

**Board of Directors Meeting – AGENDA**  
**ROLLING HILLS COMMUNITY SERVICES DISTRICT**  
**Tuesday, July 17, 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 June 19, 2018, regular meeting of the Board of Directors**

**b. Correspondence receive/file:**

- 1) Umpqua Bank monthly statements for periods April 16-30, 2018; April 31-May 31, 2018; and June 1-30, 2018
- 2) May 10, 2018, letter from El Dorado Irrigation District; Notice of Compliance Backflow Prevention Assembly Dunnwood Drive Lot 63, El Dorado Hills
- 3) June 18, 2018, letter from El Dorado County Elections Department regarding scheduling of appointment during filing period for candidates seeking to run for office
- 4) June 22, 2018, Memorandum from Recorder-Clerk-Registrar of Voters re Conflict of Interest Code Review for Year 2018 (this item will be action item on August meeting agenda)
- 5) June 28, 2018, Letter from SDRMA regarding 2018-19 Property/Liability Coverage Documents
- 6) Social Security Administrator/Cal PERS letter regarding online profile information

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

**5. Old Business**

- a. 4<sup>th</sup> of July Event in Stonebriar Park 2018** – Staff to present post event report; discussion of possible future need for additional signage for event for Sierramonte neighborhood of the District; cost within General Manager authority (Discussion/Possible Action Item)
- b. 3115 Montrose Way Encroachment Permit** – Staff to provide update on status of Encroachment Permit for new owners of the property (Discussion Item)

- c. **Reserve Study** – Staff to provide update on status of project (Discussion Item)
- d. **Public Hearing – Approval of Final Budget for FY18-19** – Public Comment; Close Hearing. Proposed Action: Adoption of final budget for fiscal year 2018-2019 in amount of \$447,625.00 (including operating expenses of \$196,125.00 and projects \$251,500) (Discussion/Action Item)
- e. **Berkshire Park Development Project** – Staff seeking approval of Berkshire Park development plan, map dated 05-10-2018 for reference, including covered BBQ area, new bus stop shelter, play structure and swings, paved sports court, new CSD storage shed, accessible parking space, and accessible path of travel (Discussion/Action Item)

## 6. New Business

- a. **Illuminated Stop Sign at Stonebriar** – Staff to present information about continued vehicle running of stop sign at Stonebriar; consider authorization for expenditure of funds from approved budget for purchase and installation of illuminated stop sign in amount of not-to-exceed \$950 for this project (Discussion/Possible Action Item)
- b. **Trees Planted on CSD Property Adjacent to Dunnwood Drive Utility Access Road** – Staff to provide information about trees illegally planted on CSD property and Fire Marshall request for removal of the trees to allow for access; discussion of status of notification to resident who planted the trees and direction for next steps (Discussion/Possible Action Item)
- c. **Illegal Dumping of Landscape Debris on CSD Property Adjacent to Stonebriar Drive Private Road** – Staff to provide status of clean-up and seek direction for next steps (Discussion/Possible Action Item)
- d. **DMV Requirements for Processing Citations** - Staff to present information about DMV requirements for continued processing of District issued citations including reactivation of Requestor Code and need for secure transmission of information; consider possible expenditure of funds from the approved budget to satisfy these requirements (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 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 JUNE 19, 2018 MEETING OF THE BOARD OF DIRECTORS**

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

The meeting of the Rolling Hills CSD held on June 19, 2018, was called to order at 7:08 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. A resident of the District was also present.

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

A resident sought information about responsibility for maintenance of sidewalks and gutters.

**3. Monthly Reports**

a. General Manager Report. General Manager Chaney Hicks presented an oral and written report detailing district business, copy attached. The Clerk was instructed to list on next month's meeting agenda the tree encroachment issue on Dunnwood Drive. President Sites departed the meeting during presentation of this report.

**4. Consent Items**

The consent items consisting of the draft Minutes of the May 15, 2018, regular meeting of the Board of Directors; financial reports prepared by the County Auditor's office for the month ending May 31, 2018; correspondence including May 14, 2018 El Dorado Hills Fire Department Second Notices regarding weed abatement requirements for three parcels of district property; May 26, 2018 Umpqua Bank notifications regarding correction of District mailing address for accounts; June 15, 2018 notification from Auditor's office regarding Government Codes and Community Services Districts; and June 15, 2018 notification from Auditor's office regarding fiscal year end deadlines were considered. Director Gordon Fawkes moved to approve the consent items and accept and file the items; second by Director Brenda Collette; motion carried.

AYES: Fawkes, Magee, Collette, Halverson

NOES: None

ABSENT: Sites

ABSTAIN: None

**Old Business**

**5.a. 4<sup>th</sup> of July Event in Stonebriar Park 2018.** After discussion, Director Tim Halverson made a motion to approve expenditure of not-to-exceed \$1,300.00 from the approved budget for expenses and event insurance related to the annual 4<sup>th</sup> of July community event for 2018; seconded by Director Mark Magee; motion carried.

AYES: Halverson, Fawkes, Magee, and Collette

NOES: None

ABSENT: Sites

ABSTAIN: None

**5.b. Budget for FY18-19.** Staff presented a draft fiscal year 2019 working document for consideration by the Board and discussion. The Board and staff went through a line-by-line discussion of the budget operating and maintenance costs and discussed special project costs. It was noted that the funds for the Berkshire Park development projects approved in the FY18 budget were not expended in that year as the timeline was pushed back. In discussion of possible drainage expenditures, Director Gordon Fawkes commented that the District in this winter season survived 100-year flood like rainfall. He expressed the opinion that any drainage efforts should be focused primarily on the inlets and outlets as opposed to work on the entire drainage areas. After discussion, Director Tim Halverson made a motion to approve the preliminary budget for RHCS D for fiscal year 2018-2019 in the total amount of \$447,625, including \$196,125 for operations and maintenance and \$251,500 for special projects; second by Director Mark Magee, motion carried.

AYES: Halverson, Fawkes, Magee, and Collette

NOES: None

ABSENT: Sites

ABSTAIN: None

### **New Business**

**6.a. Storage Unit Rental.** The Board members discussed the timeline for the Berkshire development project and specifically building of the proposed shed to replace the need for rental of a storage unit. In light of the upcoming expiration of the storage rental agreement and expected timing for work on the proposed development project, the Board agreed that continued rental of a storage unit is necessary. After discussion, Director Tim Halverson made a motion to approve six months rental cost of not-to-exceed \$900.00 for July through December; second by Director Mark Magee; motion carried.

AYES: Halverson, Fawkes, Magee, and Collette

NOES: None

ABSENT: Sites

ABSTAIN: None

**6.b. Reserve Study.** The proposals received in response to the District's request for bids to conduct a Reserve Study were reviewed and discussed. Director Tim Halverson made a motion expressing the intent to award the contract to Association Reserves at a cost of \$4,400, provided the vendor delivers the needed insurance documentation and is willing to sign the District's agreement, and authorize the General Manager to execute the agreement on behalf of the District; motion was seconded by Director Mark Magee; motion carried.

AYES: Halverson, Fawkes, Magee, and Collette

NOES: None

ABSENT: Sites

ABSTAIN: None

**6.c. Public Hearing regarding Authorizing the Continued Collection of the Direct Charge Assessment Fiscal Year 2019.** Director Tim Halverson opened the public hearing for this item. He asked if there was any public comment. There being none, he closed the hearing. There being no further discussion, Director Tim Halverson moved for 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; second by Director Mark Magee, motion carried.

AYES: Halverson, Fawkes, Magee, and Collette

NOES: None

ABSENT: Sites

ABSTAIN: None

**6.d. Public Hearing regarding Establishing the Appropriation Limits for Fiscal Year 2019 for RHCS as described in Article XII B of the State Constitution.** Director Tim Halverson opened the public hearing for this item. He asked if there was any public comment. There being none, he closed the hearing. The Board referenced the prior legal opinion from former General Counsel Dave McMurchie on this issue. There being no further discussion, Director Tim Halverson moved for adoption of Resolution 18-06 establishing the appropriation limits for fiscal year 2019 for the Rolling Hills Community Services District as described in Article XII B of the State Constitution in the amount of \$98,967.12; motion seconded by Director Mark Magee; motion carried.

AYES: Halverson, Fawkes, and Magee

NOES: None

ABSENT: Sites

ABSTAIN: Collette

**6.e. LAFCO Notification Regarding Municipal Services Review for District.** General Manager Chaney Hicks briefed the board about notification from LAFCO. The board secretary provided detail about past MSRs conducted and commented information needs to be provided to LAFCO about the new neighborhood in the District, Sierramonte. The draft MSR is expected to be available by the end of June for District review and comment prior to its finalization.

**7. Adjournment.** Upon motion by Director Mark Magee and seconded by Director Brenda Colette, the meeting was adjourned at 9:15 p.m.

Submitted by:

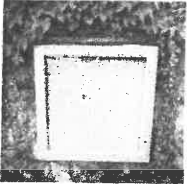

Linda Stone, Board Secretary

Approved by Board:

DRAFT

June 19, 2018

General Manager Report:

- Landscaping: Discussed issue/s with landscapers:
- Outstanding bid re: vdritch and DI at Winterfield
  - Firebreaks signed off by Fire Dept., but landscaper did not do full 100', out several times to let them know areas that need additional work.
- Firescraping: Scheduled for June 18th. 20th
- Bulletin Board: Larger Bulletin Boards received and Shadow Hills one installed. Board Members still want to volunteer to install Springfield Meadows?
- 
- Springfield Meadows: Board member installed light bulb, light constantly on (photocell). Electrician coming out to look at repair/options for replacement lanterns. Responded with very modern light fixture. No update from Board Member sources
- Encroachment: 20+ Letters sent to resident regarding unresponsive encroachment repairs (landscape trimming)
- El Dorado Disposal  
Baywood Ct (Summerfield Dr) – Dumpster (ED) on road, tagged. Called El Dorado Disposal Again Re: No Dumpsters On Street.
- Resident from Montrose property that I requested get an encroachment permit insisted no need. They indicated that the City/County told him not required. I verified with both agencies that they are aware that we have jurisdiction over requiring encroachment over sidewalks (they confirmed). Property owner indicated it would be moved next day, three days later still there and no permit submitted. Letter sent regarding removal or fine levied.
- Dunnwood Tree Encroachment: Spoke with resident regarding their tree planting on CSD property is in way of bulldozer access for fire scraping. Property Owner doesn't want to remove trees.
- 
- LAFCO: *on agenda* Municipal Service Review underway. Requested basic information and said she would be able to get most off of website. A draft will be sent to District for review prior to finalization.
- Resident Concerns: Call from property owner requesting something be done by District regarding 2061 Stonebriar (landscaping overgrowth). I received more specific mailing records from Fire Marshal and sent out an additional letter regarding encroachment. Weeds cut down as of 6/12/2018 but trees still need to be trimmed. Sent another postcard indicating necessary trimming clearances.



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

Customer Service:  
1-866-486-7782

Last statement: April 16, 2018  
This statement: April 30, 2018

Improve cash flow, streamline accounts payable and simplify bookkeeping with Umpqua card solutions for businesses. Features include company spending reports and online reporting tools to easily track and monitor employee spending. Contact your Umpqua Bank Relationship Manager for details.

#### PUBLIC FUNDS CHECKING

Account number	4866853585	Beginning balance	\$0.00
Low balance	\$1,700.34	Deposits/Additions	\$2,000.00
Average balance	\$1,793.05	Withdrawals/Subtractions	\$299.66
Interest earned	\$0.00	Ending balance	\$1,700.34

#### Deposits/Additions

Date	Description	Additions
04-16	Deposit	2,000.00
<b>Total Additions</b>		<b>\$2,000.00</b>

#### Card Transactions/Withdrawals

Date	Description	Subtractions
04-20	POS Purchase Terminal 00e Fedexoffice 0001 6782 El Dorado CA XXXXXXXXXXXX1280	83.66
04-27	POS Purchase Terminal 04311514Usps Po Boxes Onli NE 800-344-7 Dc XXXXXXXXXXXX1280	96.00
<b>Total Card Transactions/Withdrawals</b>		<b>\$179.66</b>

**Other Withdrawals/Subtractions**

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
04-16	EFT Service Charge Svc Chg Exped Card	60.00
04-16	EFT Service Charge Svc Chg Exped Card	60.00
<b>Total Other Withdrawals/Subtractions</b>		<b>\$120.00</b>

**Daily Balances**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
04-16	1,880.00	04-20	1,796.34	04-27	1,700.34
				04-30	1,700.34

**Overdraft Fee Summary**

	<b>Total For This Period</b>	<b>Total Year-to-Date</b>
<b>Total Overdraft Fees</b>	\$0.00	\$0.00
<b>Total Returned Item Fees</b>	\$0.00	\$0.00

**Checks**

(\* Skip in check sequence, R-Check has been returned,+ Electronified check))

Total Checks paid: 0 for **-\$0.00**



# UMPQUA BANK

May 31, 2018 Page:1 of 2



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

Customer Service:  
1-866-486-7782

Last statement: April 30, 2018  
This statement: May 31, 2018

Improve cash flow, streamline accounts payable and simplify bookkeeping with Umpqua card solutions for businesses. Features include company spending reports and online reporting tools to easily track and monitor employee spending. Contact your Umpqua Bank Relationship Manager for details.

## PUBLIC FUNDS CHECKING

Account number	4866853585	Beginning balance	\$1,700.34
Low balance	\$1,700.34	Deposits/Additions	\$2,172.41
Average balance	\$3,425.50	Withdrawals/Subtractions	\$63.61
Interest earned	\$0.00	Ending balance	\$3,809.14

## Deposits/Additions

Date	Description	Additions
05-07	Deposit	2,172.41
<b>Total Additions</b>		<b>\$2,172.41</b>

## Card Transactions/Withdrawals

Date	Description	Subtractions
05-10	POS Purchase Terminal 17600072Wm Supercenter # Folsom CA XXXXXXXXXXXX1280	30.11
05-24	POS Purchase Terminal Vbase2 Usps Po 0527430762El Dorado CA XXXXXXXXXXXX1280	21.00
<b>Total Card Transactions/Withdrawals</b>		<b>\$51.11</b>

**Other Withdrawals/Subtractions**

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
05-31	Service Charge For Maintenance Fee	12.50
<b>Total Other Withdrawals/Subtractions</b>		<b>\$12.50</b>

**Daily Balances**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
04-30	1,700.34	05-10	3,842.64	05-31	3,809.14
05-07	3,872.75	05-24	3,821.64		

**Overdraft Fee Summary**

	<b>Total For This Period</b>	<b>Total Year-to-Date</b>
<b>Total Overdraft Fees</b>	\$0.00	\$0.00
<b>Total Returned Item Fees</b>	\$0.00	\$0.00

**Checks**

(\* Skip in check sequence, R-Check has been returned,+ Electronified check))

Total Checks paid: 0 for **-\$0.00**



# UMPQUA BANK

June 30, 2018 Page: 1 of 2



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

Customer Service:  
1-866-486-7782

Last statement: May 31, 2018  
This statement: June 30, 2018

We have some changes to our Rules & Regulations that will go into effect on August 1, 2018. You can request a copy or find disclosures online at [umpquabank.com/disclosures](http://umpquabank.com/disclosures). Changes include an updated policy around how we handle accrued interest when you close your account, and definitions of relationship benefits, among other changes. If you have questions, please feel free to contact us at 1-866-486-7782.

## PUBLIC FUNDS CHECKING

Account number	4866853585	Beginning balance	\$3,809.14
Low balance	\$3,049.78	Deposits/Additions	\$0.00
Average balance	\$3,277.02	Withdrawals/Subtractions	\$759.36
Interest earned	\$0.00	Ending balance	\$3,049.78

## Card Transactions/Withdrawals

Date	Description	Subtractions
06-04	POS Purchase Terminal Vbase2Displays2go 401-247-0 Ma XXXXXXXXXXXX1280	492.36
06-21	POS Purchase Terminal 25218901 Merriweather & Wil Liam 415-98639 CA XXXXXXXXXXXX1280	267.00
<b>Total Card Transactions/Withdrawals</b>		<b>\$759.36</b>

## Daily Balances

Date	Amount	Date	Amount	Date	Amount
05-31	3,809.14	06-04	3,316.78	06-21	3,049.78
				06-30	3,049.78

**Overdraft Fee Summary**

	<b>Total For This Period</b>	<b>Total Year-to-Date</b>
<b>Total Overdraft Fees</b>	\$0.00	\$0.00
<b>Total Returned Item Fees</b>	\$0.00	\$0.00

**Checks**

(\* Skip in check sequence, R-Check has been returned,+ Electronified check))

Total Checks paid: 0 for **-\$0.00**



Letter No.: EEO2018-2606

May 10, 2018

FIRST-CLASS MAIL

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

Subject: Notice of Compliance – Backflow Prevention Assembly (BPA)  
Dunwood Drive Lot 63, El Dorado Hills, CA 95762

Dear Rolling Hills CSD:

The El Dorado Irrigation District (District) notified you on 3/19/2018 of a non-compliant Backflow Prevention Assembly (BPA). On 5/9/2018, the District inspected and certified the BPA and verified all requirements associated with the notice of noncompliance have been met.

If you have any further questions, please feel free to contact me at (530) 295-6870 or [sconsole@eid.org](mailto:sconsole@eid.org).

Thank you for your cooperation.

Sincerely,

Shawn G. Console  
Environmental Compliance Inspector

SC:lv

# COUNTY OF EL DORADO

## RECORDER CLERK - REGISTRAR OF VOTERS - VETERANS AFFAIRS

**William E. Schultz**



**Recorder-Clerk**  
**Commissioner of Civil Marriages**  
360 Fair Lane  
Placerville CA 95667  
[www.edcgov.us/countyclerk/](http://www.edcgov.us/countyclerk/)  
Phone: 530.621.5490  
**Jane Kohlstedt**  
Assistant Recorder-Clerk

**Registrar of Voters**  
2850 Fairlane Court  
PO Box 678001  
Placerville CA 95667  
[www.edcgov.us/elections/](http://www.edcgov.us/elections/)  
Phone: 530.621.7480 Fax: 530.626.5514  
**Linda Webster**  
Assistant Registrar of Voters

**Veterans Affairs Office**  
130 Placerville Drive,  
Placerville CA 95667  
[www.edcgov.us/veterans/](http://www.edcgov.us/veterans/)  
Phone: 530.621.5893  
**William E. Schultz**  
**Veterans Affairs Interim Dept. Head**  
Ed Swanson  
Veterans Service Officer

June 18, 2018

Dear Districts,

The Elections Department is highly recommending any candidate seeking to run for office in the November election to contact our office to schedule an appointment for the filing period.

Enclosed is a "Notice" for the district to post with the dates and times for filing. Documents and the Candidate Information Guide will also be available on the Elections web page. Please help get the word out in the district.

Please contact me if you have any questions.

Thank you,

A handwritten signature in blue ink that reads "Kim Smith". The signature is fluid and cursive, with the first name "Kim" and last name "Smith" clearly visible.

Kim Smith  
Elections Department  
Campaign/Candidate  
Services Filing Officer  
530-621-7490  
[kim.smith@edcgov.us](mailto:kim.smith@edcgov.us)

# COUNTY OF EL DORADO

## RECORDER CLERK - REGISTRAR OF VOTERS - VETERANS AFFAIRS

William E. Schultz



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Phone: 530.621.5490  
**Jane Kohlstedt**  
Assistant Recorder-Clerk

**Registrar of Voters**  
2850 Fairlane Court  
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Placerville CA 95667  
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Phone: 530.621.7480 Fax: 530.626.5514  
**Linda Webster**  
Assistant Registrar of Voters

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Phone: 530.621.5893  
**William E. Schultz**  
**Veterans Affairs Interim Dept. Head**  
Ed Swanson  
Veterans Service Officer

# NOTICE

**THE ELECTIONS DEPARTMENT IS SCHEDULING APPOINTMENTS FOR  
FILING FOR THE NOVEMBER 6, 2018 ELECTION.**

**Filing Period**

**JULY 16 – AUGUST 10, 2018**

## Placerville Area

(July 26 and August 9 are being reserved for Tahoe filings)

**8:00AM – 5:00PM**

## Tahoe Area

**Appointments will be at the Recorder Clerks Office**

July 26, 2018 - 8:00am to 12:00pm and 1:00pm to 4:00pm

August 9, 2018 - 8:00am to 12:00pm

**PLEASE CONTACT THE ELECTIONS DEPARTMENT TO SCHEDULE**

**530-621-7490**

**[kim.smith@edcgov.us](mailto:kim.smith@edcgov.us)**

# COUNTY OF EL DORADO

## RECORDER CLERK - REGISTRAR OF VOTERS - VETERANS AFFAIRS

William E. Schultz



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Phone: 530.621.5893  
**William E. Schultz**  
**Veterans Affairs Interim Dept. Head**  
Ed Swanson  
Veterans Service Officer

June 22, 2018

TO: All Districts in El Dorado County

FROM: William E. Schultz  
Recorder-Clerk-Registrar of Voters

RE: Conflict-of-Interest Code Review for the Year 2018

**Read this entire document before board adopts the districts 2018 Conflict of Interest**

**IMPORTANT NOTE:** "ALL" Statement of Economic Interests are required to be provided for public access Monday-Friday, 8:00 am to 5:00 pm.

The Political Reform Act requires every local special district to review its conflict-of-interest code every even-numbered year. Enclosed is a 2018 Local Agency Biennial Notice that must be completed and returned to the Elections Department **no later than Friday, August 24, 2018**. Please indicate on the Notice whether or not a revision to your district's code is necessary. If a revision is required, the amended conflict-of-interest code should follow within 90 days.

***If you answer yes, to any of the questions below, your agency's code probably needs to be amended.***

- *Is the current code more than five years old?*
- *Have there been any substantial changes to the district's organizational structure since the last code was approved?*
- *Have any positions been eliminated or re-named since the last code was approved?*
- *Have any new positions been added since the last code was approved?*
- *Have there been any substantial changes in duties or responsibilities for any positions since the last code as approved?*

Upon receipt of an amended conflict-of-interest code, the Elections Department will submit the amended code to County Counsel for review and subsequent presentation to the Board of Supervisors for approval. Please remember your agency's amended code is not effective until it is approved by the Board of Supervisors.

Enclosed is a sample Notice of Intention to Adopt or Amend a Conflict-of-Interest Code and a sample of a district's Conflict-of-Interest Code.

**Attend a Workshop or Webinar:** Schedules and information about seminars and webinars are available at [www.fppc.ca.gov](http://www.fppc.ca.gov).

As always, if we can provide further information, please contact Kim Smith at (530) 621-7490.

Very truly yours,

*Kim Smith for*  
*William E. Schultz*

June 28, 2018

Ms. Linda Stone  
Board Secretary/Clerk  
Rolling Hills Community Services District  
Post Office Box 5266  
El Dorado Hills, California 95762-5266

Re: 2018-19 Property/Liability Coverage Documents

Dear Ms. Stone,

On behalf of the Special District Risk Management Authority (SDRMA) Board of Directors and our entire risk management team, it is my pleasure to extend our sincere appreciation for your participation in our Property/Liability Program. The new program year begins July 1 and complete coverage documents will be available by August 1 in the SDRMA MemberPlus Online™ web-based portal. The following coverage documents will be available July 1 in MemberPlus Online™:

**Property/Liability Program**

- Member's Certificate of Coverage (copy attached)
- California Vehicle Identification Cards (available in MemberPlus Online™ to print out and place in vehicles)

To access MemberPlus Online™, visit [www.sdrma.org](http://www.sdrma.org), click on Member Login at the top right hand corner of any webpage. The Certificate of Coverage will be available in the left navigation window under 'Quick Links'. Your 2017-18 coverage documents will be archived as in past years and will be available under 'Reports/Forms/Archives'.

In an effort to assist with reporting property/liability claims, please reference the enclosed Claims Reporting Information Sheet which provides step-by-step instructions for reporting property/liability claims. Also, a list of 2018-19 Important Dates to Remember has been included for your reference.

**Reminder**

SDRMA provides an Employer "Hotline" for questions related to Employment Law. Best Best & Krieger is providing this service to SDRMA members and is one of the most experienced and largest public agency law firms with eight offices in California. The "Hotline" provides upper level management access to complimentary Employment Law related legal services on behalf of your agency after initial screening and referral by Dennis Timoney, SDRMA Chief Risk Officer. The goal is to reduce the frequency and severity of employment related claims which will have a direct impact on our pool's claim liabilities and expenses.



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

If you have any questions, please contact our office at 800.537.7790 or 916.231.4141.

Sincerely,  
Special District Risk Management Authority

C. Paul Frydendal, CPA  
Chief Operating Officer

Enclosures: Certificate of Coverage, Claims Reporting Information Sheet, 2018-19 Important Dates to Remember

Issue Date  
7/1/2018



**Member Number: 7171**

## Limits

Per Occurrence

### Replacement cost for Scheduled Property

Per Occurrence

\$	1,000,000
----	-----------

Per Occurrence

### Limits on File

Paul Fyfe

Paul Frydendal - Chief Operating Officer



**Official State Social Security Administrator  
California Public Employees' Retirement System**

P.O. Box 720720  
Sacramento, CA 94229-0720

Phone: (916) 795-0810 | Fax: (916) 795-3005  
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442  
[www.calpers.ca.gov/SSSA](http://www.calpers.ca.gov/SSSA)

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June 22, 2018

**Rolling Hills Community Services District  
Linda Stone  
P.O. Box 5266  
El Dorado Hills, CA 95762**

**IMPORTANT – DO NOT DISCARD**

Welcome,

The California State Social Security Administrator (SSSA) welcomes your agency to its Annual Information Request (AIR) online profile. This profile has been created for the agency, to facilitate federally mandated annual communication with the State Social Security Administrator's Office.

The California Public Employees' Retirement System (CalPERS) has been designated as the official SSSA for California's Section 218 Agreement. We are your agency's liaison between the Social Security Administration (SSA) and the Internal Revenue Service (IRS) to address Social Security and Medicare coverage-related issues and questions. Please note, all California governmental agencies are federally required to respond to the AIR regardless of Social Security status.

Enclosed you will find a quick-start guide to assist with completing your access in the my|CalPERS system. In addition, you will find more information on what features are available and where to find step by step instructions for navigating the system.

The SSSA is here to assist you. If you have any questions, please visit our website at [www.calpers.ca.gov/sssa](http://www.calpers.ca.gov/sssa), or contact us by telephone at (916) 795-0810 or via email at [sssa.air@calpers.ca.gov](mailto:sssa.air@calpers.ca.gov).

Sincerely,

**Veronica Silva-Gil  
State Social Security Administrator's Office  
Employer Account Management Division**



California Public Employees' Retirement System  
P.O. Box 942715 | Sacramento, CA 94229-2715  
(888) CalPERS (or 888-225-7377) | TTY: (877) 249-7442  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

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## Announcements

# Circular Letter

June 20, 2018

Circular Letter: 200-046-18

Distribution: VI, XII, XVI

**To:** All Public Agency Employers, County Superintendent of Schools and Individual School Districts

**Subject:** Introducing Social Security Functionality

### Purpose

The purpose of this Circular Letter is to inform all public employers that CalPERS has enhanced its myCalPERS system to allow both CalPERS and non-CalPERS contracting agencies to do business with the State Social Security Administrator (SSSA). The new features include:

- Initiate or amend a Social Security or Medicare Agreement
- Provide responses to the Annual Information Request (AIR) – The AIR form is a questionnaire that assists SSSA to communicate with public agencies annually and ensure tax compliance according to the Social Security laws.

### Background

CalPERS is the official State Social Security Administrator. The Social Security Administration (SSA) requires each state to designate an official to act for the state in administering that state's Section 218 Agreement. A Section 218 Agreement is a voluntary Agreement between the state and the SSA to provide Social Security and Medicare coverage for state and local government employees. As the official State Social Security Administrator, CalPERS has the following roles:

- Serve as the liaison between SSA, Internal Revenue Service (IRS), public entities and stakeholders
- Process modifications for public entities to provide coverage for their employees
- Maintain Section 218 related records

- Perform education and outreach

## Accessing myCalPERS

If the agency does not have access to myCalPERS, a student guide with step-by-step instructions to gain access is available at [www.calpers.ca.gov/sssa](http://www.calpers.ca.gov/sssa)

The agency would designate a System Access Administrator (SAA) who is the main point of contact and provides myCalPERS access to users. The SAA can create a Social Security Administrator as a contact type and assign the Social Security Administrator permission. The designee will be able to view:

- An Agreements tab:
  - If the agency has or had a section 218 Agreement, the available details and documents will be located under this tab
  - Initiate a New Social Security/Medicare Agreement or amend an existing Agreement
- A “SSA Annual Information Request” link that is located under the left-hand navigator. Throughout the year, agencies will receive notification that the Annual Information Request form is available and the link will be activated.

## Questions

If you have any questions, please contact the State Social Security Administrator’s Office via email at [sssa.education@calpers.ca.gov](mailto:sssa.education@calpers.ca.gov) or call 916-795-0810 or call our CalPERS Customer Contact Center at **(888) CalPERS** (or 888-225-7377).

Renee Ostrander, Chief  
Employer Account Management Division

# Quick Start Guide: Accessing my|CalPERS

We've made it easy to get started. This quick guide will provide information on how to gain access to my|CalPERS and where to find the Annual Information Request questionnaire once logged in.

## New to my|CalPERS

If you are new to my|CalPERS, have an official from your agency send an email to [bp\\_inquiry@calpers.ca.gov](mailto:bp_inquiry@calpers.ca.gov) and request a new account.

In the request, please provide the following information:

- Name, title, and phone number of the requestor
- Name, title, phone number, and email address of the contact who will be designated as the system access administrator (SAA)
  - The SAA will be able to provide my|CalPERS access to additional users

Once reviewed, a username and temporary password will be assigned.

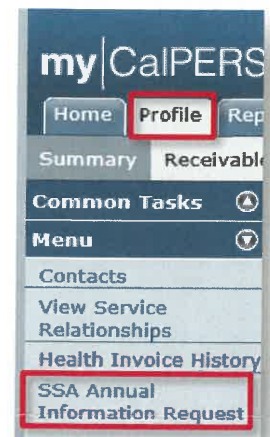
## Navigating my|CalPERS

To access my|CalPERS, visit the CalPERS website at [www.calpers.ca.gov](http://www.calpers.ca.gov) and select **my|CalPERS Log In**. When prompted:

- Choose the **Business Partner** radio button and select **Continue**.
- Enter your username and temporary password and select **Log In**.
- Follow prompts to set up security picture and questions.
- Finally, select **Accept** to agree to Conditions of Use for Business Partners.

Accessing the Annual Information Request questionnaire once logged in:

- Select the **Profile Tab**
- In the left-hand navigation select **SSA Annual Information Request**
  - You must have the Social Security Administrator role to access.
  - If this feature is not available, contact your agency my|CalPERS SAA to receive Social Security Administrator Access



## Need Assistance?

For assistance with login please contact the CalPERS Customer Contact Center at **(888) CalPERS** or **(888) 225-7377**. For additional questions please contact the SSSA at (916) 795-0810 or e-mail us at [sssa.air@calpers.ca.gov](mailto:sssa.air@calpers.ca.gov).



Official California State Social Security Administrator  
Serving Public Employers since 1955

7/17/18 LHM 5.6.

ROLLING HILLS COMMUNITY SERVICES DISTRICT

ENCROACHMENT PERMIT

No. 3115 Montrose-02

Date: June 19, 2018

To: David & Rebecca Gagetta (Name of New Owner of 3115 Montrose property)

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

TERMS, CONDITIONS AND RESTRICTIONS:

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

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

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

ROLLING HILLS COMMUNITY SERVICES DISTRICT

By: \_\_\_\_\_

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

David Lagetta  
Permittee

Kevin Lagetta  
Permittee

## EXHIBIT A

### ROLLING HILLS COMMUNITY SERVICES DISTRICT ENCROACHMENT PERMIT GENERAL PROVISIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

///

///

I agree to abide by the above terms.

Dated: 6/19/18

David Lagetta  
Permittee

Rebecca Lagetta  
Permittee

**EXHIBIT B**

Map Attached

# EXHIBIT B

## STONEBRIAR, UNIT NO. 3

PORTIONS OF SECTIONS 10 & 11, T. 9 N., R. 8 E., M.D.M.  
BEING LOTS 47, 48, 51 AND PORTIONS OF LOTS 52, 54 & 55 OF SPRINGFIELD  
MEADOWS, UNIT NO. 2, AND LOT 75 AND PORTIONS OF LOTS 69-71 & 74 OF  
SPRINGFIELD MEADOWS, UNIT NO. 3, AND TRACT 1 OF RS 23-49  
COUNTY OF EL DORADO STATE OF CALIFORNIA  
JANUARY 2001 SCALE: 1" = 50'

GENE E. THORNE & ASSOCIATES, INC.

### CURVE DATA TABLE (SEE SHEET 1)

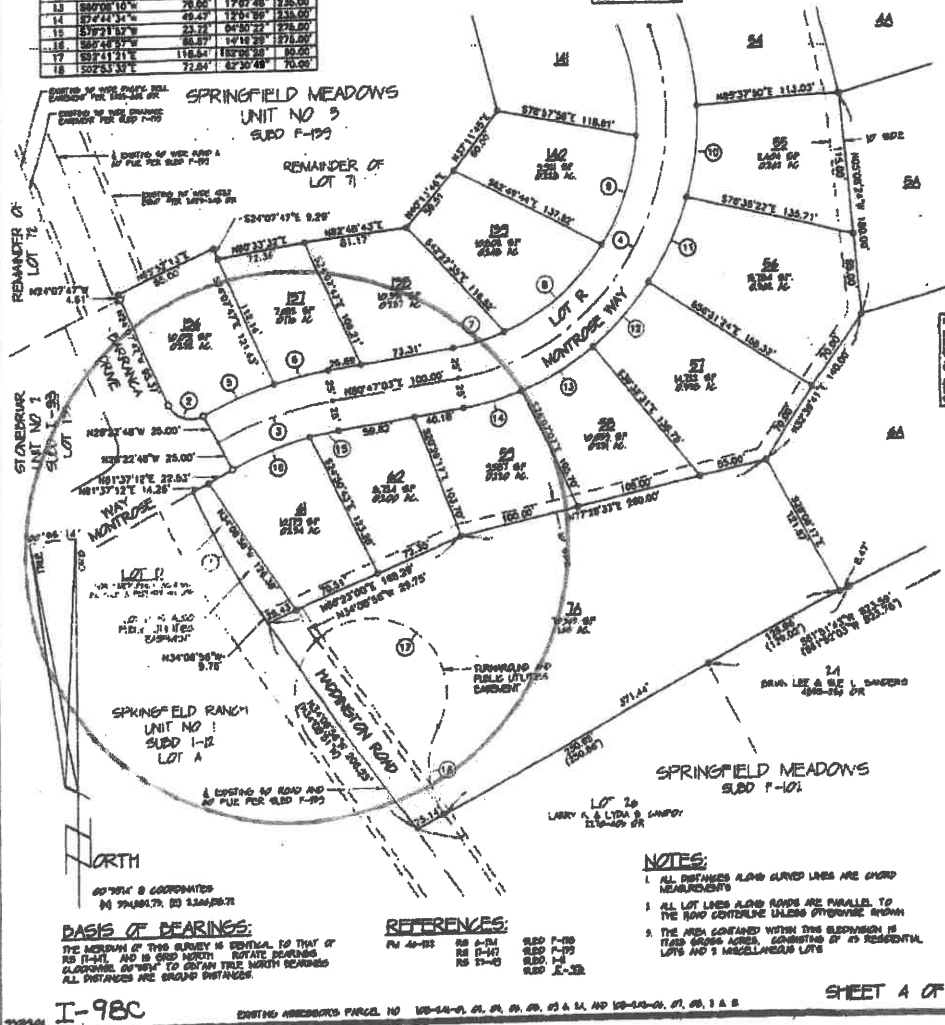
CURVE	CHORD BEARS & DISTANCE BEARS	ANGLE
1	N89°49'06"W 133.31'	103°43'40"
2	N71°18'17"E 99.88'	84°13'01"
3	N71°18'17"E 99.88'	84°13'01"
4	N89°49'06"W 133.31'	103°43'40"
5	N89°49'06"W 133.31'	103°43'40"
6	N89°49'06"W 133.31'	103°43'40"
7	N89°49'06"W 133.31'	103°43'40"
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17	N89°49'06"W 133.31'	103°43'40"
18	N89°49'06"W 133.31'	103°43'40"

### ABANDONMENT OF PUBLIC EASEMENTS THE PORTION OF THE FOLLOWING PUBLIC EASEMENTS LIES WITHIN THE BOUNDARY OF THIS SUBDIVISION AND BEING ABANDONED:

1. 1/2" WIDE DRAINAGE EASEMENT FOR SUB F-95
2. 1/2" WIDE ROAD AND PUBLIC UTILITY EASEMENT FOR MONTEROSE ROAD FOR SUB F-95 EXCEPT AS OTHERWISE SHOWN HEREON
3. 1/2" WIDE ROAD AND PUBLIC UTILITY EASEMENT FOR MONTEROSE ROAD FOR SUB F-95 EXCEPT AS OTHERWISE SHOWN HEREON
4. 1/2" WIDE PUBLIC UTILITY EASEMENTS BEING THE FRONT 10' OF ALL LOTS FOR SUB F-95 AND SUB F-96

### LEGEND:

- 1. CORNER POINT, NO MONUMENTATION
- 2. ROAD MONUMENT AS SHOWN HEREON
- 3. ROAD 1/2" CIP STAMPED "LA 4004-1576"
- 4. ROAD 1/2" CIP STAMPED "LA 4004-1576"
- 5. ROAD 1/2" CIP STAMPED "LA 4004-1576"
- 6. ROAD 1/2" CIP STAMPED "LA 4004-1576"
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- 15. ROAD 1/2" CIP STAMPED "LA 4004-1576"
- 16. ROAD 1/2" CIP STAMPED "LA 4004-1576"
- 17. ROAD 1/2" CIP STAMPED "LA 4004-1576"
- 18. ROAD 1/2" CIP STAMPED "LA 4004-1576"



### NOTES:

1. ALL DISTANCES ALONG CURVED LINES ARE CHORD MEASUREMENTS
2. ALL LOT LINES ALONG ROADS ARE PARALLEL TO THE ROAD CENTERLINE UNLESS OTHERWISE SHOWN
3. THE AREA CONTAINED WITHIN THE BOUNDARY OF THIS SUBDIVISION IS THE PROPERTY OF GENE E. THORNE & ASSOCIATES, INC.

### REFERENCES:

- 1. SUB F-95
- 2. SUB F-96
- 3. SUB F-97
- 4. SUB F-98
- 5. SUB F-99
- 6. SUB F-100
- 7. SUB F-101
- 8. SUB F-102
- 9. SUB F-103
- 10. SUB F-104
- 11. SUB F-105
- 12. SUB F-106
- 13. SUB F-107
- 14. SUB F-108
- 15. SUB F-109
- 16. SUB F-110
- 17. SUB F-111
- 18. SUB F-112
- 19. SUB F-113
- 20. SUB F-114
- 21. SUB F-115
- 22. SUB F-116
- 23. SUB F-117
- 24. SUB F-118
- 25. SUB F-119
- 26. SUB F-120
- 27. SUB F-121
- 28. SUB F-122
- 29. SUB F-123
- 30. SUB F-124
- 31. SUB F-125
- 32. SUB F-126
- 33. SUB F-127
- 34. SUB F-128
- 35. SUB F-129
- 36. SUB F-130
- 37. SUB F-131
- 38. SUB F-132
- 39. SUB F-133
- 40. SUB F-134
- 41. SUB F-135
- 42. SUB F-136
- 43. SUB F-137
- 44. SUB F-138
- 45. SUB F-139
- 46. SUB F-140
- 47. SUB F-141
- 48. SUB F-142
- 49. SUB F-143
- 50. SUB F-144
- 51. SUB F-145
- 52. SUB F-146
- 53. SUB F-147
- 54. SUB F-148
- 55. SUB F-149
- 56. SUB F-150
- 57. SUB F-151
- 58. SUB F-152
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- 65. SUB F-159
- 66. SUB F-160
- 67. SUB F-161
- 68. SUB F-162
- 69. SUB F-163
- 70. SUB F-164
- 71. SUB F-165
- 72. SUB F-166
- 73. SUB F-167
- 74. SUB F-168
- 75. SUB F-169
- 76. SUB F-170
- 77. SUB F-171
- 78. SUB F-172
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- 82. SUB F-176
- 83. SUB F-177
- 84. SUB F-178
- 85. SUB F-179
- 86. SUB F-180
- 87. SUB F-181
- 88. SUB F-182
- 89. SUB F-183
- 90. SUB F-184
- 91. SUB F-185
- 92. SUB F-186
- 93. SUB F-187
- 94. SUB F-188
- 95. SUB F-189
- 96. SUB F-190
- 97. SUB F-191
- 98. SUB F-192
- 99. SUB F-193
- 100. SUB F-194

### BASIS OF BEARINGS:

THE BEARING OF THIS SURVEY IS DEFINED AS THAT OF THE MERIDIAN, AND IS GIVEN NORTH. BEARING MEASUREMENTS ARE GIVEN TO OBTAIN TRUE NORTH BEARINGS. ALL DISTANCES ARE CHORD DISTANCES.

7/17/18  
Jkm 5.c.



**Rolling Hills**  
Community Services District

**ROLLING HILLS COMMUNITY SERVICES DISTRICT  
SHORT FORM AGREEMENT WITH ASSOCIATION RESERVES - SF**

This Agreement ("Agreement") is entered into between the Rolling Hills Community Services District ("RHCS D" or "District"), a community services district, P. O. Box 5266, El Dorado Hills, CA 95762 and Association Reserves ("Consultant"), with its office located at 1278 Indiana Street, Suite 400, San Francisco, CA 94107, as of July 2, 2018.

**Section 1. SERVICES.** Consultant agrees to provide the services ("Services") on the terms and conditions set forth in Exhibit A, attached hereto and incorporated herein for a not-to-exceed price of FOUR THOUSAND FOUR HUNDRED AND NO/100 DOLLARS (\$4,400.00), which shall include all taxes, shipping costs, travel expenses, insurance costs and any other expenses for which Consultant may seek reimbursement from RHCS D.

**1.1 Terms of Services.** In case of any conflict between the terms and conditions in this Agreement and Exhibit A, the terms and conditions of this Agreement shall control. The terms and conditions of this Agreement shall supersede any other agreement, oral or written, between Consultant and RHCS D relating to the services set forth herein.

**1.2 Scope of Services.** This Agreement is for preparation of a Reserve Study in which the following five reserve study tasks are performed:

- Component inventory (verification only, not quantification)
- Condition assessment (based on on-site visual observations)
- Life and valuation estimates
- Fund status
- Funding plan

**Section 2. CONSULTANT'S OBLIGATIONS.**

- 2.1** Consultant is an independent contractor and not an employee or agent of RHCS D.
- 2.2** Consultant shall provide the Services and/or Goods beginning on the effective date of the agreement above and ending no later than September 30, 2018.
- 2.3** Consultant shall not assign this Agreement without the prior written consent of RHCS D.
- 2.4** Consultant shall comply with all applicable laws, rules and regulations.
- 2.5** Consultant represents and warrants to District that Consultant and its employees, agents, and subcontractors (if any) have and will maintain at their sole expense during the terms of this Agreement all licenses, permits, qualifications, and approvals of whatever nature that are legally required to practice their respective professions.

**Section 3. INSURANCE.** Before beginning any Services under this Agreement, Consultant, at its own cost and expense, shall procure the types and amounts of insurance listed below and shall maintain the types and amounts of insurance listed below for the period covered by this Agreement.

- 3.1 Workers' Compensation.** If Consultant employs any person, Consultant shall maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant with limits of not less than one million dollars (\$1,000,000) per accident.
- 3.2 Commercial General Insurance.** Consultant shall maintain commercial general liability insurance for the term of this Agreement, including products liability, covering any loss or liability, including the cost of defense of any action, for bodily injury, death, personal injury and broad form property damage which may arise out of the operations of Consultant. The policy shall provide a minimum limit of \$1,000,000 per occurrence/\$1,000,000 aggregate.
- 3.3 Automobile Liability.** Consultant shall maintain automobile liability insurance satisfactory to RHCS D for the term of this Agreement covering any loss or liability, including the cost of defense of any action, arising from the operation, maintenance or use of any vehicle, whether or not owned by the Consultant, on or off RHCS D premises. The policy shall provide a minimum limit of \$1,000,000 per each accident. This insurance shall provide contractual liability covering all motor vehicles and mobile equipment to the extent coverage may be excluded from general liability insurance.
- 3.4 All Policies Requirements.** At RHCS D's discretion, RHCS D may require Consultant to provide (1) a certificate of insurance evidencing compliance with all applicable insurance provisions contained herein and (2) endorsements evidencing that Consultant has named RHCS D as an additional insurance on the insurance referenced in Sections 3.2 and 3.3, and declaring such insurance to be primary.

**Section 4. INDEMNIFICATION.** Consultant shall indemnify, defend and hold harmless RHCS D, its officials, officers, employees and agents from and against all losses , claims, demands, suits, actions, payments, liabilities and judgments arising out of or relating to any acts or omissions by Consultant, its officers, officials, agents, or employees, except as caused by the sole or gross negligence of RHCS D.

**Section 5. PAYMENT.** Consultant shall invoice RHCS D for Services performed according to the terms of this Agreement. Invoices shall itemize Services performed and Goods delivered. RHCS D shall make payment within thirty (30) days of its receipt of the invoice or the date of completion of the Services, whichever occurs later. Payment of invoices shall not constitute acceptance of the Services and/or Goods and invoices shall be subject to adjustments for any defects in quality or any failure of Consultant to meet the requirements of this Agreement.

**Section 6. TERMINATION.** RHCS D shall have the option of terminating this Agreement if Consultant fails to provide the Services and/or Goods within the time frame set forth herein.

**Section 7. GOVERNING LAW.** This Agreement, and all matters relating to it, shall be governed by the laws of the State of California, with venue lying in El Dorado County, California.

The Parties have executed this Agreement as of the date signed by the District.

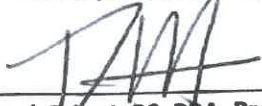
ROLLING HILLS COMMUNITY SERVICES DISTRICT

ASSOCIATION RESERVES

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

Date: 7-2-18

\_\_\_\_\_  
Chaney Hicks, General Manager

  
\_\_\_\_\_  
Derek Eckert, RS, PRA, President  
San Francisco Office

Attest:

\_\_\_\_\_  
Board Secretary/Clerk

## **EXHIBIT A**

### **SCOPE OF SERVICES**

Consultant shall prepare a Reserve Study (physical analysis and financial analysis) in which the following five reserve study tasks are performed:

- Component inventory (verification only, not quantification)
- Condition assessment (based on on-site visual observations)
- Life and valuation estimates
- Fund status
- Funding plan

Consultant shall deliver to District its final Report and other referenced files, along with Funding Analysis Software at no additional cost to District which will allow comparison of various “what-if” scenarios.

NOTE: As a public agency, RHCSO shall not reimburse for travel, food and related costs in excess of those permitted by the Internal Revenue Service.



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
**7/5/2018**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>STEVE SILVER INSURANCE SVCS</b> <b>27200 Tourney Rd Ste 240</b> <b>Valencia, CA 91355</b> <b>0581012</b>		<b>CONTACT NAME:</b> <b>Steve Silver</b> <b>PHONE (A/C No Ext):</b> <b>(661)253-2100</b> <b>FAX (A/C No):</b> <b>(661)253-0100</b> <b>E-MAIL ADDRESS:</b> <b>steve@stevesilverinsurance.com</b>	
		<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b>	
		<b>INSURER A:</b> <b>Farmers Insurance Exchange</b>	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			<b>60488-88-35</b>	<b>2/23/2018</b>	<b>2/23/2019</b>	<b>EACH OCCURRENCE</b> \$ <b>2,000,000</b>
			<b>DAMAGE TO RENTED PREMISES (Ea occurrence)</b> \$ <b>100,000</b>				
			<b>MED EXP (Any one person)</b> \$ <b>5,000</b>				
			<b>PERSONAL &amp; ADV INJURY</b> \$ <b>2,000,000</b>				
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						<b>GENERAL AGGREGATE</b> \$ <b>4,000,000</b>
							<b>PRODUCTS - COMP/OP AGG</b> \$ <b>2,000,000</b>
							\$
<b>A</b>	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANYAUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			<b>60488-88-35</b>	<b>2/23/2018</b>	<b>2/23/2019</b>	<b>COMBINED SINGLE LIMIT (Ea accident)</b> \$ <b>2,000,000</b>
			<b>BODILY INJURY (Per person)</b> \$				
			<b>BODILY INJURY (Per accident)</b> \$				
			<b>PROPERTY DAMAGE (Per accident)</b> \$				
						\$	
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b>						<b>EACH OCCURRENCE</b> \$
							<b>AGGREGATE</b> \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<b>Y/N</b> <input type="checkbox"/> <b>N/A</b>					<b>PER STATUTE</b> <b>OTH-ER</b>
							<b>E.L. EACH ACCIDENT</b> \$
							<b>E.L. DISEASE - EA EMPLOYEE</b> \$
							<b>E.L. DISEASE - POLICY LIMIT</b> \$
<b>B</b>	<b>Business Personal Property</b>			<b>60488-88-35</b>	<b>2/23/2018</b>	<b>2/23/2019</b>	<b>\$24,800</b> <b>\$500 deductible</b> <b>All Risk, Special Form</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

**Rolling Hills Community Services**  
**District**  
**P O Box 5266**  
**El Dorado Hills, CA 95762**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2013 ACORD CORPORATION. All rights reserved.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - DESIGNATED PERSON  
OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS POLICY

**SCHEDULE\***

**Name Of Person Or Organization:**  
**ROLLING HILLS COMMUNITY**  
**SERVICES DISTRICT**

\* Information required to complete this Schedule, if not shown on this endorsement, will be shown in the Declarations.

The following is added to Paragraph C. Who Is An Insured in the Businessowners Liability Coverage Form:

4. Any person or organization shown in the Schedule is also an insured, but only with respect to liability arising out of your ongoing operations or premises owned by or rented to you.



ASSORES-01

TIMH

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/06/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> License # 0252636 United Agencies 887 Patriot Drive, Ste. D Moorpark, CA 93021	<b>CONTACT NAME:</b>	<b>FAX (A/C, No):</b> (805) 212-4891	
	<b>PHONE (A/C, No, Ext):</b> (805) 212-4890	<b>E-MAIL ADDRESS:</b>	
<b>INSURED</b>  Association Reserves 5000 Parkway Calabasas, Ste 308 Calabasas, CA 91302	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A: Hartford Accident and Indemnity Company</b>		<b>22357</b>
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b>					<b>EACH OCCURRENCE</b> \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					<b>DAMAGE TO RENTED PREMISES (Ea occurrence)</b> \$
						<b>MED EXP (Any one person)</b> \$
						<b>PERSONAL &amp; ADV INJURY</b> \$
	<b>GEN'L AGGREGATE LIMIT APPLIES PER:</b>					<b>GENERAL AGGREGATE</b> \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					<b>PRODUCTS - COMP/OP AGG</b> \$
	<b>OTHER:</b>					\$
	<b>AUTOMOBILE LIABILITY</b>					<b>COMBINED SINGLE LIMIT (Ea accident)</b> \$
	<input type="checkbox"/> ANY AUTO					<b>BODILY INJURY (Per person)</b> \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS					<b>BODILY INJURY (Per accident)</b> \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					<b>PROPERTY DAMAGE (Per accident)</b> \$
						\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR					<b>EACH OCCURRENCE</b> \$
	<b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE					<b>AGGREGATE</b> \$
	<b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b>					\$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>					<input checked="" type="checkbox"/> <b>PER STATUTE</b> <input type="checkbox"/> <b>OTH-ER</b>
	<b>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)</b>	<b>Y/N</b> <input type="checkbox"/> <b>N/A</b>	<b>72WBCVK5011</b>	<b>01/15/2018</b>	<b>01/15/2019</b>	<b>E.L. EACH ACCIDENT</b> \$ <b>1,000,000</b>
	<b>If yes, describe under DESCRIPTION OF OPERATIONS below</b>					<b>E.L. DISEASE - EA EMPLOYEE</b> \$ <b>1,000,000</b>
						<b>E.L. DISEASE - POLICY LIMIT</b> \$ <b>1,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
\*30 days notice of cancellation except 10 days for non-payment of premium.

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

7/17/18 Item 5.d.

**ROLLING HILLS CSD BUDGET****FY19 PROPOSED FINAL****Revenues**

Property Taxes	\$	83,600.00
Interest	\$	3,500.00
Special Assessment	\$	79,000.00
<b>Revenue Income</b>	\$	166,100.00
Transfer From Fund Balance	\$	281,525.00
<b>Total Revenue</b>	\$	<b>447,625.00</b>

**Expenditures - Routine Operations & Maintenance****Services/Supplies**

3000 Payroll Expenses	\$	-
4040 Telephone	\$	350.00
4041 Communications	\$	500.00
4060 Food and Food Products	\$	50.00
4100 Insurance	\$	3,600.00
4180 Maintenance Improv. Projects	\$	2,000.00
4183 Maintenance Grounds	\$	10,000.00
4185 Maintenance Parks	\$	40,000.00
4189 Maintenance Water System	\$	5,000.00
4190 Maintenance Drainage	\$	12,500.00
4191 Maintenance Roads	\$	40,000.00
4192 Maintenance Lighting	\$	300.00
4197 Building Supplies	\$	300.00
4220 Memberships	\$	600.00
4240 Misc. Expense	\$	300.00
4260 Office Expense	\$	500.00
4266 Printing Services	\$	650.00
4300 Professional Services	\$	26,000.00
4304 Admin Fee Agency	\$	125.00
4305 Accounting Services	\$	9,000.00
4313 Legal Services	\$	8,000.00
4345 Director Services	\$	5,250.00
4400 Publication Notices	\$	500.00
4420 Rent/Lease Equipment	\$	300.00
4440 Rent Buildings		\$3,700.00
4505 Education & Training	\$	300.00
4600 Transportation/Travel	\$	-
4602 Private Auto	\$	300.00
4620 Utilities	\$	26,000.00
Subtotal:	\$	196,125.00

**Special Projects**

Reserve Study	\$	4,400.00
Berkshire Park Development - Survey	\$	2,500.00
Berkshire Park Development Costs	\$	244,600.00
Subtotal:	\$	251,500.00

**Fixed Assets**

6020 Bldg. Improvements	\$	-
<b>Total Expenditures</b>	\$	<b>447,625.00</b>

**ROLLING HILLS CSD BUDGET****FY19 PRELIMINARY  
APPROVED****Revenues**

Property Taxes	\$	83,600.00
Interest	\$	3,500.00
Special Assessment	\$	79,000.00
<b>Revenue Income</b>	\$	166,100.00
Transfer From Fund Balance	\$	281,525.00
<b>Total Revenue</b>	\$	<b>447,625.00</b>

**Expenditures – Routine Operations & Maintenance****Services/Supplies**

3000 Payroll Expenses	\$	-
4040 Telephone	\$	350.00
4041 Communications	\$	500.00
4060 Food and Food Products	\$	50.00
4100 Insurance	\$	3,600.00
4180 Maintenance Improvement Projects	\$	2,000.00
4183 Maintenance Grounds	\$	10,000.00
4185 Maintenance Parks	\$	40,000.00
4189 Maintenance Water System	\$	5,000.00
4190 Maintenance Drainage	\$	12,500.00
4191 Maintenance Roads	\$	40,000.00
4192 Maintenance Lighting	\$	300.00
4197 Building Supplies	\$	300.00
4220 Memberships	\$	600.00
4240 Miscellaneous Expense	\$	300.00
4260 Office Expense	\$	500.00
4266 Printing Services	\$	650.00
4300 Prof. Services	\$	26,000.00
4304 Admin Fee Agency	\$	125.00
4305 Accounting Services	\$	9,000.00
4313 Legal Services	\$	8,000.00
4345 Director Services	\$	5,250.00
4400 Publication Notices	\$	500.00
4420 Rent/Lease Equipment	\$	300.00
4440 Rent Bldgs.		\$3,700.00
4505 Education Training	\$	300.00
4600 Transportation/Travel	\$	-
4602 Private Auto	\$	300.00
4620 Utilities	\$	26,000.00
Subtotal:	\$	196,125.00

**Special Projects**

\$ 251,500.00

**Fixed Assets**

6020 Bldg. Improvements	\$	-
<b>Total Expenditures</b>		<b>447,625.00</b>



**Rolling Hills**  
Community Services District


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[APPLICATIONS & FORMS](#)
[BUSINESS](#)

#### SUBSCRIBE TO NEWSLETTER

First Name \*

Last Name \*

Email \*

Phone \*

Address \*

Set Address

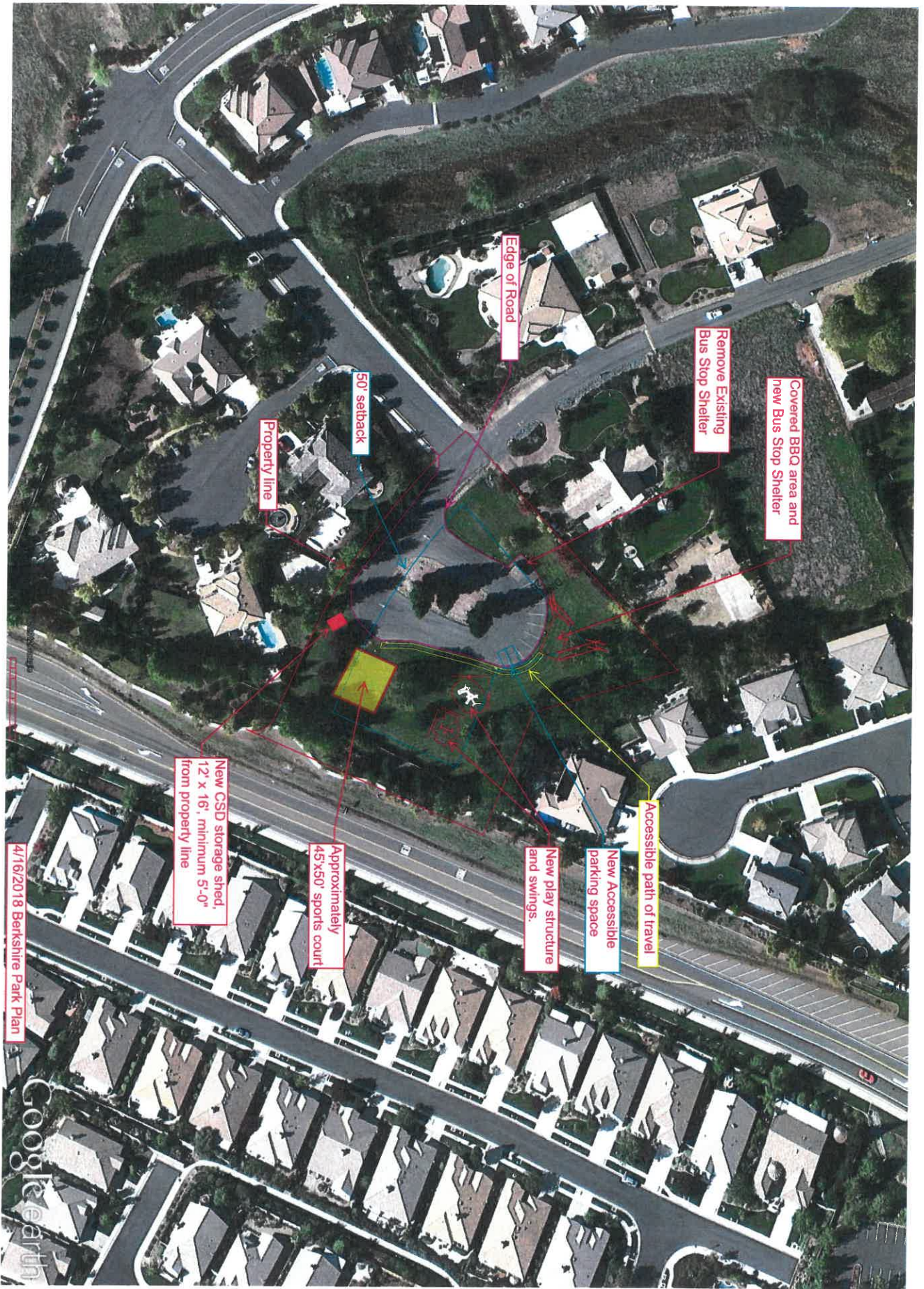
Submit

#### **RHCSD Planning For Park Facilities and Improvements: Berkshire Park For Consideration by the Board at July 17, 2018 Regular Meeting**

RHCSD DRAFT Proposed Berkshire Park Development Plan 05-10-2018. (Includes covered BBQ area, new bus stop shelter, play structure and swings, paved sports court, new CSD storage shed, accessible parking space, and accessible path of travel)  
<<CLICK HERE TO SEE MAP>>

Planning for new facilities and improvements at Berkshire Park continues. The final draft of the proposed park development plan is now posted and includes a covered barbecue area, new bus stop shelter, play structure and swings, paved sports court, new CSD storage shed, accessible parking space, and accessible path of travel. The proposed plan will be considered for approval at the July 17<sup>th</sup> regular board meeting. Board meetings are held on the third Tuesday of each month in the meeting room at the Holiday Inn Express in Town Center in El Dorado Hills, and begin at 7:00 p.m.

The development plan was discussed at the Board's July, September, and November 2017 meetings. The Board received input from the residents in closest proximity to the park and many others interested in the project. Based on that input, the current draft plan dated May 10, 2018, for reference, was prepared for Board consideration and approval.



Covered BBQ area and new Bus Stop Shelter

Remove Existing Bus Stop Shelter

Edge of Road

50' setback

Property line

Accessible path of travel

New Accessible parking space

New play structure and swings.

Approximately 45'x50' sports court

New CSD storage shed, 12' x 16', minimum 5'-0" from property line

4/16/2018 Berkshire Park Plan

Google Earth



**Rolling Hills**  
Community Services District

7/17/18  
Hm b.b.

Chaney Hicks, General Manager  
(916)235-8671  
P.O. Box 5266  
El Dorado Hills, CA 95762

July 9, 2018

Farhad Foroudi  
4443 Dunnwood Drive  
El Dorado Hills, CA 95762

RE: Rolling Hills Community Services District ("District");  
Encroachment Ordinance 2013-01 – Unauthorized Planting on District Property

Dear Mr. Foroudi:

A review of District conditions prior to commencing work on the annual firebreaks uncovered unauthorized trees planted on District property. As I previously discussed with you, these trees planted by you prove problematic for access to the area by utility and emergency vehicles. The Board of Directors adopted Ordinance 2013-01 (amending 2010-02, 2009-01) to establish rules governing the application for and issuance of encroachment permits on District property (copy enclosed). The ordinance specifically addresses installation or placement of landscaping or other improvements.

The District received written notification from the El Dorado Hills Fire Department that these trees do in fact pose access issues for emergency vehicles and need to be removed. This letter shall constitute written notice to you that all unauthorized trees and irrigation are required to be removed from District property and the area restored to its previous condition.

We ask that you commence the needed removal and repairs within 14 days from the date of this letter. You have the option of electing the manner in which the repairs will be performed, including electing to perform the repairs yourself, having the work performed by a licensed contractor, or having the work performed through the District, by a contractor elected by the District. If you opt to have the work performed through the District, the cost shall be borne by you. Please complete the "Election of Owner" which accompanies this letter and return it to me as soon as possible.



**Rolling Hills**  
Community Services District

---

In addition, for your information, copies of all District Ordinances are available at [www.rollinghillscsd.org](http://www.rollinghillscsd.org). If you have any questions, please do not hesitate to contact me at (916) 235-8671 or [rollinghillscsdgm@gmail.com](mailto:rollinghillscsdgm@gmail.com).

Very truly yours,

Chaney Hicks, General Manager  
Enclosures



# Rolling Hills

Community Services District

To: Rolling Hills Community Services District

From: \_\_\_\_\_

Re: Property Located at \_\_\_\_\_

Date of Notice: \_\_\_\_\_

## ELECTION OF OWNER

I, \_\_\_\_\_, am the owner of the property located at \_\_\_\_\_, El Dorado Hills, California. I have received the District's letter notification regarding maintenance required to the sidewalks, curbs and/or gutters fronting on my lot or portion of my lot.

I hereby elect to:

- ☐ Perform the needed repairs
- ☐ Have the repair/maintenance work performed by a licensed contractor
- ☐ Have the repair/maintenance work performed through the District, by a contractor elected by the District, the cost for which borne by me

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

\_\_\_\_\_  
(name)