

Board of Directors Meeting – AGENDA
ROLLING HILLS COMMUNITY SERVICES DISTRICT
Tuesday, April 16, 2019 - 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 March 19, 2019 regular meeting and March 27, 2019 special meeting of the Board of Directors

b. Correspondence receive/file:

- 1) Umpqua Bank monthly statement for period March 1-31, 2019
- 2) Financial Reports prepared by the Auditor-Controller's office for the period ended March 31, 2019
- 3) Notice of Public Hearing City of Folsom Planning Commission Re: Project Name: Russel Ranch Design Guidelines Planned Development Permit Modification; Hearing Date: April 17, 2019 at 6:30 p.m. Folsom City Council Chambers, 50 Natoma Street, Folsom
- 4) CSDA Finance Corporation informational letter dated March 11, 2019
- 5) David Farnsworth, CPA, Auditing solicitation informational mailing

Consent Items Pulled for Discussion: _____

5. Old Business

- a. District's General Counsel - Discussion of possible transition to Trevor Taniguchi, Associate at Meyers Nave, to serve as the District's General Counsel with support from Jose Sanchez, Principal, as a result of Kate Cook's departure from the firm (Discussion/Possible Action Item)**
- b. DMV Requirements for Processing Citations – Discussion of status of issuance by DMV of Requestor Code in light of submission of District's documentation and next steps to move forward with citation processing (Discussion/Possible Action Item)**

- c. **Volunteer Day 2019** – Discussion of work tasks, staffing and equipment needed; finalization of planning for volunteer projects for 2019 (Discussion/ Possible Action Item)
- d. **El Dorado Hills Fire Unimproved Property Hazard Reduction Standard; Weed Abatement Program 2019**
 - 1. 2019 Program letter received from EDH Fire Department - Notification Program has changed for 2019 – increasing the clearance from structures (including combustible fences) to include the entire parcel for parcels 0.01 to 1.00 acres
 - 2. Discussion of results of goat/sheep grazing for weed abatement and 100' required fire breaks
 - 3. Consideration of expenditure of funds from the approved budget and in accordance with the District's approved procurement policies and procedures in an amount not-to-exceed \$3,200 for additional costs associated with creating 100' fire breaks (Discussion/Possible Action Item)
- e. **Consideration of Possible Annexation of District to El Dorado Hills CSD, Creation of Department of Transportation Zone of Benefit for Road Maintenance, and District Dissolution** – Following the presentation from the EDHCSD General Manager and the Board's interest in educating itself on possible annexation, discussion of the matter, pros and cons, and the need for input from District residents; next steps (Discussion Item)

6. New Business

- a. **Stonebriar Drive Excessive Speeding** - Staff to present information about conducting a speed study at a cost not to exceed \$2,500 as a first step to address excessive speeding on Stonebriar Drive; discussion and consideration of authorization of funds from approved budget and in accordance with District's procurement policies to defray cost; discussion of future traffic study (Discussion/Possible Action Item)
- b. **New District Logo for Approval** – Staff to present final proposed new logo for approval; move forward with ordering new logo materials and business cards (Discussion/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 MARCH 19, 2019 MEETING OF THE BOARD OF DIRECTORS**

1. Call to Order/Roll Call.

The meeting of the Rolling Hills CSD held on March 19, 2019, was called to order at 7:02 p.m. by President Tim Halverson in the meeting room at Holiday Inn Express, 4360 Town Center Drive, El Dorado Hills, California. In addition to President Halverson, Director Brenda Colette, General Manager Chaney Hicks, Clerk Linda Stone, and a member of the public were present at roll call. Also present was Trevor Taniguchi of Meyers Nave.

A quorum of the Board was not present. The meeting was adjourned at 7:04 p.m.

Submitted by:

Linda Stone, Board Secretary

Approved by Board:

DRAFT

**Rolling Hills Community Services District
Minutes of March 27, 2019 Special Meeting of the Board of Directors**

1. Call to Order/Roll Call

The meeting of the Rolling Hills CSD held on March 27, 2019, was called to order at 7:04pm by President Tim Halverson in the meeting room at Holiday Inn Express, 4360 Town Center Drive, El Dorado Hills, California. In addition to President Halverson, Brenda Collette, Gordon Fawkes, Mark Magee, Matthew Sites, General Manager Chaney Hicks were present. Also present were two residents from the community.

2. Public Comment (Items not on the agenda)

It was mentioned by Board member (as resident comment) that the entrance signs to the District are faded. General Manager Chaney Hicks addressed this and indicated that she had seen condition and move forward with purchase of new signs. Additional question from resident regarding timeline for the development of the Berkshire Park and Director Sites indicated that there is verbiage required to be completed prior to the submission to the County for the variance.

3. Monthly Reports

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

Item taken out of order due to resident present and wanting to let her leave early for personal reasons.

Old Business

- 5.a Request for Variance for Fence Height at 406/412 Bailey Court.** After discussion of a resident's request for a variance of the increase in fence height at the two properties that back up to Berkshire Park to 9' with the amendment to design as a fully solid 9' fence height, President Tim Halverson made a motion that the Board approve the requested variance for the two properties; second by Director Mark Magee; motion carried.

AYES: Sites, Halverson, Fawkes, Magee and Collette

NOES: None

ABSENT: None

ABSTAIN: None

4. Consent Items

The consent items consisting of the draft Minutes of the January 15, 2019 and draft Minutes of the February 19, 2019 regular meeting of the Board of Directors, and the correspondence items including Umpqua Bank monthly statement for periods December 31, 2018-January 31, 2019 and January 31-February 28, 2019; Financial Reports prepared by the Auditor-Controller's office for the periods ended January 31, 2019 and February 28, 2019; January 24, 2019 Auditor-Controller letter regarding Quarter 4 Reports Filed; January 24, 2019 SDRMA letter regarding Notification of Nomination for 2019 Election for the SDRMA Board of Directors; January 2019 CSDA letter regarding member handbook/leadership academy; February 15, 2019 CSDA Seat B Nominations were considered. Director Gordon Fawkes moved to approve the consent items and accept and file the items; second by Brenda Collette, motion carried.

DRAFT

AYES: Sites, Halverson, Fawkes, Magee and Collette
NOES: None
ABSENT: None
ABSTAIN: None

Old Business

- 5.b. DMV Requirements for Processing Citations.** After discussion by President Halverson relating his conversations with DMV that they believe that the District doesn't have the authority to issue citations and wouldn't be willing to reissue new requestor code. President Halverson related that he finally was able to get them to agree to look at previously submitted documentation from District, including legal counsel. It was requested that the Board Clerk compile the supporting documents (legal/otherwise) and forward to President Halverson so he can resubmit with the expectation they will review and approve requestor code.

New Business

- 6.a. El Dorado Hills Fire Unimproved Property Hazard Reduction Standard: Weed Abatement Program 2019.** After discussion of pros and cons of using alternate method for weed abatement for cost savings, more environmentally friendly and upon the recommendation of the General Manager, Matt Sites made a motion to approve the expenditure of \$5800 (amended amount due to change in scope of weed abatement) and effort to get abatement of weeds done as late as possible in order to prevent fuel growing back; second by Mark Magee, motion carried.

AYES: Sites, Halverson, Fawkes, Magee and Collette
NOES: None
ABSENT: None
ABSTAIN: None

- 6.b. Perimeter Fire Break Scraping.** After discussion it was determined that this item would be readdressed at April meeting after review of the job the goats do on the 100' fire break standards and status of the previous fire scraping is reviewed. The Board may want to consider alternate schedule for this service in order to reduce costs for District depending on conditions.
- 6.c. Replacement of Springfield Meadows Street Lighting Fixtures.** After discussion, which included potential use of an EDHCSD contractor for cost savings, President Halverson made a motion to approve the expenditure of \$14,050 to procure and install 10 new street lights to replace existing fixtures; second by Director Matt Sites; motion carried.

AYES: Sites, Halverson, Fawkes and Magee
NOES: Collette
ABSENT: None
ABSTAIN: None

DRAFT

- 6.d. **Volunteer Day 2019.** Director Collette indicated that this year's volunteer day will take place on May 18, 2019 and has discussed projects with volunteer agency. After discussion of potential projects to include need for 20-25 adult volunteers to take on clearing out vditch along Winterfield and potential slurry seal of the same ditch. More discussion/coordination and cost incurred by District will be addressed at April meeting for action.
- 6.e. **Eagle Project Opportunity 2019.** This item to be tabled until a cost/budget for this project is determined.
- 6.f. **Community Garage Sale 2019.** After discussion of potential dates, the Board determined that June 1st will be the community garage sale date. General Manager Chaney Hicks indicated that she will put out Community Garage Sale Signs/Post on Craig's List as in prior years and contact HOA manager for Sierramonte and convey the information.

Adjournment

Matt Sites motioned to adjourn the meeting; second by Brenda Collette; motion carried.

AYES: Sites, Halverson, Fawkes, Magee and Collette

NOES: None

ABSENT: None

ABSTAIN: None

9:10 pm.



March 31, 2019 Page: 1 of 2

Customer Service:
1-866-486-7782

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

Last statement: February 28, 2019
This statement: March 31, 2019

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

PUBLIC FUNDS CHECKING

Account number	4866853585	Beginning balance	\$2,241.79
Low balance	\$2,195.37	Deposits/Additions	\$0.00
Average balance	\$2,232.72	Withdrawals/Subtractions	\$58.92
Interest earned	\$0.00	Ending balance	\$2,182.87

Card Transactions/Withdrawals

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
03-20	POS Purchase Terminal Vbase2 The Home Depot #66 75 Folsom CA XXXXXXXXXXXX1280	15.77
03-29	POS Purchase Terminal 02312242 The Ups Store #268 1 El Dorado CA XXXXXXXXXXXX1280	30.65
Total Card Transactions/Withdrawals		\$46.42

Other Withdrawals/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
03-31	Service Charge For Maintenance Fee	12.50
Total Other Withdrawals/Subtractions		\$12.50

Daily Balances

Date	Amount
02-28	2,241.79
03-20	2,226.02

Date	Amount
03-29	2,195.37

Date	Amount
03-31	2,182.87

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**

8028280 - 8028280 GENERAL FUNDPrinted 4/3/2019
10:43:58 AM**General Ledger****Summary for the Accounting Period Ended: March 31, 2019**

	Debit	Credit	Balance
80280280 ROLLING HILLS			
ASSETS			
100 EQUITY IN POOLED CASH	568,625.20	121,359.32	447,265.88
102 IMPREST (PETTY) CASH	5,000.00	0.00	5,000.00
143 PREPAID EXPENSES	800.00	0.00	800.00
ASSETS	574,425.20	121,359.32	453,065.88
LIABILITIES			
201 VOUCHERS PAYABLE	117,578.45	117,578.45	0.00
LIABILITIES	117,578.45	117,578.45	0.00
FUND BALANCE			
310 FND BAL: RSVD GENERAL	0.00	53,834.00	-53,834.00
313 FND BAL: RSVD IMPREST CASH	0.00	5,000.00	-5,000.00
350 FND BAL: UNRSVD UNDESIGNATED	0.00	379,981.90	-379,981.90
401 ESTIMATED REVENUE	447,625.00	0.00	447,625.00
411 ACTUAL REVENUES	4,482.50	108,083.26	-103,600.76
420 ORIGINAL BUDGET (APPROPTNS.)	0.00	447,625.00	-447,625.00
431 EXPENDITURES	90,184.31	833.53	89,350.78
FUND BALANCE	542,291.81	995,357.69	-453,065.88
80280280 ROLLING HILLS	1,234,295.46	1,234,295.46	0.00

8028280 - 8028280 GENERAL FUNDPrinted 4/3/2019
10:44:00 AM**General Ledger****Details for the Accounting Period Ended: March 31, 2019**

	Debit	Credit	Balance
80280280 ROLLING HILLS			
ASSETS			
100 EQUITY IN POOLED CASH			
3/1/2019 BEGINNING BALANCE	565,290.73	113,649.25	451,641.48
3/4/2019 GNI 201909 467	0.54	0.00	451,642.02
3/4/2019 GNI 201909 468	1.92	0.00	451,643.94
3/5/2019 GEN 201909 382	793.86	0.00	452,437.80
3/6/2019 GNI 201909 635	0.23	0.00	452,438.03
3/6/2019 GNI 201909 636	5.51	0.00	452,443.54
3/6/2019 GNI 201909 638	2,527.98	0.00	454,971.52
3/6/2019 GNI 201909 639	4.43	0.00	454,975.95
3/14/2019 APP 201909 1647	0.00	833.53	454,142.42
3/14/2019 APP 201909 1650	0.00	6,876.54	447,265.88
100 EQUITY IN POOLED CASH	568,625.20	121,359.32	447,265.88
102 IMPREST (PETTY) CASH			
3/1/2019 BEGINNING BALANCE	5,000.00	0.00	5,000.00
102 IMPREST (PETTY) CASH	5,000.00	0.00	5,000.00
143 PREPAID EXPENSES			
3/1/2019 BEGINNING BALANCE	800.00	0.00	800.00
143 PREPAID EXPENSES	800.00	0.00	800.00
ASSETS	574,425.20	121,359.32	453,065.88
LIABILITIES			
201 VOUCHERS PAYABLE			
3/1/2019 BEGINNING BALANCE	109,034.85	109,034.85	0.00
3/13/2019 API 201909 1374	0.00	833.53	-833.53
3/13/2019 APM 201909 1413	833.53	0.00	0.00
3/13/2019 API 201909 1617	0.00	6,876.54	-6,876.54
3/14/2019 API 201909 1618	0.00	833.53	-7,710.07
3/14/2019 APP 201909 1647	833.53	0.00	-6,876.54
3/14/2019 APP 201909 1650	6,876.54	0.00	0.00
201 VOUCHERS PAYABLE	117,578.45	117,578.45	0.00
LIABILITIES	117,578.45	117,578.45	0.00
FUND BALANCE			
310 FND BAL: RSVD GENERAL			
3/1/2019 BEGINNING BALANCE	0.00	53,834.00	-53,834.00
310 FND BAL: RSVD GENERAL	0.00	53,834.00	-53,834.00
313 FND BAL: RSVD IMPREST CASH			
3/1/2019 BEGINNING BALANCE	0.00	5,000.00	-5,000.00
313 FND BAL: RSVD IMPREST CASH	0.00	5,000.00	-5,000.00
350 FND BAL: UNRSVD UNDESIGNATED			
3/1/2019 BEGINNING BALANCE	0.00	379,981.90	-379,981.90
350 FND BAL: UNRSVD UNDESIGNATED	0.00	379,981.90	-379,981.90

8028280 - 8028280 GENERAL FUNDPrinted 4/3/2019
10:44:00 AM**General Ledger****Details for the Accounting Period Ended: March 31, 2019**

	Debit	Credit	Balance
401 ESTIMATED REVENUE			
3/1/2019 BEGINNING BALANCE	447,625.00	0.00	447,625.00
401 ESTIMATED REVENUE	447,625.00	0.00	447,625.00
411 ACTUAL REVENUES			
3/1/2019 BEGINNING BALANCE	4,482.50	104,748.79	-100,266.29
3/4/2019 GNI 201909 467	0.00	0.54	-100,266.83
3/4/2019 GNI 201909 468	0.00	1.92	-100,268.75
3/5/2019 GEN 201909 382	0.00	793.86	-101,062.61
3/6/2019 GNI 201909 635	0.00	0.23	-101,062.84
3/6/2019 GNI 201909 636	0.00	5.51	-101,068.35
3/6/2019 GNI 201909 638	0.00	2,527.98	-103,596.33
3/6/2019 GNI 201909 639	0.00	4.43	-103,600.76
411 ACTUAL REVENUES	4,482.50	108,083.26	-103,600.76
420 ORIGINAL BUDGET (APPROPTNS.)			
3/1/2019 BEGINNING BALANCE	0.00	447,625.00	-447,625.00
420 ORIGINAL BUDGET (APPROPTNS.)	0.00	447,625.00	-447,625.00
431 EXPENDITURES			
3/1/2019 BEGINNING BALANCE	81,640.71	0.00	81,640.71
3/13/2019 API 201909 1374	833.53	0.00	82,474.24
3/13/2019 APM 201909 1413	0.00	833.53	81,640.71
3/13/2019 API 201909 1617	6,876.54	0.00	88,517.25
3/14/2019 API 201909 1618	833.53	0.00	89,350.78
431 EXPENDITURES	90,184.31	833.53	89,350.78
FUND BALANCE	542,291.81	995,357.69	-453,065.88
80280280 ROLLING HILLS	1,234,295.46	1,234,295.46	0.00

8028280 CSD: ROLLING HILLS CSDPrinted 4/3/2019
10:44:01 AM**Revenues and
Expenditures**

Summary For the Month ended: March 31, 2019

	Estimated / Budget	Actual Amount	Balance
8028280 CSD: ROLLING HILLS CSD			
Revenue			
01 Taxes			
0100 PROP TAX: CURR SECURED	83,600.00	52,322.37	31,277.63
0110 PROP TAX: CURR UNSECURED	0.00	1,507.82	-1,507.82
0120 PROP TAX: PRIOR SECURED	0.00	-10.63	10.63
0130 PROP TAX: PRIOR UNSECURED	0.00	38.08	-38.08
0140 PROP TAX: SUPP CURRENT	0.00	328.26	-328.26
0150 PROP TAX: SUPP PRIOR	0.00	69.49	-69.49
01 Taxes	83,600.00	54,255.39	29,344.61
03 Fines & Penalties			
0360 PEN & COST DELINQUENT TAXES	0.00	98.87	-98.87
03 Fines & Penalties	0.00	98.87	-98.87
04 Rev Use Money/Prop			
0400 REV: INTEREST	3,500.00	5,327.60	-1,827.60
04 Rev Use Money/Prop	3,500.00	5,327.60	-1,827.60
05 IG Rev - State			
0820 ST: HOMEOWNER PROP TAX RELIEF	0.00	418.97	-418.97
05 IG Rev - State	0.00	418.97	-418.97
13 Service Charges			
1310 SPECIAL ASSESSMENTS	79,000.00	43,499.93	35,500.07
1403 DEVELOPMENT FEE	0.00	0.00	0.00
1405 QUIMBY FEE	0.00	0.00	0.00
13 Service Charges	79,000.00	43,499.93	35,500.07
19 Miscellaneous Rev			
1940 MISC: REVENUE	0.00	0.00	0.00
19 Miscellaneous Rev	0.00	0.00	0.00
22 Fund Balance			
0001 FUND BALANCE	281,525.00	0.00	281,525.00
22 Fund Balance	281,525.00	0.00	281,525.00
Total Revenue	447,625.00	103,600.76	344,024.24
Expense			

8028280 CSD: ROLLING HILLS CSDPrinted 4/3/2019
10:44:01 AM**Revenues and
Expenditures**

Summary For the Month ended: March 31, 2019

	Estimated / Budget	Actual Amount	Balance
30 Salaries & Benefits			
3000 PERM EMPLOYEES / ELECT OFFICIAL	0.00	0.00	0.00
30 Salaries & Benefits	0.00	0.00	0.00
40 Services & Supplies			
4040 TELEPHONE VENDOR PAYMENTS	350.00	0.00	350.00
4041 COUNTY PASS THRU TELPHONE CHRG	500.00	0.00	500.00
4060 FOOD AND FOOD PRODUCTS	50.00	0.00	50.00
4100 INSURANCE: PREMIUM	3,600.00	3,601.86	-1.86
4180 MAINT: BUILDING & IMPROVEMENTS	2,000.00	0.00	2,000.00
4183 MAINT: GROUNDS	10,000.00	985.00	9,015.00
4185 MAINT: PARK	40,000.00	25,050.00	14,950.00
4189 MAINT: WATER SYSTEM	5,000.00	4,925.25	74.75
4190 MAINT: DRAINAGE	12,500.00	2,700.00	9,800.00
4191 MAINT: ROADS	40,000.00	0.00	40,000.00
4192 MAINT: LIGHTING	300.00	0.00	300.00
4197 MAINT: BUILDINGSUPPLIES	300.00	0.00	300.00
4220 MEMBERSHIPS	600.00	622.00	-22.00
4240 MISC: EXPENSE	300.00	0.00	300.00
4260 OFFICE EXPENSE	500.00	1.63	498.37
4266 PRINTING SERVICES	650.00	833.53	-183.53
4300 PROFESSIONAL & SPECIAL SRVS	26,000.00	22,122.50	3,877.50
4304 AGENCY ADMINISTRATION FEE	125.00	131.90	-6.90
4305 AUDIT & ACCOUNTING SERVICES	9,000.00	0.00	9,000.00
4313 LEGAL SERVICES	8,000.00	1,496.25	6,503.75
4345 SPECIAL DISTRICT DIRECTOR SRVS	5,250.00	2,400.00	2,850.00
4400 PUBLICATION & LEGAL NOTICES	500.00	0.00	500.00
4420 RENT & LEASE: EQUIPMENT	300.00	0.00	300.00
4440 RENT & LEASE: BUILD & IMPRV	3,700.00	1,050.00	2,650.00
4501 SPECIAL PROJECTS	251,500.00	215.73	251,284.27
4505 SB924: TRANSPORTATION & TRAVEL	300.00	0.00	300.00
4600 TRANSPORTATION (NO OVERNT)	0.00	0.00	0.00
4602 MILGE: EMPLOY AUTO (NO OVERNT)	300.00	17.66	282.34
4620 UTILITIES	26,000.00	21,178.43	4,821.57
4700 UTILITIES	0.00	2,019.04	-2,019.04
40 Services & Supplies	447,625.00	89,350.78	358,274.22

8028280 CSD: ROLLING HILLS CSDPrinted 4/3/2019
10:44:01 AM**Revenues and
Expenditures**

Summary For the Month ended: March 31, 2019

	Estimated / Budget	Actual Amount	Balance
60 Fixed Assets			
6020 FA: BUILDING & IMPROVEMENTS	0.00	0.00	0.00
60 Fixed Assets	0.00	0.00	0.00
Total Expense	447,625.00	89,350.78	358,274.22
8028280 CSD: ROLLING HILLS CSD	0.00	14,249.98	-14,249.98
Report Total			
Total Revenue	447,625.00	103,600.76	344,024.24
Total Expense	447,625.00	89,350.78	358,274.22
	0.00	14,249.98	-14,249.98

8028280 CSD: ROLLING HILLS CSDPrinted 4/3/2019
10:44:02 AM**Revenues and
Expenditures****Details For the Accounting Period ended: March 31, 2019**

	Estimated / Budget	Actual Amount	Balance
8028280 CSD: ROLLING HILLS CSD			
Revenue			
01 Taxes			
0100 PROP TAX: CURR SECURED			
3/1/2018 BEGINNING BALANCE	83,600.00	50,494.39	
3/6/2019 GNI 530 CS ROLL 14321 1% GENERAL TAX CS-B	0.00	12.59	
3/6/2019 GNI 530 CS ROLL 14321 1% GENERAL TAX CS-S	0.00	1,815.40	
3/6/2019 GNI 530 CS ROLL 14321 1% UNITARY TAX CS-S	0.00	-0.01	
0100 PROP TAX: CURR SECURED	83,600.00	52,322.37	31,277.63
0110 PROP TAX: CURR UNSECURED			
3/1/2018 BEGINNING BALANCE	0.00	1,507.28	
3/4/2019 GNI 532 CU ROLL 14321 1% GENERAL TAX CU-U	0.00	0.54	
0110 PROP TAX: CURR UNSECURED	0.00	1,507.82	-1,507.82
0120 PROP TAX: PRIOR SECURED			
3/1/2019 BEGINNING BALANCE	0.00	-10.63	
0120 PROP TAX: PRIOR SECURED	0.00	-10.63	10.63
0130 PROP TAX: PRIOR UNSECURED			
3/1/2018 BEGINNING BALANCE	0.00	36.49	
3/4/2019 GNI 533 DU ROLL 14321 1% GENERAL TAX DU-Y	0.00	1.01	
3/4/2019 GNI 533 DU ROLL 14321 1% GENERAL TAX DU-K	0.00	0.58	
0130 PROP TAX: PRIOR UNSECURED	0.00	38.08	-38.08
0140 PROP TAX: SUPP CURRENT			
3/1/2018 BEGINNING BALANCE	0.00	322.52	
3/6/2019 GNI 528 SS ROLL 14321 1% GENERAL TAX SUPP SS-C	0.00	5.51	
3/6/2019 GNI 529 SU ROLL 14321 1% GENERAL TAX SUPP SU-V	0.00	0.22	
3/6/2019 GNI 529 SU ROLL 14321 1% GENERAL TAX SUPP SU-Q	0.00	0.01	
0140 PROP TAX: SUPP CURRENT	0.00	328.26	-328.26
0150 PROP TAX: SUPP PRIOR			
3/1/2018 BEGINNING BALANCE	0.00	65.92	
3/4/2019 GNI 533 DU ROLL 14321 1% GENERAL TAX SUPP DU-X	0.00	0.33	
3/6/2019 GNI 531 DS ROLL 14321 1% GENERAL TAX SUPP DS-E	0.00	3.24	
0150 PROP TAX: SUPP PRIOR	0.00	69.49	-69.49
01 Taxes	83,600.00	54,255.39	29,344.61
03 Fines & Penalties			
0360 PEN & COST DELINQUENT TAXES			
3/1/2019 BEGINNING BALANCE	0.00	97.68	
3/6/2019 GNI 531 DS ROLL 14321 PENALTIES SUPP DS-E	0.00	1.19	
0360 PEN & COST DELINQUENT TAXES	0.00	98.87	-98.87
03 Fines & Penalties	0.00	98.87	-98.87

8028280 CSD: ROLLING HILLS CSDPrinted 4/3/2019
10:44:02 AM**Revenues and
Expenditures**

Details For the Accounting Period ended: March 31, 2019

	Estimated / Budget	Actual Amount	Balance
04 Rev Use Money/Prop			
0400 REV: INTEREST			
3/1/2019 BEGINNING BALANCE	3,500.00	4,533.74	
3/5/2019 GEN INT FEB 19 Interest Allocation Entry	0.00	793.86	
0400 REV: INTEREST	3,500.00	5,327.60	-1,827.60
04 Rev Use Money/Prop	3,500.00	5,327.60	-1,827.60
05 IG Rev - State			
0820 ST: HOMEOWNER PROP TAX RELIEF			
3/1/2018 BEGINNING BALANCE	0.00	418.97	
0820 ST: HOMEOWNER PROP TAX RELIEF	0.00	418.97	-418.97
05 IG Rev - State	0.00	418.97	-418.97
13 Service Charges			
1310 SPECIAL ASSESSMENTS			
3/1/2019 BEGINNING BALANCE	79,000.00	42,799.93	
3/6/2019 GNI 530 CS ROLL 64801 DIRECT CHARGE-S	0.00	700.00	
1310 SPECIAL ASSESSMENTS	79,000.00	43,499.93	35,500.07
1403 DEVELOPMENT FEE			
3/1/2018 BEGINNING BALANCE	0.00	0.00	
1403 DEVELOPMENT FEE	0.00	0.00	0.00
1405 QUIMBY FEE			
3/1/2018 BEGINNING BALANCE	0.00	0.00	
1405 QUIMBY FEE	0.00	0.00	0.00
13 Service Charges	79,000.00	43,499.93	35,500.07
19 Miscellaneous Rev			
1940 MISC: REVENUE			
3/1/2017 BEGINNING BALANCE	0.00	0.00	
1940 MISC: REVENUE	0.00	0.00	0.00
19 Miscellaneous Rev	0.00	0.00	0.00
22 Fund Balance			
0001 FUND BALANCE			
3/1/2017 BEGINNING BALANCE	281,525.00	0.00	
0001 FUND BALANCE	281,525.00	0.00	281,525.00
22 Fund Balance	281,525.00	0.00	281,525.00
Total Revenue	447,625.00	103,600.76	344,024.24
Expense			

8028280 CSD: ROLLING HILLS CSDPrinted 4/3/2019
10:44:02 AM**Revenues and
Expenditures**

Details For the Accounting Period ended: March 31, 2019

	Estimated / Budget	Actual Amount	Balance
30 Salaries & Benefits			
3000 PERM EMPLOYEES / ELECT OFFICIAL			
3/1/2018 BEGINNING BALANCE	0.00	0.00	
3000 PERM EMPLOYEES / ELECT OFFICIAL	0.00	0.00	0.00
30 Salaries & Benefits	0.00	0.00	0.00
40 Services & Supplies			
4040 TELEPHONE VENDOR PAYMENTS			
3/1/2018 BEGINNING BALANCE	350.00	0.00	
4040 TELEPHONE VENDOR PAYMENTS	350.00	0.00	350.00
4041 COUNTY PASS THRU TELPHONE CHRG			
3/1/2019 BEGINNING BALANCE	500.00	0.00	
4041 COUNTY PASS THRU TELPHONE CHRG	500.00	0.00	500.00
4060 FOOD AND FOOD PRODUCTS			
3/1/2019 BEGINNING BALANCE	50.00	0.00	
4060 FOOD AND FOOD PRODUCTS	50.00	0.00	50.00
4100 INSURANCE: PREMIUM			
3/1/2018 BEGINNING BALANCE	3,600.00	3,601.86	
4100 INSURANCE: PREMIUM	3,600.00	3,601.86	-1.86
4180 MAINT: BUILDING & IMPROVEMENTS			
3/1/2019 BEGINNING BALANCE	2,000.00	0.00	
4180 MAINT: BUILDING & IMPROVEMENTS	2,000.00	0.00	2,000.00
4183 MAINT: GROUNDS			
3/1/2018 BEGINNING BALANCE	10,000.00	985.00	
4183 MAINT: GROUNDS	10,000.00	985.00	9,015.00
4185 MAINT: PARK			
3/1/2018 BEGINNING BALANCE	40,000.00	23,275.00	
3/13/2019 API 245003 RHCS downed tree maint Feb. I	0.00	1,775.00	
4185 MAINT: PARK	40,000.00	25,050.00	14,950.00
4189 MAINT: WATER SYSTEM			
3/1/2018 BEGINNING BALANCE	5,000.00	4,925.25	
4189 MAINT: WATER SYSTEM	5,000.00	4,925.25	74.75
4190 MAINT: DRAINAGE			
3/1/2019 BEGINNING BALANCE	12,500.00	2,700.00	
4190 MAINT: DRAINAGE	12,500.00	2,700.00	9,800.00
4191 MAINT: ROADS			
3/1/2017 BEGINNING BALANCE	40,000.00	0.00	
4191 MAINT: ROADS	40,000.00	0.00	40,000.00

8028280 CSD: ROLLING HILLS CSDPrinted 4/3/2019
10:44:02 AM**Revenues and
Expenditures****Details For the Accounting Period ended: March 31, 2019**

	Estimated / Budget	Actual Amount	Balance
4192 MAINT: LIGHTING			
3/1/2018 BEGINNING BALANCE	300.00	0.00	
4192 MAINT: LIGHTING	300.00	0.00	300.00
4197 MAINT: BUILDINGSUPPLIES			
3/1/2018 BEGINNING BALANCE	300.00	0.00	
4197 MAINT: BUILDINGSUPPLIES	300.00	0.00	300.00
4220 MEMBERSHIPS			
3/1/2019 BEGINNING BALANCE	600.00	622.00	
4220 MEMBERSHIPS	600.00	622.00	-22.00
4240 MISC: EXPENSE			
3/1/2018 BEGINNING BALANCE	300.00	0.00	
4240 MISC: EXPENSE	300.00	0.00	300.00
4260 OFFICE EXPENSE			
3/1/2018 BEGINNING BALANCE	500.00	1.63	
4260 OFFICE EXPENSE	500.00	1.63	498.37
4266 PRINTING SERVICES			
3/1/2019 BEGINNING BALANCE	650.00	0.00	
3/13/2019 APM 244717 RHCS 022819	0.00	-833.53	
3/13/2019 API 244717 RHCS GARAGE SALE, RD WRK, COM	0.00	833.53	
3/14/2019 API 245396 RHCS GARAGE SALE, ROAD WRK, C	0.00	833.53	
4266 PRINTING SERVICES	650.00	833.53	-183.53
4300 PROFESSIONAL & SPECIAL SRVS			
3/1/2018 BEGINNING BALANCE	26,000.00	19,565.00	
3/13/2019 API 245004 RHCS Clerk services 2/1/19 -	0.00	1,245.00	
3/13/2019 API 245005 RHCS General Manager services	0.00	1,312.50	
4300 PROFESSIONAL & SPECIAL SRVS	26,000.00	22,122.50	3,877.50
4304 AGENCY ADMINISTRATION FEE			
3/1/2017 BEGINNING BALANCE	125.00	131.90	
4304 AGENCY ADMINISTRATION FEE	125.00	131.90	-6.90
4305 AUDIT & ACCOUNTING SERVICES			
3/1/2019 BEGINNING BALANCE	9,000.00	0.00	
4305 AUDIT & ACCOUNTING SERVICES	9,000.00	0.00	9,000.00
4313 LEGAL SERVICES			
3/1/2018 BEGINNING BALANCE	8,000.00	1,496.25	
4313 LEGAL SERVICES	8,000.00	1,496.25	6,503.75
4345 SPECIAL DISTRICT DIRECTOR SRVS			
3/1/2019 BEGINNING BALANCE	5,250.00	2,025.00	
3/13/2019 API 244987 RHCS director stipend 2-19-20	0.00	75.00	
3/13/2019 API 244988 RHCS director stipend 2-19-20	0.00	75.00	
3/13/2019 API 244989 RHCS director stipend 2-19-20	0.00	75.00	
3/13/2019 API 244990 RHCS director stipend 2-19-20	0.00	75.00	
3/13/2019 API 244991 RHCS director stipend 2-19-20	0.00	75.00	
4345 SPECIAL DISTRICT DIRECTOR SRVS	5,250.00	2,400.00	2,850.00

8028280 CSD: ROLLING HILLS CSDPrinted 4/3/2019
10:44:02 AM**Revenues and
Expenditures****Details For the Accounting Period ended: March 31, 2019**

	Estimated / Budget	Actual Amount	Balance
4400 PUBLICATION & LEGAL NOTICES			
3/1/2017 BEGINNING BALANCE	500.00	0.00	
4400 PUBLICATION & LEGAL NOTICES	500.00	0.00	500.00
4420 RENT & LEASE: EQUIPMENT			
3/1/2018 BEGINNING BALANCE	300.00	0.00	
4420 RENT & LEASE: EQUIPMENT	300.00	0.00	300.00
4440 RENT & LEASE: BUILD & IMPRV			
3/1/2017 BEGINNING BALANCE	3,700.00	900.00	
3/13/2019 API 244986 RHCS D meeting room rental 2-1	0.00	150.00	
4440 RENT & LEASE: BUILD & IMPRV	3,700.00	1,050.00	2,650.00
4501 SPECIAL PROJECTS			
3/1/2019 BEGINNING BALANCE	251,500.00	215.73	
4501 SPECIAL PROJECTS	251,500.00	215.73	251,284.27
4505 SB924: TRANSPORTATION & TRAVEL			
3/1/2018 BEGINNING BALANCE	300.00	0.00	
4505 SB924: TRANSPORTATION & TRAVEL	300.00	0.00	300.00
4600 TRANSPORTATION (NO OVERTN)			
3/1/2018 BEGINNING BALANCE	0.00	0.00	
4600 TRANSPORTATION (NO OVERTN)	0.00	0.00	0.00
4602 MILGE: EMPLOY AUTO (NO OVERTN)			
3/1/2019 BEGINNING BALANCE	300.00	17.66	
4602 MILGE: EMPLOY AUTO (NO OVERTN)	300.00	17.66	282.34
4620 UTILITIES			
3/1/2019 BEGINNING BALANCE	26,000.00	21,178.43	
4620 UTILITIES	26,000.00	21,178.43	4,821.57
4700 UTILITIES			
3/1/2019 BEGINNING BALANCE	0.00	0.00	
3/13/2019 API 244992 RHCS D power no. 1857646705-6	0.00	64.81	
3/13/2019 API 244993 RHCS D power no. 4570858285-8	0.00	319.04	
3/13/2019 API 244994 RHCS D power no. 1211321236-4	0.00	10.19	
3/13/2019 API 244995 RHCS D power no. 6085621545-8	0.00	45.11	
3/13/2019 API 244996 RHCS D water no. 118388-001	0.00	184.19	
3/13/2019 API 244997 RHCS D water no. 118386-001	0.00	92.61	
3/13/2019 API 244998 RHCS D water no. 084490-002	0.00	154.76	
3/13/2019 API 245000 RHCS D water no. 126908-002	0.00	868.78	
3/13/2019 API 245001 RHCS D water no. 083214-001	0.00	133.23	
3/13/2019 API 245002 RHCS D water no. 126932-002	0.00	146.32	
4700 UTILITIES	0.00	2,019.04	-2,019.04
40 Services & Supplies	447,625.00	89,350.78	358,274.22

8028280 CSD: ROLLING HILLS CSDPrinted 4/3/2019
10:44:02 AM**Revenues and
Expenditures****Details For the Accounting Period ended: March 31, 2019**

	Estimated / Budget	Actual Amount	Balance
60 Fixed Assets			
6020 FA: BUILDING & IMPROVEMENTS			
3/1/2018 BEGINNING BALANCE	0.00	0.00	
6020 FA: BUILDING & IMPROVEMENTS	0.00	0.00	0.00
60 Fixed Assets	0.00	0.00	0.00
Total Expense	447,625.00	89,350.78	358,274.22
8028280 CSD: ROLLING HILLS CSD	0.00	14,249.98	-14,249.98
Report Total			
Total Revenue	447,625.00	103,600.76	344,024.24
Total Expense	447,625.00	89,350.78	358,274.22
	0.00	14,249.98	-14,249.98



NOTICE OF PUBLIC HEARING

CITY OF FOLSOM PLANNING COMMISSION

DATE OF HEARING: April 17, 2019
TIME OF HEARING: 6:30 P.M.
PLACE OF HEARING: City Council Chambers, 50 Natoma Street, Folsom, CA 95630

NOTICE IS HEREBY GIVEN THAT: A public hearing will be held by the Planning Commission of the City of Folsom to consider the merits of the following:

PROJECT NAME Russell Ranch Design Guidelines Planned Development Permit Modification
Property Owner/Applicant: The New Home Company
Project Location/APN: Russell Ranch Subdivision within Folsom Plan Area
Planning No.: PN-19-104
Staff Contact: Steve Banks, Principal Planner, 916-461-6207, sbanks@folsom.ca.us

Entitlements: a. Planned Development Permit Modification

Project Description: The proposed project includes a request for approval of a Planned Development Permit Modification to modify the Russell Ranch Design Guidelines to provide more flexibility for locating outdoor California room features within the rear yard of single-family residential lots. Specifically, the applicant is requesting approval to modify the Russell Ranch Design Guidelines in order to reduce the required rear yard setback for outdoor California room features from 15 feet to 10 feet.

Environmental: An Environmental Impact Report has previously been certified for the Russell Ranch Subdivision project on May 15, 2015 by the City Council in accordance with the requirements of the California Environmental Quality Act (CEQA) and the CEQA Guidelines.

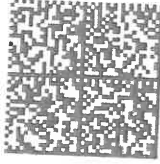
All persons interested in these matters are invited to present and submit statements orally or in writing during the public hearing. The environmental documents are available for review at, and further information may be obtained from the Community Development Department, 50 Natoma Street, during regular business hours. The Community Development Department can be reached by phone at (916) 461-6202. A staff report will be available to the public at City Hall or at www.folsom.ca.us on the Thursday preceding the Public Hearing.

Pursuant to all applicable laws and regulations, including without limitation, California Government Code Section 65009 and/or California Public Resources Code Section 21177, if you wish to challenge in court any of the above decisions (regarding planning, zoning and/or environmental decisions), you may be limited to raising only those issues you or someone else raised at the public hearing(s) described in this notice/agenda, or in written correspondence delivered to the City at, or prior to, the public hearing. An appeal to the City Council from any action of the Planning Commission may be brought by any interested party within then (10) days of the Public Hearing date.

PAM JOHNS
COMMUNITY DEVELOPMENT DIRECTOR

CITY OF FOLSOM
Community Development Dept
50 Natoma Street
Folsom, CA 96530

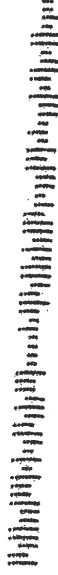
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SPRINGFIELD MEADOWS CSD
PO BOX 5266
EL DORADO HILLS, CA 95762

95762-000566





**CSDA
Finance Corporation**

March 11, 2019

Ms. Chaney Hicks, General Manager
Rolling Hills Community Services District
PO Box 5266
El Dorado Hills, CA 95762-0005

Dear Ms. Hicks:

The CSDA Finance Corporation has a 30-year track record in providing special districts with efficient and cost-effective financing options. In 2018 we facilitated financings totaling more than \$53 million for a wide variety of projects, large and small, including:

- Water meter installations
- Pipeline replacements and well drilling
- Park development
- Vehicle and equipment purchases
- Road construction
- Solar installations
- Facility renovations
- Land acquisitions

Here's what one district had to say about their recent transaction:

"Without question, the CSDA Finance Corporation was the most immediately responsive, initially and to all our subsequent follow-up questions, of the three organizations from which we solicited quotes. However, our decision to transact our borrowing was based on its being the lowest total cost quote."

The CSDA Finance Corporation's loan arranging services gives you access to a variety of financing options designed to meet your specific needs.

- **Tax-exempt lease/purchase financing**
Streamlined processes, no upfront costs, and terms up to 25 years!
- **Short-term/emergency financing**
- **Bond underwriting**
- **Refinancing of existing debt/pension obligation**

Hundreds of districts just like yours have turned to the CSDA Finance Corporation for responsive service, competitive rates, and flexible terms. If you have a financing need, we welcome the opportunity to provide you with a free, no-obligation quote. Simply complete the enclosed form, return it to our offices, and we'll get right to work.

Visit www.csdafinance.net today. Let us assist with your district's next financing need!

Best regards,

Neil McCormick
Chief Executive Officer

CSDA Finance Corporation

1112 I Street, Suite 200
Sacramento, CA 95814
tel: 877.924.2732
www.csdafinance.net

A proud California Special Districts Alliance partner

California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.2732
www.csda.net

Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, CA 95814
toll-free: 800.537.7790
www.sdrma.org



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2019

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White Papers, Financial Performance Metrics, & Fraud
Prevention Package

We request an RFP (Request for Proposal) for your District. Please, send us an RFP at
david@dfarnsworthcpa.com or 11501 Dublin Boulevard, #200, Dublin, CA 94568.

11501 Dublin Boulevard, #200 ♦ Dublin, CA 94568 ♦ 408.780.2236 ♦ www.dfarnsworthcpa.com

Trevor T. Taniguchi



Trevor T. Taniguchi

Associate

ttaniguchi@meyersnave.com

916.556.1531

Overview

Trevor Taniguchi is an Associate with the Municipal and Special District Law Practice Group. He provides clients with a comprehensive understanding of public agency law combined with first-hand experience working for a wide range of public entities, including the California Department of Transportation, City of Calexico, Colorado River Basin Regional Water Quality Control Board, and the California Environmental Protection Agency.

Trevor's professional emphasis on public agency law began early in his career with an undergraduate degree focused on Public Policy, a concentration on Capital Lawyering in law school, completing a Graduate Public Policy Seminar at California State University's Center for California Studies, and serving as an Executive Fellow in the Capital Fellowship Program at California State University.

Trevor's public agency experience includes five years at the California Department of Transportation where he served as a Resource Manager in the Division of Project Management and a Certification Analyst in the Office of Business and Economic Development. As a Resource Manager, he was responsible for the development, monitoring and management of the Division's \$13 million budget. As a Certification Analyst, he processed certification applications for Caltrans' Disadvantaged Business Enterprise Program, developed and executed a technical plan to streamline the DBE application process, and served as a liaison to the small business community.

Trevor also has important public agency experience from serving as a consultant for the City of Calexico and the Colorado River Basin Regional Water Quality Control Board, where he managed the New River Improvement Project and all of its contracts and led the development of its strategic plan involving stakeholders from local, state and federal entities. He also assisted with the City's coordinated approach to address infrastructure needs in conjunction with its master plan for the expansion of the border crossing and post-earthquake redevelopments.

In the environmental law arena, Trevor served as a Special Consultant to the Secretary for Environmental Protection at the California Environmental Protection Agency. He advised the Secretary on environmental issues relating the California-Mexico border region, Environmental Justice, and California's Tribal Nations. He also worked closely with senior staff from multiple California and federal agencies to address complex issues including birth-defect related environmental contamination in Kettleman City, implementation of the Marine Life Protection Act, and environmental hazardous waste facilities in Indio.

During law school, Trevor also gained important experience working as a certified law student for McGeorge School of Law's Elder and Health law clinic.

Honors and Awards

- Wilkin Award, highest grade in class in Election Law, 2016
- Eagle Scout, Boy Scouts of America, 2004

Presentations and Publications

- Presenter, "Staying in Compliance: Understanding Special District Laws," Board Secretary/Clerk Conference and Certificate Program, California Special Districts Association, 2018

Affiliations

- Member, California New Car Dealers Association
- Member, The State Bar of California

Education

- University of the Pacific, McGeorge School of Law, JD, 2016
 - California State University, Sacramento, Graduate Public Policy Seminar, 2010
 - University of California at Santa Barbara, BA, History with an emphasis in Public Policy, 2008
-

Practice Areas

Municipal and Special District Law

Transportation and Infrastructure

Environmental Law

Land Use

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Jose M. Sanchez



Jose M. Sanchez

Principal

jsanchez@meyersnave.com

916.556.1531

Overview

Jose Sanchez is a Principal and member of the firm's Municipal and Special District Practice Group and Public Contracts Practice Group. He serves as City Attorney for the cities of Livingston and Cloverdale, Assistant City Attorney for the city of Modesto, and provides counsel to special districts and other public agencies.

Jose advises on the full range of legal issues facing cities, special districts and commissions, including the Brown Act, the Public Records Act, the Political Reform Act, other conflicts of interest laws, land use, environmental issues, rate setting and public contracts and bidding. He has extensive experience negotiating and drafting development agreements and related entitlements needed for new development, assisting public entities through the public contract bidding requirements and dealing with complex code enforcement cases. Jose also provides advise to public agencies on how to navigate through high profile matters/crises, such as the transition of high level managers, airport issues, litigation, ramifications of the current California drought and other difficult issues.

In connection with Jose's areas of expertise, he is often requested to speak on matters relating to the Brown Act, Conflicts of Interest, and the California Public Records Act. At the request of the Institute for Local Government and the California Special District Association, he has participated in webinars related to conflicts of interest for public officials and the role of the California Fair Political Practices Commission.

Jose serves as a member of Meyers Nave's Diversity Committee and the Chair of the Diversity Fellowship Recruitment Committee.

Representative Experience

Land Use

- Rio Del Oro Specific Plan, City of Rancho Cordova. Advised the City Council with extensive plan approvals, development agreements, subdivision issues, and an Environmental Impact Report Addendum for a 3,828 acre mixed-use project, the largest land development project in the City. The project includes 12,189 residential units, one high school, two middle schools, six elementary schools, 157 acres of commercial space, 90 acres of business park, 269 acres of industrial park, 510 acres of wetland preserve, 121 acres of community park, 57 acres of neighborhood

park, and 16 miles of trails. Over the next 25 years, the project is expected to increase the City's population by 40%. It will transform the site from mine tailings to a community of neighborhoods with schools, parks, and shopping.

- Mather Veterans Village, City of Rancho Cordova. Assisted the City with land use and planning issues regarding a three-story supportive housing project for homeless veterans with disabilities. The 50 apartment home community involves an innovative partnership among the City of Rancho Cordova, Mercy Housing, Veterans Resource Centers of America and the County of Sacramento.
- Alexander Valley Resort, City of Cloverdale. Assisted the City in negotiating a development agreement and processing the approvals for a 250 acre resort, housing, and commercial project.
- Rancho Cordova Recreation and Park Revitalization. Negotiated development agreements that resulted in the funding necessary for the Cordova Recreation and Park District to construct and rehabilitate vital parks within the City, including agreements for administering park funds between the City of Rancho Cordova and the Park District.
- Porterfield Creek Trails Open Space Preserve. Assisted the City of Cloverdale with the contracts and entitlements necessary to develop trails and make other improvements in the Porterfield Creek Trails Open Space Preserve, including advising on the environmental requirements, design agreements and construction agreements necessary for the project. The construction portion of the project is estimated to be close to \$200,000.
- Community Agreements to Improve Parks and Trails. Advised the City of Modesto in issues related to entering into agreements with community groups to improve sections of parks/trails, including an artistic tile project on a water well located within a park.
- Implementation of City's First General Plan, Rancho Cordova. Advised the City on legal regulations and procedures for implementing the City's first general plan.
- Implementation of City's First Zoning Code, Rancho Cordova. Advised the City on legal regulations.
- Drafted moratoria on several uses, such as tattoo parlors, check cashing businesses, massage establishments, resale shops, recycling businesses, smoke shops, pawn shops and adult businesses.
- Worked with other governmental agencies, including the Army Corps of Engineers on wetland permits, consulting with a local agency formation commission on annexation procedures, and assisting a city to comply with requests from the Regional Water Quality Control Board related to its wastewater treatment facility and water production/conservation.

Infrastructure, Construction and Public Contracting

- \$60 Million Wastewater Treatment Plant Solar Project, Atwater. Assisted the City of Atwater with a Power Purchase agreement for the construction and operation of a 1.1 megawatt ground mount solar system at the City's Wastewater Treatment Plant. The agreement is estimated to generate more than \$1 million dollars in cost savings for the City over the life of the guaranteed project. Also assisted with the preparation of related construction contracts and service contracts, as well as negotiations and entitlement for the ground-mount solar system on land adjacent to the treatment plant.
- Water Production and Conservation. Assisted the City of Livingston with the public bidding and contract requirements associated with critical well repair and construction projects. Also assisted the City in critical negotiations with the State regarding drought restrictions. Livingston was initially on the list of agencies failing to meet water conservation requirement during the drought. The City was able to negotiate with the State and use an exemption related having a high industrial user in order to meet state requirements.

Labor and Employment

- As City Attorney, advised cities regarding labor negotiations, grievance procedures, and personnel rules and investigations. Assisted cities with the transition of management staff, including separation agreements for city managers, police chiefs, and department heads, along with the recruitment and employment of new management staff. Assisted with reductions in workforce programs and associated grievances and claims.

Elections Law

- Cannabis Tax, Cloverdale. Assisted the City place a new Cannabis tax on the 2016 election.
- Utility Users Tax, Cloverdale. Assisted the City update their Utility Users Tax in 2014.
- Filling of Vacancy, Santa Clara County Office of Education. Assisted the Office of Education navigate through laws related to filling a vacancy.
- Mayoral Term Ballot Measure, Livingston. Assisted City place a measure on the ballot asking the voters to change the Mayoral term length.

Code Enforcement and Ordinances

- Administrative Citations Program, Rancho Cordova. Assisted the City in updating its Municipal Code and Zoning Code after incorporation, and implementing its program for municipal code violations.
- Code Enforcement, Rancho Cordova. Served as lead attorney for the Code Enforcement department, drafting ordinances and providing critical support for enforcement activities that won the City a statewide award for its "Blight Busters" program.
- Rental Housing Inspection Program, Rancho Cordova. Drafted the ordinance and helped implement a rental housing inspection program in the City.
- Vacant Building Program, Rancho Cordova. Drafted an ordinance and helped implement a vacant building monitoring program in the City.
- Smoking Ordinance, City of Modesto. Advised the City in the drafting of an ordinance that including a prohibition regarding smoking in parks.
- Sign Ordinance, City of Tracy. Review and provide analysis regarding the City's sign ordinance.

Agreements and Contracts

- Cell Towers in Parks. Advised the City of Modesto in agreements renting park space for cell towers.
- Procurement of Park Equipment. Advised the City of Modesto and City of Livingston in the purchase of park equipment.

Public Finance

- Development Agreements. Assisted the City of Rancho Cordova in negotiating and preparing development agreements that including park development impact fees, Quimby in-lieu fees, and park improvement fees for existing parks.
- Advised the City of Modesto in the application of a \$1 million grant for soccer fields.
- Water and Sewer Rate Increase. Jose advised the City of Modesto on legal regulations and procedures in the establishment of increased utility rates.

Honors and Awards

- "Top 40 Under 40," *Sacramento Business Journal*, 2016
- CALI Award for Excellence in Legal Research and Writing

Presentations and Publications

- Presenter, "Understanding the Brown Act," California Special Districts Association Workshop, 2017
- Presenter, "Conflicts of Interest & When One Must Step Aside," (Government Code Section 1090) California Special Districts Association, 2016
- Presenter, "Staying in Compliance: Understanding Fundamental Special District Laws," California Special Districts Association, 2015
- Presenter, "FPPC – More Than Just Conflicts of Interest," Lorman Education Services Seminar, 2014
- Presenter, "Government Code Section 1090," Lorman Education Services Seminar, 2014
- Presenter, "Brown Act, Conflict of Interest and Public Records Act in California," Lorman Education Services Seminar, 2014
- Presenter, "Responding to Requests for Public Records Under the California Public Records Act," City Clerks Association of California, 2011
- Presenter, "Brown Act, Conflict of Interest and Public Records Act," Lorman Education Services Seminar, 2008
- Presenter, "What You Need to Know About Public Records, Conflicts of Interest and Open Meetings in California," Lorman Education Services Seminar, 2007
- Presenter, "A Primer on Public Records, Open Meeting Law (Brown Act) and Conflicts of Interests," Lorman Education Services Seminar, 2006
- Presenter, "Code Enforcement and Moratoria," MCLE Credit Lectures

Affiliations

- Member, The State Bar of California
- Member, Central Valley City Attorneys' Association
- Member, Cruz Reynoso Bar Association

Education

- University of San Francisco School of Law, JD, 2005
 - University of California at Davis, BA, Political Science, 2002
-

Practice Areas

Municipal and Special District Law

Public Contracts

California Drought – Legal Services & Resources

California Public Records Act

Attorney Spotlight

Sacramento Public Law Team Wins Awards

Rancho Cordova's Largest Mixed-Use Project

Jose Sanchez Named "Top 40 Under 40"

Meyers Nave's Public Law Expertise Profiled in Windsor Times

Public Agencies Cannot Withhold Retention Over Contract Price Dispute

See More Publications

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EL DORADO HILLS

FIRE DEPARTMENT

"Serving the Communities of El Dorado Hills, Rescue and Latrobe"

4/16/19 MHg
Item 5.1d.

****IMPORTANT****

PLEASE READ

OUR PROGRAM HAS CHANGED

April 2019

Dear Vacant Lot Owner:

Changes have been implemented to the Fire Departments' existing Unimproved Property Hazard Abatement Standard for 2019.

- We are maintaining the affected lot size up to 5.00 acres. Parcels greater than 5.00 acres will be addressed on a case by case basis as the Fire Code Official deems necessary due to unique geographic, topographic or vegetative conditions existing upon a parcel.
- **We are increasing the clearance from structures (including combustible fences) to include the entire parcel for parcels 0.01 to 1.00 acres.**
- We are maintaining the clearance from structures (including combustible fences) at a minimum of 100 feet for parcels 1.01 acres to 5.00 acres.
- We are maintaining acceptable abatement.
- We are maintaining the administration fee for non-compliant parcels of \$200.
- We are maintaining abatement on commercial parcels.

As an owner of an unimproved parcel in El Dorado Hills or Latrobe, you are responsible for complying with the Fire Departments' Unimproved Property Hazard Abatement Standard.

Here is what you need to do:

1. Parcels 0.01 to 1.00 acres: All combustible vegetation shall be removed or cut to a maximum height of two (2) inches and shall include the removal of tree limbs to a minimum height of six (6) feet above ground level. All dead downed trees, branches or woody debris smaller than eight (8) inches in diameter shall be removed.
2. Parcels 1.01 to 5.00 acres: A minimum of 100 feet clearance from structures (including combustible fences). All combustible vegetation shall be removed or cut to a maximum height of two (2) inches and shall include the removal of tree limbs to a minimum height of six (6) feet above ground level. All dead downed trees, branches or woody debris smaller than eight (8) inches in diameter that is located within the designated defensible space shall be removed.

It is the parcel owner's responsibility to secure a contractor for the abatement. We have attached a list of contractors in the area as a resource (we can't recommend any specific contractor). It is the property owner's responsibility to check all licensing and insurance documentation. **Note:** Abatement contractors become impacted as the deadline approaches. Please be proactive and schedule your work a month in advance to avoid being non-compliant.

Timeline:

1. As of the date of this letter, all parcels fall under our Standard have been identified.
2. Second inspections will start beginning **April 29, 2019**. Lots not in compliance will be issued a SECOND NOTICE with a deadline of **May 26, 2019**.
3. Lots that are still found to be non-compliant after the SECOND NOTICE deadline of **May 26, 2019** will be abated by a Fire Department contractor. A direct charge for the cost of the abatement plus a \$200 administrative fee will be levied against the subject property and will be assessed on the secured tax roll.

Please be advised your homeowners group or association may require additional abatement beyond that of the Fire Department. Please check with your homeowner group or association for clarification.

If you have any additional questions, please feel free to contact me at (916) 933-6623 x1044 or email slayton@edhfire.com. Together we can reduce the threat of a major wildland fire in our community.

EL DORADO HILLS FIRE DEPARTMENT

Sincerely,



Stephanie Layton
Fire Inspector II

YOUR RIGHTS UNDER THIS PROCESS

Should you object to the requirements of abatement for this property as stated, you may contact the El Dorado Hills Fire Department, Fire Marshal, Marshall Cox in writing. A representative of the District will contact you in an attempt to resolve your concerns.

Absent the ability to resolve any such objections or concerns with the District's Fire Marshal, you have the right to present your appeal directly to the Board of the El Dorado Hills County Water District at the first available scheduled Board Meeting.

ABATEMENT CONTRACTORS

Note: This list is provided as a convenience only. It is not an El Dorado Hills Fire Department endorsement or recommendation of their services. Contractors are listed randomly and have been sent a copy of the 2019 Unimproved Property Hazard Abatement Standard. It is the property owner's responsibility to check all licensing and insurance documentation.

Betz Landscaping (916) 987-3411	Jesus Benuto Benuto Tree Service (916) 990-3724
Brush-B-Gone (916) 226-0613	Eddie Estabrook Estabrook Tree Care (916) 533-0035
Micah Smith Tailored Tree (916) 934-3105	William C. Klippert WCK Yard Services (530) 313-0881

*****Abatement contractors become impacted as the deadline approaches. Please be proactive and schedule your work a month in advance to avoid being non-compliant. *****

ADDITIONAL INFORMATION FOR SERRANO RESIDENTS

**Serrano residents must comply with the Serrano El Dorado Owners' Association "Tree Removal and Pruning" rule, and obtain approval from the Architectural Control Committee (ACC) prior to pruning or removing any Heritage Oak Tree. For more information, please see the Association website at www.serranohoa.org, or contact the office at (916) 939-1728.*

EL DORADO HILLS FIRE DEPARTMENT
UNIMPROVED PROPERTY HAZARD ABATEMENT STANDARD

DEFINITION

Weeds: All weeds growing upon streets, sidewalks, or private property, including any of the following:

- a. Weeds which bear seeds of a downy or wingy nature.
- b. Sagebrush, chaparral, and any other brush or weed which attains such large growth as to become, when dry, a fire menace to adjacent improved property.
- c. Weeds which are otherwise noxious or dangerous.
- d. Poison oak or poison ivy when the conditions are such as to constitute a menace to public health.
- e. Dry grass, stubble, brush, litter, or other flammable materials which endanger the public safety by creating a fire hazard.

CLEARANCE REQUIREMENTS

The intent of this program is to establish a defensible space around all homes, buildings, and other structures that abut to unimproved property.

All combustible vegetation that is located within the designated defensible space shall be removed or cut to a maximum height of two (2) inches and shall include the removal of tree limbs to a height of six (6) feet above ground level.

All downed trees, branches or woody debris smaller than eight (8) inches in diameter that is located within the designated defensible space shall be removed.

The Fire Marshal may require greater clearances, at his discretion, where public health safety or welfare so dictate, or where geographic, topographic or vegetation circumstances dictate.

Clearance from combustible structures (including combustible fences):

All areas of district where parcels abut improved property.

- Parcels up to one-acre (1.00) shall meet the clearance requirements for the entire parcel.
- Parcels over one-acre (1.01) up to five acres (5.00) shall clear a minimum of one hundred (100) feet from combustible structures.

ACCEPTABLE METHODS OF ABATEMENT

- Disking: The discs shall be set at an angle sufficient to cut the sod loose and adequately bury the growth of weeds, grass, or noxious vegetation existing at the time. Disking shall include rototilling or cultivating. Disking shall be done each time the growth exceeds six (6) inches in height.
- Scraping: Area shall be scraped clear, and all debris shall be removed from the required clear area.
- Mowing: Height of vegetation shall not exceed two (2) inches at completion. Mowing shall be done each time growth exceeds six (6) inches in height. Mowing shall include hand-operated weed eaters, flail, and rotary mowers.
- Spraying: If sprays or pre-emergent are utilized prior to growth of vegetation, preventing growth of vegetation, then this will be an acceptable method of abatement. Any time growth of vegetation exceeds six (6) inches height, it shall be removed by another acceptable method of abatement.

DEBRIS REMOVAL

All brush or woody vegetation debris shall be chipped or removed from the property. Any non-vegetative debris (i.e., construction) shall be removed from the property.

EXEMPTIONS

Any open space areas which are subject to an existing Wildfire Safety Plan should be exempt from these standards and shall abide by the terms of the applicable Wildfire Safety Plan.

Equipment Use Safety

Are You doing the right thing, the wrong way?

Are you doing the right thing the wrong way -for example, trying to eliminate the fire hazards around your home and in the process starting a wildland fire? Each year fire departments respond to thousands of fires started by Californians using equipment the wrong way.

Whether working to create a defensible space around your home, just mowing the lawn, or pulling your dirt bike over to the side of the road, if you live in a wildland area you need to use all equipment responsibly.

Lawn mowers, weed eaters, chain saws, grinders, welders, tractors, and trimmers can all spark a wildland fire.

Do your part, the right way, to keep your community fire safe.

Here' s how to do it the Right Way:

- Do all yard maintenance that requires a gas or electrical motor before 10 a.m. **Not in the heat of the day, or when the wind is blowing!**
- Lawn mowers are designed to mow lawns. **Never** use lawn mowers in dry vegetation.
- Use a weed trimmer to cut down dry weeds and grass.
- Remove rocks in the area before you begin operating any equipment. A rock hidden in grass or weeds is enough to start a fire when struck by a metal blade.
- In wildland areas, spark arresters are required on all portable gasoline powered equipment including tractors, harvesters, chain saws, weed eaters, mowers, motorcycles, and All Terrain Vehicles (ATVs).
- Keep the exhaust system, spark arresters and mower in proper working order and free of carbon buildup. Use the recommended grade of fuel and don't top off.
- Keep the engine free of oil and dust, and keep the mower free of flammable materials.
- In wildland areas, a permit may be required for grinding and welding operations, and spark shields may be required on equipment. Be sure to have 10 feet of clearance, a 46"round point shovel, and a back pump water-type fire extinguisher ready to use.
- Hot exhaust pipes and mufflers can start fires you won't even see, until it's too late! **Don't pull off into dry grass or brush.**
- Keep a cell phone nearby and call 911 **immediately** in case of a fire.



**EL DORADO HILLS
FIRE DEPARTMENT**

*Serving the Communities of El Dorado Hills, Stevens and Lathrop
1030 Wilson Boulevard • El Dorado Hills • California 95762*

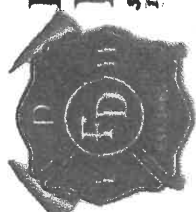
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PLEASE READ - CHANGES TO THE PROGRAM

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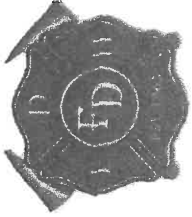


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FIRE DEPARTMENT**

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4/16/19 Mtg.
Item 6.b.





SAMPLE

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