
Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Emergency Preparedness

POLICY NUMBER: 3005

3005.1 It is the policy of ROLLING HILLS COMMUNITY SERVICES DISTRICT to create and maintain an active emergency preparedness program that includes an emergency plan that will help manage the District's critical functions during any emergency and protect the safety of staff. The District will coordinate the emergency plan, function and response with those responders from the public and private entities and organizations charged with emergency duties.

3005.2 Emergency: Emergency means the actual or threatened existence of conditions of disaster or of extreme peril to the provision of critical District functions and the health and safety of staff or the public, caused by such conditions as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, dam failures, freezes, water supply contamination, and other conditions which may be beyond the capability of the services, personnel, equipment, and facilities of this District, and may require the combined forces of other political subdivisions to help respond.

3005.3 Emergency Preparedness: The Board of Directors authorizes the establishment of an Emergency Preparedness Program, which consists of the nationally-recognized four phases of emergency management: mitigation, preparedness/planning, response, and recovery. District actions will include developing and maintaining an District-wide emergency plan, identifying and training District staff to activate and use the plan, appointing District staff to critical positions identified in the emergency plan, and appointing staff to represent the District in negotiations or consultations with public and private agencies on matters pertaining to response to the emergency and recovery of damaged systems and financial costs incurred during the emergency.

3005.4 Standardized Emergency Management System: The California Office of Emergency Services regulates the Standardized Emergency Management System (SEMS), which was created by Government Code §8607 following the East Bay Hills Firestorm in 1991. To ensure reimbursement for claims filed after a disaster, all District emergency plans, procedures, and training will follow the SEMS regulations, and coordinate with the District-wide emergency plan.

3005.5 District Emergency Declaration: When an emergency condition arises, the General Manager may, in consultation with the Board President, declare a "District Emergency." The Board must ratify the declaration within 14 days at a regular, special or emergency Board meeting.

3005.6 Authorization During District Emergencies: The General Manager's Declaration of a District Emergency is a public acknowledgement of the serious situation the District faces, and that the District's resources may not be adequate to respond to the emergency. The Board of Directors, in consultation with the General Manager, may delegate to the General Manager the authority to suspend competitive bidding and enter into emergency contracts of up to \$250,000, as authorized by Public Contract Code §20567 and §22050.

3005.7 Mutual Aid: The California Master Mutual Aid Agreement (Government Code §8561, §8615, and §8617) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The General Manager, in accordance with the Emergency Plan, may request mutual aid assistance from other local government and public

agencies, or commit District resources to other agencies requesting aid. The General Manager may sign appropriate documents to effectuate mutual aid and other emergency response agreements.

3005.8 Continuity of Management: The District's emergency plan will list at least two successors to critical staff identified in the plan, including the General Manager. In the event the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary staff.

3005.9 Status Reports: The General Manager will provide annual reports to the Board of Directors on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within 60 days of the occurrence of a declared District Emergency.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Emergency Response Guideline for Hostile or Violent Incidents

POLICY NUMBER: 3006

Dated: June 2007

3006.1 Purpose of the Policy: To provide direction for the District Board of Directors and staff regarding responses to hostile or violent incidents including possible armed intruders or related threats on District facilities or properties.

3006.2 Background: The potential for hostile or violent incidents on District facilities or operational locations always exists. In recent time frames, incidents involving armed intruders have occurred in increasing frequency involving injuries and deaths at government institutions, offices and educational facilities. Often, an intruder is a person who is an ex-employee, customer or person known to the agency involved. The person often is upset at an event or person who works at the facility. However, armed intruders can be any variety of persons who have an anger situation affecting one or more staff members or other related persons to the District. Often, incidents involving armed intruders escalate to include multiple persons and potentially taking of hostages, including District customers.

Threats of these types and risks are to be considered extreme emergencies and the safety and well being of employees and/or customers is the highest priority.

3006.3 Response to an Incident: Any evidence of the exposure to a hostile or violent person or situation on District facilities or operating areas should be taken seriously for safety purposes. Any Director or staff employee observing or sensing that a violent or hostile situation is occurring should consider taking precautionary and safety actions:

Any event resulting in awareness of a possible violent act including possible gunfire, explosion, fighting, scuffling could indicate an incident of violent potential. Any staff person observing such potential activities should take steps to protect themselves and others on the District premises including but not limited to:

1. Attempt to communicate the situation to everyone in the facility by means of telephone, paging, email and/or radio system including basic information that a potential incident is occurring. If a perpetrator(s) is seen or known, information on the person(s) should be provided.

2. Since different types and levels of workplace violence may require various responses, establishing basis information on the type of event is essential. Examples are:

- A. Gunfire-awareness of gunfire in the facility should result in evacuation to the extent that is possible. If not possible, securing of rooms or offices and notification of others by phone or email is encouraged. Calling emergency resources via 911 is imperative once safe to call. Remain in the most secure location possible until contacted by public safety personnel or a facility supervisor, etc.

- B. Explosion-an explosion could occur naturally or by violent intention. Awareness of an explosion or fire in the facility should result in immediate evacuation in accordance with established procedures for fire. Response to a planned location is important to make known who is out of the facility.

- C. Physical or bomb threat-awareness of a telephone or in person threat to facility or staff should be met with action to evacuate and clear staff from the threatened area. Calling 911 as soon as possible is imperative.

- D. Situations involving hostages-if a possible hostage incident is known, evacuation of the facility is paramount to safety of persons in the area. Contact 911 immediately.

- E. Irate customer/threat at counter or meeting-in cases where any person acts to threaten a staff person or customer at a District facility in a manner causing fear for safety, action to summon public safety personnel by 911 should be taken. In no way should steps be taken to challenge or subdue such a person except in defense of life for self

or immediate others at the facility.

F. In the event that a volatile situation occurs at a Board of Directors or other public meeting, the person chairing/hosting the meeting should take steps to control the situation or adjourn the meeting to abate the confrontation, if possible. In event of threatening or hostile situation, call 911 immediately and proceed with evacuation or other appropriate actions.

3006.4 Planning for Emergency Incidents: Steps should be taken to plan response capabilities for emergencies in addition to fires, earthquakes, etc. that may involve hostile situations. These include but are not limited to:

1. Preparation of a facility evacuation plan from each room. Post the plan at each doorway and hallway exit. Have a safe area zone for staging established.
2. Lock down procedures to secure the facility in a hostile or violent incident for both exterior and interior doors.
3. Develop an emergency notice code for intercom, email and radio to facility and District staff. Use of a Code ____ is recommended.
4. Develop a radio communication alert code ____ to notify other District staff so they will not return to the facility during the incident until cleared to do so by public safety personnel.
5. Training of all personnel in dealing with customers, employees and other persons in aggravated situations and how to identify and assess potential threats or volatile situations. All employees assigned or expected to serve at the front desk or counter shall receive such training regularly.

All employees and members of the Board of Directors shall receive training on response to violent or hostile incidents. In the event of a potential incident, notify a supervisor or the General Manager as may be possible or call 911 when an active incident is occurring. If assessment of a possible threat is needed, the General Manager or ranking staff person shall be notified for considering validity of the threat or safety risk. Public safety agency shall be contacted by 911 whenever a perceived threat is considered valid.

3006.5 Actions for Violent or Armed Threat Situation: The existence or potential for an event involving a violent person or armed intruder at a District facility should be considered an emergency condition. Actions could include up to and all of:

1. Notify your supervisor or General Manager and other staff immediately if a threat is received but not actively in process. If validated, contact public safety by calling 911 immediately.
2. The General Manager or ranking staff member shall evaluate the situation and consider appropriate actions including shutting down operations and evacuation and/or locking down the facility until public safety response abates the threat.
3. Initiate notification of other facility staff of active threat by emergency code procedure. Evacuate the facility wherever possible. Secure money or computer equipment if time allows.
4. Activate an alarm for notifying other staff or an alarm company if one engaged by the District. A call contact should be included in procedure to double check for safety at the facility.
5. Upon sighting an armed intruder, an alert to all employees should be made by page, email or radio.
6. Secure your work area or evacuate if safely possible. If not able to evacuate, find a safe hiding place and stay put until contacted by public safety personnel.
7. Once outdoors after an evacuation, proceed to planned staging area to report in for identification. Inform public safety personnel of any information on the incident.
8. Attempt to remain calm and assist others; wait for instructions from public safety or supervisory personnel.
9. Do not attempt to look around to see what is happening. Evacuate whenever possible and with others in areas you see directly. Do not confront or attempt to apprehend a violent perpetrator unless directly attacked for self-defense. Do not assume someone already called 911, call them immediately.

3006.6 Post Event Actions: Following the clear announcement of ending of a violent or hostile person situation, contact public safety or supervisory personnel for instructions. Report any knowledge or first hand observations of the incident. Contact your family and immediate friends so they will not take any actions to respond unnecessarily. Await direction as to return to work or other steps dependant on level of the incident. If not able to do so, consult with your supervisor or notify the ranking person on-site.

An Emergency Response Coordinator shall evaluate and debrief any major incident and to take needed steps to abate

the conditions after the event and prepare as necessary for continued operations. Planning and actions to address conditions are expected and your input is important via your supervisor. There may be the potential to lock-down or close the facility from operating for some time or corrective steps. If deemed needed, seek direction on what actions you should take to assist in procedure.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Environmental, Health & Safety Compliance Program

POLICY NUMBER: 3012

3012.1 The Board of Directors of the ROLLING HILLS COMMUNITY SERVICES DISTRICT recognizes the importance of an effective environmental, health, and safety-compliance program for the well-being of each District employee, to the District's customers, to the public at large, to the environment, and to the productivity of District operations. Therefore, it is the firm and continuing policy of the Board of Directors that environmental, health and safety compliance and accident prevention shall be considered of primary importance in all phases of the District's operation and administration, at all levels of the organization.

3012.2 Within the District, therefore, the General Manager is authorized to approve programs, standards, rules, and procedures to protect and promote the safety and health of District employees, customers, the public at large, the environment, and the productivity of District Operations. Under the General Manager's supervision, the Environmental & Safety Compliance Officer *[or other appropriately titled and authorized employee]* shall review accidents and compliance issues, and recommend new or revised environmental, health, and/or safety programs, standards, rules, and procedures for approval by the General Manager and implementation within the District.

3012.2.1 Each division manager and supervisor shall make environmental, health, and safety compliance an integral part of their regular duties, including the provision of proper training, materials, and equipment so that work can be performed safely and in compliance with regulations and other applicable standards.

3012.2.2 It is equally the duty of each employee to accept and follow established programs, standards, rules, and procedures, as well as instructions and directives relating to the efficient performance of their work. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely and correctly, it is their duty to ask a qualified person for assistance. Everyone is responsible for housekeeping duties that pertain to their jobs. Unsafe conditions must be reported.

3012.3 By maintaining an effective environmental, health, and safety compliance program, the risk of personal injury, operational interruptions, and regulatory fines are reduced, and the mission of the District is manifested. The cooperation of all District employees is required.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Budget Preparation

POLICY NUMBER: 3020

3020.1 An annual budget proposal shall be prepared by the General Manager, Finance Director, or other responsible managing employee.

3020.2 Prior to review by the Board of Directors, the Board's standing Finance Committee shall meet with the General Manager, Finance Director, or other responsible managing employee, and review his/her annual budget proposal.

3020.3 The proposed annual budget as reviewed and amended by the Finance Committee shall be reviewed by the Board at its regular meeting in June.

3020.4 The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in July.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Fixed-Asset Accounting Control
POLICY NUMBER: 3030

3030.1 The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

3030.2 An accounting, or inventory, of all fixed assets shall be conducted on an annual basis. After the conclusion of said inventory, the Finance Division Manager [or other responsible managing employee] shall certify its completeness and report the results thereof to the Board of Directors at its next regular monthly meeting.

3030.3 Applicable purchases for inclusion in said accounting shall be the following:

3030.3.1 Equipment, tools, and vehicles that individually have an original total cost of more than \$300;

3030.3.2 All land and building acquisitions regardless of price; and,

3030.3.3 Additions or major improvements to the District's service infrastructure.

3030.4 When any item defined in Section 3030.3.1 above is received, a tag with a unique identification number shall be affixed to said item, and the number recorded in the permanent inventory records.

3030.5 Permanent inventory records shall be maintained in either a paper file or electronic (computer data base) format. Said records shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

3030.6 Information to be maintained in said inventory records shall include at least the following:

3030.6.1 Asset number;

3030.6.2 Description;

3030.6.3 Manufacturer's serial number;

3030.6.4 Storage location;

3030.6.5 Original cost;

3030.6.6 Acquisition date;

3030.6.7 Life expectancy; and,

3030.6.8 Classification code (e.g., office equipment, vehicle, etc.).

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Fixed-Asset Capitalization

POLICY NUMBER: 3032

3032.1 The purpose of this policy is to provide criteria for determining when assets and associated costs are to be capitalized and depreciated.

3032.2 Single-item purchases with at least an anticipated useful life of five years and exceeding \$5,000 each shall be capitalized as a fixed asset. The purchase of these fixed assets shall be included on the District's statement of net assets and depreciated over the asset's estimated useful life. The purchase of fixed assets for less than \$5,000 shall be expensed.

3032.3 Other expenditures of \$5,000 or more that provides a significant increase in future service potential of a fixed asset shall also be capitalized as part of the existing asset.

3032.3.1 To meet the criteria for a capital expenditure, the purchase should extend the useful life of an asset, increase the quantity of service provided by an asset, or increase the quality of service by an asset.

3032.3.2 Capital expenditures may include the following: additions (enlargements, expansions or extensions of existing assets), replacements and improvements, and rearrangement and/or relocation of an asset.

3032.4 Expenditures for normal repairs and maintenance shall not be considered as capital expenditures.

3032.5 Depreciation will be computed over the estimated useful lives of the assets as follows:

ASSET DEPRECIATION LIFE

Fixed Asset Useful Life (years)

General Plant/Structures 50

Reservoirs, Dams, etc. 50

Vehicles 5

Heavy Equipment (normal – light use) 7 – 10

Light Equipment (normal – light use) 5 – 7

Office Equipment 5 – 10

Office Furniture 10 – 15

Computer Equipment 5 – 7

[Consult your district's auditor for other structures and equipment specific to your agency]

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Accounts Payable

POLICY NUMBER: 3038

3038.1 Pursuant to the procedures implemented by the El Dorado County Auditor Controller's office as District Treasurer, signature sheets for those Board members or General Manager authorized to approve vouchers must be current and on file with the Auditor's office. Any time there is a change in District organization, an updated signature sheet must be submitted to the Auditor's office.

3038.2 The Auditor's office utilizes electronic interfaces for processing claim vouchers. This Excel form allows the submission of electronic files via email in addition to the submission of the hard copy voucher by U.S. mail.

3038.3 All expenses, accounts payable, payments for services and supplies, disbursements of the District, and/or reimbursements to the District for disbursements from the petty cash account, are to be processed utilizing the electronic interface claim vouchers.

3038.4 In July of each year the District takes formal action to adopt its approved Budget for that fiscal year. All expenditures of the District are made in accordance with the approved budget. The District's process for payment and approval of monthly obligations is as follows:

- 3038.4.1 Payables are normally processed twice per month. Electronic claim vouchers are prepared for budget approved items. Signatures of two authorized Board members or General Manager are required for all vouchers.
- 3038.4.2 Approved vouchers are submitted to the County Auditor's office for processing in hard copy form with all required back-up attached and submitted electronically as well. The County dispatches the payments directly to the vendors.
- 3038.4.3 The Auditor's office prepares monthly financial reports including General Ledger Summary Report, General Ledger Detail Report, Revenue and Expenses Summary Report, and Revenue and Expenses Detail Report for each monthly reporting period. The reports are dispatched to the District.
- 3038.4.4 Upon receipt, the monthly financial reports prepared by the Auditor's office are included in the next monthly meeting materials and listed on the meeting Agenda under the Consent items for Board approval.
- 3038.4.5 The approval of the Consent items, specifically including the monthly financial reports, is recorded in the meeting minutes.

3038.4.6 The monthly financial reports are filed in the District's records and maintained in accordance with its records retention policy.

Adopted: February 17, 2009

Amended: August 20, 2013

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Purchasing - Delegation of Authority

POLICY NUMBER: 3040

3040.1 It is the policy of the RHCS D to ensure the efficient operation of the District while maintaining consistent application of approved policies through careful delegation of authority. It is the policy of the District to allow its management to formally delegate authority within limits prescribed by the District's Board of Directors. All purchases made for the District by staff shall be authorized by the Board of Directors, General Manager, Finance Director, or other responsible managing employee, and shall be in conformance with the approved District budget and delegation authority as set forth herein.

3040.2 The District authorizes the General Manager the authority to commit District funds, procure goods, services, supplies and equipment, sign vendor contracts, purchase orders, or accept proposals up to \$500.00 without Board approval.

3040.3 The Board of Directors has retained the authority to approve contracts, purchases or other expenditures involving the District which are greater than \$500.00, including contracts for the purchase of materials, equipment, or supplies, the construction of any public project, the provision of any service, or the resolution of any disputed claim. Any commitment of District funds for a purchase or expense greater than \$500.00 shall first be submitted to the Board of Directors for approval and delegation of signature authority, or shall be in conformance with prior Board action and/or authorizations.

3040.4 A petty cash checking account shall be maintained by the District having a balance-on-hand maximum of \$5,000.00 as set forth in Policy 3041. No cash box shall be maintained by the District.

3040.3.1 Petty cash may be advanced to District staff or Directors from the petty cash checking account upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the District Treasurer, Finance Director, or other responsible managing employee, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$300.00.

3040.3.2 No personal checks shall be cashed in the petty cash fund.

3040.3.3 The petty cash fund shall be included in the District's annual independent accounting audit.

3040.5 Whenever employees, staff or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash checking account or by warrant request in accordance with the Expenditure Reimbursement policy and procedure. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the President prior to remuneration.

3040.6 Reimbursement for personal vehicle use will be at the Internal Revenue Service mileage rate in effect at time of travel. Meal reimbursement while traveling on District business is limited to \$40.00 per day. Discretionary gratuities for meals may not be reimbursed as this could be construed as giving away public funds.

3040.7 District staff or employees delegated authority to make or approve purchases will be accountable and responsible for all purchases in accordance with this Policy and established procedures and authorization limits. Delegation of the purchasing function does not relieve any person from the accountability or responsibility they have to the Board of Directors for any and all purchases.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Revolve Checking Account

POLICY NUMBER: 3041

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

3040.1.1 Funds from the revolve/petty cash account may be accessed by check or debit transaction. No single transaction shall be greater than \$500.00, unless previously approved by the Board.

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

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

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

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

Adopted: 2-15-11

Amended: 11-15-11

Amended: 2-20-18

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Employment of Outside Contractors and Consultants for Construction, Engineering, Planning, Environmental Review projects, and for Auditing Purposes

POLICY NUMBER: 3042

3042.1 The District employs outside contractors or consultants for construction, engineering, planning, and environmental review projects, or for auditing purposes. The District's procedure is as follows:

3042.1.1 Construction projects will be advertised for bid in at least one local newspaper of general circulation and the local contractors bidding news if available. The bid opening is open to the public and will be specified in the bid documents.

3042.2 Consultants will be selected by the General Manager and are subject to approval by the Board of Directors. The General Manager and/or Board of Directors will make their selection based on the consultant's experience and qualifications. The consultant will also be required to provide an explanation of scope of work, hours to complete and applicable cost estimate for their services that will be used in their evaluation in the selection process. Consultants for engineering and architectural services shall be evaluated based upon qualification and not on cost of services per state law.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Easement Abandonment

POLICY NUMBER: 3050

3050.1 Abandonment by the District of its interest in public utility easements and other easements dedicated to the District for installation, maintenance, repair, etc., of its facilities, shall require approval of the Board of Directors.

3050.2 Commitments to abandon easements or assurances that easements will be abandoned may be provided by staff only after approval of same by the Board of Directors.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Easement Acceptance

POLICY NUMBER: 3060

3060.1 Acceptance by the District of any interest in public utility easements or other easements dedicated to the District for installation, maintenance, repair, etc., of its facilities, shall require approval of the Board of Directors.

3060.2 Commitments to accept easements or assurances that easements will be accepted may be provided by staff only after approval of same by the Board of Directors.

3060.2.1 Acceptance of easements shall be accomplished by the Board of Directors by adoption of a resolution. Said resolution shall be in the following format:

RESOLUTION NO. _____
[DISTRICT NAME]

ACCEPTING [SPECIFY TYPE OF SERVICE] EASEMENT

WHEREAS, a permanent easement is needed for the purpose of constructing, maintaining, servicing and/or replacing [specify type of service] facilities for the parcel listed below.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of [District Name] that the District shall accept the easements offered to it by the owners of the parcels hereinafter listed:

Assessor's Parcel No.'s Property Owner

BE IT FURTHER RESOLVED that the Secretary of the Board cause a copy of this Resolution certified by the Secretary of the Board of Directors to be filed for record in the office of the Recorder of the County of [Name of County District is in], State of California.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Encroachment Permits

POLICY NUMBER: 3070

3070.1 Preservation of the integrity, use and safety of District facilities and properties is of utmost importance. Use of District properties, whether in fee or easement, by private or other public agency, is subject to the needs and safe keeping of the District. Whenever a property owner desires to install or construct physical improvements - landscaping, fencing, retaining walls, culverts, bridges and/or other structures or improvements - 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, prior to commencement of said installation or construction, apply for and receive an Encroachment Permit from the General Manager, or his/her designated representative.

3070.1.1 Permits will be granted on a case-by-case basis as determined by the District.

3070.1.2 Plans for said 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.

3070.1.3 The Encroachment Permit will specify those conditions by which approval for the proposed improvements are granted, including specifications for construction materials and procedures as may be necessary.

3070.1.4 A fee in the amount of \$100.00 may be charged to cover District administrative and inspection costs, and the additional cost to record the Encroachment Permit with the County Recorder, if applicable.

3070.1.5 The form of the Encroachment Permit shall be as designated by the General Manager, and approved by the Board of Directors.

3070.1.6 The District retains the right to amend or revoke any Encroachment Permit at any time. The District further reserves the right to limit access to any of its properties.

3070.1.7 Applicant/property owner and/or contractor are responsible for any damages to sidewalk, street, or District property affected by this Permit. This permit DOES NOT replace any fees or permits that may be required by El Dorado County Department of Transportation.

3070.1.8 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 real property. A new property owner must apply for and obtain a new Encroachment Permit for any activity to be performed.

ⁱⁱRevised policy 3070 adopted by Board 4/21/09

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: FACILITIES USE – PARK AND FIELDS
POLICY NUMBER: 3071

3071.1 Preservation of the integrity, use and safety of District facilities and properties is of utmost importance. Use of District properties by residents and non-residents is subject to the needs, safekeeping and maintenance of the District. Whenever a resident or non-resident desires to utilize District Parks for group events, youth events, adult events or other, they shall, prior to commencement of use of the subject Park area, apply for and receive a Park and Field Use Application Permit from the General Manager, or his/her designated representative.

3071.1.1 Park and Field Use Application Permits will be granted on a case-by-case basis as determined by the District.

3071.1.2 The form of the Park and Field Use Application Permit shall be as designated by the General Manager, and approved by the Board of Directors.

3071.1.3 The Park and Field Use Application Permit will specify the time frames for submission of the application and notification of cancellations by applicant, the Park and Field Use Guidelines and Disclaimer, and the conditions for approval for the proposed use, if granted by District.

3071.1.4 Fees charged for event reservations at Berkshire Park shall be \$5.00 for Residents/\$10.00 for Non-Residents; deposit required for use of Berkshire Park shall be \$75.00. Fees charged for event reservations at Stonebriar Park shall be \$10.00 for Residents/\$25.00 for Non-Residents; deposit required for use of Stonebriar Park shall be \$150.00. Fees charged for reservations for Stonebriar Soccer Field shall be \$10.00 per hour for Residents/\$100.00 per hour for Non-Residents; deposit required for use of Stonebriar Park Soccer Field shall be \$150.00. Fees charged for reservations for Stonebriar Baseball Field shall be \$10.00 per hour for Residents/\$100.00 per hour for Non-residents; deposit required for use of Stonebriar Park Baseball Field shall be \$150.00.

3071.1.5 The District retains the right to amend or revoke any Park and Field Use Application Permit at any time. The District further reserves the right to limit access to any of its properties.

3071.1.6 Applicants shall be personally responsible for their party and guarantees orderly behavior and agrees to underwrite any damage due to their use of District facilities.

3071.1.7 Applicant is responsible for any damage to persons or property caused by renter and/or guest, including District personnel and property, and shall hold District harmless for same.

3071.1.8 It shall be the policy of the District to require a Certificate of Insurance naming the District as an additional Insured in amounts as designated by the District.

3071.1.9 Park and Use Application Permit is not for exclusive use of facilities; the public may officially reserve Park facilities as a courtesy only. Reservations enable District to inform the public that the picnic area or fields are reserved. Parks shall remain open to the general public.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: PROCEDURES FOR PERMIT APPLICATIONS REQUIRED BY ORDINANCES
POLICY NUMBER: 3072

3072.1 The Board of Directors of the District has adopted certain Ordinances (hereinafter "Ordinances"), which require persons to apply for permits, including but not limited to such things as encroachment on to or across District property, permission to park recreational and construction vehicles on District roadways, and facilities use.

3072.2 When a permit is required, the application process is as follows:

3072.2.1 Permit application forms are available on line at www.rollinghillscsd.org. Permit application forms may also be obtained from the General Manager at GenMgr@rollinghillscsd.org, from the Board Secretary at csdclerk@gmail.com; or by calling the District at (916) 235-8671.

3072.2.2 Application shall be made in writing by completing the Application form, following any directions set forth in the subject Ordinance, and submitting the application and any additional required materials to the General Manager or member of District staff for delivery to the General Manager for processing.

3072.2.3 Payment of fees applicable to cover the District's administrative costs and fees as set forth in the District's Fee Schedule in effect on the date of application.

3072.2.4 Execution of any required hold harmless agreement as may be required.

3072.2.5 Provision of any required proof of insurance as may be required.

3072.2.6 Permits will be granted on a case-by-case basis as determined by the District. If approved, General Manager shall issue the permit and notify applicant of such approval. If a permit application is denied, General Manager shall provide the applicant with written notice of denial, which shall contain a statement of facts upon which the denial is based and a statement of the District's appeal Procedure.

3072.2.7 Permits issued by the District may be revoked by the General Manager for failure to comply with the provisions of the permit terms and conditions. The District's authority to revoke a permit shall be in addition to any other remedies available to District under applicable laws.

3072.2.8 Any person excepting to the denial or revocation of a Permit 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.

Adopted: March 16, 2010

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: PARKING PERMIT APPLICATION PROCESS
POLICY NUMBER: 3073

3073.1 Protection of the health and safety of community residents and preservation of the integrity, use and safety of District properties is of utmost importance. Use of District properties by residents and non-residents is subject to the needs, safekeeping and maintenance of the District. Whenever a person or business entity desires to park a commercial or recreational vehicle, boat and/or trailer on any street, highway or right of way within the jurisdictional boundaries of the District, under any circumstances other than those specifically allowed by Ordinance 2008-01, they must apply for and receive a Permit to do so from the General Manager, or his/her designated representative.

3073.2 Parking Permits will be granted on a case-by-case basis as determined by the District.

3073.3 The form of the Parking Permit Application shall be as designated by the General Manager, and approved by the Board of Directors.

3073.4 The Parking Permit Application will require the circumstances for which the permit is being sought and may require the applicant to provide financial security for any damage and/or destruction to the District's roads and/or bridges which is necessary to protect District property and the health and safety of District residents. The permit shall state a date when the parking restriction exemption begins and the date when the permit shall expire.

3073.5 Fees charged for Parking Permit shall include reimbursement of all administrative, legal and other costs incurred by the District in reviewing the application and issuing the permit and adopting and/or amending Ordinance 2008-01. The initial application fee shall be as set forth in the District's Fee Schedule.

3073.6 The District may impose conditions on the permit in order to ensure the safety of the public and the integrity of the District's roads and bridges, and any and all infrastructure thereunder.

3073.7 The District retains the right to amend or revoke any Parking Permit at any time.

3073.8 Any permittee shall defend, indemnify and save harmless the District, its officers, agents, employees and representatives and each of them, from and against any and all claims, demands, suits, causes of action, damages, costs, expenses, losses or liability, in law or in equity, of every kind and nature whatsoever arising out of or in connection with the parking of commercial and recreational vehicles, boats and/or trailers on District streets for which the District issues a parking permit.

3073.9 This policy shall serve to supplement District Policy 3072.

Adopted: March 16, 2010

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Purchasing – Procurement of Goods and Services

POLICY NUMBER: 3080

3080.1 The purpose of this policy is to formally establish guidance for the procurement of goods and services in accordance with the District's purchasing principles. Procurement practices will be employed to assure the acquisition of goods and services at the best value, in both cost and quality; provide for internal controls over purchases and the procurement process; provide as full and open competition as possible on all public projects and other purchases commensurate with the needs of the District; and maintain adequate files and records of all purchasing and contracting documents.

3080.2 Small Purchases. To purchase small items such as office supplies, irrigation parts, hardware, postage, and other miscellaneous equipment, materials or supplies, or services costing less than \$500, informal bidding will not be required.

3080.3 Purchases of Goods or Services between \$500 and \$25,000 – Informal Bidding Required. For purchases between \$500 and \$25,000, vendors will be asked to submit pricing information by telephone, fax, email, or mail and documented by oral or written quotations or proposals. The informal bids received, preferably from three or more sources, shall be recorded on the "RHCS Bid Results Summary" form and maintained in the District's files and records in accordance with its documents retention policy. Purchases are then awarded to those firms that provide the best prices, discounts, quality and service. The Board of Directors must approve such purchases.

3080.4 Purchases of Goods or Services over \$25,000 – Formal Bidding Required. To purchase items costing more than \$25,000, formal written quotations will be solicited from vendors by Invitation for Bid, Request for Proposals, or other appropriate competitive procurement activity, prior to selecting a preferred supplier. A purpose of the Public Contract Code is to ensure compliance with the competitive bidding statutes as a means of protecting the public from misuse of public funds; provide all qualified bidders a fair opportunity to enter the bidding process; and to eliminate favoritism, fraud and corruption in the awarding of public contracts. The Board of Directors must approve such purchases.

3080.5 Vehicles will be purchased through the State's Vehicle Procurement Program, unless they can be acquired at the same cost or less expensively from local sources by competitive quotation bids in accordance with section 3080.3.

3038.4.6 The monthly financial reports are filed in the District's records and maintained in accordance with its records retention policy.

Adopted: February 17, 2009

Amended: August 20, 2013

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Disposal of Surplus Property or Equipment
POLICY NUMBER: 3085

3085.1 Sale of Surplus Equipment.

3085.1.1 Board of Directors takes action to declare equipment surplus.

3085.1.2 Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)

3085.1.3 Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.

3085.1.4 Bidders are notified of Board's action.

3085.1.5 Junked Certificates are obtained for vehicles that are sold to protect the District from liability.

3085.2 Sale of Real Estate:

3085.2.1 Board takes action to declare property surplus and authorizes District staff to obtain appraisal.

3085.2.2 Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public.)

3085.2.3 If property is not purchased by a public agency, it is advertised in the newspaper with a request that sealed bids be submitted to the District.

3085.2.4 Board takes action at the next regular Board Meeting to accept or reject highest bid.

3085.2.5 Bidders are notified of the Board's action.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Records Retention

POLICY NUMBER: 3090

3090.1 The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of [district name] records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.

3090.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

3090.3 The Secretary is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

3090.4 Pursuant to the provisions of California Government Code §§60200 through 60203, California Water Code §21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the ROLLING HILLS COMMUNITY SERVICES DISTRICT:

3090.4.1 Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

3090.4.2 Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

3090.4.3 In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

3090.4.4 Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

3090.4.4.1 The record, paper or document is photographed, microphotographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copied to an approved electronic media;

3090.4.4.2 The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

3090.4.4.3 The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

3090.4.5 Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

3090.4.5.1 There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

3090.4.5.2 There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

3090.4.5.3 Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;

3090.4.5.4 Said audit or audits contain the expression of an unqualified opinion.

3090.4.6 Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

3090.4.6.1 Duplicated (original-subject to aforementioned requirements).

3090.4.6.2 Rough drafts, notes or working papers (except audit).

3090.4.6.3 Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

3090.4.7 All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been microfilmed and qualify for destruction section 4, above. Payroll and personnel records include the following:

3090.4.7.1 Accident reports, injury claims and settlements.

3090.4.7.2 Medical histories.

3090.4.7.3 Injury frequency charts.

3090.4.7.4 Applications, changes and terminations of employees.

3090.4.7.5 Insurance records of employees.

3090.4.7.6 Time cards.

3090.4.7.7 Classification specifications (job descriptions).

3090.4.7.8 Performance evaluation forms.

3090.4.7.9 Earning records and summaries.

3090.4.7.10 Retirements.

3090.4.8 All assessing records may upon authorization be destroyed after seven years retention from lien date; however, their records may be destroyed three years after the lien date when said records are microfilmed as provided for section 4, above.

3090.4.9 Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 3090.4.4, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if microfilmed as provided for in section 4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

3090.5 Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed as provided for in section 4, above. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.

3090.5.1 Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

3090.5.2 Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

3090.5.3 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

Appendix A
Definitions for Records Retention and Disposal Policy

1. AUTHORIZATION. Approval from the General Manager, as authorized by the District's Board of Directors.

2. ACCOUNTING RECORDS. Include but are not limited to the following:

a. SOURCE DOCUMENTS

- (1) Invoices
- (2) Warrants
- (3) Requisitions/Purchase Orders (attached to invoices)
- (4) Cash Receipts
- (5) Claims (attached to warrants in place of invoices)
- (6) Bank Statements
- (7) Bank Deposits
- (8) Checks
- (9) Bills
- (10) Various accounting authorizations taken from Board minutes, resolutions or contracts

b. JOURNALS

- (1) Cash Receipts
- (2) Accounts Receivable or Payable Register
- (3) Check or Warrant (payables)
- (4) General Journal
- (5) Payroll Journal

c. LEDGERS

- (1) Expenditure
- (2) Revenue
- (3) Accounts Payable or Receivable Ledger
- (4) Construction
- (5) General Ledger
- (6) Assets/Depreciation

d. TRIAL BALANCE

e. STATEMENTS (Interim or Certified - Individual or All Fund)

- (1) Balance Sheet
- (2) Analysis of Changes in Available Fund Balance
- (3) Cash Receipts and Disbursements
- (4) Inventory of Fixed Assets (Purchasing)

f. JOURNAL ENTRIES

g. PAYROLL and PERSONNEL RECORDS include but are not limited to the following:

- (1) Accident reports, injury claims and settlements
- (2) Applications, changes or terminations of employees
- (3) Earnings records and summaries
- (4) Fidelity Bonds
- (5) Garnishments
- (6) Insurance records of employees

- (7) Job Descriptions
- (8) Medical Histories
- (9) Retirements
- (10) Time Cards

h. OTHER

- (1) Inventory Records (Purchasing)
- (2) Capital Asset Records (Purchasing)
- (3) Depreciation Schedule
- (4) Cost Accounting Records

3. LIFE. The inclusive or operational or valid dates of a document.

4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.

5. RECORD COPY. The official District copy of a document or file.

6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.

7. RECORDS CENTER. The site selected for storage of inactive records.

8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.

9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.

10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.

11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:

- a. The resumption and/or continuation of operations;
- b. The recreation of legal and financial status of the District, in case of a disaster;
- c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

- (1) Agreements
- (2) Annexations and detachments
- (3) As-built drawings
- (4) Audits
- (5) Contract drawings
- (6) Customer statements
- (7) Deeds
- (8) Depreciation schedule
- (9) Disposal of surplus & excess property
- (10) Disposal of scrap materials
- (11) District insurance records
- (12) District water rights
- (13) Employee accident reports, injury claims & settlements

- (14) Employee earning records
- (15) Employee fidelity bonds
- (16) Employee insurance records
- (17) Encroachment permits (by others)
- (18) Encroachment permits (by OWID)
- (19) Facility improvement plans
- (20) Improvement districts
- (21) Individual water rights
- (22) Individual claims/settlements
- (22) Inventory
- (24) Journal vouchers
- (25) Ledgers
- (26) Licenses & permits (to operate)
- (27) Loans & grants
- (28) Maps
- (29) Minutes of Board meetings
- (30) Payroll register
- (31) Policies, Rules & Regulations
- (32) Purchase orders & requisitions
- (33) Restricted materials permits
- (34) Rights of ways & easements
- (35) Spray permits
- (36) Statements of Economic Interest
- (37) State surplus acquisitions
- (38) Warehouse requisitions
- (39) Warrant/Voucher register
- (40) Warrants (with backup)
- (41) Water rights history

Appendix B
Records Retention & Storage Summary

Group No.	Title or Description	Original	Duplicate			
				Office	Record Center	Retain or Destroy
1	Records affecting title to real property or liens thereof.	X		2 yrs.	OP	ES
2	Records required to be kept permanently by statute.	X		2 yrs.	OP	ES
3	Minutes, ordinances & resolutions of Board.	X		2 yrs.	OP	ES
4	Documents with lasting historical, administrative, legal, fiscal, or research value.	X		2 yrs.	OP	ES
5	Correspondence, operational reports and information upon which District policy has been established.	X		2 yrs.	10 yrs.	12 yrs.
6	Duplicates of 5, above, when retention is necessary for reference.	X		2 yrs.		2 yrs.
7	Records requiring retention for more than five years, but no more than fifteen years by statute or administrative value.	X		2 yrs.	13 yrs.	15 yrs.
8	Duplicates needed for administrative purposes for five to fifteen years.		X	2 yrs.	13 yrs.	15 yrs.
9	All other original District records, or instruments, books or papers that are	X		2 yrs.	1 yr.	3 yrs.

	considered public documents not included in Groups 1 through 8.					
10	Duplicates and other documents not public records required to be maintained for administrative purposes.	X	X	2 yrs.	3 yrs.	5 yrs.
11	Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.		X	3 yrs.		3
12	Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work).		X	1 yr.		1 yr.
13	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, tracer letters, feeder reports, and other duplicate copies no longer needed.	X	X	3 mos.		3 mos.
14	Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation.	X		2 yrs.	3 yrs.	5 yrs.
15	Policy files and reference sets of publications.		X	I		I
16	Duplicates or non-record documents required for administrative needs but		X	I		I

	destroyable on occurrence of an event or an action.					
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OP = Original or photographic copy.

ES = May be destroyed if stored in electronic media.

I = Indefinitely

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Purchasing Principles

POLICY NUMBER: 3100

3100.1 The purpose of this section is to provide a general code of conduct for all personnel who may be engaged in the District's purchasing function. It is essential that all personnel involved in the procurement process conduct themselves in a manner that maintains impartiality and complete objectivity, to meet the continuing scrutiny of suppliers and the public. As a District, we are committed to conduct our business in an ethical and professional manner, in compliance with applicable laws, regulations and codes; so we are correctly perceived to be an ethical and professional organization of dedicated and competent individuals of the highest integrity and credibility, producing quality, value added services that contribute significantly to the needs of our customers and community. In dealings with the business community, it is necessary to exercise a strict rule of personal conduct to ensure that business relations are not compromised or even have the appearance of being compromised. The District's reputation for fairness and integrity in dealing with suppliers and others must always be maintained. Public service is a public trust. Each District employee has a responsibility to the citizens of the District for honesty, loyalty and the performance of their duties under the highest ethical principles. Ethical concepts of public purchasing obligate every purchasing official to an impeccable standard of ethics and personal conduct. Purchases made for the District shall be in conformance with the approved budget and District policies and procedures.

3100.2 The District authorizes the General Manager to appoint a Purchasing Agent(s) and gives the Purchasing Agent authority to purchase, negotiate or to contract for goods, services, supplies and equipment as required by the District's using departments. All persons involved in the purchasing function shall:

3100.2.1 Comply with the District purchasing procedures as outlined herein.

3100.2.2 To buy on the basis of value, recognizing that value represents a combination of quality, service and price that assures the greatest economy to the District

3100.2.3 To be courteous and considerate in all District dealings.

3100.2.4 To recognize that permanent business relationships should be established on the basis of honesty and fair dealings.

3100.2.5 To be prompt in all appointments and to negotiate with reasonable speed.

3100.2.6 To avoid statements that might injure or discredit legitimate suppliers and to avoid disclosure of confidential information that might give unfair advantage in a competitive business transaction.

3100.2.7 To recognize that character is an important asset in commerce and should be given major consideration in the selection of sources of supply or service.

3100.2.8 To adjust claims and settle disputes on the basis of facts and fairness.

3100.2.9 To be constantly aware of the responsibilities for spending public funds. Acceptance of money, gifts or favors in exchange for purchasing goods or services is strictly prohibited. The District is subject to California law regarding conflict of interest, including receipt of gifts or entertainment. Vendors are requested to cooperate in this regard.

3100.3 DEFINITIONS.

- A. Bid/Proposal – The written offer of a bidder to furnish and/or deliver specific items, or perform and execute work or services.
- B. Invitation for Bid – An invitation, extended to a vendor by telephone, fax, letter or email, inviting a quotation for furnishing and/or delivering specific items or to perform or execute contemplated work or services.
- C. Bid – Same as proposal, except may be verbal.
- D. Bidder – An individual, firm, or corporate or qualified representative thereof, submitting a bid or proposal to furnish and/or delivering specific items or to perform or execute contemplated work or services. It is the responsibility of the bidder to read all documents contained in the specifications carefully and follow the directions in the bid packet. Bidders are responsible for the timely submission of their bid/proposal. Bidders are responsible for reporting errors or omissions detected, in writing, to the District representative.
- E. Successful Bidder – The individual, firm, corporation, or qualified representative thereof, capable of delivering materials or supplies, or performing or executing the contemplated work or service required by the District.
- F. Purchasing Agent – The General Manager or designee appointed by the General Manager acting within the scope of his/her delegated authority in the procurement of goods or services.
- G. Blanket Purchase Order – Is issued to selected vendors, on an annual basis with the approval of the Purchasing Agent, for use by District employees to procure repetitive, high volume, low dollar value items on a continuing basis.
- H. Published Public Notice – Notice Inviting bids shall be published in a newspaper of general circulation once a week for two consecutive weeks, with five days between each publication. The Purchasing Agent shall also solicit bids from responsible prospective suppliers from bidder lists maintained by the Purchasing Agent and may advertise the notice inviting bids in applicable publications and websites readily accessible to the public.

- I. Inspection and Review – The Purchasing Agent or designee shall require the inspection of supplies and equipment delivered and contractual services performed to determine conformance with the specifications and requirements set forth in the order or contract.
- J. Maintenance – Those activities, during the ordinary course of operations, necessary for the upkeep, and sustainment of machinery, equipment, or other property in a safe, reliable operating condition. This includes labor, materials, supplies, and replaceable minor parts designed for recurring periodic replacement over the useful life of the equipment due to normal wear and tear.
- K. Repairs – Those significant restoration activities necessary to return a piece of machinery, equipment, or other operating property to service after the occurrence of an unexpected sudden, or accidental breakage, damage, or failure thereof.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: PROCEDURES FOR ENFORCEMENT OF ORDINANCE REGARDING PARKING RESTRICTIONS

POLICY NUMBER: 3201

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

3201.2 The Board of Directors of the District adopted Ordinance 2016-01 to provide for the issuance of administrative citations that are in addition to all other legal remedies, criminal or civil, that may be pursued by the District to address any violation of the District's ordinances.

3201.3 The District General Manager has placed appropriate signs applying to all streets, roads or highways within the District to give notice of the Ordinance and indicating the affected residential and commercial streets, roads or highways where commercial or recreational vehicle parking is prohibited.

3201.4 District staff may approve permit applications, with conditions as necessary to ensure the safety of the public and the integrity of the District's roads and bridges, and any and all infrastructure thereunder, received from persons seeking to park a commercial or recreational vehicle, boat or trailer under any circumstances other than those expressly allowed by the Ordinance, when all fees have been paid and the permit signed.

3201.5 When vehicles, boats, campers, trailers and other similar recreational and/or construction vehicles are parked in violation of the Ordinance, vehicles may be cited. The procedure for issuance of a Citation is as follows:

3201.5.1 The General Manager, member of the Board of Directors, or Enforcement officer shall issue a Warning Sticker which shall be placed on the vehicle. The Warning Sticker states that the owner of the vehicle has 24 hours within which to remove the vehicle.

3201.5.2 Upon issuance of the Warning Sticker, the General Manager, member of the Board of Directors, or Enforcement officer shall take a picture of the Warning Sticker placed on the vehicle bearing the date and time. If the General Manager or member of the Board of Directors issues the Warning Sticker, that person shall notify the Enforcement officer for the purpose of follow-up in 24 hours.

3201.5.3 If, after the expiration of 24 hours from issuance of the Warning Sticker, the vehicle has not been removed from the public streets, highway or right of way within the boundaries

of the District, the Enforcement officer shall issue a citation, entitled "Ordinance Violation Notice RHCSD" (Citation).

3201.5.4 Upon issuance of the Citation, the Enforcement officer shall notify the District's agent for processing and collection of fees and fines from Citations.

3201.5.5 If, after the expiration of 72 hours from issuance of the Citation, the vehicle has not been removed from the public streets, highway or right of way within the boundaries of the District, the General Manager may notify the District's duly authorized towing agent for removal by the District at the owner's expense.

3201.5.6 In the case of any parking activity which, in the discretion of the General Manager, Member of the Board of Directors, or Enforcement officer, poses an immediate safety concern, the vehicle, boat, camper, trailer and/or other similar vehicle may be immediately removed by the District at the owner's expense.

3201.5.7 In the event three Warning Stickers are issued and placed on the same vehicle during any one year period, no further warnings shall be necessary and further violations will result in immediate issuance of a Citation by the Enforcement officer.

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

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

Adopted: March 16, 2010

Amended: April 20, 2010

Amended: June 21, 2011

Amended: May 15, 2012

Amended: August 20, 2013

Amended: February 20, 2018

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: PROCEDURES FOR PROCESSING PARKING CITATIONS BY PRIVATE VENDOR
POLICY NUMBER: 3202

3202.1 The Board of Directors of the Rolling Hills Community Services District ("District") adopted Ordinance 2012-01 (Amending 2010-01, 2008-01) ("Ordinance") to establish parking restrictions on District roads and bridges to protect the health and safety of community residents and to protect the roads. The purpose of the Ordinance is to (1) restrict the parking of boats, campers, trailers, and other similar recreational and construction vehicles on all streets within the District as more particularly set forth in the Ordinance; and (2) to establish restrictions prohibiting parking on the streets located within the Springfield Meadows area of the District.

3202.2 The Board of Directors of the District has elected to contract with a private vendor (also referred to as processing agency) for the processing of notices of parking violations and notices of delinquent parking violations. The agreement entered into between the District and private vendor shall provide for monthly distribution of amounts collected between the parties, except as to those amounts payable to a county pursuant to Section 76000 of the Government Code and amounts payable to the Department of Motor Vehicles pursuant to Section 4763 of the Vehicle Code. In addition, the processing agency shall provide an annual report of its services.

3202.3 The District shall be responsible for all actions taken by the private vendor and shall exercise effective oversight over the parties, including but not limited to, at a minimum, an annual review of the services of the processing agency and a review of complaints made by motorists using the services of the processing agency. The District shall investigate and resolve any complaints by motorists about the processing agency.

Adopted: March 16, 2010

Amended: May 15, 2012

Rolling Hills Community Services District

POLICY HANDBOOK

**POLICY TITLE: PROCEDURES FOR ENFORCEMENT OF ORDINANCE REGARDING
ENCROACHMENT PERMITS**

POLICY NUMBER: 3203

3203.1 The Board of Directors of the District adopted Ordinance 2010-02 (amending 2009-01) (hereinafter "Ordinance") to establish rules governing the application for and issuance of encroachment permits to preserve the safety, integrity, and use of District facilities, properties, residents and guests.

3203.2 A permit is 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.

3203.3 District staff may approve permit applications, with conditions as necessary, deny applications, or revoke permits, to ensure that the safety, integrity, and use of District facilities, properties, residents and guests is preserved.

3203.4 If an activity which requires the issuance of an encroachment permit is undertaken without first obtaining the necessary encroachment permit from the District, the owner of the property shall be guilty of an infraction and a Citation may be issued.

The procedure for issuance of a Citation is as follows:

3203.4.1 The General Manager, member of the Board of Directors or Citation Officer employed by the District shall issue a Warning Sticker which shall be placed on or near the violation or at the entrance to the property with a copy of the Ordinance. The Warning Sticker shall state that an Ordinance violation has occurred and corrective action is required.

3203.4.2 Upon issuance of the Warning Sticker, the General Manager, member of the Board of Directors or Citation Officer shall take a picture of the Warning Sticker bearing the date and time. If the General Manager issues the Warning Sticker, he/she shall notify the Citation Officer for the purpose of follow-up.

3203.4.3 As a courtesy, a letter may be sent to the property owner(s) providing further notification of the Ordinance violation, with proof of service attached. However, in the case of an activity which, in the discretion of the General Manager, member of the Board of Directors, or Citation Officer, poses a concern regarding safety, the issuance of a letter is not required prior to issuance of a Citation as set forth in section 3203.4.4.

3203.4.4 If, after the expiration of 24 hours from issuance of the Warning Sticker, corrective action has not been taken to comply with Ordinance 2010-02 (amending Ordinance 2009-01), the Citation Officer may issue a Citation, entitled "Ordinance Violation Notice RHCSO" (Citation).

3203.4.5 Upon issuance of the Citation, the Citation Officer shall notify the District's agent for processing and collection of fees and fines from Citations.

3203.4.6 If, after the expiration of 72 hours from issuance of the Citation, an encroachment violation involving building materials or other structures or improvements placed on District property, streets or roadways, including but not limited to basketball hoops or portable toilets, has not been removed, the encroachment violation may be removed by the District at the owner's expense.

3203.4.7 In the event three (3) Warning Stickers are issued to repeat offenders during any one year period, no further warnings shall be necessary and further violations will result in immediate issuance of a Citation.

3203.5 Any person violating any of the provisions of the Ordinance is guilty of an infraction thereof and may 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.

3203.6 In the case of an encroachment activity which, in the discretion of the General Manager, Member of the Board of Directors, or Citation Officer, poses an immediate safety concern, such as placement of materials in a roadway, the encroachment violation may be immediately removed by the District at the owner's expense.

3203.7 Signs and banners are not subject to encroachment permits. Approved signs are displayed and posted only on official exterior bulletin boards maintained and controlled by the District. Signs installed, placed or posted on District property, including but not limited to realty signs and advertisement signs, are strictly prohibited and may be removed and disposed of without prior notice.

Adopted: June 15, 2010

Amended: March 19, 2013

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: PROCEDURES FOR ENFORCEMENT OF ORDINANCE REGARDING SIDEWALK MAINTENANCE AND REPAIR

POLICY NUMBER: 3204

3204.1 On September 19, 2006, the Board of Directors of the District adopted Ordinance 2006-01 (hereinafter "Ordinance") to (1) establish the responsibilities and duties of property owners regarding sidewalks, curbs and gutters fronting on such owner's lot, and (2) to establish the procedure for requiring owners to maintain or repair defective sidewalks.

3204.2 "Defective sidewalks" is defined as a sidewalk, curb or gutter where, in the judgment of the General Manager, the vertical or horizontal line or grade is altered or displaced to an extent that a safety hazard exists; the sidewalk, curb or gutter is in such a condition as to endanger persons or property or is in such a condition as to interfere with the public use thereof; or, there is an encroachment on the sidewalk, curb or gutter.

3204.3 Ordinance 2006-01 sets forth the procedure to be followed for enforcement of said ordinance, including:

- Notice to Repair
- Service of Notice
- Contents of Notice
- Hearing
- Time for Commencement and Completion of Repairs by Owner
- Failure to Make Required Repairs
- Assessment Proceedings
- Alternative Procedure

3204.4 Prior to commencement of the formal procedure set forth in the Ordinance, the General Manager may give an informal friendly reminder notice to the owner of the lot, lots or portion thereof fronting on the defective sidewalk, regarding their responsibility to maintain and repair the sidewalks. This friendly reminder may also be given to the person in possession of the affected lot, lots or portion thereof, in addition to the reminder notice given to the property owner.

Adopted: June 21, 2011

Rolling Hills Community Services District

POLICY HANDBOOK

**POLICY TITLE: PROCEDURES FOR ENFORCEMENT OF ORDINANCE REGARDING
CULVERT AND ROADWAY MAINTENANCE AND REPAIR**

POLICY NUMBER: 3205

3205.1 On November 15, 2011, the Board of Directors of the District adopted Ordinance 2011-01 (hereinafter "Ordinance") which establishes the standards and regulations for culvert and roadway maintenance and repair within the boundaries of roadway easements dedicated to the District to protect against deterioration of District roadways from excessive water drainage or runoff. The purpose of the Ordinance is to establish the responsibilities and duties of property owners regarding maintenance and repair of the culverts located on their real property; to preserve and protect the health and safety of community residents; and to establish a procedure requiring property owners to maintain and repair defective culverts.

3205.2 "Defective culvert" is defined as a culvert that, in the judgment of the General Manager, is in a condition such that the flow of water drainage or runoff is impeded or it is in such a condition as to interfere with its intended purpose to prevent erosion or flooding and to preserve the base of the roadways.

3205.3 Ordinance 2011-01 sets forth the procedure to be followed for enforcement of said ordinance, including:

- Notice to Repair Defective Culvert
- Service of Notice
- Contents of Notice
- Hearing
- Time for Commencement and Completion of Repairs by Owner
- Failure to Make Required Repairs
- Collection Proceedings
- Civil Liability for Injuries

3205.4 Prior to commencement of the formal procedure set forth in the Ordinance, the General Manager may give an informal friendly reminder notice to the owner of the real property where a culvert exists either on the property or within any roadway easement dedicated to the District regarding their responsibility to maintain and repair the culvert. This friendly reminder may also be given to the person in possession of the affected lot, lots or portion thereof, in addition to the reminder notice given to the property owner.

Adopted: November 15, 2011