

Board of Directors Meeting – AGENDA
ROLLING HILLS COMMUNITY SERVICES DISTRICT

Tuesday, August 21, 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 July 17, 2018 special meeting and July 17, 2018 regular meeting of the Board of Directors

b. Correspondence receive/file:

- 1) Umpqua Bank monthly statements for period July 1-30, 2018
- 2) Bank of America monthly statements for monthly periods of February through July, 2018
- 3) County of El Dorado Auditor's office memo dated August 9, 2018 confirming 2018-19 Direct Charge Levy processed successfully
- 4) County of El Dorado Auditor's office memo dated July 17, 2018 transmitting Quarter 2, federal and state quarterly reports
- 5) County of El Dorado Auditor's office memo dated July 25, 2018 regarding Communication #5 Change to New Property Tax System

Consent Items Pulled for Discussion: _____

5. Old Business

- a. 2018 Shadow Hills Road Resurfacing Project – Rejection of Bid.** Staff to present update regarding bid deemed non-responsive and recommendation for rejection of second bid in light of cost and reconsideration of road maintenance alternatives in light of new information forthcoming in Reserve Study (Discussion/Possible Action Item)
- b. Reserve Study** – Staff to provide update on July 25th site visit with representative of Association Reserves and status of preparation of study (Discussion Item)

- c. **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)
- d. **DMV Requirements for Processing Citations** - Staff to present new information since last meeting about continued processing of District issued citations and DMV requirements 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)

6. New Business

- a. **Conflict of Interest Code Update for 2018** – Staff to consider adoption of Resolution 2018-09 approving the updated “Conflict of Interest Code for Rolling Hills Community Services District” for Board Members, employees, and consultants, as required by the Political Reform Act (Discussion/Action Item)
- b. **Stonebriar Park Water Pressure Issue** – Board requested discussion of water pressure issues in Stonebriar Park; consideration of alternatives and direction (Discussion/Possible Action Item)
- c. **LAFCO Municipal Services Review** – LAFCO has prepared its draft of the Municipal Services Review for Rolling Hills CSD. The draft MSR will be on the LAFCO August 22 agenda consent calendar for the purpose of opening a 30-day public comment period. The final MSR will be considered on LAFCO’s September 26 agenda for discussion and adoption (Discussion Item)
- d. **Removal of Two Diseased Trees at Prima and Stonebriar Drive** – Staff to present information about diseased trees in the area of Prima and Stonebriar Drive; authorization for expenditure of funds from approved budget in an amount not to exceed \$2,000 for removal of the trees. Cost of removal is estimate only; actual cost estimate will be available at the Board meeting. (Discussion Item/Possible Action Item)

7. Adjournment

The Board may take action on any of the items listed on this Agenda regardless of whether the matter appears on the Consent Calendar or is described as an action item, a report, a discussion item, or an information item.

NOTICE TO THE DISABLED AND VISUALLY OR HEARING IMPAIRED: In compliance with the Americans with Disabilities Act, Rolling Hills CSD will provide special assistance for disabled citizens. A request for disability related modification or accommodation, including auxiliary aids or services, made 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 . 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 JULY 17, 2018 SPECIAL MEETING OF THE BOARD OF DIRECTORS**

1. Call to Order/Roll Call.

The special meeting of the Rolling Hills CSD held on July 17, 2018, was called to order at 6:32 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. Bid Opening for 2018 Shadow Hills Road Resurfacing Maintenance

General Manager Chaney Hicks presented two unopened bids which were timely received in response to the District's Request for Proposals for the 2018 Shadow Hills Road Resurfacing Maintenance project. The bids were opened and costs read aloud. Advantage Asphalt submitted a total bid of \$30,196.00 including the base bid plus Add options no. 1 and 2. CPM submitted a total bid of \$42,213.65 including the base bid plus Add options no. 1 and 2. Upon initial review of the bids, the required paperwork appeared to be included, however, the bid disparity was noted. A complete review of the bid submissions will be done.

Director Mark Magee made a motion to accept and move forward with the Advantage Asphalt bid proposal for the total project cost of \$30,196.00, provided that all RFP requirements are met; second by Director Tim Halverson; motion carried.

AYES: Sites, Halverson, Fawkes, Magee, Collette

NOES: None

ABSENT: None

ABSTAIN: None

4. Adjournment. Upon motion by President Matt Sites and seconded by Director Tim Halverson, the meeting was adjourned at 6:55 p.m.

Submitted by:

Linda Stone, Board Secretary

Approved by Board:

**ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES OF JULY 17, 2018 MEETING OF THE BOARD OF DIRECTORS**

1. Call to Order/Roll Call.

The meeting of the Rolling Hills CSD held on July 17, 2018, was called to order at 7:01 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. The Clerk was asked to include on next month's meeting agenda a discussion item regarding Stonebriar Park's water pressure issue.

4. Consent Items

The consent items consisting of the draft Minutes of the June 19, 2018, regular meeting of the Board of Directors; correspondence including Umpqua Bank monthly statements for periods April 16-30, 2018; April 31-May 31, 2018; and June 1-30, 2018; May 10, 2018 letter from El Dorado Irrigation District-Notice of Compliance Backflow Prevention Assembly Dunnwood Drive Lot 63 in El Dorado Hills; June 18, 2018, letter from El Dorado County Elections Department regarding scheduling of appointment during filing period for candidates seeking to run for office; June 22, 2018, Memorandum from Recorder-Clerk-Registrar of Voters re Conflict of Interest Code Review for Year 2018; June 28, 2018 letter from SDRMA regarding 2018-19 Property/Liability Coverage documents; and Social Security Administrator/Cal PERS letter regarding online profile information were considered. The memorandum regarding 2018 Conflict of Interest Code review will be considered at the August board meeting. With that exception, Director Tim Halverson moved to approve the consent items and accept and file the items; second by Director Gordon Fawkes; motion carried.

AYES: Sites, Halverson, Fawkes, Magee, Collette

NOES: None

ABSENT: None

ABSTAIN: None

Old Business

5.a. 4th of July Event in Stonebriar Park 2018. The 4th of July event was well attended this year although it was noted there were less young children. A huge number of pancakes were served. The irrigation circuit for the grass nearest to Stonebridge came on but did not disturb the event. General Manager Chaney Hicks commented that the valves near the baseball field were off for the event and that it takes about 12 hours to run all of the valves at the park. Chaney will be purchasing an insert for the Sierramonte event sign for use next year. The purchase is within her delegated authority.

5.b. 3115 Montrose Way Encroachment Permit. Chaney confirmed that the sale of the 3115 Montrose Way property went through and that the new owners are agreeable to the encroachment permit and its terms. Director Gordon Fawkes suggested two edits to the permit document for clarity, which edits were agreed to by the Board. The Clerk will make the edits and advise the owners. The encroachment permit funds will then be deposited once the documents are fully executed.

5.c. Reserve Study. Staff confirmed that the required insurance documentation was received from Association Reserves and that the contract has been fully executed for its services. Chaney noted that the representative is scheduled for the on-site visit on July 25.

5.d. Public Hearing – Approval of Final Budget for FY18-19. President Matt Sites opened the public hearing for approval of the final budget for fiscal year 2019. He asked if there was any public comment. There being none, he closed the hearing. The Clerk commented that in prior budget years the District had included a revenue line for “Miscellaneous Income” for receipts of funds for permit and encroachment fees and miscellaneous items. The Board members all agreed that a “Miscellaneous Income” line be added to the budget in the amount of \$500.00 with a corresponding change to the “Transfer from Fund Balance” line to reduce it by \$500.00, the result being no change to the budget’s “Total Revenue”. Director Tim Halverson moved for adoption of Resolution 18-07 approving the final budget for RHCSD for fiscal year 2018-2019 with the change indicated, approving the budget 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: Sites, Halverson, Fawkes, Magee, Collette

NOES: None

ABSENT: None

ABSTAIN: None

5.e. Berkshire Park Development Project. Staff reviewed the current development plan under consideration for Berkshire Park and referenced the map dated 5-10-18. The plan includes a 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. This matter has been discussed at various CSD board meetings with input provided by district residents and specifically from residents who live in close proximity to Berkshire Park. In addition, the various iterations of the development plan are posted to the District website. Director Mark Magee moved for approval of the development plan presented with the meeting materials; second by Director Brenda Collette; motion carried.

AYES: Sites, Halverson, Fawkes, Magee, Collette

NOES: None

ABSENT: None

ABSTAIN: None

Staff will move forward with the process to request County approval of a variance for construction of the storage shed in the location depicted on the approved plan.

New Business

6.a. Illuminated Stop Sign at Stonebriar. General Manager Chaney Hicks presented information about an idea to install an illuminated stop sign at Stonebriar Drive near the entrance as a means of greater visibility to reduce the number of cars that run the stop sign. Other options were generally discussed. The Board took no action on this item at the meeting but asked that it be put on the next regular agenda for more discussion.

6.b. Trees Planted on CSD Property Adjacent to Dunnwood Drive Utility Access Road. The Board was briefed about trees planted on CSD property adjacent to the Dunnwood Drive utility access road and the Fire Marshall’s request that the trees be removed to allow for access. Upon notice from the District requesting that the trees be removed and/or relocated, the property owner sawed off the trees. It was the unanimous consensus of the Board members present that the owner be requested to complete removal of the trees and that the property be restored to its original condition.

6.c. Illegal Dumping of Landscape Debris on CSD Property Adjacent to Stonebriar Drive Private Road. Chaney also briefed the Board about illegal dumping which occurred on CSD property adjacent to the Stonebriar private road. Upon receipt of the District’s notification requesting that the dumping be abated, the property owner took steps to correct the problem with an estimated 80% favorable result.

6.d. DMV Requirements for Processing Citations. Chaney briefed the Board about the current situation with the vendor processing the District’s citations and the disconnect between the vendor and the Department of Motor Vehicles

to maintain a current Requestor Code. Chaney is working to resolve this problem and was directed to move beyond her contact at DMV and speak with supervisors or management who may be able to provide more assistance.

7. Adjournment. Upon motion by Director Tim Halverson and seconded by Director Brenda Colette, the meeting was adjourned at 9:10 p.m.

Submitted by:

Linda Stone, Board Secretary

Approved by Board:

DRAFT



UMPQUA BANK

July 31, 2018 Page: 1 of 2



ROLLING HILLS COMMUNITY SERVICES DIST UB
CSD REVOLVING ACCOUNT
PO BOX 5266
EL DORADO HILLS CA 95762-0005

Customer Service:
1-866-486-7782

Last statement: June 30, 2018
This statement: July 31, 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. 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	\$3,049.78
Low balance	\$2,849.08	Deposits/Additions	\$0.00
Average balance	\$2,916.38	Withdrawals/Subtractions	\$200.70
Interest earned	\$0.00	Ending balance	\$2,849.08

Card Transactions/Withdrawals

Date	Description	Subtractions
07-05	POS Purchase Terminal 00010001 Istorage-el Dorado Hil El Dorado CA XXXXXXXXXXXX1280	144.00
07-10	POS Purchase Terminal Vbase2 Usps Po 0527430762 El Dorado CA XXXXXXXXXXXX1280	6.70
07-30	POS Purchase Terminal Vbase2 Usps Po 0527430762 El Dorado CA XXXXXXXXXXXX1280	50.00
Total Card Transactions/Withdrawals		\$200.70

Daily Balances

Date	Amount	Date	Amount	Date	Amount
06-30	3,049.78	07-10	2,899.08	07-31	2,849.08
07-05	2,905.78	07-30	2,849.08		

Overdraft Fee Summary

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Checks

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

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

State/Local Government Checking

Account number: **1354019570** ■ April 1, 2018 - April 30, 2018 ■ Page 1 of 4

WELLS
FARGO

ROLLING HILLS COMMUNITY SERVICES
DISTRICT
PO BOX 5266
EL DORADO HILLS CA 95762-0005

Questions?

Available by phone 24 hours a day, 7 days a week:
Telecommunications Relay Services calls accepted

1-800-CALL-WELLS (1-800-225-5935)

TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: wellsfargo.com/biz

Write: Wells Fargo Bank, N.A. (114)
P.O. Box 6995
Portland, OR 97228-6995

Your Business and Wells Fargo

Access complimentary resources and tools to help you create or revise your business plan - whether you're an experienced business owner or just starting out. Find out more at wellsfargoworks.com/plan.

Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to wellsfargo.com/biz or call the number above if you have questions or if you would like to add new services.

Business Online Banking ☒
Online Statements ☒
Business Bill Pay ☐
Business Spending Report ☒
Overdraft Protection ☐

Activity summary

Beginning balance on 4/1	\$2,788.33
Deposits/Credits	0.01
Withdrawals/Debits	- 2,011.00
Ending balance on 4/30	\$777.34
Average ledger balance this period	\$1,313.86

Interest summary

Interest paid this statement	\$0.01
Average collected balance	\$1,313.86
Annual percentage yield earned	0.01%
Interest earned this statement period	\$0.01
Interest paid this year	\$0.04

Account number: **1354019570**

**ROLLING HILLS COMMUNITY SERVICES
DISTRICT**

California account terms and conditions apply

For Direct Deposit use
Routing Number (RTN): 121042882

For Wire Transfers use
Routing Number (RTN): 121000248

Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
4/9		Withdrawal Made In A Branch/Store			
4/17	<	Business to Business ACH Debit - Boardequalizatio Boe E-File 180416 00069848870 ELF*00033408955*0000000000100*00069848870*2018041		2,010.00 1.00	778.33 777.33
4/30		Interest Payment	0.01		777.34
Ending balance on 4/30					777.34
Totals			\$0.01	\$2,011.00	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

< **Business to Business ACH:** If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.

Monthly service fee summary

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 04/01/2018 - 04/30/2018	Standard monthly service fee \$10.00	You paid \$0.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements		
• Average ledger balance	\$500.00	\$1,314.00 <input checked="" type="checkbox"/>
WG/WG		

Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	1	200	0	0.50	0.00
Total service charges					\$0.00

IMPORTANT ACCOUNT INFORMATION

The following addendum to the "Rights and responsibilities" section of the Business Account Agreement is effective April 30, 2018:

What happens upon the death or incompetence of a business owner?

Sole Proprietors Only:

We may accept and comply with court orders and legal documents, and take direction from affiants or court appointed personal representatives, guardians, or conservators from your state of residence, even if different than where your account was opened except as otherwise required by applicable law or court order. We may require additional documentation be provided to us before complying

State/Local Government Checking

Account number: **1354019570** ■ May 1, 2018 - May 31, 2018 ■ Page 1 of 3

WELLS
FARGO

ROLLING HILLS COMMUNITY SERVICES
DISTRICT
PO BOX 5266
EL DORADO HILLS CA 95762-0005

Questions?

Available by phone 24 hours a day, 7 days a week:
Telecommunications Relay Services calls accepted

1-800-CALL-WELLS (1-800-225-5935)

TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: wellsfargo.com/biz

Write: Wells Fargo Bank, N.A. (114)
P.O. Box 6995
Portland, OR 97228-6995

Your Business and Wells Fargo

Access complimentary resources and tools to help you create or revise your business plan - whether you're an experienced business owner or just starting out. Find out more at wellsfargoworks.com/plan.

Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to wellsfargo.com/biz or call the number above if you have questions or if you would like to add new services.

Business Online Banking



Online Statements



Business Bill Pay



Business Spending Report



Overdraft Protection



Activity summary

Beginning balance on 5/1	\$777.34
Deposits/Credits	0.01
Withdrawals/Debits	- 0.00
Ending balance on 5/31	\$777.35
Average ledger balance this period	\$777.34

Account number: **1354019570**

**ROLLING HILLS COMMUNITY SERVICES
DISTRICT**

California account terms and conditions apply

For Direct Deposit use

Routing Number (RTN): 121042882

For Wire Transfers use

Routing Number (RTN): 121000248

Interest summary

Interest paid this statement	\$0.01
Average collected balance	\$777.34
Annual percentage yield earned	0.02%
Interest earned this statement period	\$0.01
Interest paid this year	\$0.05

Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
5/31		Interest Payment	0.01		777.35
Ending balance on 5/31					777.35
Totals			\$0.01	\$0.00	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Monthly service fee summary

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 05/01/2018 - 05/31/2018	Standard monthly service fee \$10.00	You paid \$0.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements		
• Average ledger balance	\$500.00	\$777.00 <input checked="" type="checkbox"/>

WG/WG

Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	0	200	0	0.50	0.00
Total service charges					\$0.00

IMPORTANT ACCOUNT INFORMATION**Important information about legal process fees.**

The fee for legal order processing, which includes handling levies, writs, garnishments, and any other legal documents that require funds to be attached, remains \$125. The Bank will assess no more than a total of \$250 in legal process fees per account, per calendar month. Please note that the calendar month may not coincide with your statement cycle.

State/Local Government Checking

Account number: **1354019570** ■ June 1, 2018 - June 30, 2018 ■ Page 1 of 3

WELLS
FARGO

ROLLING HILLS COMMUNITY SERVICES
DISTRICT
PO BOX 5266
EL DORADO HILLS CA 95762-0005

Questions?

Available by phone 24 hours a day, 7 days a week:
Telecommunications Relay Services calls accepted

1-800-CALL-WELLS (1-800-225-5935)

TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: wellsfargo.com/biz

Write: Wells Fargo Bank, N.A. (114)
P.O. Box 6995
Portland, OR 97228-6995

Your Business and Wells Fargo

Access complimentary resources and tools to help you create or revise your business plan - whether you're an experienced business owner or just starting out. Find out more at wellsfargoworks.com/plan.

Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to wellsfargo.com/biz or call the number above if you have questions or if you would like to add new services.

Business Online Banking ☒
Online Statements ☒
Business Bill Pay ☐
Business Spending Report ☒
Overdraft Protection ☐

Activity summary

Beginning balance on 6/1	\$777.35
Deposits/Credits	0.00
Withdrawals/Debits	- 0.00
Ending balance on 6/30	\$777.35
Average ledger balance this period	\$777.35

Interest summary

Interest paid this statement	\$0.00
Average collected balance	\$777.35
Annual percentage yield earned	0.00%
Interest earned this statement period	\$0.00
Interest paid this year	\$0.05

Account number: **1354019570**

**ROLLING HILLS COMMUNITY SERVICES
DISTRICT**

California account terms and conditions apply

For Direct Deposit use
Routing Number (RTN): 121042882

For Wire Transfers use
Routing Number (RTN): 121000248

Monthly service fee summary

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 06/01/2018 - 06/30/2018	Standard monthly service fee \$10.00	You paid \$0.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements		
· Average ledger balance	\$500.00	\$777.00 <input checked="" type="checkbox"/>

The Monthly service fee summary fee period ending date shown above includes a Saturday, Sunday, or holiday which are non-business days.

Transactions occurring after the last business day of the month will be included in your next fee period.

WG/WG

Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	0	200	0	0.50	0.00
Total service charges					\$0.00

IMPORTANT ACCOUNT INFORMATION

Revised Agreement for Online Access

We're updating our Online Access Agreement effective September 17, 2018.

To see what is changing, please visit wellsfargo.com/onlineupdates.

State/Local Government Checking

Account number: **1354019570** ■ July 1, 2018 - July 31, 2018 ■ Page 1 of 3

**WELLS
FARGO**

ROLLING HILLS COMMUNITY SERVICES
DISTRICT
PO BOX 5266
EL DORADO HILLS CA 95762-0005

Questions?

Available by phone 24 hours a day, 7 days a week:
Telecommunications Relay Services calls accepted

1-800-CALL-WELLS (1-800-225-5935)

TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: wellsfargo.com/biz

Write: Wells Fargo Bank, N.A. (114)

P.O. Box 6995

Portland, OR 97228-6995

Your Business and Wells Fargo

Access complimentary resources and tools to help you create or revise your business plan - whether you're an experienced business owner or just starting out. Find out more at wellsfargoworks.com/plan.

Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to wellsfargo.com/biz or call the number above if you have questions or if you would like to add new services.

Business Online Banking



Online Statements



Business Bill Pay



Business Spending Report



Overdraft Protection



Activity summary

Beginning balance on 7/1	\$777.35
Deposits/Credits	0.02
Withdrawals/Debits	- 0.00
Ending balance on 7/31	\$777.37

Average ledger balance this period \$777.35

Interest summary

Interest paid this statement	\$0.02
Average collected balance	\$777.35
Annual percentage yield earned	0.03%
Interest earned this statement period	\$0.02
Interest paid this year	\$0.07

Account number: **1354019570**

**ROLLING HILLS COMMUNITY SERVICES
DISTRICT**

California account terms and conditions apply

For Direct Deposit use

Routing Number (RTN): 121042882

For Wire Transfers use

Routing Number (RTN): 121000248

Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
7/31		Interest Payment	0.02		777.37
Ending balance on 7/31					777.37
Totals			\$0.02	\$0.00	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Monthly service fee summary

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 07/01/2018 - 07/31/2018	Standard monthly service fee \$10.00	You paid \$0.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements		
· Average ledger balance	\$500.00	\$777.00 <input checked="" type="checkbox"/>
WG/WG		

Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	0	200	0	0.50	0.00
Total service charges					\$0.00

**IMPORTANT ACCOUNT INFORMATION****Reminder about effect of pending debit card transactions on your account**

For each debit card transaction, we place an authorization hold on the "pending" transaction until the merchant sends the final payment instruction to the bank. We receive final payment instructions for most transactions within one to two business days, but we generally must release the authorization hold after three business days. If a merchant does not send the final payment instruction within that timeframe, we must honor the transaction when the final payment instruction is received. While the authorization hold is in effect, these transactions reduce your available balance. The transaction will be paid when we receive it for payment. If transactions are presented for payment when your account has an insufficient available balance, you may be charged overdraft and/or insufficient fund (NSF) fees on those transactions. The bank will assess no more than eight (8) \$35 overdraft and/or NSF fees per day.



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: August 9, 2018
To: Rolling Hills CSD
Attn: Chaney Hicks, General Manager
Via email @ gm@rollinghillscsd.org, csdclerk@gmail.com

From: Joy Shaw, Property Tax Division
RE: 2018/19 Direct Charge Levy Enrollment Confirmation-Reject Memo
For Direct Charge Tax Code **64801**

The District's Annual Certification of Levy and Data Transmission form dated 8/08/2018 ☒am ☐pm
has been received and processed with the following results.

- ☒ The submitted direct charge levies processed successfully.
- ☒ The direct charge levies will be enrolled on the 2018/19 secured tax roll. No further action is needed from the district unless the district determines additions/deletions/changes are needed, in which case the district may submit a new data upload file (which includes all levies for this direct charge tax code to overwrite the existing file) by August 31.
- ☐ The direct charge levies will be enrolled on the 2018/19 unsecured tax roll.
- ☐ The data upload file was rejected in its entirety for one or more of the following reasons. At this time, \$0 and zero ANs are levied on this direct charge tax code. Any known errors are indicated below; however, additional errors could exist. To remedy, submit a corrected data upload file (with all levies, not just the rejected levies) along with a new Annual Certification of Levy and Data Submission form by August 31.
- ☐ Duplicated ANs on the data upload file for the same direct charge tax code with different amounts.
- ☐ Invalid ANs. This may include invalid ANs for the current tax year which were valid last year.
- ☐ \$0 amount(s).
- ☐ Amount(s) not divisible into two equal installments (amount ending in odd cent).
- ☐ Total amount on the data upload file doesn't equal the total amount as shown on the *Annual Certification of Levy and Data Submission* form. This could be for a variety of reasons including duplicated ANs with the same amount.
- ☐ Invalid direct charge tax code.
- ☐ AN appears to be outside of district's boundary. Please contact the Auditor if it is inside.
- ☐ Total number of records on the data upload file doesn't equal the total number of records as shown on the *Annual Certification of Levy and Data Submission* form. This could be for a variety of reasons including duplicated ANs with the same amount.
- ☐ Record(s) in the wrong format. Possibilities include extra spaces/headers/footers/etc.
- ☐ Format not consistent throughout entire data upload file.
- ☐ Unreadable record.
- ☐ Other:

cc: direct charge tax code annual file



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

July 17, 2018

RE: Quarter 2, 2018 Reports

To whom it may concern,

Enclosed are copies of the Federal and State quarterly reports that were filed on behalf of the District.

Please retain these copies as they are often needed for audits, Worker's Compensation reporting, or as otherwise required.

Please contact me if you have any questions, thank you.

Sincerely,

A handwritten signature in black ink, appearing to be "Tim Moore", is written over a horizontal dashed line.

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

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

950117
OMB No. 1545-0029

Employer identification number (EIN) -

Name (not your trade name)

Trade name (if any)

Address
Number Street Suite or room number

City State ZIP code

Foreign country name Foreign province/county Foreign postal code

Report for this Quarter of 2018
(Check one.)

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

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) 1

2 Wages, tips, and other compensation 2

3 Federal income tax withheld from wages, tips, and other compensation 3

4 If no wages, tips, and other compensation are subject to social security or Medicare tax ☒ Check and go to line 6.

	Column 1		Column 2
5a Taxable social security wages	<input type="text" value="0"/> <input type="text" value="00"/>	x 0.124 =	<input type="text" value="0"/> <input type="text" value="00"/>
5b Taxable social security tips	<input type="text"/>	x 0.124 =	<input type="text"/>
5c Taxable Medicare wages & tips	<input type="text" value="0"/> <input type="text" value="00"/>	x 0.029 =	<input type="text" value="0"/> <input type="text" value="00"/>
5d Taxable wages & tips subject to Additional Medicare Tax withholding	<input type="text"/>	x 0.009 =	<input type="text"/>

5e Add Column 2 from lines 5a, 5b, 5c, and 5d 5e

5f Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions) 5f

6 Total taxes before adjustments. Add lines 3, 5e, and 5f 6

7 Current quarter's adjustment for fractions of cents 7

8 Current quarter's adjustment for sick pay 8

9 Current quarter's adjustments for tips and group-term life insurance 9

10 Total taxes after adjustments. Combine lines 6 through 9 10

11 Qualified small business payroll tax credit for increasing research activities. Attach Form 8974 11

12 Total taxes after adjustments and credits. Subtract line 11 from line 10 12

13 Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter 13

14 Balance due. If line 12 is more than line 13, enter the difference and see instructions 14

15 Overpayment. If line 13 is more than line 12, enter the difference Check one: ☐ Apply to next return. ☐ Send a refund.

▶ You MUST complete both pages of Form 941 and SIGN it.

Next ▶

ROLLING HILLS COMMUNITY SERVICES DISTRICT

Page: 1

Quarterly Contribution Return and Report of Wages (DE 9)

Quarter Ended: June 30, 2018

A. No Wages Paid This Quarter []

B. Out of Business/No Employees []

C. Total Subject Wages Paid This Quarter \$0.00

D. Unemployment Insurance (UI) (Total employee wages up to 7,000.00 per employee per calendar year)

UI Rate %		UI Taxable Wages		
5.90	x	\$0.00	=	\$0.00

E. Employment Training Tax (ETT)

ETT Rate %		ETT Taxable Wages		
0.10	x	\$0.00	=	\$0.00

F. State Disability Insurance (Total employee wages up to 114,967.00 per employee per calendar year)

SDI Rate %		SDI Taxable Wages		
1.00	x	\$0.00	=	\$0.00

G. California Personal Income Tax (PIT) Withheld \$0.00

H. Subtotal \$0.00

I. Less: (Contributions and Withholdings Paid for the Year)
(DO NOT Include Penalty and Interest Payments) \$0.00

J. Total Taxes Due or Overpaid (Item H minus Item I) \$0.00

El Dorado County
SDI/SUI Report : TAPE-TRANS
Quarter: 2018-02

Level OA61 ROLLING HILLS CSD

Last Pay Dt: 2018-06-29

Wave	SDI	SUI	SIT	SUI/SDI	QTD	SDI	SIT	PIT	SDI
CODE	Number	Number	Number	Total	Wages	Tax	Tax	Wage	Ind

00.

OA61 Agency Totals	Count	SDI Wages	SDI Tax	SUI Wages	SIT/PIT Wages	SIT/PIT Tax
Type		~~~~	~~~~	~~~~	~~~~	~~~~
Total						
Month1Emps						
Month2Emps						
Month3Emps						



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: July 25, 2018

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

From: Sally Zutter, Accounting Division Manager 

RE: Communication #5 Regarding Change to New Property Tax System

On July 1, the County changed to a new property tax system. As part of this conversion, ALL parcel numbers are changed effective with the 2018/19 tax year. The old 11-digit numbering format will be rejected by the new system. The new numbering format uses 12-digits.

To assist districts with determining the new 12-digit number, the Assessor has posted a "from-to" listing on their website (the Auditor's website also has a link to the Assessor's webpage). Specifically, this link contains a list (in PDF, Excel, and CSV formats) showing the conversion of the 2018/19 11-digit number to the 2018/19 12-digit number. The list shows everything that was converted to the new system including unsecured and inactive parcels; however, the list also includes the "status" of each record to enable the district to identify only those desired. The link is: <https://www.edcgov.us/government/assessor/pages/Property-Tax-System-Transition.aspx>

The link above will completely serve most districts' needs. However, IF unable to locate your 2017/18 11-digit number on the list, then the parcel was probably one of a small group that changed due to a split/combine/etc. between 2017/18 and 2018/19. For this situation, key the 2017/18 11-digit number into the Assessor's *Online Property Information* page located at URL <http://main.edcgov.us/CGI/WWB012/WWM400/> and it will display the new 2018/19 11-digit number in the "parcel split background" section. Once the new 11-digit number for 2018/19 is located from this webpage, it may be used to determine the 2018/19 12-digit number using the Assessor's conversion list. The 2018/19 12-digit number must be used for the levy of the 2018/19 direct charge.

Please note that ParcelQuest will only produce the Lien Date DVD using the new 12-digit numbers. The ParcelQuest DVD is not expected to be delivered until at least July 31.

As a reminder, the electronic data file used to submit the direct charge levies will have a new format effective 2018/19. Due to the new property tax system, the previous format is no longer acceptable. Instead there are 4 new options (samples available online), including a tab delimited format which most districts will welcome due to ease of use.

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 format, what the District may expect, and various responsibilities.

8/21/18
Old Business

Linda Stone

From: csd clerk <csdclerk@gmail.com>
Sent: Friday, August 17, 2018 5:14 AM
To: Linda Stone
Subject: Fwd: Shadow Hills Road Bid Results

Item 5.a.

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

From: **Chaney Hicks** <rollinghillscsdgm@gmail.com>
Date: Tue, Jul 31, 2018 at 1:46 PM
Subject: Shadow Hills Road Bid Results
To: Linda Stone <csdclerk@gmail.com>

Linda,

Due to the issues with an improper bid received for Shadow Hills and higher bid from secondary bid received and discussing road paving/maintenance with the reserve study representative, I believe we should hold off rebidding process until we hear back from the Reserve Study results. It was suggested that we may need to look at another manner of scheduling due to traffic patterns/load of specific roadways and existing conditions of roadways which are being audited as part of the Reserve Study.

Please put this issue on the next agenda for discussion with the Board. Thanks

--

Ms. Chaney Hicks, General Manager
District: (916)235-8671 Cell: (916) 220-2737
Rolling Hills CSD
PO Box 5266
El Dorado Hills, CA 95762

CONFIDENTIALITY NOTICE: This communication with its contents may contain confidential and/or legally privileged information. It is solely for the use of the intended recipient(s). Unauthorized interception, review, use or disclosure is prohibited and may violate applicable laws including the Electronic Communications Privacy Act. If you are not the intended recipient, please contact the sender and destroy all copies of the communication.

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/
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/
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/
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.

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

RESOLUTION NO. 18-09
Rolling Hills Community Services District

Resolution Adopting an Amended Conflict of Interest Code

WHEREAS, the Fair Political Practices Commission has adopted a regulation (Cal. Code Regs., tit. 2, § 18730) which contains the terms of a standard Conflict of Interest Code which may be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearing; and

WHEREAS, the Rolling Hills Community Services District desires to continue to operate with a Conflict of Interest Code which incorporates by reference the standard conflict of interest code approved by the Fair Political Practices Commission;

NOW, THEREFORE, BOARD OF DIRECTORS OF THE ROLLING HILLS COMMUNITY SERVICES DISTRICT HEREBY RESOLVES AS FOLLOWS: The amended Board Policy 1020, "Conflicts of Interest Code," attached hereto as Exhibit A, is hereby adopted by the Board of Directors, and the District Clerk is hereby authorized to complete all actions necessary to file the amended Conflicts of Interest Code with the Fair Political Practices Commission and incorporate such Policy into the District Policies and Procedures.

PASSED AND ADOPTED by the Board of Directors of Rolling Hills Community Services District on August 21, 2018, at a regular noticed meeting, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Matthew Sites, President
Rolling Hills Community Services District

ATTEST: _____
Linda Stone, Clerk

8/21/18
Item
6.a.

CONFLICT OF INTEREST CODE FOR ROLLING HILLS COMMUNITY SERVICES DISTRICT

The Political Reform Act (Government Code Section 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code that can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the ROLLING HILLS COMMUNITY SERVICES DISTRICT.

Designated employees shall file statements of economic interests ("Form 700") with the ROLLING HILLS COMMUNITY SERVICES DISTRICT, and the District will make the statements available for public inspection and reproduction. [Government Code Section 81008.] Statements for all designated employees will be retained by the ROLLING HILLS COMMUNITY SERVICES DISTRICT.

APPENDIX A

PART I – DESIGNATED EMPLOYEES

<u>Position</u>	<u>Disclosure Category</u>
Board Members	1-5
General Manager	1-5
Consultants	1-5

PART II – DISCLOSURE CATEGORIES

1. Investments, business positions in any business entity, and sources of income, including gifts, loans and travel payments, from persons or entities which provide services, facilities, materials, supplies, machinery or equipment of the type utilized by the District, including the list specified in Appendix B.
2. All interests in real property located within the jurisdiction of the District and/or within a two mile radius of any property owned by the District.
3. Investments, business positions in any business entity, sources of income, including gifts, loans and travel payments, and interests in real property related to persons or businesses which provide services similar to those provided by the District including, but not limited to acquisition, construction, improvement and maintenance of streets, roads, rights of way, bridges, culverts, drains, curbs, gutters, sidewalks; the provision of park and recreational services; and the regulation of traffic and parking on District streets and rights of way.
4. Investments, business positions in any business entity, sources of income, and/or interests in real property related to business entities or persons who are:
 - a. Owners of interests in real property located within the District; or
 - b. Engaged in the real estate sales and/or development business within the jurisdictional boundaries of the District.
5. Investments and business positions in business entities and sources of income, including gifts, loans and travel payments, from persons or entities which provide financial services of the type utilized by the District, including but not limited to financial institutions and/or

investment vehicles that are of the type in which this District is empowered to invest its funds.

The General Manager of the District may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and locations as this conflict of interest code.

APPENDIX B

All interests in real property as well as investments and business positions in business entities and income from sources which provide facilities, services, supplies, or equipment of the type utilized by the District, including but not limited to:

- Construction and building materials
- Park maintenance equipment or supplies, playground equipment
- Architectural services
- Construction contractors
- Safety equipment and facilities
- Hardware tools and supplies
- Freight and hauling
- Motor vehicles
- Petroleum products
- Photographic services, supplies and equipment
- Pesticides and herbicides
- Communications equipment
- Electrical equipment
- Computer hardware and software
- Appraisal services
- Printing, reproduction, record keeping, etc.
- Office equipment
- Accounting services
- Real estate agents/brokers and investment firms
- Title companies
- Public utilities
- Insurance companies

Amended: August 21, 2018
2998226.2

CONFLICT OF INTEREST CODE FOR ROLLING HILLS COMMUNITY SERVICES DISTRICT

The Political Reform Act (Government Code Section 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) ~~that~~^{which} contains the terms of a standard conflict of interest code that can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the ROLLING HILLS COMMUNITY SERVICES DISTRICT.

Designated employees shall file statements of economic interests ("Form 700") with the ROLLING HILLS COMMUNITY SERVICES DISTRICT, ~~and the District~~^{who} will make the statements available for public inspection and reproduction. [Government Code Section 81008.] Statements for all designated employees will be retained by the ROLLING HILLS COMMUNITY SERVICES DISTRICT.

Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations:

18730. Provisions of Conflict of Interest Codes.

~~(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict~~

RHCSD Board Policy 1020 / RED-LINED VERSION

~~of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.~~

~~———— (b) ——— The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:~~

~~———— (1) ——— Section 1. Definitions.~~

~~The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 California Code of Regulations Section 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this Conflict of Interest Code.~~

~~———— (2) ——— Section 2. Designated Employees.~~

~~———— The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.~~

~~———— (3) ——— Section 3. Disclosure Categories.~~

~~———— This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200, et seq.—~~

~~In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:~~

~~———— (A) ——— The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;~~

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

RHCSD Board Policy 1020 / RED-LINED VERSION

~~(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq.; and~~

~~(C) The filing officer is the same both agencies.¹~~

~~Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.~~

~~(4) Section 4. Statements of Economic Interests: Place of Filing.~~

~~The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²~~

~~(5) Section 5. Statements of Economic Interests: Time of Filing.~~

~~(A) Initial Statements. All designated employees employed by the agency on the effective date of this Code, as originally adopted, promulgated and approved by the code reviewing~~

~~¹Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code Section 81004.~~

~~²See Government Code Section 81010 and 2 California Code of Regs. Section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.~~

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

RHCSD Board Policy 1020 / RED-LINED VERSION

~~body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this Code shall file an initial statement within 30 days after the effective date of the amendment.~~

~~(B) — Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.~~

~~(C) — Annual Statements. All designated employees shall file statements no later than April 1.~~

~~(D) — Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office. —~~

~~(5.5) — Section 5.5. Statements for Persons who Resign Prior to Assuming Office. —~~

~~— Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.~~

~~(A) — Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:~~

~~(1) — File a written resignation with the appointing power; and~~

~~(2) — File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.~~

~~(6) — Section 6. Contents of and Period Covered by Statements of Economic Interests.~~

~~(A) — Contents of Initial Statements. —~~

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

RHCSD Board Policy 1020 / RED-LINED VERSION

~~Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code, and income received during the 12 months prior to the effective date of the code.~~

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

~~(B) — Contents of Assuming Office Statements.—~~

~~Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office with a date of being appointed or nominated, respectively.~~

~~(C) — Contents of Annual Statements.— Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Government Code Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to 2 Cal. Code Regs. Section 18754.~~

~~(D) — Contents of Leaving Office Statements.—~~

~~Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.~~

~~(7) — Section 7. Manner of Reporting.—~~

~~Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:~~

~~(A) — Investments and Real Property Disclosure.—~~

~~When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:~~

~~³For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.~~

RHCSD Board Policy 1020 / RED-LINED VERSION

(1) ~~A statement of the nature of the investment or interest;~~

(2) ~~The name of the business entity in which each investment is held, and
a general description of the business activity in which the business entity is engaged;~~

(3) ~~The address or other precise location of the real property;~~

(4) ~~A statement whether the fair market value of the investment or interest
in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000),
exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000)~~

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

~~⁴Investments and interests in real property which have a fair market value of less than
\$2,000.00) are not investments and interests in real property within the meaning of the Political
Reform Act. However, investments or interests in real property of an individual include those
held by the individual's spouse and dependent children as well as a pro rata share of any
investment or interest in real property of any business entity or trust in which the individual,
spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of
10% or greater.~~

RHCSD Board Policy 1020 / RED-LINED VERSION

~~(B) — Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:~~

~~(1) — The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;~~

~~(2) — A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);~~

~~(3) — A description of the consideration, if any, for which the income was received;~~

~~(4) — In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;~~

~~(5) — In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.~~

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

⁵ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

RHCSD Board Policy 1020 / RED-LINED VERSION

~~(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:~~

~~(1) The name, address and a general description of the business activity of the business entity;~~

~~(2) The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).~~

~~(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.~~

~~(E) Acquisition or Disposal during Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.~~

~~(8) Section 8. Prohibition on Receipt of Honoraria.~~

~~(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part time member of the governing body of any public institution of higher education, unless the member is also an elected official.~~

⁶Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10% or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

RHCSD Board Policy 1020 / RED-LINED VERSION

~~Subdivisions (a), (b) and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.~~

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

~~This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.~~

~~(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$460.~~

~~No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$460 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.~~

~~Subsections (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.~~

~~(8.2) Section 8.2. Loans to Public Officials.~~

~~——(A)—— No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.~~

~~——(B)—— No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.~~

~~——(C)—— No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This~~

RHCSD Board Policy 1020 / RED-LINED VERSION

~~subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.~~

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

~~———— (D) — No public official who is exempt from the state civil service system pursuant to subdivisions (e), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.~~

~~———— (E) — This section shall not apply to the following:~~

~~———— (1) — Loans made to the campaign committee of an elected officer or candidate for elective office.~~

~~———— (2) — Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.~~

~~———— (3) — Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.~~

~~———— (4) — Loans made, or offered in writing, before January 1, 1998.~~

~~(8.3) — Section 8.3. Loan Terms.~~

~~———— (A) — Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan~~

RHCSD Board Policy 1020 / RED-LINED VERSION

is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

~~(B) This section shall not apply to the following types of loans:~~

~~(1) Loans made to the campaign committee of the elected officer.~~

~~(2) Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.~~

~~(3) Loans made, or offered in writing, before January 1, 1998.~~

~~(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.~~

~~(8.4) Section 8.4. Personal Loans.~~

~~(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:~~

~~(1) If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.~~

~~(2) If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:~~

~~a. The date the loan was made.~~

~~b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.~~

~~c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.~~

~~(B) This section shall not apply to the following types of loans:~~

RHCSD Board Policy 1020 / RED-LINED VERSION

~~(1) A loan made to the campaign committee of an elected officer or a candidate for elective office.~~

~~(2) A loan that would otherwise not be a gift as defined in this title.~~

~~(3) A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.~~

~~(4) A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.~~

~~(5) A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.~~

~~(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.~~

~~(9) Section 9. Disqualification.~~

~~No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:~~

~~(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;~~

~~(B) Any real property in which the designated employee has a direct or indirect interest worth One Thousand Dollars (\$1,000.00) or more;~~

~~(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;~~

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

RHCSD Board Policy 1020 / RED-LINED VERSION

~~(D) — Any business entity in which the designated employee is a director, officer, partner, trustee, employee or holds any position of management; or~~

~~(E) — Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$420 or more provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made.~~

~~(9.3) — Section 9.3. Legally Required Participation.—~~

~~No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.~~

~~(9.5) — Section 9.5. Disqualification of State Officers and Employees.—~~

~~In addition to the general disqualification provisions of Section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:~~

~~(A) — Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or~~

~~(B) — Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.~~

~~(10) — Section 10. Disclosure of Disqualifying Interest.~~

~~When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest.—~~

~~(11) — Section 11. Assistance of the Commission and Counsel.~~

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

RHCSD Board Policy 1020 / RED-LINED VERSION

~~Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 and 2 Cal. Code Regs. Sections 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.~~

~~(12) — Section 12. Violations.~~

~~This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 to 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.~~

~~NOTE: Authority Cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300-87302, 89501, 89502, 89503 Government Code~~

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

APPENDIX A

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

PART I – DESIGNATED EMPLOYEES

<u>Position</u>	<u>Disclosure Category</u>
Board Members	1-5
General Manager	1-5
Consultants	1-5

PART II – DISCLOSURE CATEGORIES

1. Investments, business positions in any business entity, and sources of income, including gifts, loans and travel payments, from persons or entities which provide services, facilities, materials, supplies, machinery or equipment of the type utilized by the District, including the list specified in Appendix B.
2. All interests in real property located within the jurisdiction of the District and/or within a two mile radius of any property owned by the District.
3. Investments, business positions in any business entity, sources of income, including gifts, loans and travel payments, and interests in real property related to persons or businesses which provide services similar to those provided by the District including, but not limited to acquisition, construction, improvement and maintenance of streets, roads, rights of way, bridges, culverts, drains, curbs, gutters, sidewalks; the provision of park and recreational services; and the regulation of traffic and parking on District streets and rights of way.
4. Investments, business positions in any business entity, sources of income, and/or interests in real property related to business entities or persons who are:
 - a. Owners of interests in real property located within the District; or
 - b. Engaged in the real estate sales and/or development business within the jurisdictional boundaries of the District.
5. Investments and business positions in business entities and sources of income, including gifts, loans and travel payments, from persons or entities which provide financial services of the type utilized by the District, including but not limited to financial institutions and/or investment vehicles that are of the type in which this District is empowered to invest its

RHCSD Board Policy 1020 / RED-LINED VERSION

funds.

The General Manager of the District may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and locations as this conflict of interest code.

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

All interests in real property as well as investments and business positions in business entities and income from sources which provide facilities, services, supplies, or equipment of the type utilized by the District, including but not limited to:

- Construction and building materials
- Park maintenance equipment or supplies, playground equipment
- Architectural services
- Construction contractors
- Safety equipment and facilities
- Hardware tools and supplies
- Freight and hauling
- Motor vehicles
- Petroleum products
- Photographic services, supplies and equipment
- Pesticides and herbicides
- Communications equipment
- Electrical equipment
- Computer hardware and software
- Appraisal services
- Printing, reproduction, record keeping, etc.
- Office equipment
- Accounting services
- Real estate agents/brokers and investment firms
- Title companies
- Public utilities
- Insurance companies

Amended: August 21, 2018

2998226.1

Jemba
DRAFT

TABLE OF CONTENTS

I	EXECUTIVE SUMMARY	2
II	AGENCY DESCRIPTION	3
III	MSR DETERMINATIONS	5
IV	SOI DETERMINATIONS	18
V	ENVIRONMENTAL REVIEW	20
VI	REFERENCES AND SOURCES	21
VII	APPENDICES	22
	A. Appendix I: Background on MSR/SOI	22
	B. Appendix II: Background on Disadvantaged Unincorporated Communities	27
	C. Appendix III: Environmental Justice	28
VIII	MAPS	31

I **EXECUTIVE SUMMARY**

Background update

The Rolling Hills Community Services District (RHCS D or the District) was originally formed in 1978 as the Springfield Meadows Community Services District to provide services to the Springfield Meadows subdivision. The District now also serves the Stonebriar and Shadow Hills Estates subdivisions, which were built after 2000, and the Sierramonte subdivision, which is just completing construction. In 2008, the District changed its name to Rolling Hills CSD in an effort to be representative of all of the communities located within the District.

RHCS D is located in the El Dorado Hills area adjacent to the Sacramento County line on the south side of U.S. Highway 50 and on the north side of White Rock Road. The District's service area encompasses 405 parcels, covering approximately 250 acres. RHCS D serves an estimated population of 800-1,000 residents.

Services Provided

Special districts are limited-purpose governments which have only the powers that the Legislature has delegated to them. RHCS D is empowered to provide road maintenance services, drainage, street lighting and landscaping, weed abatement, and parks and recreation services by California Community Services District Law (Government Code §61100). RHCS D provides all of these services, and does not have any latent powers. RHCS D maintains a total of 30 paved roads totaling eight miles of roadway, two parks, and two flood control ponds for drainage.

RHCS D does not provide additional services outside of its enabling legislation nor does it provide service beyond designated service boundaries. The District is not contracted to provide service to other service providers.

DRAFT

II AGENCY DESCRIPTION

Rolling Hills Community Services District

(Formerly Springfield Meadows CSD – name changed in 2008)

Contact Information

Address: P.O. Box 5266
El Dorado Hills, CA 95762

Phone: (916) 235-8671

Website: www.rollinghillscsd.org

Email: info@rollinghillscsd.org

Management Information

Board of Directors:

Matthew Stiles, President	12/2014 – 12/2018
Tim Halverson, Vice-President	12/2014 – 12/2018
Gordon Fawkes, Director	12/2016 – 12/2020
Brenda Collette, Director	12/2016 – 12/2020
Mark Magee, Director	12/2016 – 12/2020

Board Meetings: Third Tuesday of each month at 7:00 pm
Meeting room at the Holiday Inn Express, 4360 Town Center Drive, El Dorado Hills

Staff: Two contract employees
Chaney Hicks, General Manager
(gm@rollinghillscsd.org)
Linda Stone, Board Secretary/Clerk
(clerk@rollinghillscsd.org)

Service Information

Principal Act: Community Services District Act
Government Code §61000 et seq.

Empowered Services:
(at the time of formation) Roads and road maintenance, parks and recreation, drainage, street lighting and landscaping services, and weed abatement

Services Currently Provided: Roads and road maintenance, parks and recreation, drainage, street lighting and landscaping services, and weed abatement

Latent Powers: None
(LAFCO approval required)

Area Served: 405 parcels, 255 acres

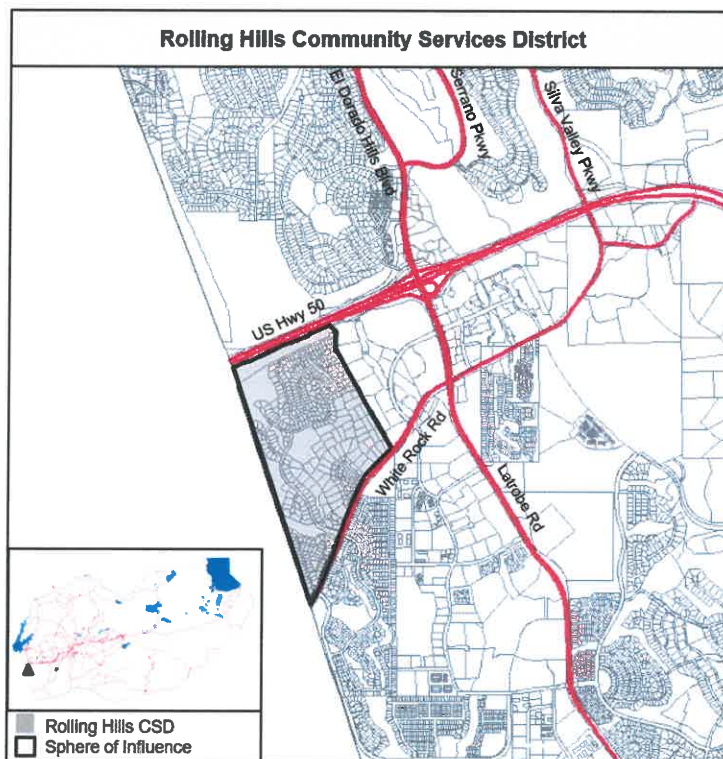
Population Served: Estimated Population: 1,000, Registered voters: 655

Major Infrastructure: Eight miles of road, two parks, two drainage ponds

Fiscal Information

2017-2018 Budget: \$489,975 – adopted by District Board

Sources of Funding: Property taxes, Assessments (\$200 per parcel)



Boundaries

The Rolling Hills CSD sphere of influence (SOI) is coterminous with the District's service boundaries.

RHCSD is bounded by Highway 50 on the north, Sacramento County to the west, White Rock Road to the south, and El Dorado Hills Town Center West to the east. The District is also surrounded on three sides by the El Dorado Hills CSD's service area and is included within the El Dorado Hills Community Region.

Parcels within RHCSD are also within County Service Areas 7 (ambulance services), 9 (road maintenance services) and 10 (library services), the El Dorado Hills County Water District (fire protection services), the El Dorado Resource Conservation District, and the El Dorado Irrigation District (water and wastewater services).

Commented [CH1]:

Commented [CH2]: There is no El Dorado Hills County Water District responsible for fire services (Is this an error and it should be El Dorado Hills Fire Dept)?

DRAFT

III **MSR DETERMINATIONS**

In preparing a municipal service review, Government Code §56430 requires the Commission to prepare a written statement of its determinations. Appendix A contains a summary of the current determinations.

In addition, the Commission's Policies and Guidelines Section 4.4 require that additional determinations be made in an MSR prior to establishing a sphere of influence. These additional determinations are included among the Government Code §56430 determinations below and in Appendix A.

To the extent that is feasible, both sets of determinations will be addressed in this section. In addition, the following sections will detail the meaning of each factor and explain how it applies to the services provided by this agency.

Please note that determination #7 below is not in Government Code. This is because the Government Code §56430(a)7 allows for the Commission to review "any other matter related to effective or efficient service delivery as required by commission policy." El Dorado LAFCO chose to study the potential effects of service delivery and/or extension on agricultural land as its seventh determination.

1. Growth and population projections for the affected area.

Purpose: To evaluate service needs based on existing and anticipated growth patterns and population projections.

Information in this section addresses the following factors in LAFCO Policy 4.4:

- Topographic factors and areas of social and economic interdependencies.
- Existing and planned land uses, land use plans and policies, consistency with county and city general plans, and projected growth in the affected area.

Growth and Population

RHCSD provides services to approximately 250 acres within the District's boundaries. There are 405 parcels and 655 registered voters within the District. All but a few of the parcels within RHCSD are designated High and Medium Density Residential and zoned Single-Unit Residential (R1) / One-Acre Residential (R1A).

Recent development of the Sierramonte Subdivision has resulted in a population increase for the District; The 49-home, high-density residential subdivision is near completion and all 49 lots have sold out. However, Sierramonte is not likely to result in a significant increase in service demands for the District. Sierramonte is a gated subdivision, and the internal roadways are privately owned and will be maintained by a homeowners' association. RHCSD has no responsibility for maintenance or repair of these roads.

There are limited additional undeveloped parcels remaining within the District. RHCSD does not anticipate further significant growth, population increases, or changes in land uses, as most of the parcels have been developed according to the zoning for the area. Current demands for service are not increasing significantly.

DRAFT

Growth may occur outside of district boundaries, however; no significant growth or population increases are expected which would affect the District's ability to provide services.

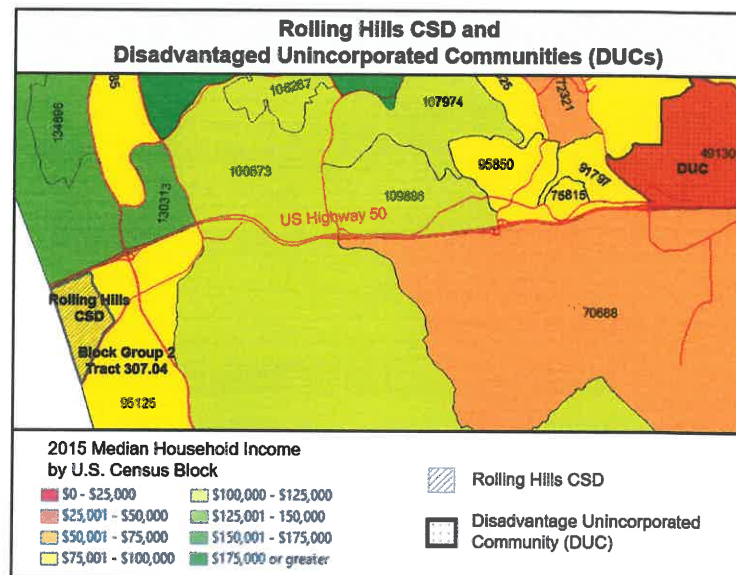
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.

Purpose: To identify the communities within the agency's service area or sphere of influence that have been traditionally unserved or underserved.

According to 2015 income data from the U.S. Census Bureau, the Rolling Hills CSD service area is not part of an identified disadvantaged community, nor are there any disadvantaged communities in the general area surrounding the RHCSO or its sphere of influence.

Disadvantaged Unincorporated Communities (DUCs) are defined as inhabited territory (12 or more registered voters) that constitutes all or a portion of a community with an annual median household income that is less than 80 percent of the statewide annual median household income. The 2015 statewide median household income was \$61,818 (United States Census Bureau 2015), making the median household income for a disadvantaged community as defined by the Water Code \$49,454.

RHCSO falls into Census Block Group 2 of Census Tract 307.04, which includes a portion of El Dorado Hills south of U.S. Highway 50, west of White Rock and Latrobe Roads to the Sacramento County line, down to approximately Wetsel Oviatt Road. According to U.S. Census data, the estimated 2015 medium household income in Census Block Group 2 of Census Tract 307.04 was \$95,125. Therefore, U.S. Census income data does not indicate the presence of a DUC in Census Block Group 2 of Census Tract 307.04. The nearest identified DUC is in the Cameron Park area, north of U.S. Highway 50, shown below and larger as **Map 2** in Section VIII Maps.



DRAFT

3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies, including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.

Purpose: To evaluate the infrastructure needs and deficiencies of a district in terms of capacity, condition of facilities, service quality, and levels of service and its relationship to existing and planned service users, especially those in areas that have been traditionally unserved or underserved.

Information in this section addresses the following factors in LAFCO Policy 4.4:

- Service capacity, level and types of services currently provided by the agency, and areas where these services are provided.
- A description of the services that will be provided to any areas which may be added to the sphere and the timing and method for funding expansion of facilities or services.

This section addresses the adequacy of infrastructure and facilities within the District. There are no Countywide standards for roadway, park, or other infrastructure repair and maintenance applicable to special districts, thus it is left to each agency to determine the extent of maintenance programs. The adequacy of RHCS D's facilities is generally based on the District's self-assessment and resident expectations for overall quality, repair frequency, and availability of District facilities.

Infrastructure and Facilities

RHCS D's infrastructure consists of 30 roads, totaling approximately eight miles of roadway, two parks, two flood control ponds, and a number of culverts and drainages. The District is currently working on preparing a draft Master Plan to provide a planning schedule for facilities and identify financing options.

Commented [CH3]: And we are awaiting an updated Reserve Study

Roads

RHCS D is responsible for the maintenance and repair of all District roadways within the Springfield Meadows, Shadow Hills Estates, and Stonebriar subdivisions. RHCS D is not responsible for providing road services within the Sierramonte subdivision. Sierramonte is a gated subdivision, and the internal roadways are privately maintained and owned by a homeowner's association.

District maintained roads include three primary roads which provide access in and out of the District from White Rock Road, 11 secondary roads, and 16 tertiary roads. The three primary roads are Stonebriar Drive, Bailey Circle, and Manchester Drive. Stonebriar Drive provides access to the Stonebriar Subdivision, Manchester Drive provides access to Springfield Meadows, and Bailey Circle provides access to Shadow Hills Estates.

Access to Sierramonte is through two primary roads connecting to White Rock Road, but RHCS D is not be responsible for maintenance. The internal roadways serving

the new subdivision are under private ownership and maintenance through a homeowners association.

[MAP WITH ROADS]

DRAFT

Primary Roads	Secondary Roads	Tertiary Roads
<ul style="list-style-type: none"> ▪ Bailey Circle ▪ Manchester Drive ▪ Stonebriar Drive 	<ul style="list-style-type: none"> ▪ Barranca Drive ▪ Bellhaven Way ▪ Berskshire Drive ▪ Dunnwood Drive ▪ Laguna Lane ▪ Montrose Way ▪ Prima Drive ▪ Stonebriar Court ▪ Stonebridge Street ▪ Summerfield Way ▪ Winterfield Drive 	<ul style="list-style-type: none"> ▪ Bailey Court ▪ Barranca Court ▪ Baywood Court ▪ Bellhaven Court ▪ Cascara Court ▪ Casina Place ▪ Dover Court ▪ Dunnwood court ▪ Haddington Road ▪ Kohli Court ▪ Montecito Court ▪ Montrose Court ▪ Prima Court ▪ San Marino Court ▪ Sterling Court ▪ Summerfield Court

RHCSD provides road maintenance services by contracting out for road construction, repairs, and maintenance services. The District does not own any major roadway maintenance equipment. Typical roadway maintenance services include paving, resurfacing, chip sealing, patching, pothole repair, sign maintenance, crack sealing, and drainage and culvert maintenance.

DRAFT

EL DORADO LOCAL AGENCY FORMATION COMMISSION

All of the District's roadways are paved with slurry seal and a two-inch overlay. The roads are repaired approximately every few years, depending on the current condition of the roadway and available funding. The roadway repair cycle is estimated in the District's 2003 Financing Plan, which estimates a slurry seal application is required every seven years, crack seal and patching every ten years, and two-inch overlay every 30 years.

Roadways appear in good condition and adequate for the current demand, as determined by local preferences and expectations for roadway quality, repair frequency, and overall roadway operations. The need for services varies from year to year based primarily on roadway usage and weather conditions. Fluctuations in demand are to be expected with this type of service, and maintenance activities must be adaptable and responsive to local conditions in order to be effective and efficient. The District is restricted by the current funding available for needed upgrades to and maintenance of existing roadways.

Parks and Open Space

RHCSO owns and maintains approximately 13 acres of parkland, including Stonebriar and Berkshire Parks, and 46 acres of open space. The District does not provide any recreation programs. The District has an adopted Master Fee Schedule which outlines, among other fees, fees for park and facility uses. Non-residents are charged a higher fee for park and facility reservations.

Stonebriar Park is ten-acres of developed parkland. Facilities at Stonebriar Park include a children's playground, baseball and soccer fields, and picnic area. The District has previously stated that ball fields at Stonebriar Park do not meet the standards for league play, and has indicated that it would like to upgrade the ball fields to regulation size. *(Is this still the case? Baseball or soccer field, or both?)*

Commented [CH4]: There is no plan to upgrade ball field, it will remain a grass field with backstop and there is an unofficial soccer field.

Berkshire Park is three-acres of currently undeveloped grassy area that does not have any recreational facilities. The RHCSO Board recently approved new park facilities and improvements to be added at Berkshire Park. The final draft of the proposed park development plan includes a covered barbecue and picnic area, new bus stop shelter, play structure and swings, paved sports court, new CSO storage shed, accessible parking space, and accessible path of travel. RHCSO engaged residents for input throughout the process development plan.

Construction of the District's newest neighborhood, Sierramonte, added 49 new homes worth of new residents who will also enjoy the District's parks and open space. The District has received development fees and in-lieu Quimby fees from the development, some of which are earmarked specifically for the purpose of providing park and recreational facilities and improvements to serve residents.

Some of the District's other park facilities were donated and constructed as part of development impact dedications. Under the agreement, the builder maintained the parks and open space areas for one year, and then transferred title and responsibility them to the District.

Street Lighting and Landscaping

DRAFT

EL DORADO LOCAL AGENCY FORMATION COMMISSION

RHCSD is responsible for maintenance of 23 street lights, 15,866 linear feet of curbs and gutters, 42,960 square feet of sidewalks, and 59,534 square feet of landscaped corridors. Street lighting and landscaping services are contracted out by the District. Street lighting services are provided through a contract with PG&E, with a flat fee paid per light pole, rather than metered electricity use within the District's service area.

Commented [CH5]: The number is only 9 streetlight within Springfield Meadows with 8 spotlights at subdivision entrances/monuments. All other streetlights are PG&E responsibility

Drainage

RHCSD maintains two flood control ponds for drainage; Haddington and Manchester, and a series of culverts and drainage ditches leading to each pond for the collection of runoff. The District is also responsible for maintaining and clearing its culverts, street gutters and storm drainage system free of debris.

Commented [CH6]: I am unaware of any RHCSD maintained flood ponds. It is my understanding that there are two located on private property and therefore not our responsibility. There is a stream bed that allows flow of storm drain runoff to flow throughout district but no ponds are on district property.

During periods of heavy rain, the District has experienced clogged storm drains and flooding of roadways in past years and hopes to avoid the need for emergency services to unclog affected drains during this winter season. Homeowners are responsible to keep culverts on their property clean and clear of overgrowth or debris. Leaves that are not properly disposed of in the Green Waste bin can clog gutters and storm drains which can cause localized flooding.

4. Financial ability of agencies to provide services.

Purpose: To evaluate factors that affect the financing of needed improvements.

Information in this section addresses the following factors in LAFCO Policy 4.4:

- Financial capabilities and costs of service.

Funding and Budget

This section analyzes the financial operations of the District, including financial statements, audits, and other budgetary documents, to assess the long-term financial viability of the District. Annual financial statements, audits, and budget actuals from fiscal years (FY) 2013-14 through 2016-17 were reviewed to determine the fiscal status of the District.

Some of the information was obtained from the County Auditor-Controller's website, some was obtained from the RHCSD website. For consistency, actual budget numbers included in the table below were taken directly from the Auditor-Controller's published special district budget reports, and RHCSD financial audits, unless otherwise noted.

The County handles the District's fiscal administration. All of the District's funds are deposited into the County Treasury. The County Auditor's office manages the District's receivables and payables. The District submits payment requests or reimbursements to the County, which in turn sends payments to contractors. Currently, the District does not have any outstanding debt.

District Revenues, Expenditures and Net Assets – FY 2013-14 to 2017-18

DRAFT

	2013-14 (Actual)	2014-15 (Actual)	2015-16 (Actual)	2016-17 (Actual)	2017-18 (Adopted by District)
REVENUES					
Property Taxes (plus fines and penalties)	\$68,825	\$74,362	\$76,938	\$79,573	\$80,000
Direct Assessments	\$70,795	\$69,695	\$69,738	\$69,238	\$75,000
Development Fees	-	-	-	\$215,000	\$215,954 0
Quimby Fees	-	-	-	-	\$45,521
Other (Interest, SHPTR, Misc.)	\$1,551	\$1,525	\$3,577	\$2,809	\$2,500
Total Revenues	\$141,171	\$145,583	\$150,253	\$366,619	\$418,975 \$203,021
EXPENSES					
Payroll Expense	\$80	\$39	\$39	\$0	\$150
Insurance	\$3,295	\$3,125	\$3,050	\$3,150	\$3,300
Maintenance: Roads	\$12,225	\$3,563	\$66,136	\$0	\$10,500
Maintenance: Parks	\$39,065	\$45,315	\$43,444	\$43,851	\$41,400
Maintenance: Grounds	\$8,478	\$7,966	\$4,068	\$15,141	\$8,000
Maintenance: Water System	\$8,331	\$2,354	\$3,645	\$4,040	\$2,000
Maintenance: Drainage	\$2,925	\$1,500	\$7,400	\$0	\$15,000
Maintenance: Lighting	\$345	\$0	\$150	\$85	\$250
Maintenance: Improv. Projects & Bldg. Supplies	\$3,498	\$8,915	\$5,280	\$6,362	\$2,300
Maintenance Total	\$74,867	\$69,613	\$130,123	\$69,479	\$79,450
Operational / Administrative	\$2,376	\$2,281	\$2,686	\$2,874	\$3,525
Professional / Specialized Services*	\$21,900	\$23,696	\$30,467	\$30,268	\$26,000
Accounting Services	-	\$5,000	-	\$8,000	-
Legal Services	\$10,143	\$3,189	\$5,391	\$10,212	\$8,000
Rent: Bldgs. & Equipment	\$2,440	\$3,198	\$2,232	\$4,608	\$4,300
Director Services	\$3,300	\$3,375	\$3,825	\$4,950	\$5,250
Utilities	\$30,077	\$30,544	\$28,209	\$27,982	\$26,000
Special Projects:	\$385	\$1,097	\$471	\$928	\$11,500
Buildings & Improvements			-	-	\$251,500**
Total Expenditures	\$148,863	\$145,157	\$206,492	\$162,450	\$418,975
Net Revenue (Deficit)	\$(7,691)	\$426	\$(56,239)	\$204,169	\$(215,954)

Fund Balance: (Excludes Capital Assets) \$278,998 June 30, 2013	\$271,307 June 30, 2014	\$271,732 June 30, 2015	\$215,493 June 30, 2016	\$419,662 June 30, 2017	\$203,708 June 30, 2018 (Estimated)
---	--	--	--	--	---

* Includes all staff, which are contract employees

** Includes Berkshire Park development and Stonebriar Park lawn renovation

Revenues

Community services districts in El Dorado County typically rely upon property taxes, special assessments and/or special taxes, and volunteers to provide roadway maintenance services. RHCSD is financed primarily through property taxes and a voter-approved special assessment, which are relatively stable sources of income. District-wide, properties are currently assessed \$200 per parcel, annually.

Property Taxes

RHCSD receives an increment of 6.3051% of the property taxes collected from each parcel within the District. Ad-valorem property taxes are calculated and collected by the County and transferred to the District. Property tax revenue can fluctuate slightly from year to year as the result of normal changes in property taxes. The number of assessed parcels within RHCSD increased in FY 2017-18, as a result of the newly constructed Sierramonte Subdivision. There were 349 assessed parcels within RHCSD in FY 2016-17; Sierramonte brought the number of assessed parcels within the District up to 405.

Special Assessments

Special districts have the option to levy additional assessments or special taxes upon the parcels within their boundaries, subject to voter approval. Properties within RHCSD are assessed \$200 annually for the purposes of maintaining and improving community infrastructure and for other lawful purposes of the District. This assessment rate has been in place since it was approved by voters in 1987.

In 2003, an engineering report recommended that the District raise its annual assessments to \$350 with an annual escalation clause. There was concern the current assessment would not keep pace with the maintenance required for upkeep of the infrastructure, the most crucial and costly item being the roads. The Board has made previous attempts to raise assessments in the past; however those attempts were rejected by voters. The District intends to put another measure for raising assessments on the ballot again in the future. RHCSD plans to conduct a fee study in the near future for an updated cost analysis for services. Similar to property tax revenue, the increase to 405 assessed parcels recently increased the amount RHCSD can expect to receive from assessment revenue.

Sierramonte Quimby Act and Development Impact Fees

In addition to receiving the annual \$200 assessment from each of the new 49 parcels, beginning in FY 2017-18, RHCSD also received additional revenue from the newly developed Sierramonte neighborhood, in the form of Quimby Act fees and development impact fees in FY 2016-17 and 2017-18.

DRAFT

Quimby Act fees are calculated by a statutory formula which allows developers to pay equivalent in-lieu fees rather than providing additional parkland. It is assumed that the Sierramonte residents would utilize the existing parks within RHCS D; the Quimby Act fees are designed to require developers to help mitigate the impacts of new development.

RHCS D negotiated a \$215,000 impact fee to be paid to the District by the developer, based on the estimated cost to construct a small neighborhood park in the Sierramonte neighborhood. This fee is intended to mitigate the impact to park facilities in the RHCS D by improving and maintaining the existing park and recreational facilities.

Expenditures

District expenses are largely service-related, accounting for 40-60% of the annual budget. Other large expenses include utilities and part-time staffing costs. Facility maintenance expenditures are also the least fixed of all District expenses. While employee costs, operational costs, and professional costs are all relatively stable from year to year, annual expenditures can vary significantly due to changes in the amounts spent on road, park and other facility maintenance.

RHCS D's end of year fund balance fluctuates, due to the fact that some years the District has higher maintenance expenses, particularly for parks and roads. Typically, the District accumulates funds annually and expends accumulated funds for infrastructure maintenance and improvements in varying amounts every few years, as needed.

The District appears to be financially stable and is able to recover from periodic large infrastructure and facilities expenditures. RHCS D does not have outstanding debts. The District's budget is balanced and audited financial statements generally concur with the budget.

Cost Avoidance Opportunities

RHCS D appears to be utilizing a sufficient range of cost avoidance opportunities; including bidding of contracted services and utilizing contract services to reduce costs, utilizing volunteers for some minor maintenance, and pooling of insurance funds.

The District utilizes a competitive bid process for the maintenance and upgrades of the existing roadways. Requests for proposals are circulated, depending on the need and the availability of funds, approximately every few years. The competitive bid process allows the District to select the lowest cost qualified contractor to provide services, however, the potential savings are often directly related to the number of responses; a shortage of responses reduces the pool of qualified contractors to choose from.

RHCS D is a member of the California Special Districts Association, which provides insurance services through the Special District Risk Management Authority, a joint powers agreement among 200 special districts and other agencies. This form of pooled insurance allows the District to reduce insurance costs for the District.

The District has also expressed an interest in pursuing grant funding to finance various improvements to park facilities, and created a committee to look into potential sources of grant funding that the District may be eligible to apply for. If the District is successful in receiving grant funding, this will help further in avoiding costs.

No additional cost avoidance opportunities have been identified that would result in a significant reduction in costs associated with service provision.

Financing Constraints and Opportunities

The District has been able to achieve a balanced budget by limiting some maintenance and repair work to high priority areas. Property taxes and the District-wide special assessment appear to be currently adequate for high priority maintenance and repairs; however additional funding is necessary for lower priority deferred roadway maintenance and repairs on all roadways.

Additional financing opportunities include increasing the property assessments under Proposition 218, which requires a two-thirds voter approval in order to increase assessments. RHCS D has attempted several times to increase the special assessment amount from the current \$200, but the increase was not approved by voters. No additional financing opportunities have been identified.

5. Status of, and opportunities for, shared facilities.

Purpose: To evaluate the opportunities for a jurisdiction to share facilities and resources to develop more efficient service delivery systems.

This section addresses the sharing of facilities by the District, and the potential for the District to utilize additional facilities sharing options in order to reduce costs or increase efficiency within its operations.

RHCS D contracts out roadway maintenance services. The District does not own any equipment and does not share any facilities with other service providers. RHCS D is not within close proximity to any other local entity that provides similar (road maintenance) services; therefore, no significant opportunities for shared road maintenance facilities have been identified.

The District is surrounded on three sides by the El Dorado Hills Community Services District, which also provides park and recreation services, but it does not provide road and road maintenance services. While there may be opportunities for sharing facilities with this District, none have been specifically identified as part of this MSR.

6. Accountability for community service needs, including governmental structure and operational efficiencies.

Purpose: To consider Government structure options, including advantages and disadvantages of consolidation or reorganization of service providers; an evaluation of management efficiencies; and local accountability and governance.

Information in this section addresses the following factors in LAFCO Policy 4.4:

- An analysis of the effects of a proposed sphere of influence on other agencies

and their service capabilities.

Administration and Management

Board of Directors

RHCSD is an independent special district, governed by a Board of Directors that acts as the authoritative and legislative body of the entity. The Board of Directors is composed of five members, required to live within District boundaries, elected by the registered voters within the District to four-year staggered terms. Board elections are held every two years, with two or three terms expiring at the same time. Board members are paid \$75 per regular meeting. The District has stated in the past that there is a low level of interest among residents to serve on the board, which may affect the District's ability to operate if the board is unable to meet a quorum.

District board meetings are regularly held on the third Tuesday of each month at 7:00 pm in the meeting room at the Holiday Inn Express, located at 4360 Town Center Drive, in El Dorado Hills. Meeting notices and agendas are posted on the District website and on District bulletin boards in the Stonebriar and Berkshire Parks, at least 72 hours prior to the board meeting. Board meetings and notices appear to be consistent with Brown Act requirements, which govern open meetings for local government bodies, allowing adequate opportunities for public involvement and input at meetings. The board creates policy by adopting resolutions or ordinances through duly noticed public hearings.

Personnel and Staffing

Per District policy, the Board has determined not to hire "employees" of the District, but rather utilizes contracted services to perform the services of General Manager and Board Secretary to foster an efficient and cost effective means of conducting its operations. As independent contractors to the District, the General Manager and Secretary submit monthly invoices to the Board President and Vice President for approval for payment of their services.

The General Manager is responsible for implementing the policies established by the board and is directly responsible to the board. The General Manager administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the Board of Directors, and provides day-to-day leadership for the District. The Secretary serves under the supervision of the General Manager and handles administrative details of the District, such as correspondence, preparation of agendas and meeting minutes.

The District contracts for roadway maintenance, street lighting and landscaping, weed abatement, and drainage services when necessary directly through the board of directors. Current staffing levels appear to be adequate for the services provided.

Volunteers / District Outreach

One of the District's board members and other volunteers privately maintain an email listserv and the District's website at www.rollinghillscsd.org, as a benefit to residents within the District. The website and listserv are not controlled by the District or the

board, and are not funded by the District. These both help to inform the District's residents about the District and services provided.

The District also has a volunteer sign-up page on their website, for residents who are interested in volunteering their time for various projects and work parties.

RHCSD organizes a Community Volunteer Day, partnering with a local church to work together on community projects using volunteer labor. Typical projects have included maintenance and improvements to park facilities, planting trees and garbage cleanup. The District notices the event on its website and handles the registration and distribution of jobs on the day of the event. The District also utilizes volunteers occasionally for irregular road maintenance, but typically contracts for services when necessary.

Committees of the Board

District policies allow for the Board to appoint members to a Park Committee and a Communications Committee, both of which are standing committees of the Board. The Park Committee is concerned with the development of parks and public landscaping and open space. The Board's Communication Committee is concerned with assuring that information regarding the affairs of the District is adequately and appropriately communicated to its constituents and the public at large.

Governmental Structure

RHCSD appears to operate sufficiently under its existing structure; the current governmental structure is appropriate to provide adequate services, and the management structure of the District is suitable to perform necessary services and maintain operation in an efficient and effective manner.

RHCSD is the only agency providing roadway maintenance services within its jurisdictional boundary and, other than the County, no other public entity providing similar services is in close proximity. The El Dorado Hills CSD, which partially surrounds RHCSD, provides parks and recreation services, but it does not provide roadway maintenance services. Should financial or operational limitations lead to the District ceasing operations or pursuing options for alternative government structures, a full analysis of the financial and operational impacts of any such transition should be made prior to formal action to change the government structure of the District.

7. The potential effect of agency services on agricultural and open space lands.

Purpose: To determine the extent in which the provision of services by the agency, or its potential expansion of services, impact agriculture and open space, both on lands within the agency or surrounding it.

Information in this section addresses the following factors in LAFCO Policy 4.4:

- Potential effects on agricultural and open space lands.

DRAFT

Rolling Hills CSD is surrounded by existing residential development or areas designated for residential development. Additionally, the District is located within the El Dorado Hills Community Region. It is unlikely that RHCSD's services would induce urban growth or the premature conversion of agricultural land to urban uses. The CSD has no plans to expand, so there should be no additional impacts to the economic viability of surrounding agricultural operations.

IV SOI DETERMINATIONS

In determining the sphere of influence for each local agency, Government Code §56425(e) requires the Commission to consider and prepare a written statement of determinations with respect to four factors, which are listed in Appendix A. Staff recommends the following determinations for amending the sphere for the Rolling Hills Community Services District:

1. The present and planned land uses in the area, including agricultural and open space lands.

Present land uses within the District include high and medium density residential and open space; there are no designated agricultural lands within the District. Planned land uses are anticipated to remain the same as current land uses. The District recently experienced an increase in population growth due to the development of the Sierramonte Subdivision; few other vacant residential parcels are available to be developed in the near future.

2. The present and probable need for public facilities and services in the area.

Present needs for public roadway and recreational facilities and services are currently being met. Probable needs for future roadway services are not anticipated to vary significantly from present needs, as future demands are expected to remain the same. The Springfield Meadows, Stonebriar, and Shadow Hills Estates subdivisions are predominantly built-out to their maximum potential, and the gated Sierramonte roadways are privately owned and maintained. Probable needs for park facilities are expected to increase with the additional Sierramonte residents, but development fees and Quimby in-lieu parkland fees should mitigate the impact to the District's parks. Improvements are planned for Bershire Park and, to a lesser extent, Stonebriar Park; the District did not indicate the need for additional public facilities. No additional needs for public facilities would be created by affirming the District's current SOI.

3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

The present capacity and condition of public facilities provided by the District appears to be sufficient to serve the existing community, based on the level of service expected by District residents.

4. The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency.

Nearby communities include the unincorporated El Dorado Hills community. RHCSD is partially surrounded by the El Dorado Hills Community Services District's boundaries and is wholly included within the El Dorado Hills Community Region.

5. For an update of a sphere of influence of a city or special district that

provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to subdivision (g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

While Rolling Hills CSD does not provide any municipal services as defined in Government Code 56425(e)(5), LAFCO has not identified any disadvantaged communities within or nearby the District's service area boundaries or its sphere of influence.

Sphere of Influence Conclusions and Recommendations

The District's service area has not changed since its creation, nor has its sphere of influence, which is concurrent with the District's boundaries. The RHCSD SOI was last updated in 2008.

Rolling Hills CSD has been previously reviewed by El Dorado LAFCO three times since 2000, as Springfield Meadows CSD: The *2004 West County Parks and Recreation Services MSR*, the *2007 Streets and Highway Services MSR*, and the *2008 General Government Services I MSR* are available for review on El Dorado LAFCO's website (www.edlafco.us). These MSRs found that while the District was providing adequate service within its existing boundaries, District resources, infrastructure and financing would not support further expansion. The CSD Board has not expressed any interest in altering the sphere of influence to expand the service area.

Based upon the information contained in this report, it is recommended that no changes be made to the Rolling Hills Community Services District sphere of influence at this time and that the Commission reaffirm the current SOI, which is concurrent with its service area boundaries, as depicted in **Map 1**.

DRAFT

V **ENVIRONMENTAL REVIEW**

The California Environmental Quality Act (CEQA, Public Resources Code §21000 et seq.) requires public agencies to evaluate the potential environmental effects of their actions. OPR's Service Review Guidelines Chapter 7, *Integrating Municipal Service Reviews with the California Environmental Quality Act*, advises that "no two municipal service reviews will be exactly alike and each needs to be evaluated on its specific merits and characteristics." The environmental review for El Dorado LAFCO's service review of Rolling Hills Community Services District is specific to this study and may differ from the environmental review of other service reviews and other LAFCOs.

Service reviews are intended to support sphere of influence updates, including the creation and amendment of SOI boundaries, as well as other government reorganization proposals. Such activities could influence future growth patterns, and as such are considered discretionary projects under CEQA. LAFCO has the principal responsibility for carrying out and approving this service review and therefore the principal responsibility for preparing CEQA documents as lead agency.

Exemption

This service review and accompanying sphere of influence determinations qualify for a statutory exemption as outlined in Public Resources Code §15061(b)(3). These activities are covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The MSR and sphere of influence update have no possibility for causing a significant effect on the environment. Any future projects that make use of this service review and the information contained herein will be subject to separate environmental review under CEQA.

VI REFERENCES AND SOURCES

General Background Information:

2004 El Dorado County General Plan: A Plan for Managed Growth and Open Roads; a Plan for Quality Neighborhoods and Traffic Relief, adopted July 2004
Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, prepared by Assembly Committee on Local Government, last updated November 2008
Local Agency Formation Commission Municipal Service Review Guidelines, Governor's Office of Planning and Research, August 2003
LAFCO Procedures Guide, 2006 Edition, San Diego County LAFCO

Governing and Defining Legislation:

Government Code, Division 3 (Community Services District Act)

Rolling Hills Community Services District:

2004 West County Parks, Recreation, and Open Space Municipal Services Review, adopted July 2004
2007 General Government Services I Municipal Services Review, prepared by Pacific Municipal Consultants (PMC) for the El Dorado Local Agency Formation Commission, adopted February 2008
2007 Streets and Highways Municipal Services Review, prepared by Pacific Municipal Consultants (PMC) for the El Dorado Local Agency Formation Commission, adopted December 2007
Correspondence and personal communication with Chaney Hicks, RHCS D General Manager, June-August 2018
County of El Dorado, Independent Special Districts Fiscal Budgets, Rolling Hills Community Services District Budget Actuals, Fiscal Years 2013-14, 2014-15, 2015-16, 2016-17, and Estimated 2017-18
RHCS D Policies and Procedures, last updated February 28, 2018
Rolling Hills Community Services District Annual Adopted Budgets, Fiscal Years 2013-14, 2014-15, 2015-16, 2016-17, 2017-18
Rolling Hills Community Services District website, rollinghillscsd.org
Vaughn Johnson, Independent Auditor's Report – Fiscal Years 2013-14, 2014-15, and 2015-16, July 27, 2017
William Lyon Homes Report, Springfield Meadows CSD Facilities Maintenance Programs, May 28, 2003

DRAFT

VII APPENDICES

A. Appendix I: Background on MSR/SOI

State mandates enacted in 2000 establish requirements for a Local Agency Formation Commission to conduct comprehensive reviews of all municipal services (MSRs) in its county. This service review includes a summary and analysis of the Rolling Hills Community Services District, along with a subsequent update to its sphere of influence. The MSR serves as a basis for the accompanying sphere of influence determinations and considerations for future government reorganizations. The information contained in this document does not explicitly plan for future services, nor will any action or change in services result directly as a result of LAFCO's adoption of the document. This service review provides a description of existing services provided by the District and is inherently retrospective, taking a "snapshot" of existing conditions. However, this document will be used as a guide for future decisions by LAFCO in determining the agency's ability to provide services. The report complies with all guidelines adopted by the Governor's Office of Planning and Research and will be available to other agencies and to the public.

As part of the inaugural cycle of municipal service reviews (2001-2008), the Rolling Hills Community Services District was included in three reports: the *2004 West County Parks and Recreation Services MSR*; the *2007 Streets and Highway Services MSR*; and the *2008 General Government Services I MSR*. For the second and third cycles, LAFCO is utilizing a different approach: Each public agency under LAFCO jurisdiction which provides public services will be reviewed in an individual MSR, instead of a single comprehensive report. For more detailed information on the other agencies which provide similar services, please refer to the previous reports.

Background

Legislative Framework

In 1997, the State Legislature established the Commission on Local Governance for the 21st Century (CLG). The CLG was tasked with assessing governance issues and making recommendations, directing special attention to the Cortese-Knox Local Government Reorganization Act of 1985, the then-57 Local Agency Formation Commissions governed by the Act and citizen participation in local government. CLG members included a broad spectrum of constituent groups and perspectives including counties, cities, special districts, educators, industry and elected officials.

The CLG determined that LAFCOs needed more specific information in order to make informed decisions on projects that came before them. It was recommended that LAFCOs be required to collect and review the information necessary to guide decisions before specific proposals were made. The CLG concluded that this information was necessary for LAFCOs to encourage orderly growth and to provide planned, well-ordered, efficient urban development patterns and to advantageously provide for the present and future needs of each

DRAFT

county and its communities. Specifically, the CLG recommended that information on public service capacity and issues be gathered through periodic service reviews. These service reviews would ultimately constitute a statewide body of knowledge that could be used to resolve California's growth-related public service issues. Based on these recommendations, the State Legislature enacted Government Code §56430 as part of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH), which became effective on January 1, 2001.

Section 56430 of the CKH Act, in part, and as amended effective January 1, 2012, states as follows:

- (a) In order to prepare and to update spheres of influence in accordance with Section 56425, the commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission. The commission shall include in the area designated for service review the county, the region, the sub-region, or any other geographic area as is appropriate for an analysis of the service or services to be reviewed, and shall prepare a written statement of its determinations with respect to each of the following:
 - (1) Growth and population projections for the affected area.
 - (2) The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
 - (3) Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies, including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.
 - (4) Financial ability of agencies to provide services.
 - (5) Status of, and opportunities for, shared facilities.
 - (6) Accountability for community service needs, including governmental structure and operational efficiencies.
 - (7) The potential effect of agency services on agricultural and open space lands.
- (b) In conducting a service review, the commission shall comprehensively review all of the agencies that provide the identified service or services within the designated geographic area. The commission may assess various alternatives for improving efficiency and affordability of infrastructure and service delivery within and contiguous to the sphere of influence, including, but not limited to, the consolidation of governmental agencies.

DRAFT

- (c) In conducting a service review, the commission may include a review of whether the agencies under review, including any public water system as defined in Section 116275, are in compliance with the California Safe Drinking Water Act (Chapter 4 (commencing with Section 116270) of Part 12 of Division 104 of the Health and Safety Code). A public water system may satisfy any request for information as to compliance with that act by submission of the consumer confidence of water quality report prepared by the public water system as provided by Section 116470 of the Health and Safety Code.
- (d) The commission may request information, as part of a service review under this section, from identified public or private entities that provide wholesale or retail supply of drinking water, including mutual water companies formed pursuant to Part 7 (commencing with Section 14300) of Division 3 of Title 1 of the Corporations Code, and private utilities, as defined in Section 1502 of the Public Utilities Code.
- (e) The commission shall conduct a service review before, or in conjunction with, but no later than the time it is considering an action to establish a sphere of influence in accordance with Section 56425 or Section 56426.5 or to update a sphere of influence pursuant to Section 56425.

In addition, several sections of CKH empower LAFCOs to obtain information for service reviews:

- Section 56378 authorizes LAFCOs to initiate and make studies of existing governmental agencies. "In conducting those studies, the commission may ask for land use information, studies, and plans of cities, counties, districts, including school districts, community college districts, and regional agencies and state agencies and departments. (Those agencies) shall comply with the request of the commission for that information..."
- Section 56846 states, "Every officer of any affected county, affected city, or affected district shall make available to a reorganization committee any records, reports, maps, data, or other documents which in any way affect or pertain to the committee's study, report, and recommendation and shall confer with the committee concerning the problems and affairs of the county, city, or district."
- Section 56844 authorizes the Commission to undertake a study or report in place of a reorganization committee, thereby transferring those access rights.

Relationship Between Spheres of Influence and Service Reviews

The CKH Act requires LAFCOs to develop and determine the sphere of influence (SOI) for each applicable local governmental agency that provides services or facilities related to development. Government Code §56076 defines a SOI as "a

plan for the probable physical boundaries and service area of a local agency.” Service reviews must be completed prior to the establishment or update of SOIs (§56430(a)). Spheres of influence must be reviewed and updated, as necessary, not less than once every five years (§56425). El Dorado LAFCO’s policies already contain the update requirement (Policy 4.2).

The information and determinations contained in a municipal service review are intended to guide and inform SOI decisions. Service reviews enable LAFCO to determine SOI boundaries and to establish the most efficient service provider for areas needing new service. They also function as the basis for other government reorganizations. Section 56430, as noted above, states that LAFCO can conduct these reviews “before, in conjunction with, but no later than the time it is considering an action to establish a SOI.”

In addition to the factors in Government Code §§56425 and 56430, the Commission’s Policies and Guidelines Section 4.4 require that it make the following determinations prior to establishing a sphere of influence:

- (1) The service capacity, level and types of services currently provided by the agency and the areas where these services are provided.
- (2) Financial capabilities and costs of service.
- (3) Topographic factors and social and economic interdependencies.
- (4) Existing and planned land uses, land use plans and policies; consistency with county and city general plans and projected growth in the affected area.
- (5) Potential effects on agricultural and open space lands.
- (6) A description of the services that will be provided to any areas which may be added to the sphere and the timing and method for funding expansion of facilities or services.
- (7) An analysis of the effects a proposed sphere of influence on other agencies and their service capabilities.

Service Review Guidelines

The Governor’s Office of Planning and Research (OPR) was directed by statute (§56430) to prepare guidelines to assist LAFCOs in complying with the new service review requirements. In that regard, the final *Local Agency Formation Commission Municipal Service Review Guidelines* was released in August 2003. OPR’s intent in developing these guidelines was “to provide a structure to assist LAFCOs to carry out their statutory responsibility of promoting orderly growth and development, preserving the state’s finite open space and agricultural land resources, and working to ensure that high quality public services are provided to all California residents in the most cost effective and efficient manner.” These guidelines were utilized in the preparation of this service review document.

The guidelines identify several possible goals and objectives for municipal service reviews to be achieved through written determinations in the seven required areas. These goals and objectives are as follows:

- Promote orderly growth and development in appropriate areas with consideration of service feasibility, service costs that affect housing affordability and preservation of open space, important agricultural land and finite natural resources.
- Encourage infill development and direct growth to areas planned for growth in general plans.
- Learn about service issues and needs.
- Plan for provision of high quality infrastructure needed to support healthy growth.
- Provide tools to support regional perspectives or planning that address regional, cross-county or statewide issues and processes.
- Develop a structure for dialogue among agencies that provide services.
- Develop a support network for smaller or ill-funded districts that provide valuable services.
- Provide backbone information for service provider directories or inventory reference documents for counties that do not have them.
- Develop strategies to avoid unnecessary costs, eliminate waste and improve public service provision.
- Provide ideas about opportunities to streamline service provision through use of shared facilities, approval of different or modified government structures, joint service agreements, or integrated land use planning and service delivery programs.
- Promote shared resource acquisition, insurance policies, joint funding requests or strategies.

The guidelines emphasize that “LAFCOs may need to modify these recommendations to reflect local conditions, circumstances and types of services that are being reviewed.” To that end, El Dorado LAFCO also utilized its own set of policies for service reviews (Policy 5 et seq.), which incorporate the goals and objectives listed above.

Determinations for Amending the Sphere for an Agency per Government Code §56425:

1. The present and planned land uses in the area, including agricultural and open space lands.
2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
4. The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency.

B. Appendix II: Background on Disadvantaged Unincorporated Communities

Senate Bill 244, which became effective on July 1, 2012, is the State Legislature's attempt to address the issue of poor fringe communities lacking in basic municipal services, despite their proximity to cities and other local agencies providing those services. Among other things, SB 244 was written to assist disadvantaged communities that have been traditionally unserved or underserved. The statute now requires an MSR to 1) identify said communities, and 2) document deficiencies in service related to basic public services, such as domestic water, sanitary sewers, paved streets, storm drains, and street lights. Beyond the MSR process, the bill also encourages local agencies to bring services to the disadvantaged communities up to the same standard as surrounding communities.

SB 244 focuses on "disadvantaged *unincorporated* communities" (DUCs) and its overall intent is to bring services up to the same standards as other communities by incorporating them (annexing them into a city). That approach is faulty as it applies to El Dorado County for two reasons. First, there are only two cities in El Dorado County and neither is in a financial or geographical position to extend services to all DUCs in the county. Second, in this county it is special districts that provide a significant amount of municipal services, not cities. For these reasons, this MSR will focus on "disadvantaged communities" (DACs), regardless of their location inside or outside a city.

"Disadvantaged communities" are defined as inhabited territory with 12 or more registered voters that constitutes all or a portion of a "disadvantaged community," which is defined in the Water Code to be "a community with an annual median household income that is less than 80 percent of the statewide annual median household income."

A census tract is a geographic area defined by the United States Census Bureau and used for the census. The geographic size of census tracts varies widely depending on the density of population; a census tract typically has around 4,000 residents, but can range from 1,200 to 8,000. Census tracts are further divided into census block groups, generally defined to contain between 600 and 3,000 people, and then finally census blocks for understanding locations in at a community level. Data for this report was collected from the 2012-2016 American Community Survey 5-Year Estimates, at the census block group level.

C. Appendix III: Environmental Justice

State law defines environmental justice as “the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies” (Government Code §65040.12(e)). OPR explains that “as the primary agency with responsibility for approving changes in boundaries, LAFCOs play an important role in coordinating growth and ensuring that proposed changes are consistent with environmental justice obligations.” Changes of organization must be consistent with spheres of influence, and the information contained in this service review will guide future updates to agency spheres of influence.

OPR identifies several uses for data obtained in the service review process:

1. Improving the community participation process.
2. Identifying low-income/minority neighborhoods under-served by public facilities and services that enhance the quality of life.
3. Considering the equitable distribution of public facilities and services.
4. Considering infrastructure and housing needs.
5. Identifying low-income/minority neighborhoods where facilities and uses that pose a significant hazard to human health and safety may be over-concentrated.
6. Screening of issues for potential environmental justice implications.

Consideration of the issues listed above will assist LAFCO and other public agencies in identifying, preventing, and reversing historical problems of procedural and geographic inequity. In undertaking this service review and making the seven determinations, LAFCO used an open public participation process to screen for and identify environmental justice issues.

Demographic data for the study area is limited and generally does not clearly distinguish between population groups of different races, cultures, and incomes. Demographic data for the study area is limited and generally does not clearly distinguish between population groups of different races, cultures, and incomes. U.S. Census area boundaries do not correspond directly to the Rolling Hills CSD boundaries, but the data provides a demographic framework for the evaluation of environmental justice issues. The most recent data available, from the 2012-2016 American Community Survey 5-Year Estimates shows the following racial populations in the census communities:

DRAFT

Census Block Group 2 of Tract 307.04 Population by Race

Area	Total	RACE							Hispanic or Latino (Of Any Race)
		White	Black or African American	American Indian and Alaska Native	Asian	Native Hawaiian and Other Pacific Islander	Some Other Race	Two or More Races	
Census Block Group 2 of Tract 307.04, El Dorado County	2,968	1,909 (64.3%)	291 (9.8%)	0 (0.0%)	261 (8.8%)	0 (0.0%)	98 (3.3%)	137 (4.6%)	272 (9.2%)

Source: 2012-2016 American Community Survey 5-Year Estimates

Percentages may not add due to rounding

The demographic data from the census suggests that the unincorporated county is relatively homogenous with low numbers of racial or ethnic minorities counted. Income data available from the census does not suggest that there are low income population concentrations in the countywide study area. While service levels vary greatly within the county, no specific ethnic or economic neighborhoods could be identified by LAFCO staff that are underserved by public facilities. Infrastructure and housing distribution is relatively even throughout the developed areas of the county with much lower levels of infrastructure and housing in the more outlying communities. No low income/minority neighborhoods were identified where facilities and uses pose a significant hazard to human health and safety.

Data is also available from the California Department of Education regarding ethnicity of student populations within school districts and individual schools. These statistics are based on school attendance areas and school districts. The community of Rolling Hills CSD is within the William Brooks Elementary School attendance zone of the Buckeye Union School District. For the William Brooks Elementary School in the (2017-18) academic year, whites comprise the largest racial group with approximately 66% of the student population; the largest ethnic minority populations are Hispanic/Latino with just below 15% of the student population, followed by Asian with just under 10% of the student population. This demographic data somewhat matches the data from the Census, which suggests that this unincorporated portion of county is relatively homogenous with low numbers of racial or ethnic minorities counted.

Income data available from the 2012-2016 American Community Survey 5-Year Estimates indicates the median household income in Block Group 2 of Tract 307.04 is \$95,125, which is higher than the statewide median household income of \$63,783. Income data available from the census does not suggest that there are low income population concentrations in the countywide study area. While

DRAFT

service levels vary greatly within the county, no specific ethnic or economic neighborhoods could be identified by LAFCO staff that are underserved by public facilities. Infrastructure and housing distribution is relatively even throughout the developed areas of the county with much lower levels of infrastructure and housing in the more outlying communities. LAFCO has not found any specific ethnic or economic neighborhoods that are underserved by Rolling Hills CSD.

Finally, the 2004 County General Plan does not address environmental justice directly. Although the Environmentally Constrained Alternative did contain related land use and housing policies, the 1996 Alternative and the 2004 General Plan do not contain those sections. The 2004 General Plan Housing Element includes Goal HO: "To provide housing that meets the needs of existing and future residents in all income categories." The housing element also discusses the following special needs groups: people with disabilities, seniors, agricultural employees, female heads of households, homeless persons, and large families and households. Consequently, the extent that the County's planning documents address environmental justice is in its discussion of these special needs groups.

DRAFT

VIII MAPS

Map 1: Rolling Hills Community Services District Current and Recommended Sphere of Influence

Map 2: Rolling Hills Community Services District and Census Tract 307.04

Map 3: Rolling Hills Community Services District and Surrounding CSDs

Map 4: Rolling Hills Community Services District and Buckeye Union School District