapse and underground hazards, in a

minimum amount not less than a combined single limit of One Million Dollars (\$1,000,000.00) for one or more persons injured and property damaged in each occurrence.

The public liability and property damage insurance furnished by the Permittee shall also name the District as an additional insured and shall directly protect, as well as provide the defense for the District, its officers, agents and employees, as well as the Permittee, all subcontractors and suppliers, if any, from all suits, actions, damages, losses or claims of every type and description to which they may be subjected by reason of, or resulting from the Permittee's operations in the activities and purposes authorized by this Permit, and all insurance policies shall so state. Said insurance shall also specifically cover the contractual liability of the Permittee. Said insurance shall also specify that it acts as primary insurance.

If the Permittee fails to maintain such insurance, this Permit may be revoked at the discretion of District on written notice to Permittee.

- B. Workers' Compensation Insurance: If the Permittee's Application for Encroachment Permit proposes that construction be performed on District Property, then Permittee shall be permissibly self-insured or shall carry full workers' compensation insurance coverage for all persons employed, either directly or through subcontractors, in carrying out the activities and/or purposes contemplated by this Permit, in accordance with the Workers' Compensation Insurance Act contained in the Labor Code of the State of California.

If the Permittee fails to maintain such insurance, the District may take out insurance to cover any compensation which the District might be liable to pay under the provisions of the Workers' Compensation Insurance Act by reason of an employee of the Permittee being injured or killed while engaged in the course and scope of his employment. If the Permittee fails to maintain such insurance, this Permit may be revoked at the discretion of District on written notice to Permittee.

By execution of this Permit, the Permittee certifies as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code. I will comply with such provisions before commencing the performance of the work of this contract."

As part of the execution of this Permit, the Permittee agrees to furnish to the District a certified copy of the insurance policies it has taken out for public liability, property damage and workers' compensation insurance set forth above for the period covered by this Permit. Such insurance shall be placed with an insurance carrier acceptable to the District under terms satisfactory to the District. Said certified policies of insurance shall be furnished to the District prior to commencing the activities and/or purposes contemplated by this Permit. Each such certified policy shall bear an endorsement

precluding the cancellation or reduction in coverage of any such policy before the expiration of thirty (30) days after the District shall have received notification of such cancellation or reduction.

Should the Permittee fail to obtain and keep in force the insurance coverage hereinabove required, the District shall have the right to revoke this Permit forthwith and without regard to any other provisions of this Permit.

10. Performance Bond: If the terms of this Permit allow the Permittee to conduct construction activity on District Property, the Permittee shall, prior to issuance of this Permit, file with District a performance bond, cash deposit, or irrevocable letter of credit in lieu of bond, in the amount of one hundred percent (100%) of the estimated cost of the construction work to be performed on District Property pursuant to the terms of this Permit. Any such bond or irrevocable letter of credit shall name District as Obligee. Failure to comply with these requirements will result in revocation of this Permit.
11. Making Repairs: Repairs to District Property necessitated by Permittee's use of District Property shall be performed by employees of the District and the expenses thereof shall be charged to Permittee. All costs incurred by District with respect to laborers, supervisors and inspectors with respect to such repair work shall be reimbursed to District out of the cash deposit paid by Permittee upon issuance of this Permit. To the extent such deposit exceeds the costs incurred by the District in issuing this Permit, inspecting the Property, and repairing the Property, if necessary, will be refunded to Permittee upon the expiration of this Permit.

The District will give reasonable notice of its election to make such repairs. If the District does not so elect, the Permittee shall make such repairs promptly at its sole expense. In every case, the Permittee shall be responsible for restoring any portion of District Property which has been disturbed to its former condition as of the date of issuance of this Permit.

12. Maintenance: The Permittee agrees by the acceptance of this Permit to exercise reasonable care to maintain the Property subject to this encroachment, and any improvements placed thereon during the period of the permitted encroachment as authorized by the terms of this Permit. The Permittee shall undertake all such maintenance and/or repairs at its own expense.
13. Relocation: Relocation of any improvement constructed upon District Property pursuant to this Encroachment Permit, if required by future District operations, shall be at the sole expense of the Permittee. The District shall provide Permittee with notice as to the date by which any improvements constructed pursuant to the Encroachment Permit must be removed or relocated. If Permittee fails to remove or relocate any such improvement within such period of time, District may remove or relocate such improvement in its discretion and charge the costs thereof to Permittee, which costs Permittee hereby agrees to reimburse to District upon demand. District may also exercise its rights to revoke this Permit.

///

///

I agree to abide by the above terms.

Dated: _____

Permittee

Permittee

EXHIBIT B

Map Attached

ORDINANCE NO. 2013-01 (amending 2010-02, 2009-01)

**AN ORDINANCE OF THE ROLLING HILLS
COMMUNITY SERVICES DISTRICT
REGARDING ENCROACHMENT PERMITS**

WHEREAS, the Board of Directors (the "Board") of the Rolling Hills Community Services District (the "District") believes that establishing rules governing the issuance of encroachment permits will serve to preserve the integrity, use and safety of District facilities and properties; and

WHEREAS, the Rolling Hills Community Services District is authorized to adopt ordinances, pursuant to California Government Code section 61060; and

WHEREAS the District believes that the adoption of an encroachment permit process whereby a property owner would be required to obtain a permit and execute a release and indemnification agreement is necessary to protect District property and protect the health and safety of community residents;

NOW THEREFORE, the Board of Directors of the Rolling Hills Community Services District ordains as follows:

SECTION 1

PURPOSE

The purpose of this ordinance is to provide rules governing the issuance of encroachment permits for all properties within the Rolling Hills Community Services District located in El Dorado County, California.

- I. **Permit Required.** Whenever a property owner desires to install, construct, or place physical improvements – landscaping, fencing, retaining walls, culverts, bridges and/or other structures or improvements, including but not limited to basketball hoops and portable toilets, on, above or below the surface of any portion of their land which is encumbered by a district facility or dedicated easement or right of way, or seeks permissive authority to enter into District owned property for ingress and egress to perform the activity, they shall apply for and receive an Encroachment Permit (Permit).
11. **Permit – Application.** Prior to commencement of said installation or construction, applications shall be filed with the General Manager. Applicants for permits under this section must file an application in writing on a form to be furnished by the District, which shall set forth the following information:
 - a. The name, address, and telephone number of the applicant;
 - b. The date of application;
 - c. The location of encroachment and reason for encroachment;
 - d. The name, address and telephone number of the contractor, if applicable;
 - e. The requested expiration date for the permit; and

Adopted 10-15-13
Effective 11-14-13

f. Plans for structures or improvements may be required by the General Manager to be submitted and approved to ensure that the resulting installation adequately accommodates and/or is compatible with existing district facilities.

III. Permit – Application Fee. All permit applications shall be submitted with a payment of a fee in the amount as set forth in the District's Fee Schedule in effect on the date of application to cover the District's administrative and inspection costs, and the additional costs to record the Encroachment permit with the County Recorder, if applicable. Standard inspection costs shall include two site visits, the first prior to commencement of the encroachment activity, the second at the conclusion of the encroachment activity.

IV. Permit – Issuance. Upon the filing of a complete application for an Encroachment Permit, the General Manager shall review, approve, approve with conditions, or deny it within ten (10) business days of receipt. Permits will be granted on a case-by-case basis as determined by the District. Approval with conditions may include specifications for construction materials and procedures as may be necessary. When the grounds for permit denial can be corrected by imposing reasonable permit conditions, the General Manager may impose such conditions rather than deny the permit application.

V. Release and Indemnification Agreement. Applicant shall execute a hold harmless agreement, in a form approved by District, to defend, indemnify and save harmless the District, its officers, agents, employees and representatives, and each of them, of and from any and all claims, demands, suits, causes of action, damages, costs, expense, losses or liability, in law or in equity, of every kind and nature whatsoever arising out of or in connection with the alleged acts or omissions of the permit holder, its officers, agents or employees in connection with the Encroachment Permit activities. This indemnification agreement shall be executed prior to the issuance of the Permit.

VI. Permit – Notice of Issuance. Immediately upon the issuance of the permit, the General Manager shall send a copy thereof to the applicant.

VII. Permit – Notice of Permit Denial. If a permit application is denied, the General Manager shall provide the applicant with written notice of denial, which must contain a statement of facts upon which the denial is based and a statement of the appeal procedure set forth in paragraph XI, hereof.

VIII. Service Charge. In addition to the application fee paid pursuant to paragraph III, above, the District reserves the right to levy a service charge should the scope of the encroachment permit require the District to incur expenses in connection with re-inspection over and above the standard inspection costs set forth in paragraph III, above.

IX. Permit – Use. A Permit holder shall comply with all Permit conditions, and with all applicable laws and ordinances. The encroachment Permit shall expire as provided in the Permit issued. An Encroachment Permit is not a property right, such as an easement, nor does it confer a property right. It cannot be transferred with the sale of the real property. A new property owner must apply for and obtain a new Encroachment Permit for any activity to be performed.

X. Permit – Revocation. Permits issued pursuant to this Section may be revoked by the General Manager for failure to comply with the provisions of this section, failure to comply with any Permit terms and conditions, or at any time the General Manager learns that the Permit application contains false or misleading information. District's authority to revoke a Permit pursuant to this Section shall be in addition to any other remedies available to District under applicable laws.

XI. Appeal Procedure. Any person excepting to the denial or revocation of a Permit under this Section shall have the right, within five (5) business days after receiving notice in writing of the denial or revocation, to file a written appeal to the Board of the District. The appeal shall set forth the specific grounds upon which it is based. The Board shall hold a hearing on the appeal within forty-five (45) days after its receipt by the District, or at a time thereafter agreed upon and shall cause the appellant to be given at least five (5) business days written notice of such hearing. At the hearing, the appellant or its authorized representative shall have the right to present evidence and a written or oral argument, or both, in support of the appeal. The determination of the Board on appeal shall be final.

SECTION 2.

AUTHORITY

I. The Rolling Hills Community Services District is authorized to adopt ordinances, pursuant to California Government Code section 61060.

II. Government Code section 61064(a) and (b) provides that violation of an ordinance or any citation issued for such a violation may be processed either as a misdemeanor or an infraction.

III. Penal Code sections 17(d), 19.8 and 19.2 provide that the District can levy a fine for a violation of the ordinance in an amount not to exceed \$250.00 for each violation.

IV. Any person violating any of the provisions of this Ordinance shall be guilty of an infraction 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 two hundred fifty dollars (\$250) for each additional violation within one year.

V. Any encroachment without a permit, or in violation of a condition of a permit, shall constitute a public nuisance under Civil Code section 3479 and Government Code section 61069, which may be abated by the District.

VI. In the event the District commences a legal action to remove an encroachment that a property owner refuses to remove after due notice, the property owner will be obligated to reimburse the District for its attorney's fees incurred in removing the encroachment if the District is successful in that action.

SECTION 3.

DEFINITIONS

As used in this ordinance, the terms listed below shall have the meaning assigned them.

I. "District" means the Rolling Community Services District.

II. "General Manager" means the General Manager of the Rolling Hills Community Services District, or designee.

III. "Permit" means the Encroachment Permit issued pursuant to this Section authorizing the encroachment activity described in the Permit.

IV. "Service Charge" means the actual costs that the District incurs in connection with the encroachment activities subject to a Permit, including but not limited to inspection costs,

administration or coordination by District.

This Ordinance shall become effective thirty (30) days from and after its final passage and adoption, provided it is published in full within fifteen (15) days after its adoption in a local newspaper.

This Ordinance was introduced and read in its entirety at the regular meeting of the Rolling Hills Community Services District Board of Directors on September 17, 2013.

On a motion by Director Chaney Hicks, seconded by President Tim Halverson, the foregoing ordinance was passed and adopted by the Board of Directors of the Rolling Hills Community Services District this 15th day of October, 2013, by the following vote:

AYES: 3	DIRECTORS: Halverson, Kennedy, Magee
NAYS: 0	DIRECTORS: None
ABSTAIN: 0	DIRECTORS: None
ABSENT: 2	DIRECTORS: Sites, Fawkes

Tim Halverson
PRESIDENT OF THE BOARD

Linda Stone
BOARD SECRETARY

Adopted 10-15-13
Effective 11-14-13