

**Board of Directors Meeting – AGENDA**  
**ROLLING HILLS COMMUNITY SERVICES DISTRICT**

**Tuesday, June 19, 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 May 15, 2018, regular meeting of the Board of Directors**
- b. Approve/file Financial Reports prepared by the County Auditor's office for month ending May 31, 2018.**
- c. Correspondence receive/file:**
  - 1) May 14, 2018 El Dorado Hills Fire Department Second Notices regarding weed abatement requirements for three parcels of property
  - 2) May 26, 2018 Umpqua Bank notifications regarding correction of District mailing address for accounts
  - 3) June 15, 2018 notification from Auditor's Office regarding Government Codes and Community Services Districts
  - 4) June 15, 2018 notification from Auditor's Office regarding Fiscal Year End Deadlines

Consent Items Pulled for Discussion: \_\_\_\_\_

**5. Old Business**

- a. 4<sup>th</sup> of July Event in Stonebriar Park 2018 – Consideration of authorization of expenditure of funds from approved budget to defray District's contribution toward costs for this event in an amount not to exceed \$1,300 (Discussion/Action Item)**
- b. Budget for FY18-19 – Discussion and consideration of draft preliminary budget for fiscal year 2018-2019 and approval (Discussion/Action Item).**

## 6. New Business

- a. **Storage Unit Rental** – Staff seeking authorization for expenditure of funds from approved budget for rental of the District storage unit; options to be considered for approval include cost for the first half of FY19 including July-December 2018 or the entire twelve month period; monthly cost of the rental is \$144.00 (Discussion/Action Item)
- b. **Reserve Study** – Consideration of bids received in response to Request for Proposals for Preparation of Reserve Study; delegate to the General Manager authority to execute proposal/agreement for services as determined and authorize expenditure of funds for this project (Discussion/Possible Action Item)
- c. **Public Hearing – Open Public Hearing Regarding Authorizing the Continued Collection of the Direct Charge Assessment Fiscal Year 2019**; Public Comment; Close Hearing.  
Proposed Action: Adoption of Resolution 18-05 Authorizing continued collection of the Direct Charge Assessment of \$200 in FY19 for the purpose of maintaining and improving community infrastructure and for other lawful purposes of the District.
- d. **Public Hearing – Open Public Hearing regarding Establishing the Appropriation Limits for Fiscal Year 2019 for RHCS D as described in Article XII B of the State Constitution**. The proposed appropriation limits are \$98,967.12; Public Comment; Close Hearing.  
Proposed Action: Adoption of Resolution 18-06 Establishing the Appropriation Limits for FY19 for the Rolling Hills Community Services District as described in Article XII B of the State Constitution in the amount of \$98,967.12.
- e. **LAFCO Notification Regarding Municipal Services Review for District** – Discussion regarding LAFCO's requirement to prepare an updated municipal service review (MSR) every five years for the purpose of reaffirming a special district's sphere of influence. RHCS D was last reviewed in 2007 (Discussion/Possible Action Item).

## 7. Adjournment

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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 be 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](mailto: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 MAY 15, 2018 MEETING OF THE BOARD OF DIRECTORS**

**1. Call to Order/Roll Call.**

The meeting of the Rolling Hills CSD held on May 15, 2018, was called to order at 7:14 p.m. by President Matt Sites in the meeting room at Holiday Inn Express, 4360 Town Center Drive, El Dorado Hills, California. In addition to President Sites, Directors Tim Halverson, Brenda Collette, Gordon Fawkes, and Mark Magee, General Manager Chaney Hicks, and Board Secretary Linda Stone were present.

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

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 draft Minutes of the April 17, 2018; regular meeting of the Board of Directors; financial reports prepared by the County Auditor's office for the month ending April 30, 2018; correspondence including 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; April 26, 2018, letter from City of Folsom regarding 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; May 3, 2018, EID Notice of Noncompliance-failure to provide unimpeded access to backflow prevention assembly for annual certification at Dunnwood Drive Lot 63; and notification from Project Coordinator regarding El Dorado County Line Multi-Modal Transit Center Study Community Open House on May 17, 2018, were considered. Director Gordon Fawkes moved to approve the consent items and accept and file the items; second by Director Tim Halverson; motion carried.

AYES: Sites, Fawkes, Magee, Collette, Halverson

NOES: None

ABSENT: None

ABSTAIN: None

**Old Business**

**5.a. Post Community Volunteer Day Report.** General Manager Chaney Hicks reported Volunteer Day went very well. All present at the meeting agreed the results of the work look great. The District expressed its appreciation for the volunteers' services and conveyed thanks to all involved.

**5.b. El Dorado Hills Fire Department Unimproved Property Hazard Reduction Standard (weed abatement program) 2018.** General Manager Chaney Hicks briefed the Board about her efforts to obtain competitive bids for this work. She contacted nine vendors and had very little interest with most commenting they do not want to deal with the prevailing wage issues and/or do not have the labor force to perform the work. A board member was curious as to what the Fire Department would charge the District to abate the issue. At the Board's request, the General Manager will ask this question of the Fire Department, including any penalties incurred, should it have the work performed and pass the cost along to the District. Last year the cost for this weed abatement was \$3,800. This year the lowest bid received was \$7,200 for the work. President Sites moved to approve an expenditure of not to exceed \$7,200 to carry out the work required for compliance with the 2018 Weed Abatement Program; second by Director Tim Halverson.

Subsequent discussion included breaking down the anticipated labor hours in the lowest bid. Director Mark Magee commented he did not find the cost out of line. Director Brenda Collette suggested that the District contact every possible vendor on the Fire Department's list of vendors. President Sites called for a vote on the pending motion. Motion carried.

AYES: Sites, Halverson, Magee

NOES: Collette and Fawkes

ABSENT: None

ABSTAIN: None

In subsequent discussion, all of the Board members agreed in light of the increased cost, the District needs to plan earlier next year and explore options including renewal of the existing landscaping agreement to include these services, collaborating with another entity for similar work, utilizing sheep/goats in the areas.

**5.c. Shadow Hills Road Resealing Project 2018.** The Board members discussed the timeline for this project with the goal set of obtaining bids by the end of June 2018, or as soon thereafter as possible. The Board Secretary will prepare the public works bid package and advertise the project as required.

#### **New Business**

**6. a. Consolidated District General Election to be held November 6, 2018.** Board Secretary Linda Stone presented information received from the Elections Department about the need to elect two Directors, each with a full four-year term, at the upcoming November 2018 election. The seats now held by Matt Sites and Tim Halverson will expire in December this year. Director Mark Magee moved to approve Resolution 18-04 declaring an election be held in its jurisdiction and consolidating that election with other district requesting election services. The issue presented to the voters will be nomination of candidates to elect two Directors, each with a full four (4) year term through December 2, 2022. The motion was seconded by Director Gordon Fawkes. There was no further discussion; motion carried.

AYES: Sites, Fawkes, Magee, Collette, Halverson

NOES: None

ABSENT: None

ABSTAIN: None

#### **6.b. 3115 Montrose Way Property.**

(1) General Manager Chaney Hicks briefed the Board about the existing Encroachment Permit granted to the current owners of the 3115 Montrose property. The property is pending sale and the new owners contacted her to obtain information. The existing permit provides that upon sale of the property, the same terms would be offered to the new owner as previously negotiated including a ten (10) year term at a cost of \$250. Chaney advised the Board that the proposed Encroachment Permit document was provided to the prospective buyers for review.

(2) The prospective new owner also inquired about a drainage easement the existing owners said exists on the property. Chaney reported she identified a 10' drainage easement toward the back of the property but that there is no recorded easement on record. Such easement grants the CSD access to the property should it be needed to address issues with the drainpipe; but the CSD does not maintain the easement area.

**6. c. Request for Reconstruction of V-Ditch behind Property Located at 5048 Winterfield Drive.** The owners of the property located at 5048 Winterfield Drive have requested reconstruction of the V-ditch behind their property. The General Manager reported that a prior owner of the property completely filled up the V-ditch with landscaping materials. As it is the District's responsibility to maintain, it will clean-out the ditch after the weed abatement is complete. Director Tim Halverson moved to approve expenditure of funds in the amount not to exceed \$975.00 to clean out the V-ditch; second by Director Mark Magee. There was no further discussion; motion carried.

AYES: Sites, Fawkes, Magee, Halverson

NOES: None

ABSENT: None

ABSTAIN: Collette

**6.d. Budget for Fiscal Year 2018-2019.** The board in its discussion outlined anticipated cost categories for FY19 including road maintenance and repairs, a formal survey for the development of the Berkshire Park project, and infrastructure needs. They discussed the need for a Reserve Study for the District and requested that a bid solicitation for the

preparation of a Reserve Study be dispatched in the next month. The results of such a study will be a critical planning tool for the District going forward.

**7. Adjournment.** Upon motion by President Matt Sites and seconded by Director Brenda Colette, the meeting was adjourned at 9:03 p.m.

Submitted by:

Linda Stone, Board Secretary

Approved by Board:

DRAFT

May 15, 2018

General Manager Report:

Landscaping:

Discussed issue/s with landscapers:

- Requested pricing regarding a few items; irrigation concrete surround, cleanout vditch
- Broken rotors at park repaired
- Materials delivered for volunteer day.

Freeway Signage:

Responded to EDWA Rep regarding entering into discussions regarding annual lease details which include cost, maintenance terms. No response to email.

Firescraping:

Discussed with Veerkamp using backhoe to move existing boulders from within open space along Dunnwood while out doing firescraping at no additional charge.

Stop Signs:

Board member installed/repaired

Banking:

Account set up.

Post Office Box:

Paid.

Springfield Meadows:

Board member installed light bulb, light constantly on (photocell). Electrician coming out to look at repair/options for replacement lanterns. Awaiting Response

Stonebriar Drive:

Report from landscaper that resident asking landscaping crew to maintain side yard (Prima), letter send to resident indicating not District responsibility

Encroachment:

Letter sent to resident regarding lifting sidewalk and drainage to sidewalk issues, corrected

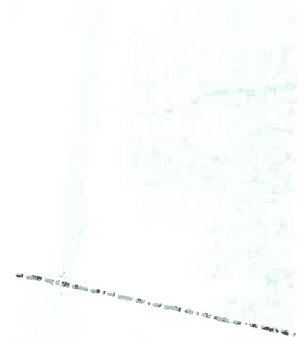


EID Backflow:

Letter received from them regarding access to backflow along Dunnwood Drive, called and left access information for lock.

Folsom City:

Request from City to set up environmental gear along parcels between Highway 50 and Dunnwood Drive, included within agreement to enter "No Vehicle Access" and spoke with them directly regarding matter.



**80280280 ROLLING HILLS**Printed 6/4/2018  
2:48:43 PM**General Ledger****Summary for the Accounting Period Ended: May 31, 2018**

	Debit	Credit	Balance
<b>80280280 ROLLING HILLS</b>			
<b>ASSETS</b>			
100 EQUITY IN POOLED CASH	593,944.62	126,931.50	467,013.12
102 IMPREST (PETTY) CASH	5,000.00	0.00	5,000.00
<b>ASSETS</b>	<b>598,944.62</b>	<b>126,931.50</b>	<b>472,013.12</b>
<b>LIABILITIES</b>			
201 VOUCHERS PAYABLE	76,915.01	76,915.01	0.00
<b>LIABILITIES</b>	<b>76,915.01</b>	<b>76,915.01</b>	<b>0.00</b>
<b>FUND BALANCE</b>			
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	78.93	165,028.32	-164,949.39
420 ORIGINAL BUDGET (APPROPTNS.)	0.00	418,975.00	-418,975.00
431 EXPENDITURES	113,959.43	1,360.70	112,598.73
<b>FUND BALANCE</b>	<b>533,013.36</b>	<b>1,005,026.48</b>	<b>-472,013.12</b>
<b>80280280 ROLLING HILLS</b>	<b>1,208,872.99</b>	<b>1,208,872.99</b>	<b>0.00</b>

**8028280 - 8028280 GENERAL FUND**Printed 6/4/2018  
2:48:46 PM**General Ledger****Details for the Accounting Period Ended: May 31, 2018**

	Debit	Credit	Balance
<b>80280280 ROLLING HILLS</b>			
<b>ASSETS</b>			
<b>100 EQUITY IN POOLED CASH</b>			
5/1/2018 BEGINNING BALANCE	588,544.61	119,439.33	469,105.28
5/4/2018 APP 201811 444	0.00	4,148.42	464,956.86
5/8/2018 APP 201811 630	3,314.52	0.00	468,271.38
5/8/2018 GNI 201811 756	270.83	0.00	468,542.21
5/8/2018 APP 201811 784	0.00	1,953.82	466,588.39
5/9/2018 APP 201811 856	0.00	1,360.70	465,227.69
5/10/2018 GNI 201811 952	6.02	0.00	465,233.71
5/10/2018 GNI 201811 992	5.74	0.00	465,239.45
5/11/2018 GNI 201811 1017	0.00	0.78	465,238.67
5/11/2018 GNI 201811 1022	963.76	0.00	466,202.43
5/11/2018 GNI 201811 1026	0.83	0.00	466,203.26
5/11/2018 GNI 201811 1027	39.24	0.00	466,242.50
5/11/2018 GNI 201811 1029	229.61	0.00	466,472.11
5/11/2018 GNI 201811 1042	0.00	22.01	466,450.10
5/11/2018 GNI 201811 1045	0.00	2.43	466,447.67
5/11/2018 GNI 201811 1055	0.00	1.87	466,445.80
5/11/2018 GNI 201811 1057	0.00	1.72	466,444.08
5/11/2018 GNI 201811 1060	0.00	0.06	466,444.02
5/11/2018 GNI 201811 1061	0.00	0.06	466,443.96
5/11/2018 GNI 201811 1064	15.06	0.00	466,459.02
5/18/2018 GNI 201811 1624	0.00	0.10	466,458.92
5/18/2018 GNI 201811 1625	0.00	0.20	466,458.72
5/22/2018 GEN 201811 1818	554.40	0.00	467,013.12
<b>100 EQUITY IN POOLED CASH</b>	<b>593,944.62</b>	<b>126,931.50</b>	<b>467,013.12</b>
<b>102 IMPREST (PETTY) CASH</b>			
5/1/2018 BEGINNING BALANCE	5,000.00	0.00	5,000.00
<b>102 IMPREST (PETTY) CASH</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>
<b>ASSETS</b>	<b>598,944.62</b>	<b>126,931.50</b>	<b>472,013.12</b>
<b>LIABILITIES</b>			
<b>201 VOUCHERS PAYABLE</b>			
5/1/2018 BEGINNING BALANCE	68,091.37	68,091.37	0.00
5/3/2018 API 201811 422	0.00	4,148.42	-4,148.42
5/4/2018 APP 201811 444	4,148.42	0.00	0.00
5/8/2018 APP 201811 630	0.00	3,314.52	-3,314.52
5/8/2018 APM 201811 640	1,360.70	0.00	-1,953.82
5/8/2018 APP 201811 784	1,953.82	0.00	0.00
5/9/2018 API 201811 842	0.00	1,360.70	-1,360.70
5/9/2018 APP 201811 856	1,360.70	0.00	0.00
<b>201 VOUCHERS PAYABLE</b>	<b>76,915.01</b>	<b>76,915.01</b>	<b>0.00</b>
<b>LIABILITIES</b>	<b>76,915.01</b>	<b>76,915.01</b>	<b>0.00</b>
<b>FUND BALANCE</b>			



**8028280 - 8028280 GENERAL FUND**Printed 6/4/2018  
2:48:46 PM**General Ledger****Details for the Accounting Period Ended: May 31, 2018**

	Debit	Credit	Balance
<b>310 FND BAL: RSVD GENERAL</b>			
5/1/2018 BEGINNING BALANCE	0.00	53,834.00	-53,834.00
<b>310 FND BAL: RSVD GENERAL</b>	0.00	53,834.00	-53,834.00
<b>313 FND BAL: RSVD IMPREST CASH</b>			
5/1/2018 BEGINNING BALANCE	0.00	5,000.00	-5,000.00
<b>313 FND BAL: RSVD IMPREST CASH</b>	0.00	5,000.00	-5,000.00
<b>350 FND BAL: UNRSVD UNDESIGNATED</b>			
5/1/2018 BEGINNING BALANCE	0.00	360,828.46	-360,828.46
<b>350 FND BAL: UNRSVD UNDESIGNATED</b>	0.00	360,828.46	-360,828.46
<b>401 ESTIMATED REVENUE</b>			
5/1/2018 BEGINNING BALANCE	418,975.00	0.00	418,975.00
<b>401 ESTIMATED REVENUE</b>	418,975.00	0.00	418,975.00
<b>411 ACTUAL REVENUES</b>			
5/1/2018 BEGINNING BALANCE	49.70	162,942.83	-162,893.13
5/8/2018 GNI 201811 756	0.00	270.83	-163,163.96
5/10/2018 GNI 201811 952	0.00	6.02	-163,169.98
5/10/2018 GNI 201811 992	0.00	5.74	-163,175.72
5/11/2018 GNI 201811 1017	0.78	0.00	-163,174.94
5/11/2018 GNI 201811 1022	0.00	963.76	-164,138.70
5/11/2018 GNI 201811 1026	0.00	0.83	-164,139.53
5/11/2018 GNI 201811 1027	0.00	39.24	-164,178.77
5/11/2018 GNI 201811 1029	0.00	229.61	-164,408.38
5/11/2018 GNI 201811 1042	22.01	0.00	-164,386.37
5/11/2018 GNI 201811 1045	2.43	0.00	-164,383.94
5/11/2018 GNI 201811 1055	1.87	0.00	-164,382.07
5/11/2018 GNI 201811 1057	1.72	0.00	-164,380.35
5/11/2018 GNI 201811 1060	0.06	0.00	-164,380.29
5/11/2018 GNI 201811 1061	0.06	0.00	-164,380.23
5/11/2018 GNI 201811 1064	0.00	15.06	-164,395.29
5/18/2018 GNI 201811 1624	0.10	0.00	-164,395.19
5/18/2018 GNI 201811 1625	0.20	0.00	-164,394.99
5/22/2018 GEN 201811 1818	0.00	554.40	-164,949.39
<b>411 ACTUAL REVENUES</b>	78.93	165,028.32	-164,949.39
<b>420 ORIGINAL BUDGET (APPROPTNS.)</b>			
5/1/2018 BEGINNING BALANCE	0.00	418,975.00	-418,975.00
<b>420 ORIGINAL BUDGET (APPROPTNS.)</b>	0.00	418,975.00	-418,975.00
<b>431 EXPENDITURES</b>			
5/1/2018 BEGINNING BALANCE	108,450.31	0.00	108,450.31
5/3/2018 API 201811 422	4,148.42	0.00	112,598.73
5/8/2018 APM 201811 640	0.00	1,360.70	111,238.03
5/9/2018 API 201811 842	1,360.70	0.00	112,598.73
<b>431 EXPENDITURES</b>	113,959.43	1,360.70	112,598.73
<b>FUND BALANCE</b>	533,013.36	1,005,026.48	-472,013.12
<b>80280280 ROLLING HILLS</b>	1,208,872.99	1,208,872.99	0.00

**General Ledger**

**8028280 - 8028280 GENERAL FUND**

**Details for the Accounting Period Ended: May 31, 2018**

**8028280 CSD: ROLLING HILLS CSD**Printed 6/4/2018  
2:48:48 PM**Revenues and  
Expenditures**

Summary For the Month ended: May 31, 2018

	Estimated / Budget	Actual Amount	Balance
<b>8028280 CSD: ROLLING HILLS CSD</b>			
Revenue			
01 Taxes			
0100 PROP TAX: CURR SECURED	80,000.00	79,103.44	896.56
0110 PROP TAX: CURR UNSECURED	0.00	1,356.82	-1,356.82
0120 PROP TAX: PRIOR SECURED	0.00	-24.83	24.83
0130 PROP TAX: PRIOR UNSECURED	0.00	40.46	-40.46
0140 PROP TAX: SUPP CURRENT	0.00	995.92	-995.92
0150 PROP TAX: SUPP PRIOR	0.00	577.82	-577.82
01 Taxes	80,000.00	82,049.63	-2,049.63
03 Fines & Penalties			
0360 PEN & COST DELINQUENT TAXES	0.00	47.41	-47.41
03 Fines & Penalties	0.00	47.41	-47.41
04 Rev Use Money/Prop			
0400 REV: INTEREST	2,000.00	3,601.75	-1,601.75
04 Rev Use Money/Prop	2,000.00	3,601.75	-1,601.75
05 IG Rev - State			
0820 ST: HOMEOWNER PROP TAX RELIEF	0.00	657.73	-657.73
05 IG Rev - State	0.00	657.73	-657.73
13 Service Charges			
1310 SPECIAL ASSESSMENTS	75,000.00	78,592.87	-3,592.87
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	78,592.87	257,882.13
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	164,949.39	254,025.61
Expense			

**8028280 CSD: ROLLING HILLS CSD**Printed 6/4/2018  
2:48:48 PM**Revenues and  
Expenditures**

Summary For the Month ended: May 31, 2018

	<b>Estimated / Budget</b>	<b>Actual Amount</b>	<b>Balance</b>
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	356.26	-156.26
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	10,465.43	-2,465.43
4185 MAINT: PARK	41,400.00	26,600.00	14,800.00
4189 MAINT: WATER SYSTEM	2,000.00	8,305.47	-6,305.47
4190 MAINT: DRAINAGE	15,000.00	0.00	15,000.00
4191 MAINT: ROADS	10,500.00	138.23	10,361.77
4192 MAINT: LIGHTING	250.00	275.00	-25.00
4197 MAINT: BUILDINGSUPPLIES	300.00	68.98	231.02
4220 MEMBERSHIPS	550.00	587.00	-37.00
4240 MISC: EXPENSE	250.00	711.14	-461.14
4260 OFFICE EXPENSE	500.00	541.66	-41.66
4266 PRINTING SERVICES	0.00	309.95	-309.95
4300 PROFESSIONAL & SPECIAL SRVS	26,000.00	21,052.45	4,947.55
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	3,375.00	1,875.00
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	3,306.00	394.00
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	28,592.69	-2,592.69
40 Services & Supplies	167,325.00	112,598.73	54,726.27

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

Summary For the Month ended: May 31, 2018

	<b>Estimated / Budget</b>	<b>Actual Amount</b>	<b>Balance</b>
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	112,598.73	306,376.27
8028280 CSD: ROLLING HILLS CSD	0.00	52,350.66	-52,350.66
Report Total			
Total Revenue	418,975.00	164,949.39	254,025.61
Total Expense	418,975.00	112,598.73	306,376.27
	0.00	52,350.66	-52,350.66

**Revenues and  
Expenditures****8028280 CSD: ROLLING HILLS CSD**  
**Details For the Accounting Period ended: May 31, 2018**

	Estimated / Budget	Actual Amount	Balance
<b>8028280 CSD: ROLLING HILLS CSD</b>			
Revenue			
01 Taxes			
0100 PROP TAX: CURR SECURED			
5/1/2018 BEGINNING BALANCE	80,000.00	78,661.79	
5/11/2018 GNI 432 SECURED CY 1% GEN TAX RFNDS 289-354	0.00	-22.01	
5/11/2018 GNI 438 SECURED 438 CY 1% GENERAL TAX	0.00	463.76	
5/18/2018 GNI 450 CY SEC 1% GENRL TAX RDA ROLL CHANGES	0.00	-0.10	
0100 PROP TAX: CURR SECURED	80,000.00	79,103.44	896.56
0110 PROP TAX: CURR UNSECURED			
5/1/2018 BEGINNING BALANCE	0.00	1,352.67	
5/10/2018 GNI 444DLQ UNSEC CY 1% GENERAL TAX	0.00	6.02	
5/11/2018 GNI 434 UNSEC CY CY 1% GEN TAX RFNDS 289-354	0.00	-1.87	
0110 PROP TAX: CURR UNSECURED	0.00	1,356.82	-1,356.82
0120 PROP TAX: PRIOR SECURED			
5/1/2018 BEGINNING BALANCE	0.00	-22.25	
5/11/2018 GNI 433 SECURED PY 1% GEN TAX RFNDS 289-354	0.00	-2.43	
5/11/2018 GNI 439SECURD PY ESCAPED 1% GENERAL TAX	0.00	0.83	
5/11/2018 GNI 443REDEMPN 1% GENERAL TAX	0.00	-0.78	
5/18/2018 GNI 452 PY SEC 1% GENRL TAX RDA ROLL CHANGES	0.00	-0.20	
0120 PROP TAX: PRIOR SECURED	0.00	-24.83	24.83
0130 PROP TAX: PRIOR UNSECURED			
5/1/2018 BEGINNING BALANCE	0.00	36.52	
5/10/2018 GNI 445DLQ UNSEC PY 1% GENERAL TAX	0.00	5.66	
5/11/2018 GNI 435 UNSEC PY PY 1% GEN TAX RFNDS 289-354	0.00	-1.72	
0130 PROP TAX: PRIOR UNSECURED	0.00	40.46	-40.46
0140 PROP TAX: SUPP CURRENT			
5/1/2018 BEGINNING BALANCE	0.00	766.37	
5/11/2018 GNI 436 CY SUPP CY 1% GEN TAX RFNDS 289-354	0.00	-0.06	
5/11/2018 GNI 440SUPPLMNTL CY 1% GENERAL TAX	0.00	229.61	
0140 PROP TAX: SUPP CURRENT	0.00	995.92	-995.92
0150 PROP TAX: SUPP PRIOR			
5/1/2017 BEGINNING BALANCE	0.00	528.20	
5/10/2018 GNI 445DLQ UNSEC PY SUPP 1% GEN TAX	0.00	0.08	
5/11/2018 GNI 437 PY SUPP PY 1% GEN TAX RFNDS 289-354	0.00	-0.06	
5/11/2018 GNI 441SUPPLMNTL PY 1% GENERAL TAX	0.00	39.24	
5/11/2018 GNI 446REDEMPN SUPP 1% GENERAL TAX	0.00	10.36	
0150 PROP TAX: SUPP PRIOR	0.00	577.82	-577.82
01 Taxes	80,000.00	82,049.63	-2,049.63

**Revenues and  
Expenditures****8028280 CSD: ROLLING HILLS CSD**  
**Details For the Accounting Period ended: May 31, 2018**

	<b>Estimated / Budget</b>	<b>Actual Amount</b>	<b>Balance</b>
<b>03 Fines &amp; Penalties</b>			
<b>0360 PEN &amp; COST DELINQUENT TAXES</b>			
5/1/2018 BEGINNING BALANCE	0.00	42.71	
5/11/2018 GNI 446REDEMPN SUPP PENLTY+INTERST	0.00	4.70	
<b>0360 PEN &amp; COST DELINQUENT TAXES</b>	<b>0.00</b>	<b>47.41</b>	<b>-47.41</b>
03 Fines & Penalties	0.00	47.41	-47.41
<b>04 Rev Use Money/Prop</b>			
<b>0400 REV: INTEREST</b>			
5/1/2017 BEGINNING BALANCE	2,000.00	3,047.35	
5/22/2018 GEN INT APR 18 Interest Allocation Entry	0.00	554.40	
<b>0400 REV: INTEREST</b>	<b>2,000.00</b>	<b>3,601.75</b>	<b>-1,601.75</b>
04 Rev Use Money/Prop	2,000.00	3,601.75	-1,601.75
<b>05 IG Rev - State</b>			
<b>0820 ST: HOMEOWNER PROP TAX RELIEF</b>			
5/1/2018 BEGINNING BALANCE	0.00	386.90	
5/8/2018 GNI 431 HOPTR HOMEOWNERS APPORTIONMENT 35%	0.00	270.83	
<b>0820 ST: HOMEOWNER PROP TAX RELIEF</b>	<b>0.00</b>	<b>657.73</b>	<b>-657.73</b>
05 IG Rev - State	0.00	657.73	-657.73
<b>13 Service Charges</b>			
<b>1310 SPECIAL ASSESSMENTS</b>			
5/1/2018 BEGINNING BALANCE	75,000.00	78,092.87	
5/11/2018 GNI 438 SECURED 438 CY DIRECT CHARGE 20515	0.00	500.00	
<b>1310 SPECIAL ASSESSMENTS</b>	<b>75,000.00</b>	<b>78,592.87</b>	<b>-3,592.87</b>
<b>1403 DEVELOPMENT FEE</b>			
5/1/2018 BEGINNING BALANCE	215,954.31	0.00	
<b>1403 DEVELOPMENT FEE</b>	<b>215,954.31</b>	<b>0.00</b>	<b>215,954.31</b>
<b>1405 QUIMBY FEE</b>			
5/1/2018 BEGINNING BALANCE	45,520.69	0.00	
<b>1405 QUIMBY FEE</b>	<b>45,520.69</b>	<b>0.00</b>	<b>45,520.69</b>
13 Service Charges	336,475.00	78,592.87	257,882.13
<b>19 Miscellaneous Rev</b>			
<b>1940 MISC: REVENUE</b>			
5/1/2017 BEGINNING BALANCE	500.00	0.00	
<b>1940 MISC: REVENUE</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>
19 Miscellaneous Rev	500.00	0.00	500.00

**8028280 CSD: ROLLING HILLS CSD**  
**Details For the Accounting Period ended: May 31, 2018**

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**Revenues and  
Expenditures**

	<b>Estimated / Budget</b>	<b>Actual Amount</b>	<b>Balance</b>
22 Fund Balance			
0001 FUND BALANCE			
5/1/2017 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	164,949.39	254,025.61
Expense			
30 Salaries & Benefits			
3000 PERM EMPLOYEES / ELECT OFFICIAL			
5/1/2018 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			
5/1/2018 BEGINNING BALANCE	200.00	356.26	
4040 TELEPHONE VENDOR PAYMENTS	200.00	356.26	-156.26
4041 COUNTY PASS THRU TELPHONE CHRG			
5/1/2018 BEGINNING BALANCE	800.00	0.00	
4041 COUNTY PASS THRU TELPHONE CHRG	800.00	0.00	800.00
4060 FOOD AND FOOD PRODUCTS			
5/1/2017 BEGINNING BALANCE	0.00	0.00	
4060 FOOD AND FOOD PRODUCTS	0.00	0.00	0.00
4100 INSURANCE: PREMIUM			
5/1/2018 BEGINNING BALANCE	3,300.00	3,311.26	
4100 INSURANCE: PREMIUM	3,300.00	3,311.26	-11.26
4180 MAINT: BUILDING & IMPROVEMENTS			
5/1/2017 BEGINNING BALANCE	2,000.00	0.00	
4180 MAINT: BUILDING & IMPROVEMENTS	2,000.00	0.00	2,000.00
4183 MAINT: GROUNDS			
5/1/2018 BEGINNING BALANCE	8,000.00	10,465.43	
4183 MAINT: GROUNDS	8,000.00	10,465.43	-2,465.43
4185 MAINT: PARK			
5/1/2018 BEGINNING BALANCE	41,400.00	26,600.00	
4185 MAINT: PARK	41,400.00	26,600.00	14,800.00
4189 MAINT: WATER SYSTEM			
5/1/2018 BEGINNING BALANCE	2,000.00	8,305.47	
4189 MAINT: WATER SYSTEM	2,000.00	8,305.47	-6,305.47



**8028280 CSD: ROLLING HILLS CSD**  
**Details For the Accounting Period ended: May 31, 2018**

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**Revenues and  
Expenditures**

	<b>Estimated / Budget</b>	<b>Actual Amount</b>	<b>Balance</b>
<b>4190 MAINT: DRAINAGE</b>			
5/1/2017 BEGINNING BALANCE	15,000.00	0.00	
<b>4190 MAINT: DRAINAGE</b>	15,000.00	0.00	15,000.00
<b>4191 MAINT: ROADS</b>			
5/1/2017 BEGINNING BALANCE	10,500.00	138.23	
<b>4191 MAINT: ROADS</b>	10,500.00	138.23	10,361.77
<b>4192 MAINT: LIGHTING</b>			
5/1/2018 BEGINNING BALANCE	250.00	275.00	
<b>4192 MAINT: LIGHTING</b>	250.00	275.00	-25.00
<b>4197 MAINT: BUILDINGSUPPLIES</b>			
5/1/2018 BEGINNING BALANCE	300.00	68.98	
<b>4197 MAINT: BUILDINGSUPPLIES</b>	300.00	68.98	231.02
<b>4220 MEMBERSHIPS</b>			
5/1/2018 BEGINNING BALANCE	550.00	587.00	
<b>4220 MEMBERSHIPS</b>	550.00	587.00	-37.00
<b>4240 MISC: EXPENSE</b>			
5/1/2018 BEGINNING BALANCE	250.00	711.14	
<b>4240 MISC: EXPENSE</b>	250.00	711.14	-461.14
<b>4260 OFFICE EXPENSE</b>			
5/1/2018 BEGINNING BALANCE	500.00	541.66	
<b>4260 OFFICE EXPENSE</b>	500.00	541.66	-41.66
<b>4266 PRINTING SERVICES</b>			
5/1/2018 BEGINNING BALANCE	0.00	309.95	
<b>4266 PRINTING SERVICES</b>	0.00	309.95	-309.95
<b>4300 PROFESSIONAL &amp; SPECIAL SRVS</b>			
5/1/2018 BEGINNING BALANCE	26,000.00	19,691.75	
5/3/2018 API 66716 RHCS D Clerk services 3/21/18-4	0.00	1,360.70	
5/8/2018 APM 66716 RHCS D 042018	0.00	-1,360.70	
5/9/2018 API 69571 RHCS D CLERK SERVICES 3/21/18-4	0.00	1,360.70	
<b>4300 PROFESSIONAL &amp; SPECIAL SRVS</b>	26,000.00	21,052.45	4,947.55
<b>4304 AGENCY ADMINISTRATION FEE</b>			
5/1/2017 BEGINNING BALANCE	125.00	103.37	
<b>4304 AGENCY ADMINISTRATION FEE</b>	125.00	103.37	21.63
<b>4305 AUDIT &amp; ACCOUNTING SERVICES</b>			
5/1/2017 BEGINNING BALANCE	0.00	0.00	
<b>4305 AUDIT &amp; ACCOUNTING SERVICES</b>	0.00	0.00	0.00
<b>4313 LEGAL SERVICES</b>			
5/1/2018 BEGINNING BALANCE	8,000.00	4,097.17	
<b>4313 LEGAL SERVICES</b>	8,000.00	4,097.17	3,902.83

**8028280 CSD: ROLLING HILLS CSD**  
**Details For the Accounting Period ended: May 31, 2018**

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**Revenues and  
Expenditures**

	<b>Estimated / Budget</b>	<b>Actual Amount</b>	<b>Balance</b>
<b>4345 SPECIAL DISTRICT DIRECTOR SRVS</b>			
5/1/2018 BEGINNING BALANCE	5,250.00	3,075.00	
5/3/2018 API 66706 RHCSD director stipend 4-17-18	0.00	75.00	
5/3/2018 API 66707 RHCSD director stipend 4-17-18	0.00	75.00	
5/3/2018 API 66708 RHCSD director stipend 4-17-18	0.00	75.00	
5/3/2018 API 66709 RHCSD director stipend 4-17-18	0.00	75.00	
<b>4345 SPECIAL DISTRICT DIRECTOR SRVS</b>	<b>5,250.00</b>	<b>3,375.00</b>	<b>1,875.00</b>
<b>4400 PUBLICATION &amp; LEGAL NOTICES</b>			
5/1/2017 BEGINNING BALANCE	500.00	50.63	
<b>4400 PUBLICATION &amp; LEGAL NOTICES</b>	<b>500.00</b>	<b>50.63</b>	<b>449.37</b>
<b>4420 RENT &amp; LEASE: EQUIPMENT</b>			
5/1/2017 BEGINNING BALANCE	600.00	0.00	
<b>4420 RENT &amp; LEASE: EQUIPMENT</b>	<b>600.00</b>	<b>0.00</b>	<b>600.00</b>
<b>4440 RENT &amp; LEASE: BUILD &amp; IMPRV</b>			
5/1/2017 BEGINNING BALANCE	3,700.00	3,156.00	
5/3/2018 API 66705 RHCSD meeting room rental Reg	0.00	150.00	
<b>4440 RENT &amp; LEASE: BUILD &amp; IMPRV</b>	<b>3,700.00</b>	<b>3,306.00</b>	<b>394.00</b>
<b>4501 SPECIAL PROJECTS</b>			
5/1/2018 BEGINNING BALANCE	11,500.00	60.00	
<b>4501 SPECIAL PROJECTS</b>	<b>11,500.00</b>	<b>60.00</b>	<b>11,440.00</b>
<b>4505 SB924: TRANSPORTATION &amp; TRAVEL</b>			
5/1/2018 BEGINNING BALANCE	300.00	0.00	
<b>4505 SB924: TRANSPORTATION &amp; TRAVEL</b>	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>
<b>4600 TRANSPORTATION &amp; TRAVEL</b>			
5/1/2018 BEGINNING BALANCE	100.00	0.00	
<b>4600 TRANSPORTATION &amp; TRAVEL</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>
<b>4602 MILGE: EMPLOYEE PRIVATE AUTO</b>			
5/1/2018 BEGINNING BALANCE	200.00	291.04	
<b>4602 MILGE: EMPLOYEE PRIVATE AUTO</b>	<b>200.00</b>	<b>291.04</b>	<b>-91.04</b>
<b>4620 UTILITIES</b>			
5/1/2018 BEGINNING BALANCE	26,000.00	26,254.97	
5/3/2018 API 66710 RHCSD water no. 118388-001	0.00	638.45	
5/3/2018 API 66711 RHCSD water no. 118386-001	0.00	160.69	
5/3/2018 API 66712 RHCSD water no. 84490-002	0.00	128.48	
5/3/2018 API 66713 RHCSD water no. 126932-002	0.00	121.59	
5/3/2018 API 66714 RHCSD water no. 126908-002	0.00	811.18	
5/3/2018 API 66715 RHCSD water no. 083214-001	0.00	93.43	
5/3/2018 API 66717 RHCSD power no. 1857646705-6	0.00	64.83	
5/3/2018 API 66718 RHCSD power no. 4570858285-8	0.00	319.07	
<b>4620 UTILITIES</b>	<b>26,000.00</b>	<b>28,592.69</b>	<b>-2,592.69</b>
<b>40 Services &amp; Supplies</b>	<b>167,325.00</b>	<b>112,598.73</b>	<b>54,726.27</b>

**Revenues and  
Expenditures****8028280 CSD: ROLLING HILLS CSD**  
**Details For the Accounting Period ended: May 31, 2018**

	<b>Estimated / Budget</b>	<b>Actual Amount</b>	<b>Balance</b>
60 Fixed Assets			
6020 FA: BUILDING & IMPROVEMENTS			
5/1/2018 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	112,598.73	306,376.27
8028280 CSD: ROLLING HILLS CSD	0.00	52,350.66	-52,350.66
Report Total			
Total Revenue	418,975.00	164,949.39	254,025.61
Total Expense	418,975.00	112,598.73	306,376.27
	0.00	52,350.66	-52,350.66



# El Dorado Hills Fire Department

May 14, 2018

## RE: SECOND NOTICE

Dear Springfield Meadows CSD,

In April, weed abatement notices were mailed to owners of unimproved parcels located in El Dorado Hills. These parcels fell under the parameters of the Unimproved Property Hazard Reduction Standard for the El Dorado Hills Fire Department. These notices specified the newly adopted requirements for abatement of fire hazards on unimproved parcels.

- **Remove weeds, brush, and other dead/dry growth within 100 feet of structures on adjacent property, including combustible fences on or near the property line.**
- **Trimming and removing tree limbs to 6 feet above the ground within this same clearance area.**
- **All downed trees, branches or woody debris smaller than eight (8) inches in diameter that is located within the designated defensible space shall be removed.**

The deadline for abatement of these hazards was May 6, 2018. Inspections were completed to determine compliance with the above standards. With the enclosed "Second Notice," all owners of non-complying parcels are notified that the abatement of hazards must be completed to Fire Department standards by June 3, 2018. Following that date, final inspections will be completed and all non-complying parcels will be abated by the Fire Department Contractor. Costs for this abatement will be assessed to the property as a lien and attached to the property tax rolls.

**If you completed abatement of the weeds on your property after the deadline or if you feel you received this notice in error, please contact us to verify that your property has been cleared. You can also verify property status online at [www.edhfire.com](http://www.edhfire.com) > PREVENTION & SAFETY > Fire Prevention > Vacant Lot Program > Vacant Lot Status - <http://edhfire.com/prevention-safety/fire-prevention/vacant-lot-program/vacant-lot-status1>**

If you have questions or concerns regarding this process, please contact me via email at [slayton@edhfire.com](mailto:slayton@edhfire.com) or telephone (916) 933-6623 extension 1044.

Sincerely,

EL DORADO HILLS FIRE DEPARTMENT

Stephanie Layton  
Fire Inspector II



# El Dorado Hills Fire Department

## SECOND NOTICE

**ABATEMENT REQUIRED BY JUNE 3, 2018**

### **UNIMPROVED PROPERTY HAZARD REDUCTION NOTICE**

Notice is hereby given that on the 15 day of March, 2018, the Board of Directors of the El Dorado Hills County Water District (Fire Department), within the County of El Dorado passed a Resolution #2018-01 declaring that noxious or dangerous weeds were growing upon or in front of the property on, or nearest to the property located at **1061 Berkshire Dr**, and more particularly described as follows: Parcel No# **117 150 101**, in said county, and more particularly described in said Resolution; and that the same constitutes a public nuisance which must be abated by the removal of said noxious or dangerous weeds, in accordance with the El Dorado Hills Fire Department Vacant Lot Weed Abatement Standard; otherwise, they will be removed and the nuisance will be abated by the El Dorado Hills County Water District, in which case the cost of such removal shall be assessed upon the lots and lands from which or in front of which such weeds are removed. Such cost will constitute a lien upon such lots or lands until paid. Reference is hereby made to said resolution for further particulars.

All property owners having any objections to the proposed removal of such weeds are hereby notified to fill out the enclosed form and return it to the Board of Directors of the El Dorado Hills County Water District in care of Marshall Cox, Fire Marshal.

EL DORADO HILLS FIRE DEPARTMENT

Marshall Cox  
Fire Marshal



# El Dorado Hills Fire Department

## SECOND NOTICE

ABATEMENT REQUIRED BY JUNE 3, 2018

### UNIMPROVED PROPERTY HAZARD REDUCTION NOTICE

Notice is hereby given that on the 15 day of March, 2018, the Board of Directors of the El Dorado Hills County Water District (Fire Department), within the County of El Dorado passed a Resolution #2018-01 declaring that noxious or dangerous weeds were growing upon or in front of the property on, or nearest to the property located at **Montrose Way**, and more particularly described as follows: Parcel No# **117 200 451**, in said county, and more particularly described in said Resolution; and that the same constitutes a public nuisance which must be abated by the removal of said noxious or dangerous weeds, in accordance with the El Dorado Hills Fire Department Vacant Lot Weed Abatement Standard; otherwise, they will be removed and the nuisance will be abated by the El Dorado Hills County Water District, in which case the cost of such removal shall be assessed upon the lots and lands from which or in front of which such weeds are removed. Such cost will constitute a lien upon such lots or lands until paid. Reference is hereby made to said resolution for further particulars.

All property owners having any objections to the proposed removal of such weeds are hereby notified to fill out the enclosed form and return it to the Board of Directors of the El Dorado Hills County Water District in care of Marshall Cox, Fire Marshal.

EL DORADO HILLS FIRE DEPARTMENT

Marshall Cox  
Fire Marshal



# El Dorado Hills Fire Department

## SECOND NOTICE

**ABATEMENT REQUIRED BY JUNE 3, 2018**

### **UNIMPROVED PROPERTY HAZARD REDUCTION NOTICE**

Notice is hereby given that on the 15 day of March, 2018, the Board of Directors of the El Dorado Hills County Water District (Fire Department), within the County of El Dorado passed a Resolution #2018-01 declaring that noxious or dangerous weeds were growing upon or in front of the property on, or nearest to the property located at **Summerfield Way**, and more particularly described as follows: Parcel No# **117 220 631**, in said county, and more particularly described in said Resolution; and that the same constitutes a public nuisance which must be abated by the removal of said noxious or dangerous weeds, in accordance with the El Dorado Hills Fire Department Vacant Lot Weed Abatement Standard; otherwise, they will be removed and the nuisance will be abated by the El Dorado Hills County Water District, in which case the cost of such removal shall be assessed upon the lots and lands from which or in front of which such weeds are removed. Such cost will constitute a lien upon such lots or lands until paid. Reference is hereby made to said resolution for further particulars.

All property owners having any objections to the proposed removal of such weeds are hereby notified to fill out the enclosed form and return it to the Board of Directors of the El Dorado Hills County Water District in care of Marshall Cox, Fire Marshal.

EL DORADO HILLS FIRE DEPARTMENT

Marshall Cox  
Fire Marshal

## SECOND NOTICE ABATEMENT OBJECTION

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Parcel Number (APN):** \_\_\_\_\_

**Parcel Address:** \_\_\_\_\_

**Reason for objection:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Complete and return this form to:**

**The Board of Directors  
El Dorado Hills County Water (Fire Department)  
ATTN: Marshall Cox, Fire Marshal  
1050 Wilson Boulevard  
El Dorado Hills, CA 95762**





May 26, 2018

ROLLING HILLS COMMUNITY SERVICES DIST  
CSD REVOLVING ACCOUNT  
PO BOX 5266  
EL DORADO HILLS CA 95762

SHD

Hello from Umpqua,

We have important information regarding your account(s).

## What's happening

We recently received a written or verbal request from you to change the address on your account(s) effective 05/25/2018. As protection against theft of confidential information, we initiate confirmation letters to both the old address and the new address. Please take a moment to validate the address change information below for accuracy.

### Old Address

ROLLING HILLS COMMUNITY SERVICES DIST  
CSD REVOLVING ACCOUNT  
PO BOX 5266  
EL DORADO HILLS CA 95672

### New Address

ROLLING HILLS COMMUNITY SERVICES DIST  
CSD REVOLVING ACCOUNT  
PO BOX 5266  
EL DORADO HILLS CA 95762

The following account(s) is/are affected by this change.

CHECKING

\*\*\*\*\*3585

## We are here to help

If the above information is correct, you do not need to take further action. If this request was not made by you, please contact your local store or call us immediately at 1-866-486-7782.

Thanks for banking with us,

Umpqua Bank



May 26, 2018

ROLLING HILLS COMMUNITY SERVICES DIST  
CSD REVOLVING ACCOUNT  
PO BOX 5266  
EL DORADO HILLS CA 95672

SHD

Hello from Umpqua,

We have important information regarding your account(s).

## What's happening

We recently received a written or verbal request from you to change the address on your account(s) effective 05/25/2018. As protection against theft of confidential information, we initiate confirmation letters to both the old address and the new address. Please take a moment to validate the address change information below for accuracy.

### Old Address

ROLLING HILLS COMMUNITY SERVICES DIST  
CSD REVOLVING ACCOUNT  
PO BOX 5266  
EL DORADO HILLS CA 95672

### New Address

ROLLING HILLS COMMUNITY SERVICES DIST  
CSD REVOLVING ACCOUNT  
PO BOX 5266  
EL DORADO HILLS CA 95762

The following account(s) is/are affected by this change.

CHECKING

\*\*\*\*\*3585

## We are here to help

If the above information is correct, you do not need to take further action. If this request was not made by you, please contact your local store or call us immediately at 1-866-486-7782.

Thanks for banking with us,

Umpqua Bank



May 26, 2018

ROLLING HILLS CSD  
TIM HALVERSON  
PO BOX 5266  
EL DORADO HILLS CA 95762

SHD

Hello from Umpqua,

We have important information regarding your account(s).

## What's happening

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### Old Address

ROLLING HILLS CSD  
TIM HALVERSON  
PO BOX 5266  
EL DORADO HILLS CA 95672

### New Address

ROLLING HILLS CSD  
TIM HALVERSON  
PO BOX 5266  
EL DORADO HILLS CA 95762

The following account(s) is/are affected by this change.

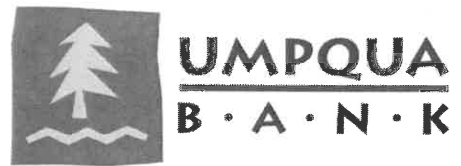
CARD \*\*\*\*\*1272

## We are here to help

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Umpqua Bank



May 26, 2018

ROLLING HILLS CSD  
TIM HALVERSON  
PO BOX 5266  
EL DORADO HILLS CA 95672

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TIM HALVERSON  
PO BOX 5266  
EL DORADO HILLS CA 95672

### New Address

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TIM HALVERSON  
PO BOX 5266  
EL DORADO HILLS CA 95762

The following account(s) is/are affected by this change.

CARD \*\*\*\*\*1272

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Thanks for banking with us,

Umpqua Bank



May 26, 2018

ROLLING HILLS CSD  
CHANEY L HICKS  
PO BOX 5266  
EL DORADO HILLS CA 95762

SHD

Hello from Umpqua,

We have important information regarding your account(s).

## What's happening

We recently received a written or verbal request from you to change the address on your account(s) effective 05/25/2018. As protection against theft of confidential information, we initiate confirmation letters to both the old address and the new address. Please take a moment to validate the address change information below for accuracy.

### Old Address

ROLLING HILLS CSD  
CHANEY L HICKS  
PO BOX 5266  
EL DORADO HILLS CA 95672

### New Address

ROLLING HILLS CSD  
CHANEY L HICKS  
PO BOX 5266  
EL DORADO HILLS CA 95762

The following account(s) is/are affected by this change.

CARD \*\*\*\*\*1280

## We are here to help

If the above information is correct, you do not need to take further action. If this request was not made by you, please contact your local store or call us immediately at 1-866-486-7782.

Thanks for banking with us,

Umpqua Bank



May 26, 2018

ROLLING HILLS CSD  
CHANEY L HICKS  
PO BOX 5266  
EL DORADO HILLS CA 95672

SHD

Hello from Umpqua,

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CHANEY L HICKS  
PO BOX 5266  
EL DORADO HILLS CA 95672

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CHANEY L HICKS  
PO BOX 5266  
EL DORADO HILLS CA 95762

The following account(s) is/are affected by this change.

CARD \*\*\*\*\*1280

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Thanks for banking with us,

Umpqua Bank

## Linda Stone

---

**From:** csd clerk <csdclerk@gmail.com>  
**Sent:** Friday, June 15, 2018 6:45 AM  
**To:** Linda Stone  
**Subject:** Fwd: Government Codes & Community Service Districts

----- Forwarded message -----

From: **Keely Giovannoni** <[keely.cleland@edcgov.us](mailto:keely.cleland@edcgov.us)>  
Date: Wed, Jun 13, 2018 at 9:59 AM  
Subject: Government Codes & Community Service Districts  
To: [a2446john0@yahoo.com](mailto:a2446john0@yahoo.com), [jconstssp@sbcglobal.net](mailto:jconstssp@sbcglobal.net), Audrey Keebler <[akeebler@comcast.net](mailto:akeebler@comcast.net)>, Brabara Leidigh <[knolls50@aol.com](mailto:knolls50@aol.com)>, Cameron Estates <[cecsd@att.net](mailto:cecsd@att.net)>, Catherine Kitaura <[twarecatherine@yahoo.com](mailto:twarecatherine@yahoo.com)>, csd clerk <[csdclerk@gmail.com](mailto:csdclerk@gmail.com)>, dave boucke <[dboucke57@gmail.com](mailto:dboucke57@gmail.com)>, Don Uelmen <[tspdond@cw.com](mailto:tspdond@cw.com)>, Ian Stevenson <[ian\\_landset@yahoo.com](mailto:ian_landset@yahoo.com)>, Jack Tillman <[tillmanfixit@yahoo.com](mailto:tillmanfixit@yahoo.com)>, Janna <[jabuwalda@sbcglobal.net](mailto:jabuwalda@sbcglobal.net)>, Jason Jurrens <[jjurrens@gmail.com](mailto:jjurrens@gmail.com)>, Jill Keith <[jbkeith@comcast.net](mailto:jbkeith@comcast.net)>, Jodie Moran <[themorans2@att.net](mailto:themorans2@att.net)>, John larsen <[jlarsen2212@gmail.com](mailto:jlarsen2212@gmail.com)>, lee hodge <[hodgeleea@yahoo.com](mailto:hodgeleea@yahoo.com)>, Mattias V Bergman <[mvbergman@gmail.com](mailto:mvbergman@gmail.com)>, Phyllis Abate Wild <[pabatewild@gmail.com](mailto:pabatewild@gmail.com)>, Randy Hackbarth <[trlryder@pacbell.net](mailto:trlryder@pacbell.net)>, Shelly Greene <[GreenstoneCSD@outlook.com](mailto:GreenstoneCSD@outlook.com)>, Sheryl Baldwin <[sheryl@ccdeh.com](mailto:sheryl@ccdeh.com)>, Stu Macy <[stu@retiredranger.net](mailto:stu@retiredranger.net)>, "[vlobo.1@juno.com](mailto:vlobo.1@juno.com)" <[vlobo.1@juno.com](mailto:vlobo.1@juno.com)>, Marianne Agudo <[mpagudo@yahoo.com](mailto:mpagudo@yahoo.com)>

Hello to all new and returning board members. The Auditor's Office would like to take this opportunity to inform districts of some important Government Codes and how they relate to special districts.

- **Public Contract Code: Section 20680-20683.** This code states that when a community service district purchases materials and supplies for the construction or completion of any building, structure, or improvements in the open market when the cost does exceeds twenty five thousand dollars (\$25,000), must go out for competitive bid.

When your district submits a claim of this type and the total is \$25,000 or more, the Auditor's Office also requires that the district submit board minutes approving this expense and vendor, and a copy of the public notice.

- **California Government Code: Section 53234-53235.2** requires **mandatory** ethics training for specified local agency officials. Local agency officials are: any member of a local agency legislative body or any elected local agency official who receives any type of compensation, salary, or stipend or reimbursement for actual necessary expenses incurred in the performance of official duties.

This training may consist of self-study material, in person training or an online course, website address <http://localethics.fppc.ca.gov/ab1234/>. When taking the ethics course you will be trained on other notable government codes, such as, Contractual Conflicts of Interest (Government Code 1090) and the Brown Act (Government Code 54950), codes that are critical to running a community service district.

- California Government Code: Section 61110 requires that the board of directors adopt a final budget that conforms to generally accepted accounting and budgeting procedures for special districts on or before September 1.

The final budget is to be forwarded this office.

- California Government Code: Section 61113 requires that on or before July 1 of each year, the board of directors shall adopt a resolution establishing its appropriations limit.

Our office provides your district the format of the resolution and the factors necessary to perform the calculations early in May each year.

As always, it is the Auditor's goal to ensure understanding and compliance of local, state, and federal laws in regards to financial activity. If you have any questions, please feel free to contact me.

**Keely Cleland**  
**Auditor-Controller's Office**  
**County of El Dorado**  
**Phone (530) 621-5421**  
**Fax (530) 295-2535**

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--

Linda Stone  
Board Secretary  
Rolling Hills Community Services District



## Linda Stone

---

**From:** csd clerk <csdclerk@gmail.com>  
**Sent:** Friday, June 15, 2018 6:45 AM  
**To:** Linda Stone  
**Subject:** Fwd: Fiscal Year End Deadlines

----- Forwarded message -----

**From:** Keely Giovannoni <[keely.cleland@edcgov.us](mailto:keely.cleland@edcgov.us)>  
**Date:** Wed, Jun 13, 2018 at 10:08 AM  
**Subject:** Fiscal Year End Deadlines  
**To:** [a2446john0@yahoo.com](mailto:a2446john0@yahoo.com), [jrconstssp@sbcglobal.net](mailto:jrconstssp@sbcglobal.net), Aletha and Pete Nelligan <[panelligan@gmail.com](mailto:panelligan@gmail.com)>, Andrea Powers <[apowers@edcoe.org](mailto:apowers@edcoe.org)>, Audrey Keebler <[akeebler@comcast.net](mailto:akeebler@comcast.net)>, Barb Mikel <[admin75@mfpd.us](mailto:admin75@mfpd.us)>, Brabara Leidigh <[knolls50@aol.com](mailto:knolls50@aol.com)>, Cameron Estates <[cecsd@att.net](mailto:cecsd@att.net)>, Catherine Kitaura <[twarecatherine@yahoo.com](mailto:twarecatherine@yahoo.com)>, csd clerk <[csdclerk@gmail.com](mailto:csdclerk@gmail.com)>, dave boucke <[dboucke57@gmail.com](mailto:dboucke57@gmail.com)>, "Diana J. Sampson" <[dsampson@georgetownfiredepartment.com](mailto:dsampson@georgetownfiredepartment.com)>, Don Uelmen <[tspdon@cwo.com](mailto:tspdon@cwo.com)>, Happy Homestead Cemetery District <[h.dist@att.net](mailto:h.dist@att.net)>, "Heather L. Hardy" <[hhardy@edcoe.org](mailto:hhardy@edcoe.org)>, Ian Stevenson <[ian\\_landset@yahoo.com](mailto:ian_landset@yahoo.com)>, Jack Tillman <[tillmanfixit@yahoo.com](mailto:tillmanfixit@yahoo.com)>, Jacqui Brunton <[jbrunton@gdrd.org](mailto:jbrunton@gdrd.org)>, Janna <[jabuwalda@sbcglobal.net](mailto:jabuwalda@sbcglobal.net)>, Jason Jurrens <[jjurrens@gmail.com](mailto:jjurrens@gmail.com)>, Jill Keith <[jbkeith@comcast.net](mailto:jbkeith@comcast.net)>, Jodi Martin <[jodi@rescuefiredepartment.org](mailto:jodi@rescuefiredepartment.org)>, Jodie Moran <[themorans2@att.net](mailto:themorans2@att.net)>, John larsen <[jlarsen2212@gmail.com](mailto:jlarsen2212@gmail.com)>, Kathleen Freeman <[FreemanK@eldofire.com](mailto:FreemanK@eldofire.com)>, Kileigh Labrado <[labrado@caltahoe-fire.net](mailto:labrado@caltahoe-fire.net)>, lee hodge <[hodgeleea@yahoo.com](mailto:hodgeleea@yahoo.com)>, Lori Tuthill <[ltuthill@diamondfire.org](mailto:ltuthill@diamondfire.org)>, Mark Egbert <[Mark.Egbert@ca.usda.gov](mailto:Mark.Egbert@ca.usda.gov)>, Mattias V Bergman <[mvbergman@gmail.com](mailto:mvbergman@gmail.com)>, Meg Peart <[mpeart@tahoercd.org](mailto:mpeart@tahoercd.org)>, Phyllis Abate Wild <[pabatewild@gmail.com](mailto:pabatewild@gmail.com)>, Randy Hackbarth <[trlryder@pacbell.net](mailto:trlryder@pacbell.net)>, Shawn Crawford <[shawn@meeksbayfire.com](mailto:shawn@meeksbayfire.com)>, Shelly Greene <[GreenstoneCSD@outlook.com](mailto:GreenstoneCSD@outlook.com)>, Sherrie Kelly <[sherrie@edcipa.org](mailto:sherrie@edcipa.org)>, Sheryl Baldwin <[sheryl@ccdeh.com](mailto:sheryl@ccdeh.com)>, Stu Macy <[stu@retiredranger.net](mailto:stu@retiredranger.net)>, Tami Scowcroft <[tami.scowcroft@edcgov.us](mailto:tami.scowcroft@edcgov.us)>, Tori Walton <[twalton@tahoercd.org](mailto:twalton@tahoercd.org)>, "vlobo.1@juno.com" <[vlobo.1@juno.com](mailto:vlobo.1@juno.com)>, Lisa Howard <[lhoward@gardenvalley.org](mailto:lhoward@gardenvalley.org)>, Katherine Wood <[admin@pioneerfire.org](mailto:admin@pioneerfire.org)>, Marianne Agudo <[mpagudo@yahoo.com](mailto:mpagudo@yahoo.com)>, Heather Federmeier <[hfedermeier@edcoe.org](mailto:hfedermeier@edcoe.org)>, "Stewart, Ruth - NRCS, Placerville, CA" <[Ruth.Stewart@ca.nacdn.net](mailto:Ruth.Stewart@ca.nacdn.net)>, S Bauwens <[sbauwens@tahoercd.org](mailto:sbauwens@tahoercd.org)>

The General Ledger close for Fiscal Year (FY) 17/18 is scheduled for **August 27, 2018**. Below are the instructions and deadlines that must be met in order to close FY 17/18, as scheduled. Please review carefully and contact me if you have any questions.

### **AP DOCUMENTS:**

All *PREPAYS* (services/supplies that require payment before July 1, but are FY 18/19 expenses) may be submitted before July 1. Clearly write "PREPAY" on the face of the claim, green sheet, interface, etc.

Clearly mark on the face of claims, *greensheets*, interfaces, etc. the fiscal year the expense is to be charged according to accounting principles.

Please remember, services and supplies received **on/or before June 30**, are to be charged to FY 17/18, regardless of the date on the invoice.

Conversely, services and supplies received **on/or after July 1**, are to be charged to FY 18/19, regardless of the date on the invoice.

**DO NOT COMBINE FISCAL YEAR 17/18 & 18/19 EXPENSES ONTO ONE CLAIM.**

If you are unsure what year an expense is to be charged, please do not hesitate to contact me.

AP Document and Due Dates:

<b>FY 17/18 JOURNALS</b>	<b>07/31/18 5PM</b>
<b>FY 17/18 Claim Vouchers, <i>Green Sheets</i>, Transmittals, Interfaces</b>	<b>07/31/18 5PM</b>

Any questions, feel free to contact me.

Keely Cleland  
Auditor-Controller's Office  
County of El Dorado  
Phone (530) 621-5421  
Fax (530) 295-2535

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--

Linda Stone  
Board Secretary  
Rolling Hills Community Services District

## NOTICE OF PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN that the Rolling Hills Community Services District will hold a public hearing on Tuesday, June 19, 2018, at 7:00 p.m., or as soon thereafter as the matter described herein may be heard, at the regular meeting of the Board of Directors of Rolling Hills Community Services District, held at Holiday Inn Express Hotel, Meeting Room, 4360 Town Center Blvd., El Dorado Hills, California, concerning:

1. Establishing by resolution, the appropriation limits for fiscal year 2019 for the Rolling Hills Community Services District (RHCS D) as described in article XIII B of the State Constitution. The proposed appropriation limits are \$98,967.12; and
2. Authorizing by resolution the continued collection of the Direct Charge Assessment of \$200 for the purpose of maintaining and improving community infrastructure and for other lawful purposes of the District; and

Information on these matters is available from the District. The Board will consider all comments by interested persons submitted on these matters. The Board, thereafter, shall take whatever final action it determines necessary and appropriate on these matters.

Date: June 6, 2018

/s/ Linda Stone  
RHCS D Board Clerk



# County of El Dorado

OFFICE OF AUDITOR-CONTROLLER

360 FAIR LANE  
PLACERVILLE, CALIFORNIA 95667  
Phone: (530) 621-5487 FAX: (530) 295-2535

JOE HARN, CPA  
Auditor-Controller

BOB TOSCANO  
Assistant Auditor-Controller

Date: May 21, 2018

To: All Districts Placing Their Direct Charges on the 2018/19 Secured Tax Roll

From: Sally Zutter, Accounting Division Manager *SZ*

RE: 2018/19 Direct Charge Information/Instructions/Checklist

## **\*\*\* AUGUST 31 (5pm) DEADLINE \*\*\***

The Assessor is expected to deliver his 2018/19 assessment roll on July 2, 2018, thereby opening the timeframe for districts to add direct charge levies to the secured 2018/19 tax bills. This timeframe normally closes on August 10 (Gov 526911). However, due to the change on July 1 to a new property tax system, the Auditor obtained an extension for official duties from the State Controller's Office. Consequently, the deadline for the 2018/19 secured tax roll year will be August 31 at 5pm. Additions/changes/deletions subsequent to the deadline may occur if authorized by state statute (\$15 cost recovery per parcel).

This courtesy letter provides a checklist of items necessary for districts to place direct charge levies on the tax bills. Forms and pertinent information (including the Direct Charges Manual, major revision May 2018) are posted at [http://www.edcgov.us/Government/Auditor-Controller/PropTax/Direct\\_Charge\\_Information\\_for\\_Districts.aspx](http://www.edcgov.us/Government/Auditor-Controller/PropTax/Direct_Charge_Information_for_Districts.aspx).

The district must deliver (mail/email/hand delivered) the following items, in their entirety, to the Auditor's Office by the August 31 (5pm) deadline. Early submission is suggested because no additional time is allotted beyond August 31, regardless of reason.

### Checklist of items to be prepared and delivered to the Auditor's office (see Direct Charges Manual for details):

- Governing Authorization Certification form.
- Proposition 218 Certification form.
- Local Agency Special Tax and Bond Accountability Act – Response form.
- Secured/Unsecured Tax Roll Certification form.
- Direct Charge Information Sheet form. Print only your district's page(s).
- Annual Certification of Levy and Data Submission form. Print only your district's page(s). This is a new form effective 2018/19.
- Electronic Data File. Use required format to submit the district's direct charge levies to be placed on the secured tax roll. Due to the new property tax system, the previous format is no longer acceptable. Instead there are 4 new options (attached for your convenience, also available online). The "tab delimited" option will be welcomed by most districts (easier to create and read).
  - Since procedures and calculations vary from district to district, the Auditor's office is unavailable to assist the district with this process.
  - For districts using ParcelQuest's DVD software, the Auditor's purchased copy of ParcelQuest is available for use via an in-office appointment by calling (530) 621-5470. Please bring your own laptop (a plug-in DVD reader is available if needed).

Turn Over

Date: May 21, 2018  
RE: 2018/19 Direct Charge Information/Instructions/Checklist  
Page: 2

The Auditor's office will not begin processing until the entire package of information/documents/data is received for the direct charge tax code. Once the district has the entire package together, send it directly to the staff member assigned to the District's direct charge (see the Direct Charge Information Sheet available online).

The Auditor's office will upload the district's direct charge levies to the property tax system. The new property tax system will either accept every record on the file or reject every record on the file (please note that there is no "partial acceptance" of a file with the new system). Due to this, the district may want to consider using a separate file for each direct charge tax code (if the district has more than one). The district will be notified of the results via email (see Direct Charges Manual, Exhibit 2). If the file is rejected, the district may submit a corrected file by August 31 (5pm).

As a reminder, all parcel numbers are changing effective with the 2018/19 tax year. The old numbering format will be rejected by the new system. The Assessor will post a "from-to" listing on their website by the week of June 11. The Auditor's office will notify the districts when they are available. The Auditor's website will also have a link to the Assessor's crosswalk. ParcelQuest will only produce the Lien Date DVD using the new numbers. Districts will want to allocate additional time to prepare the electronic data file this year.

Districts should review the information contained in the newly updated Direct Charges Manual (major revision May 2018) which is available online. This document details the entire life cycle of direct charges on the tax roll, information regarding the new 12-digit number, what the district may expect from the new property tax system, and various responsibilities.

If the district plans to levy on the unsecured roll (e.g. forest service cabins), the deadline to submit is July 6. Any levies for the unsecured roll must be placed a separate file from the secured levies due to the new property tax system requirements. Please contact me if your district has this situation.

There is a cost recovery amount for placing the Direct Charges levies on the tax roll. Information regarding the cost recovery can be located online at the website address noted above and in the Direct Charges Manual section *Cost Recovery Amounts*. The amount will be deducted from the district's general ledger account after the December 10 posting of property tax collections to ensure that the district's fund doesn't earn negative interest.

If you have any questions, please contact your assigned "contact person" in our office via email or phone as noted on your Direct Charge Information Sheet.

# EXHIBIT 1

## DIRECT CHARGE DATA FORMAT (4 Options)

### OPTION 1 of 4: Tab Delimited (preferred)

(Fields are separated by tabs)

021321010000	424.84	50000
022042001000	273.28	50000
022122002000	277.16	50000
022321035000	276.38	50000
023721022000	647.72	50000
023321020000	1574.52	50000
023562008000	12204.96	50000
025193019000	582.48	50000

Preferred Format  
Easiest for most Districts

①      tab      ②      tab      ③

① Assessment Number (AN):

- Must be 12 digits
- No dashes

② Dollar Amount to Charge:

- Include a decimal point
- 2 digits must follow the decimal point
- Must be greater than zero
- Must be equally divisible by 2 (can't have an odd cent)
- Doesn't have to be a whole dollar amount (e.g. 102.00)
- If the amount is negative, place a minus sign in front of amount

③ Direct Charge Tax Code Number:

- Obtain from Auditor-Controller Property Tax Division
- Must be 5 digits

Overall Check List:

- No leading or trailing spaces
- No leading or trailing zeros
- No leading or trailing characters
- No commas or quotations
- No hyphens or dashes
- No extra lines
- No headers, footers, or titles
- No subtotals or totals
- Suggest creating in Excel and saving as a "Text (tab delimited)" file
- Suggest opening the \*.txt file in "Notepad" to confirm the file layout
- Submit file as a "text" file (\*.txt)

# EXHIBIT 1

## DIRECT CHARGE DATA FORMAT (4 Options)

### OPTION 2 of 4: Fixed Length (Fields are run together without separation)

0213210100000000004248450000  
0220420010000000002732850000  
0221220020000000002771650000  
0223210350000000002763850000  
0237210220000000006477250000  
0233210200000000015745250000  
0235620080000000122049650000  
0251930190000000005824850000

1

2

3

1 Assessment Number (AN):

- Must be 12 digits
- No dashes

2 Dollar Amount to Charge:

- Must be 11 digits
- No decimal point (decimal point is implied)
- Must include cents even if zero
- Must zero-fill (from the left) to make 11 digits
- Must be greater than zero
- Must be equally divisible by 2 (can't have an odd cent)
- Doesn't have to be a whole dollar amount (e.g. 102.00)
- If the amount is negative, place minus sign as a trailing over-punch

3 Direct Charge Tax Code Number:

- Must be 5 digits
- Obtain from Auditor-Controller Property Tax Division

#### Overall Check List:

- 28 characters total length
- No leading or trailing spaces
- No leading or trailing zeros
- No leading or trailing characters
- No commas or quotations
- No hyphens or dashes
- No extra lines
- No headers, footers, or titles
- No subtotals or totals
- Suggest opening the \*.txt file in "Notepad" to confirm the file layout
- Submit file as a "text" file (\*.txt)

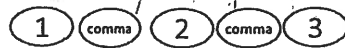
# EXHIBIT 1

## DIRECT CHARGE DATA FORMAT (4 Options)

### OPTION 3 of 4: Comma Delimited

(Fields are separated by commas)

021321010000,424.84,50000  
022042001000,273.28,50000  
022122002000,277.16,50000  
022321035000,276.38,50000  
023721022000,647.72,50000  
023321020000,1574.52,50000  
023562008000,12204.96,50000  
025193019000,582.48,50000



**1** Assessment Number (AN):

- Must be 12 digits
- No dashes

**2** Dollar Amount to Charge:

- Include a decimal point
- 2 digits must follow the decimal point
- Must be greater than zero
- Must be equally divisible by 2 (can't have an odd cent)
- Doesn't have to be a whole dollar amount (e.g. 102.00)
- If the amount is negative, place a minus sign in front of amount

**3** Direct Charge Tax Code Number:

- Obtain from Auditor-Controller Property Tax Division
- Must be 5 digits

Overall Check List:

- No leading or trailing spaces
- No leading or trailing zeros
- No leading or trailing characters
- No quotations
- No hyphens or dashes
- No extra lines
- No headers, footers, or titles
- No subtotals or totals
- Suggest opening the \*.txt file in "Notepad" to confirm the file layout
- Submit file as a "text" file (\*.txt)



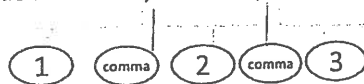
# EXHIBIT 1

## DIRECT CHARGE DATA FORMAT (4 Options)

### OPTION 4 of 4: Quote/Comma Delimited

(Fields are enclosed by quotes and separated by commas)

"021321010000","424.84","50000"  
"022042001000","273.28","50000"  
"022122002000","277.16","50000"  
"022321035000","276.38","50000"  
"023721022000","647.72","50000"  
"023321020000","1574.52","50000"  
"023562008000","12204.96","50000"  
"025193019000","582.48","50000"



#### 1 Assessment Number (AN):

- Must be 12 digits
- No dashes
- Enclosed by quotations

#### 2 Dollar Amount to Charge:

- Include a decimal point
- 2 digits must follow the decimal point
- Must be greater than zero
- Must be equally divisible by 2 (can't have an odd cent)
- Doesn't have to be a whole dollar amount (e.g. 102.00)
- If the amount is negative, place a minus sign in front of amount
- Enclosed by quotations

#### 3 Direct Charge Tax Code Number:

- Obtain from Auditor-Controller Property Tax Division
- Must be 5 digits
- Enclosed by quotations

#### Overall Check List:

- No leading or trailing spaces
- No leading or trailing zeros
- No leading or trailing characters
- No hyphens or dashes
- No extra lines
- No headers, footers, or titles
- No subtotals or totals
- Suggest opening the \*.txt file in "Notepad" to confirm the file layout
- Submit file as a "text" file (\*.txt)

## Linda Stone

---

**From:** csd clerk <csdclerk@gmail.com>  
**Sent:** Sunday, May 06, 2018 8:30 AM  
**To:** Linda Stone  
**Subject:** Fwd: 2018-2019 Spending Limit  
**Attachments:** 2018-19 SD PROP4 RESO.doc; 2018-19 PROP4 SD NOTICE OF PUBLIC HEARING.doc; 2018 SD PROP 4 LETTER.doc

----- Forwarded message -----

**From:** Robert Toscano <[bob.toscano@edcgov.us](mailto:bob.toscano@edcgov.us)>  
**Date:** Fri, May 4, 2018 at 4:09 PM  
**Subject:** 2018-2019 Spending Limit  
**To:** csd clerk <[csdclerk@gmail.com](mailto:csdclerk@gmail.com)>

Attached please find the information needed for the calculation of the 2018-2019 appropriations limitation calculation.

Bob Toscano  
Assistant Auditor-Controller  
El Dorado County

WARNING: This email and any attachments may contain private, confidential, and privileged material for the sole use of the intended recipient. Any unauthorized review, copying, or distribution of this email (or any attachments) by other than the intended recipient is strictly prohibited. If you are not the intended recipient, please contact the sender immediately and permanently delete the original and any copies of this email and any attachments.

--  
Linda Stone  
Board Secretary  
Rolling Hills Community Services District



***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

**May 14, 2018**

**To: All Special Districts**

**From: Bob Toscano, Assistant Auditor-Controller**

**Subject: 2018-2019 Proposition 4 - Appropriation Limitation**

**Your district needs to calculate and adopt the new tax spending limit for FY 2018-19 in accordance with the provisions of the spending limitation legislation implementing Proposition 4 (the 1979 Gann Spending Limit Initiative). Government Code Section 7910 requires that: "... the governing body of each local jurisdiction to establish appropriation limits by resolution for the following fiscal year at a regular or special meeting."**

**The district's new limit for the 2018-2019 year will be calculated on the basis of the prior year's limit increased by a growth factor. The growth factor results from combining the change in Per Capita Personal Income and the change in population for your district (as certified by the State's Department of Finance) or the change reported for "unincorporated areas" for our County.**

**The change in the "cost of living" factor (Per Capita Personal Income) has been reported to be 3.67% and reported increase in population in the County's unincorporated areas to be 0.83%. Therefore, the ratio of change to be applied to last year's limit is:**

$$1.0367 \quad (X) \quad 1.0083 \quad = \quad 1.0453$$

**Attached is a sample format for the required "NOTICE OF PUBLIC HEARING" and a sample resolution (which includes the calculation formula).**

## Linda Stone

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**From:** csd clerk <csdclerk@gmail.com>  
**Sent:** Monday, June 11, 2018 5:52 AM  
**To:** Linda Stone  
**Subject:** Fwd: Rolling Hills CSD Municipal Service Review

----- Forwarded message -----

**From:** Chaney Hicks <[rollinghillscsdgm@gmail.com](mailto:rollinghillscsdgm@gmail.com)>  
**Date:** Thu, May 31, 2018 at 6:24 PM  
**Subject:** Fwd: Rolling Hills CSD Municipal Service Review  
**To:** Linda Stone <[csdclerk@gmail.com](mailto:csdclerk@gmail.com)>

Linda,

For your review and comments. Thanks

----- Forwarded message -----

**From:** Erica Sanchez <[ESanchez@edlafco.us](mailto:ESanchez@edlafco.us)>  
**Date:** Thu, May 31, 2018 at 5:13 PM  
**Subject:** Rolling Hills CSD Municipal Service Review  
**To:** "[rollinghillscsdgm@gmail.com](mailto:rollinghillscsdgm@gmail.com)" <[rollinghillscsdgm@gmail.com](mailto:rollinghillscsdgm@gmail.com)>

Hi Chaney,

This is a follow-up to my phone call last week regarding LAFCO's update of the Rolling Hills CSD municipal service review. As promised (albeit slightly delayed – thank you for your patience), here is a bit of background... LAFCO is mandated by the State to update or reaffirm a special district's sphere of influence (SOI) every five years, which also requires an up-to-date municipal service review (MSR) for the district – even if there are no foreseeable changes to the district's boundaries. An MSR is an informational report on the services provided by a local agency and the SOI determines areas where an agency is likely to expand into to provide services in the future. Here is a link from our website which provides more background information about MSRs and SOIs: <https://www.edlafco.us/municipal-service-reviews-and-spheres-of-influence>.

Rolling Hills CSD was reviewed in our first cycle of MSRs in 2007, but has not been reviewed since. If you want to take a look at the previous MSRs which included RHCSO, here is a link to the reports from our website: <https://www.edlafco.us/rolling-hills-csd-afc5503>. Please note, the first cycle of MSRs were done by service, which is why there are three reports covering RHCSO (streets, parks/recreation, and other); we have since switched to agency-based MSRs, so this next MSR will cover all services provided by RHCSO in one report.

Information that I typically request for an MSR are annual budgets, year-end balance statements, past audits, meeting minutes and district policies/by-laws. However, since much of this information appears to be available on RHCS D's website and from the Auditor's Office, I should have much of the information I need, unless there have been noteworthy changes in the District since 2007 (management, administration, operations, financing, etc.).

As we discussed over the phone, I would like to have an administrative draft of the MSR ready for your review by the end of June. You will have a chance to review the admin. draft for accuracy before it becomes a public draft document. LAFCO's July meeting will be cancelled, so the Draft MSR will likely be on the August 22 agenda (consent) for the purposes of opening up a 30-day public comment period. The Final MSR would be on the September 26 agenda for discussion and adoption.

I will be in touch with you in the next few weeks to plan a site visit and to hopefully meet up with you briefly for an update and to discuss any questions that I might have at that point. If you have any questions about the MSR process at this time, please don't hesitate to give me a call.

Thank you!

Erica

**Erica Sanchez**

Assistant Executive Officer



El Dorado Local Agency Formation Commission  
550 Main Street, Suite E  
Placerville, CA 95667  
(530) 295-2707  
[www.edlafco.us](http://www.edlafco.us)

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Ms. Chaney Hicks, General Manager