

Board of Directors Meeting – AGENDA
ROLLING HILLS COMMUNITY SERVICES DISTRICT

Tuesday, May 21, 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 April 16, 2019 regular meeting of the Board of Directors

b. Financial Reports prepared by the Auditor-Controller's office for the period ended April 30, 2019

c. Correspondence receive/file:

1) Umpqua Bank monthly statement for period April 1-30, 2019

2) FY19/20 Direct Charge Information, Instructions, Checklist

3) Employer's Federal Quarterly Tax Return, Quarter 1

4) 2019 Prop 4 Spending Limit Letter from El Dorado County Auditor's Office

5) Notice New Use Tax Collection Requirements for Remote Sellers and all Retainers effective 4/1/2019

6) DIR Notification Renew Registration for Contractors Starting May 1 for FY20

7) 2018 Government Compensation Report for RHCSD – Filing Confirmed

Consent Items Pulled for Discussion: _____

5. Old Business

- a. DMV Requirements for Processing Citations** – Update regarding 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)

6. New Business

- a. **Bid Results Request for Proposal for Landscape Maintenance** - Staff to present bid results in response to Request for Proposal issued for RHCSD Landscape Maintenance; authorization of award of contract to lowest responsive bidder and authority for General Manager to execute agreement with selected Contractor [Bids due May 20, 2019] (Discussion/ Possible Action Item)
- b. **Budget for FY 19-20** – Discussion of budget concepts for development of preliminary budget for fiscal year 2019-2020 to be formally considered in June (Discussion 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 APRIL 16, 2019 MEETING OF THE BOARD OF DIRECTORS**

1. Call to Order/Roll Call.

The meeting of the Rolling Hills CSD held on April 16, 2019, was called to order at 7:05 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, Vice President Brenda Colette, Directors Matt Sites, Gordon Fawkes, and Mark Magee, General Manager Chaney Hicks, and Board Clerk Linda Stone were present. There were no members of the public in attendance at the meeting.

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

None.

3. Monthly Reports

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

4. Consent Items

The Consent items consisting of the monthly bank statement from Umpqua Bank for March 2019, financial reports prepared by the Auditor-Controller's office for March 2019, Notice of Public Hearing issued by the City of Folsom Planning Commission re: Project Name: Russell Ranch Design Guidelines Planned Development Permit Modification with Hearing date of April 17, 2019, CSDA Finance Corporation Informational letter dated March 11, 2019, and David Farnsworth, CPA auditing solicitation mailing were considered. With one typographical correction to the draft minutes noted by Director Fawkes, Director Fawkes moved to approve the consent items and accept and file the items; second by Director Matt Sites; motion carried.

AYES: Halverson, Fawkes, Magee, Sites and Collette

NOES: None

ABSENT: None

ABSTAIN: None

Old Business

5.a. District's General Counsel. Tim Halverson briefed the board members who were absent at the March meeting (cancelled due to lack of a quorum) about attorney Trevor Taniguchi, an associate attorney with Meyers Nave that the firm has suggested serve as the District's General Counsel due to Kate Cook's departure. Mr. Taniguchi attended the scheduled meeting in March and had an opportunity to meet and talk with President Halverson, Vice President Brenda Collette, and General Manager Chaney Hicks. He will be supported by Meyers Nave principal attorney Jose Sanchez who has extensive public law experience. Discussion included comments about the Board's satisfaction with the legal services provided by Meyers Nave to date. President Halverson made a motion that the Board continue with the legal services agreement entered into with Meyers Nave and support the transition to Trevor Taniguchi as the District's new General Counsel; second by Brenda Collette; motion carried.

AYES: Halverson, Fawkes, Magee, Sites and Collette

NOES: None

ABSENT: None

ABSTAIN: None

5.b. DMV Requirements for Processing Citations. President Halverson reported that the additional documents pertinent to this request were gathered by the Clerk and submitted by Tim. He anticipates no reason for denial of a new requester code. A status update will be provided when a final determination is made.

5.c. Volunteer Day 2019. Discussion was had about the May 18th date for Volunteer Day and available volunteer resources. Director Brenda Collette suggested that the District coordinate a different date for the District's work project with the 14-18 year old youth group leaders. She said the group meets on Wednesdays from 6-8 p.m. and that time frame would work well for a specific volunteer project. It was the unanimous consensus of the Board members present that this is a good idea. President Halverson said he would coordinate a date, probably in June.

5.d. El Dorado Hills Fire Unimproved Property Hazard Reduction Standard; Weed Abatement Program 2019. General manager Chaney Hicks said that the program change as to parcel size does not alter how the District carries out compliance. Chaney met with the Fire Marshal who reviewed the progress of the fire prevention weed abatement using the goats. He said the results look good. Chaney reported that a resident had called Supervisor John Hidahl's office asking if the goat grazing was being done with proper permitting. Supervisor Hidahl's office advised the resident that no permit was required and in turn, advised the District of the telephone call. All feedback about using goats for the weed abatement has been very positive. The Board discussed fire scraping and unanimously agreed no scraping is necessary this year.

5.e. Consideration of Possible Annexation of the District into the El Dorado Hills CSD, Creation of Department of Transportation Zone of Benefit for Road Maintenance, and District Dissolution. In light of the El Dorado Hills CSD's interest in acquiring the RHCS D parks, the Board previously agreed to investigate the possibility to fully understand the pros and cons of annexation and the process so it can make an informed decision. The points discussed by the Board members at this meeting included: (1) A Zone of Benefit (ZOB) must not only include maintenance of the District's roads, but maintenance of culverts, storm drains, and street lights as well. The question was posed as to how much of the District's \$200 annual assessment would be devoted to the ZOB and whether those funds would be sufficient; and (2) If annexed, in the event a future increase in the amount of the annual assessment is sought, how would that work? Would a vote on an increase be put to only the residents of the RHCS D area, to the EDHCS D district as a whole, by village or community as pertains to that area, or in some other way? These two items need further information and clarification. Staff will seek further information and bring this back for further discussion.

New Business

6.a. Stonebriar Drive Excessive Speeding. Staff briefed the Board members that a new resident of the community who lives on Stonebriar Drive requested that a stop sign be installed in the area near Stonebriar Park. Speeding, especially on Stonebriar Drive, has been an ongoing issue and concern for the District. The District has implemented all of the Fire Department's Tier I speed reduction measures. Tier II measures suggest conducting a speed study. Discussion was had about a speed study, the scope, and estimated cost. After discussion, Director Matt Sites made a motion to approve expenditure of not to exceed \$2,500 from the approved budget to conduct a speed study at two locations on Stonebriar Drive (the beginning and the end). Director Mark Magee made a friendly amendment to the motion to add that the scope of work for the speed study shall include a report of the study results for use by the District in seeking the authority to issue tickets for speeding. Director Sites accepted the amendment to the motion. The motion was seconded by Director Gordon Fawkes; motion carried. The results of a speed survey will help with decisions including whether or not to install additional stop signs.

AYES: Halverson, Fawkes, Magee, and Sites

NOES: Collette

ABSENT: None

ABSTAIN: None

6.b. New District Logo for Approval. Staff presented the updated logo design previously selected by the Board with color added. Director Gordon Fawkes made a motion to approve and adopt the new logo design presented at the meeting; second by Director Brenda Collette; motion carried.

AYES: Halverson, Fawkes, Magee, Sites and Collette

NOES: None

ABSENT: None

ABSTAIN: None

7. Adjournment. Upon motion by Director Matt Sites and seconded by Director Mark Magee, the meeting was adjourned at 8:32 p.m.

Submitted by:

Linda Stone, Board Secretary

Approved by Board:

DRAFT

April 16, 2019

General Manager Report:

Landscaping:

Discussed issue/s with landscapers:

- Talk With Landscaper Re: Potential Monthly Service Price/Rebid
- Areas that they will need to weed eat for fire break regulations/additional areas may be required on interior of District due to Grazing on exterior.

Livestock Grazing/

Fire Breaks:

Several residents have offered up water for the livestock and I am coordinating with them dates. No negative feedback received via email/checked Nextdoor and all comments positive. I met with Fire Marshal to inspect the first section done and he was impressed. He indicated that he received a call from Supervisor Hidahl regarding complaint from resident. Question from Hidahl whether the District received a permit for the electric fence. I contacted Supervisor's office directly and they were not aware of a permit process. I checked CSD mailing list and resident did not elect for email communications. I told Supervisors office that I tried several District approved noticing methods to make residents aware of upcoming livestock (Last month agenda/Yahoo Groups/CSD Mailing List (approx. 60 signed up))

Berkshire Park Plan: Awaiting language from Board Member regarding language to include in submittal to County for approval of plans.

Winterfield Drainage: Awaiting feedback from Board Members Re: Research of Steel Livestock Grating.

Springfield Meadows

Streetlights:

I received a few more contacts from ^{EDH} RHCS and awaiting a bid from another electrical contractor prior to moving forward. Looks to be a cheaper option available than the approved amount.

Resident Concerns:

Email from resident regarding PG&E streetlight damaged by pellet gun, online repair request submitted to PG&E. I received call from PG&E repair dept regarding submitting photo of lantern so they bring the correct parts. Submitted photo.

8028280 - 8028280 GENERAL FUNDPrinted 5/8/2019
9:25:00 AM**General Ledger****Summary for the Accounting Period Ended: April 30, 2019**

	Debit	Credit	Balance
80280280 ROLLING HILLS			
ASSETS			
100 EQUITY IN POOLED CASH	637,662.48	132,505.67	505,156.81
102 IMPREST (PETTY) CASH	5,000.00	0.00	5,000.00
143 PREPAID EXPENSES	800.00	800.00	0.00
ASSETS	643,462.48	133,305.67	510,156.81
LIABILITIES			
201 VOUCHERS PAYABLE	128,705.70	128,705.70	0.00
LIABILITIES	128,705.70	128,705.70	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	4,501.60	177,120.54	-172,618.94
420 ORIGINAL BUDGET (APPROPTNS.)	0.00	447,625.00	-447,625.00
431 EXPENDITURES	102,111.56	833.53	101,278.03
FUND BALANCE	554,238.16	1,064,394.97	-510,156.81
80280280 ROLLING HILLS	1,326,406.34	1,326,406.34	0.00

8028280 - 8028280 GENERAL FUNDPrinted 5/8/2019
9:25:01 AM**General Ledger****Details for the Accounting Period Ended: April 30, 2019**

	Debit	Credit	Balance
80280280 ROLLING HILLS			
ASSETS			
100 EQUITY IN POOLED CASH			
4/1/2019 BEGINNING BALANCE	568,625.20	121,359.32	447,265.88
4/4/2019 GEN 201910 471	906.50	0.00	448,172.38
4/8/2019 GNI 201910 858	18,035.19	0.00	466,207.57
4/8/2019 GNI 201910 859	246.84	0.00	466,454.41
4/8/2019 GNI 201910 860	0.00	4.07	466,450.34
4/8/2019 GNI 201910 861	0.61	0.00	466,450.95
4/8/2019 GNI 201910 862	0.00	15.03	466,435.92
4/12/2019 APP 201910 1492	0.00	11,127.25	455,308.67
4/15/2019 GNI 201910 1591	5.96	0.00	455,314.63
4/17/2019 GNI 201910 1832	49,842.18	0.00	505,156.81
100 EQUITY IN POOLED CASH	637,662.48	132,505.67	505,156.81
102 IMPREST (PETTY) CASH			
4/1/2019 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			
4/1/2019 BEGINNING BALANCE	800.00	0.00	800.00
4/15/2019 GNI 201910 1589	0.00	800.00	0.00
143 PREPAID EXPENSES	800.00	800.00	0.00
ASSETS	643,462.48	133,305.67	510,156.81
LIABILITIES			
201 VOUCHERS PAYABLE			
4/1/2019 BEGINNING BALANCE	117,578.45	117,578.45	0.00
4/11/2019 API 201910 1458	0.00	11,127.25	-11,127.25
4/12/2019 APP 201910 1492	11,127.25	0.00	0.00
201 VOUCHERS PAYABLE	128,705.70	128,705.70	0.00
LIABILITIES	128,705.70	128,705.70	0.00
FUND BALANCE			
310 FND BAL: RSVD GENERAL			
4/1/2019 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			
4/1/2019 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			
4/1/2019 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 5/8/2019
9:25:01 AM**General Ledger****Details for the Accounting Period Ended: April 30, 2019**

	Debit	Credit	Balance
401 ESTIMATED REVENUE			
4/1/2019 BEGINNING BALANCE	447,625.00	0.00	447,625.00
401 ESTIMATED REVENUE	447,625.00	0.00	447,625.00
411 ACTUAL REVENUES			
4/1/2019 BEGINNING BALANCE	4,482.50	108,083.26	-103,600.76
4/4/2019 GEN 201910 471	0.00	906.50	-104,507.26
4/8/2019 GNI 201910 858	0.00	18,035.19	-122,542.45
4/8/2019 GNI 201910 859	0.00	246.84	-122,789.29
4/8/2019 GNI 201910 860	4.07	0.00	-122,785.22
4/8/2019 GNI 201910 861	0.00	0.61	-122,785.83
4/8/2019 GNI 201910 862	15.03	0.00	-122,770.80
4/15/2019 GNI 201910 1591	0.00	5.96	-122,776.76
4/17/2019 GNI 201910 1832	0.00	49,842.18	-172,618.94
411 ACTUAL REVENUES	4,501.60	177,120.54	-172,618.94
420 ORIGINAL BUDGET (APPROPTNS.)			
4/1/2019 BEGINNING BALANCE	0.00	447,625.00	-447,625.00
420 ORIGINAL BUDGET (APPROPTNS.)	0.00	447,625.00	-447,625.00
431 EXPENDITURES			
4/1/2019 BEGINNING BALANCE	90,184.31	833.53	89,350.78
4/11/2019 API 201910 1458	11,127.25	0.00	100,478.03
4/15/2019 GNI 201910 1589	800.00	0.00	101,278.03
431 EXPENDITURES	102,111.56	833.53	101,278.03
FUND BALANCE	554,238.16	1,064,394.97	-510,156.81
80280280 ROLLING HILLS	1,326,406.34	1,326,406.34	0.00

8028280 CSD: ROLLING HILLS CSDPrinted 5/8/2019
9:25:02 AM**Revenues and
Expenditures**

Summary For the Month ended: April 30, 2019

	Estimated / Budget	Actual Amount	Balance
8028280 CSD: ROLLING HILLS CSD			
Revenue			
01 Taxes			
0100 PROP TAX: CURR SECURED	83,600.00	87,599.74	-3,999.74
0110 PROP TAX: CURR UNSECURED	0.00	1,492.79	-1,492.79
0120 PROP TAX: PRIOR SECURED	0.00	-10.63	10.63
0130 PROP TAX: PRIOR UNSECURED	0.00	42.16	-42.16
0140 PROP TAX: SUPP CURRENT	0.00	324.80	-324.80
0150 PROP TAX: SUPP PRIOR	0.00	73.44	-73.44
01 Taxes	83,600.00	89,522.30	-5,922.30
03 Fines & Penalties			
0360 PEN & COST DELINQUENT TAXES	0.00	143.64	-143.64
03 Fines & Penalties	0.00	143.64	-143.64
04 Rev Use Money/Prop			
0400 REV: INTEREST	3,500.00	6,234.10	-2,734.10
04 Rev Use Money/Prop	3,500.00	6,234.10	-2,734.10
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	76,299.93	2,700.07
1403 DEVELOPMENT FEE	0.00	0.00	0.00
1405 QUIMBY FEE	0.00	0.00	0.00
13 Service Charges	79,000.00	76,299.93	2,700.07
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	172,618.94	275,006.06
Expense			

8028280 CSD: ROLLING HILLS CSDPrinted 5/8/2019
9:25:02 AM**Revenues and
Expenditures**

Summary For the Month ended: April 30, 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	31,700.00	8,300.00
4189 MAINT: WATER SYSTEM	5,000.00	5,510.25	-510.25
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	24,704.00	1,296.00
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	2,925.00	2,325.00
4400 PUBLICATION & LEGAL NOTICES	500.00	0.00	500.00
4420 RENT & LEASE: EQUIPMENT	300.00	800.00	-500.00
4440 RENT & LEASE: BUILD & IMPRV	3,700.00	1,350.00	2,350.00
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	2,504.79	-2,504.79
40 Services & Supplies	447,625.00	101,278.03	346,346.97

8028280 CSD: ROLLING HILLS CSDPrinted 5/8/2019
9:25:02 AM**Revenues and
Expenditures****Summary For the Month ended: April 30, 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	101,278.03	346,346.97
8028280 CSD: ROLLING HILLS CSD	0.00	71,340.91	-71,340.91
Report Total			
Total Revenue	447,625.00	172,618.94	275,006.06
Total Expense	447,625.00	101,278.03	346,346.97
	0.00	71,340.91	-71,340.91

8028280 CSD: ROLLING HILLS CSD
Details For the Accounting Period ended: April 30, 2019

Printed 5/8/2019
9:25:03 AM

**Revenues and
Expenditures**

	Estimated / Budget	Actual Amount	Balance
8028280 CSD: ROLLING HILLS CSD			
Revenue			
01 Taxes			
0100 PROP TAX: CURR SECURED			
4/1/2018 BEGINNING BALANCE	83,600.00	52,322.37	
4/8/2019 GNI 534 CS ROLL 14321 1% GENERAL TAX CS-S	0.00	9,759.20	
4/8/2019 GNI 534 CS ROLL 14321 1% GENERAL TAX CS-B	0.00	75.29	
4/8/2019 GNI 534 CS ROLL 14321 1% UNITARY TAX CS-S	0.00	0.70	
4/17/2019 GNI 540 CS ROLL 14321 1% UNITARY TAX CS-S	0.00	331.88	
4/17/2019 GNI 540 CS ROLL 14321 1% GENERAL TAX CS-S	0.00	25,044.63	
4/17/2019 GNI 540 CS ROLL 14321 1% GENERAL TAX CS-B	0.00	65.67	
0100 PROP TAX: CURR SECURED	83,600.00	87,599.74	-3,999.74
0110 PROP TAX: CURR UNSECURED			
4/1/2018 BEGINNING BALANCE	0.00	1,507.82	
4/8/2019 GNI 538 CU ROLL 14321 1% GENERAL TAX CU-U	0.00	-15.03	
0110 PROP TAX: CURR UNSECURED	0.00	1,492.79	-1,492.79
0120 PROP TAX: PRIOR SECURED			
4/1/2019 BEGINNING BALANCE	0.00	-10.63	
0120 PROP TAX: PRIOR SECURED	0.00	-10.63	10.63
0130 PROP TAX: PRIOR UNSECURED			
4/1/2018 BEGINNING BALANCE	0.00	38.08	
4/15/2019 GNI 539 DU ROLL 14321 1% GENERAL TAX DU-K	0.00	0.43	
4/15/2019 GNI 539 DU ROLL 14321 1% GENERAL TAX DU-Y	0.00	3.65	
0130 PROP TAX: PRIOR UNSECURED	0.00	42.16	-42.16
0140 PROP TAX: SUPP CURRENT			
4/1/2018 BEGINNING BALANCE	0.00	328.26	
4/8/2019 GNI 536 SS ROLL 14321 1% GENERAL TAX SUPP SS-C	0.00	-4.07	
4/8/2019 GNI 537 SU ROLL 14321 1% GENERAL TAX SUPP SU-Q	0.00	-0.06	
4/8/2019 GNI 537 SU ROLL 14321 1% GENERAL TAX SUPP SU-V	0.00	0.67	
0140 PROP TAX: SUPP CURRENT	0.00	324.80	-324.80
0150 PROP TAX: SUPP PRIOR			
4/1/2018 BEGINNING BALANCE	0.00	69.49	
4/8/2019 GNI 535 DS ROLL 14321 1% GENERAL TAX SUPP DS-E	0.00	2.07	
4/15/2019 GNI 539 DU ROLL 14321 1% GENERAL TAX SUPP DU-X	0.00	1.88	
0150 PROP TAX: SUPP PRIOR	0.00	73.44	-73.44
01 Taxes	83,600.00	89,522.30	-5,922.30
03 Fines & Penalties			
0360 PEN & COST DELINQUENT TAXES			
4/1/2019 BEGINNING BALANCE	0.00	98.87	
4/8/2019 GNI 535 DS ROLL 64801 PENALTIES DS-I	0.00	44.00	

8028280 CSD: ROLLING HILLS CSD
Details For the Accounting Period ended: April 30, 2019

Printed 5/8/2019
9:25:03 AM

**Revenues and
Expenditures**

	Estimated / Budget	Actual Amount	Balance
4/8/2019 GNI 535 DS ROLL 14321 PENALTIES SUPP DS-E	0.00	0.77	
0360 PEN & COST DELINQUENT TAXES	0.00	143.64	-143.64
03 Fines & Penalites	0.00	143.64	-143.64
04 Rev Use Money/Prop			
0400 REV: INTEREST			
4/1/2019 BEGINNING BALANCE	3,500.00	5,327.60	
4/4/2019 GEN INT MAR 19 Interest Allocation Entry	0.00	906.50	
0400 REV: INTEREST	3,500.00	6,234.10	-2,734.10
04 Rev Use Money/Prop	3,500.00	6,234.10	-2,734.10
05 IG Rev - State			
0820 ST: HOMEOWNER PROP TAX RELIEF			
4/1/2018 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			
4/1/2019 BEGINNING BALANCE	79,000.00	43,499.93	
4/8/2019 GNI 534 CS ROLL 64801 DIRECT CHARGE-S	0.00	8,200.00	
4/8/2019 GNI 535 DS ROLL 64801 DIRECT CHARGE DS-I	0.00	200.00	
4/17/2019 GNI 540 CS ROLL 64801 DIRECT CHARGE-S	0.00	24,400.00	
1310 SPECIAL ASSESSMENTS	79,000.00	76,299.93	2,700.07
1403 DEVELOPMENT FEE			
4/1/2018 BEGINNING BALANCE	0.00	0.00	
1403 DEVELOPMENT FEE	0.00	0.00	0.00
1405 QUIMBY FEE			
4/1/2018 BEGINNING BALANCE	0.00	0.00	
1405 QUIMBY FEE	0.00	0.00	0.00
13 Service Charges	79,000.00	76,299.93	2,700.07
19 Miscellaneous Rev			
1940 MISC: REVENUE			
4/1/2017 BEGINNING BALANCE	0.00	0.00	
1940 MISC: REVENUE	0.00	0.00	0.00
19 Miscellaneous Rev	0.00	0.00	0.00

8028280 CSD: ROLLING HILLS CSD
Details For the Accounting Period ended: April 30, 2019

Printed 5/8/2019
9:25:03 AM

**Revenues and
Expenditures**

	Estimated / Budget	Actual Amount	Balance
22 Fund Balance			
0001 FUND BALANCE			
4/1/2017 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	172,618.94	275,006.06
Expense			
30 Salaries & Benefits			
3000 PERM EMPLOYEES / ELECT OFFICIAL			
4/1/2018 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			
4/1/2018 BEGINNING BALANCE	350.00	0.00	
4040 TELEPHONE VENDOR PAYMENTS	350.00	0.00	350.00
4041 COUNTY PASS THRU TELPHONE CHRG			
4/1/2019 BEGINNING BALANCE	500.00	0.00	
4041 COUNTY PASS THRU TELPHONE CHRG	500.00	0.00	500.00
4060 FOOD AND FOOD PRODUCTS			
4/1/2019 BEGINNING BALANCE	50.00	0.00	
4060 FOOD AND FOOD PRODUCTS	50.00	0.00	50.00
4100 INSURANCE: PREMIUM			
4/1/2018 BEGINNING BALANCE	3,600.00	3,601.86	
4100 INSURANCE: PREMIUM	3,600.00	3,601.86	-1.86
4180 MAINT: BUILDING & IMPROVEMENTS			
4/1/2019 BEGINNING BALANCE	2,000.00	0.00	
4180 MAINT: BUILDING & IMPROVEMENTS	2,000.00	0.00	2,000.00
4183 MAINT: GROUNDS			
4/1/2018 BEGINNING BALANCE	10,000.00	985.00	
4183 MAINT: GROUNDS	10,000.00	985.00	9,015.00
4185 MAINT: PARK			
4/1/2018 BEGINNING BALANCE	40,000.00	25,050.00	
4/11/2019 API 263257 RHCSD landscape services Mar.	0.00	3,325.00	
4/11/2019 API 263258 RHCSD landscape services April	0.00	3,325.00	
4185 MAINT: PARK	40,000.00	31,700.00	8,300.00

8028280 CSD: ROLLING HILLS CSD
Details For the Accounting Period ended: April 30, 2019

Printed 5/8/2019
9:25:03 AM

**Revenues and
Expenditures**

	Estimated / Budget	Actual Amount	Balance
4189 MAINT: WATER SYSTEM			
4/1/2018 BEGINNING BALANCE	5,000.00	4,925.25	
4/11/2019 API 263259 RHCSO irrigation work April 1	0.00	585.00	
4189 MAINT: WATER SYSTEM	5,000.00	5,510.25	-510.25
4190 MAINT: DRAINAGE			
4/1/2019 BEGINNING BALANCE	12,500.00	2,700.00	
4190 MAINT: DRAINAGE	12,500.00	2,700.00	9,800.00
4191 MAINT: ROADS			
4/1/2017 BEGINNING BALANCE	40,000.00	0.00	
4191 MAINT: ROADS	40,000.00	0.00	40,000.00
4192 MAINT: LIGHTING			
4/1/2018 BEGINNING BALANCE	300.00	0.00	
4192 MAINT: LIGHTING	300.00	0.00	300.00
4197 MAINT: BUILDINGSUPPLIES			
4/1/2018 BEGINNING BALANCE	300.00	0.00	
4197 MAINT: BUILDINGSUPPLIES	300.00	0.00	300.00
4220 MEMBERSHIPS			
4/1/2019 BEGINNING BALANCE	600.00	622.00	
4220 MEMBERSHIPS	600.00	622.00	-22.00
4240 MISC: EXPENSE			
4/1/2018 BEGINNING BALANCE	300.00	0.00	
4240 MISC: EXPENSE	300.00	0.00	300.00
4260 OFFICE EXPENSE			
4/1/2018 BEGINNING BALANCE	500.00	1.63	
4260 OFFICE EXPENSE	500.00	1.63	498.37
4266 PRINTING SERVICES			
4/1/2019 BEGINNING BALANCE	650.00	833.53	
4266 PRINTING SERVICES	650.00	833.53	-183.53
4300 PROFESSIONAL & SPECIAL SRVS			
4/1/2018 BEGINNING BALANCE	26,000.00	22,122.50	
4/11/2019 API 263264 RHCSO Clerk services 3/2/19-4/	0.00	1,494.00	
4/11/2019 API 263265 RHCSO General Manager services	0.00	1,087.50	
4300 PROFESSIONAL & SPECIAL SRVS	26,000.00	24,704.00	1,296.00
4304 AGENCY ADMINISTRATION FEE			
4/1/2017 BEGINNING BALANCE	125.00	131.90	
4304 AGENCY ADMINISTRATION FEE	125.00	131.90	-6.90
4305 AUDIT & ACCOUNTING SERVICES			
4/1/2019 BEGINNING BALANCE	9,000.00	0.00	
4305 AUDIT & ACCOUNTING SERVICES	9,000.00	0.00	9,000.00

8028280 CSD: ROLLING HILLS CSD
Details For the Accounting Period ended: April 30, 2019

Printed 5/8/2019
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**Revenues and
Expenditures**

	Estimated / Budget	Actual Amount	Balance
4313 LEGAL SERVICES			
4/1/2018 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			
4/1/2019 BEGINNING BALANCE	5,250.00	2,400.00	
4/11/2019 API 263247 RHCSd director stipend 3-19-20	0.00	75.00	
4/11/2019 API 263248 RHCSd director stipend 3-19-20	0.00	75.00	
4/11/2019 API 263250 RHCSd director stipend 3-27-20	0.00	75.00	
4/11/2019 API 263251 RHCSd director stipend 3-27-20	0.00	75.00	
4/11/2019 API 263252 RHCSd director stipend 3-27-20	0.00	75.00	
4/11/2019 API 263253 RHCSd director stipend 3-27-20	0.00	75.00	
4/11/2019 API 263254 RHCSd director stipend 3-27-20	0.00	75.00	
4345 SPECIAL DISTRICT DIRECTOR SRVS	5,250.00	2,925.00	2,325.00
4400 PUBLICATION & LEGAL NOTICES			
4/1/2017 BEGINNING BALANCE	500.00	0.00	
4400 PUBLICATION & LEGAL NOTICES	500.00	0.00	500.00
4420 RENT & LEASE: EQUIPMENT			
4/1/2019 BEGINNING BALANCE	300.00	0.00	
4/15/2019 GNI VARIOUS RVR PREPY RHCSd 4th of July re	0.00	800.00	
4420 RENT & LEASE: EQUIPMENT	300.00	800.00	-500.00
4440 RENT & LEASE: BUILD & IMPRV			
4/1/2017 BEGINNING BALANCE	3,700.00	1,050.00	
4/11/2019 API 263246 RHCSd meeting room rental 3-1	0.00	150.00	
4/11/2019 API 263249 RHCSd special meeting room ren	0.00	150.00	
4440 RENT & LEASE: BUILD & IMPRV	3,700.00	1,350.00	2,350.00
4501 SPECIAL PROJECTS			
4/1/2019 BEGINNING BALANCE	251,500.00	215.73	
4501 SPECIAL PROJECTS	251,500.00	215.73	251,284.27
4505 SB924: TRANSPORTATION & TRAVEL			
4/1/2018 BEGINNING BALANCE	300.00	0.00	
4505 SB924: TRANSPORTATION & TRAVEL	300.00	0.00	300.00
4600 TRANSPORTATION (NO OVERTN)			
4/1/2018 BEGINNING BALANCE	0.00	0.00	
4600 TRANSPORTATION (NO OVERTN)	0.00	0.00	0.00
4602 MILGE: EMPLOY AUTO (NO OVERTN)			
4/1/2019 BEGINNING BALANCE	300.00	17.66	
4602 MILGE: EMPLOY AUTO (NO OVERTN)	300.00	17.66	282.34
4620 UTILITIES			
4/1/2019 BEGINNING BALANCE	26,000.00	21,178.43	
4620 UTILITIES	26,000.00	21,178.43	4,821.57
4700 UTILITIES			
4/1/2019 BEGINNING BALANCE	0.00	2,019.04	
4/11/2019 API 263255 RHCSd power no. 1211321236-4	0.00	10.51	

8028280 CSD: ROLLING HILLS CSDPrinted 5/8/2019
9:25:03 AM**Revenues and
Expenditures**

Details For the Accounting Period ended: April 30, 2019

	Estimated / Budget	Actual Amount	Balance
4/11/2019 API 263256 RHCSO power no. 6085621545-8	0.00	45.70	
4/11/2019 API 263260 RHCSO power no. 1857646705-6	0.00	66.10	
4/11/2019 API 263261 RHCSO power no. 4570858285-8	0.00	316.35	
4/11/2019 API 263262 RHCSO power no. 1211321236-4	0.00	9.52	
4/11/2019 API 263263 RHCSO power no. 6085621545-8	0.00	37.57	
4700 UTILITIES	0.00	2,504.79	-2,504.79
40 Services & Supplies	447,625.00	101,278.03	346,346.97
60 Fixed Assets			
6020 FA: BUILDING & IMPROVEMENTS			
4/1/2018 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	101,278.03	346,346.97
8028280 CSD: ROLLING HILLS CSD	0.00	71,340.91	-71,340.91
Report Total			
Total Revenue	447,625.00	172,618.94	275,006.06
Total Expense	447,625.00	101,278.03	346,346.97
	0.00	71,340.91	-71,340.91



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: March 31, 2019
This statement: April 30, 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	\$2,182.87
Low balance	\$1,508.29	Deposits/Additions	\$0.00
Average balance	\$1,900.07	Withdrawals/Subtractions	\$687.08
Interest earned	\$0.00	Ending balance	\$1,495.79

Card Transactions/Withdrawals

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
04-15	POS Purchase Terminal 32772967 California Departm Ent 800-50071 CA XXXXXXXXXXXX1272	66.00
04-15	POS Purchase Terminal 32812029 Opc Cros R2 Pymnt Fee 800-48745 NE XXXXXXXXXXXX1272	1.52
04-16	POS Purchase Terminal 06941771 Usps Po Boxes Onli NE 800-344-7 Dc XXXXXXXXXXXX1280	106.00
04-16	POS Purchase Terminal 00010001 Istorage-el Dorado Hil 916-93399 CA XXXXXXXXXXXX1272	330.85
04-26	POS Purchase Terminal Vbase2 Smartsign 718-797-1 NY XXXXXXXXXXXX1280	170.21
Total Card Transactions/Withdrawals		\$674.58

Other Withdrawals/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
04-30	Service Charge For Maintenance Fee	12.50
Total Other Withdrawals/Subtractions		\$12.50

Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
03-31	2,182.87	04-16	1,678.50	04-30	1,495.79
04-15	2,115.35	04-26	1,508.29		

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**



County of El Dorado

OFFICE OF AUDITOR-CONTROLLER

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

JOE HARN, CPA
Auditor-Controller

BOB TOSCANO
Assistant Auditor-Controller

Date: May 13, 2019
To: All Districts Placing Direct Charges on the 2019/20 Secured Tax Roll
From: Sally Zutter, Accounting Division Manager
RE: **2019/20 Direct Charge Information/Instructions/Checklist**

***** AUGUST 30 (5pm) DEADLINE *****

The Assessor is expected to deliver his 2019/20 assessment roll on July 31, 2019, thereby opening the timeframe for districts to add direct charge levies to the secured 2019/20 tax bills. This timeframe normally closes on August 10 (GOV §26911). However, due to the 30 day delay of the assessment roll, the Auditor will obtain an extension of official duties from the State Controller's Office. Consequently, the deadline for the 2019/20 secured tax roll year will be **August 30 at 5pm**. Please note that the forms are mostly static and will say August 10 except for the Annual Certification of Levy and Data Submission Form. Additions/changes/deletions subsequent to the deadline may occur if authorized by state statute (\$15 cost recovery per parcel).

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

The district may deliver (mail/email/hand deliver) the following items, in their entirety, to the Auditor's Office beginning July 1. However no data will be loaded until August 1. Early submission following July 31 is suggested because no additional time is allotted beyond August 30, regardless of reason.

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

- **Governing Authorization Certification form.**
- **Proposition 218 Certification form.**
- **Local Agency Special Tax and Bond Accountability Act – Response form.**
- **Secured/Unsecured Tax Roll Certification form.**
- **Direct Charge Information Sheet form.** Print only your district's page(s).
- **Annual Certification of Levy and Data Submission form.** Print only your district's page(s).
- **Electronic Data File.** Use required format to submit the district's direct charge levies to be placed on the secured tax roll. There are 4 format options (attached for your convenience, also available online). The "tab delimited" option is generally the easiest to create.
 - Since procedures and calculations vary from district to district, the Auditor's office is unavailable to assist the district with this process.
 - For districts using ParcelQuest's DVD software, the Auditor's purchased copy of ParcelQuest is available for use via an in-office appointment by calling (530) 621-5470. Please bring a laptop (a plug-in DVD reader is available if needed).

Turn Over

Date: May 13, 2019
RE: 2019/20 Direct Charge Information/Instructions/Checklist
Page: 2

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

The Auditor's office will load the district's direct charge levies to the property tax system. Either every record on the file will be accepted or every record on the file will be rejected (please note that there is no "partial acceptance" of a file). If the district has more than one tax code, the levies may be placed on one large file or broken into separate files for each tax code. The district will be notified of the results via email (see Direct Charges Manual, Exhibit 2). If the file is rejected, the district may submit a corrected file by August 30 (5pm).

Two new reports for "parcel split/combine" are now available online that will greatly assist many districts:

- Compares the 18/19 direct charge levies to Assessment Numbers' (AN) validity for the upcoming 19/20 tax roll year.
- Particularly helpful for those districts that have a "set list" of ANs levied (e.g. a 1915 bond or Mello-Roos district) to determine if the AN has been revised for the upcoming year.
- If ParcelQuest is used to determine ANs, then these reports would have more limited value.
- The reports are subject to change until the Assessor has delivered the new assessment roll, but districts can use this tool starting now.
- The reports will be finalized approximately the day after the Assessor delivers the assessment roll.
- Suggestion: IF the AN was levied this tax year, then start with the "Parcels Split/Combined by Tax Code". However, the AN may have been further split/combined making it necessary to proceed to the "Parcels Split/Combined" report to determine the final outcome.

Districts should review the information contained in the online Direct Charges Manual (revised May 2019). This document details the entire life cycle of direct charges on the tax roll, information regarding the 12-digit AN, what the district may expect from the new property tax system, and various responsibilities.

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

For questions, please contact the tax codes' assigned "contact person" in the Auditor's office via email or phone as noted on the Direct Charge Information Sheet. Note that the contact person may have recently changed.

941 for 2019: Employer's QUARTERLY Federal Tax Return

Department of the Treasury — Internal Revenue Service

950117

OMB No. 1545-0029

Employer identification number (EIN)	4	1	-	2	2	0	8	0	8	1
Name (not your trade name)	ROLLING HILLS COMMUNITY SERVICES DISTRICT									
Trade name (if any)										
Address	360 FAIR LANE									
	Number		Street				Suite or room number			
	PLACERVILLE				CA		95667			
	City				State		ZIP code			
	Foreign country name			Foreign province/county			Foreign postal code			

Report for this Quarter of 2019
(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: <i>Mar. 12</i> (Quarter 1), <i>June 12</i> (Quarter 2), <i>Sept. 12</i> (Quarter 3), or <i>Dec. 12</i> (Quarter 4)	1	0
2	Wages, tips, and other compensation	2	0.00
3	Federal income tax withheld from wages, tips, and other compensation	3	0.00
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input checked="" type="checkbox"/> Check and go to line 6.	

	Column 1		Column 2
5a	Taxable social security wages	0.00 × 0.124 =	0.00
5b	Taxable social security tips	× 0.124 =	
5c	Taxable Medicare wages & tips	0.00 × 0.029 =	0.00
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	× 0.009 =	
5e	Add Column 2 from lines 5a, 5b, 5c, and 5d	5e	0.00
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	0.00
7	Current quarter's adjustment for fractions of cents	7	0.00
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	0.00
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	0.00
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	0.00
14	Balance due. If line 12 is more than line 13, enter the difference and see instructions	14	0.00
15	Overpayment. If line 13 is more than line 12, enter the difference	0.00	Check one: <input type="checkbox"/> Apply to next return. <input type="checkbox"/> Send a refund.

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

For Privacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher.

Cat. No. 17001Z

Form **941** (Rev. 1-2019)

Next ►

Name (not your trade name)

Employer identification number (EIN)

ROLLING HILLS COMMUNITY SERVICES DISTRICT

41-2208081

Part 2: Tell us about your deposit schedule and tax liability for this quarter.

If you are unsure about whether you are a monthly schedule depositor or a semiweekly schedule depositor, see section 11 of Pub. 15.

- 16 Check one: ☒ Line 12 on this return is less than \$2,500 or line 12 on the return for the prior quarter was less than \$2,500, and you didn't incur a \$100,000 next-day deposit obligation during the current quarter. If line 12 for the prior quarter was less than \$2,500 but line 12 on this return is \$100,000 or more, you must provide a record of your federal tax liability. If you are a monthly schedule depositor, complete the deposit schedule below; if you are a semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

- ☐ You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

Tax liability: Month 1 Month 2 Month 3 Total liability for quarter

Total must equal line 12.

- ☐ You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941.

Part 3: Tell us about your business. If a question does NOT apply to your business, leave it blank.

- 17 If your business has closed or you stopped paying wages ☐ Check here, and enter the final date you paid wages / / .

- 18 If you are a seasonal employer and you don't have to file a return for every quarter of the year . . . ☐ Check here.

Part 4: May we speak with your third-party designee?

Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See the instructions for details.

- ☐ Yes. Designee's name and phone number

Select a 5-digit Personal Identification Number (PIN) to use when talking to the IRS.

- ☒ No.

Part 5: Sign here. You MUST complete both pages of Form 941 and SIGN it.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

X

Sign your name here



Print your name here

Tim Moore

Print your title here

Accounting Division Manager

Date

4/25/2019

Best daytime phone

(530) 621-5485

Paid Preparer Use OnlyCheck if you are self-employed . . . ☐

Preparer's name

PTIN

Preparer's signature

Date

 / /

Firm's name (or yours if self-employed)

EIN

Address

Phone

City

State

ZIP code



Account Number:

499-0918-7

ROLLING HILLS COMMUNITY SERVICES DISTRICT

Page: 1

Quarterly Contribution Return and Report of Wages (DE 9)

Quarter Ended: March 31, 2019

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		
3.40	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 118,371.00 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

Account Number:

499-0918-7

ROLLING HILLS COMMUNITY SERVICES DISTRICT

Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C)

Quarter Ended: March 31, 2019

A. Employees full-time and part-time who worked during or received pay subject to UI for the payroll period which includes the 12th of the month.

- ☐ B. Reporting Voluntary DI wages
☐ C. No Payroll
☐ D. Out of Business

1st Month

0

2nd Month

0

3rd Month

0

E. SSN	F. First Name	MI	Last Name	G. Total Subject Wages	H. Total PIT Wages	I. Total PIT Withheld	Wage Code
M. Grand Total Subject Wages				N. Grand Total PIT Wages		O. Grand Total PIT Withheld	
				0.00	0.00	0.00	

Linda Stone

From: csd clerk <csdclerk@gmail.com>
Sent: Monday, May 20, 2019 6:49 AM
To: Linda Stone
Subject: Fwd: Spending Limit 2019 2020
Attachments: 2019-20 PROP4 SD NOTICE OF PUBLIC HEARING.doc; 2019-20 SD PROP4 RESO.doc; 2019 SD PROP 4 LETTER.doc

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

From: **Robert Toscano** <bob.toscano@edcgov.us>
Date: Wed, May 1, 2019 at 5:03 PM
Subject: Spending Limit 2019 2020
To: csd clerk <csdclerk@gmail.com>

Attached please find the information needed for the calculation of the 2019-2020 Prop 4 appropriation limit calculation.

Bob Toscano
Assistant Auditor-Controller
El Dorado County

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

--

Linda Stone
Board Secretary
Rolling Hills Community Services District



County of El Dorado

OFFICE OF AUDITOR-CONTROLLER

360 FAIR LANE
PLACERVILLE, CALIFORNIA 95667-4193
Phone: (530) 621-5487 Fax: (530) 295-2535

JOE HARN, CPA
Auditor-Controller

BOB TOSCANO
Assistant Auditor-Controller

May 2, 2019

To: All Special Districts

From: Bob Toscano, Assistant Auditor-Controller

Subject: 2019-2020 Proposition 4 - Appropriation Limitation

Your district needs to calculate and adopt the new tax spending limit for FY 2019-20 in accordance with the provisions of the spending limitation legislation implementing Proposition 4 (the 1979 Gann Spending Limit Initiative). Government Code Section 7910 requires that: "... the governing body of each local jurisdiction to establish appropriation limits by resolution for the following fiscal year at a regular or special meeting."

The district's new limit for the 2019-2020 year will be calculated on the basis of the prior year's limit increased by a growth factor. The growth factor results from combining the change in Per Capita Personal Income and the change in population for your district (as certified by the State's Department of Finance) or the change reported for "unincorporated areas" for our County.

The change in the "cost of living" factor (Per Capita Personal Income) has been reported to be 3.85% and reported increase in population in the County's unincorporated areas to be 1.16%. Therefore, the ratio of change to be applied to last year's limit is:

$$1.0385 \quad (X) \quad 1.0116 \quad = \quad 1.0505$$

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

Linda Stone

From: csd clerk <csdclerk@gmail.com>
Sent: Monday, May 20, 2019 6:50 AM
To: Linda Stone
Subject: Fwd: New Use Tax Collection Requirements for Remote Sellers and New District Use Tax Collection Requirements for All Retailers - Operative April 1, 2019

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

From: CA Department of Tax and Fee Administration <NoReplyNewsletters@cdtfa.ca.gov>
Date: Tue, Apr 30, 2019 at 8:35 PM
Subject: New Use Tax Collection Requirements for Remote Sellers and New District Use Tax Collection Requirements for All Retailers - Operative April 1, 2019
To: <CSDCLERK@gmail.com>



CDTFA
CALIFORNIA DEPARTMENT OF
TAX AND FEE ADMINISTRATION

SPECIAL NOTICE

New Use Tax Collection Requirements for Remote Sellers and New District Use Tax Collection Requirements for All Retailers — Operative April 1, 2019

The California Legislature recently passed [Assembly Bill No. \(AB\) 147](#) (Stats. 2019, ch. 5). AB 147 requires:

- Retailers located outside of California (remote sellers) to register with the California Department of Tax and Fee Administration (CDTFA) and collect California use tax if, in the preceding or current calendar year, the total combined sales of tangible personal property for delivery in California by the retailer and all persons related to the retailer¹ exceed \$500,000; and

- *All retailers required to be registered with the CDTFA, whether located inside or outside of California, to collect and remit to the CDTFA district use tax on all sales made for delivery in any district that imposes a district tax if, in the preceding or current calendar year, the total combined sales of tangible personal property in this state or for delivery in this state by the retailer and all persons related to the retailer exceed \$500,000.*

The new collection requirements are operative April 1, 2019, and supersede our previous direction regarding 1) the use tax collection requirements for out-of-state retailers (see Special Notice [L-565²](#)), and 2) the district use tax collection requirements for all retailers, including retailers located inside or outside of California (see Special Notice [L-591³](#)).

Additional registration and fee collection requirements for sales of certain items

Please note: If you sell 1) new tires or vehicles and equipment that include new tires, 2) covered electronic devices, 3) lead-acid batteries, or 4) lumber or engineered wood products, you may have additional registration and fee collection requirements. For information, see our online guide, [Use Tax Collection Requirements Based on Sales into California Due to the Wayfair Decision](#).

Remote sellers that previously registered with the CDTFA

If you are a remote seller who registered with the CDTFA to collect California use tax due to our prior direction (see Special Notice [L-565](#)), and you do not meet the new \$500,000 sales threshold pursuant to AB 147, and do not have any contacts with California that would make you a retailer engaged in business in this state, you may either close your account or continue to collect the use tax as a courtesy to your California customers. To close your account, please contact our Customer Service Center at 1-800-400-7115. Please be advised, any use tax collected by you from your California customers must be reported and paid to the CDTFA.

District taxes

District taxes are voter-approved taxes imposed by cities, counties, and other local jurisdictions that are added to California's base sales and use tax rate of 7.25 percent to fund important local services. For information about district tax and the new collection requirement, see our online guide, [Use Tax Collection Requirements Based on Sales into California Due to the Wayfair Decision](#).

Registration

You may register with the CDTFA by visiting our website at www.cdtfa.ca.gov and selecting the Register button in the top-right corner of our homepage. From the [Taxpayer Online Services Portal](#), scroll down to Registration and select *Register a New Business Activity or Location* and follow the prompts.

Tax rates in California

You may find the tax rates for each district on our [California City & County Sales & Use Tax Rates](#) webpage. This webpage also includes a look-up tool, [Find a Sales and Use Tax Rate by Address](#), located under the *Current Tax Rates* section.

For more information

Please see our online guide, [Use Tax Collection Requirements Based on Sales into California Due to the Wayfair Decision](#). The guide includes a *California Tax Matrix for Remote Sellers* to assist you in determining if your sales to California are subject to tax. You may also call our Customer Service Center at 1-800-400-7115 (TTY:711). Customer service representatives are available Monday through Friday from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.

¹ A person is related to a retailer if they have a relationship with the retailer described in Internal Revenue Code section 267(b) and the related regulations.

² New Use Tax Collection Requirements for Out-of-State Retailers Based on Sales into California – Effective April 1, 2019.

³ New District Use Tax Collection Requirements for All Retailers – Effective April 1, 2019.

Thank You for Connecting with Us:



em-664

This email account is not monitored. Questions should be addressed to the appropriate destination as explained [here](#).

--
Linda Stone
Board Secretary
Rolling Hills Community Services District

Linda Stone

From: csd clerk <csdclerk@gmail.com>
Sent: Monday, May 20, 2019 6:50 AM
To: Linda Stone
Subject: Fwd: Public Works Contractors: Renew Registration Starting May 1

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

From: **DIR News** <News@dir.ca.gov>
Date: Wed, Apr 24, 2019 at 12:06 PM
Subject: Public Works Contractors: Renew Registration Starting May 1
To: <PUBLCWORKS@listserv.dir.ca.gov>

If there are problems with how this message is displayed, this newsline can be viewed [online](#).



N E W S L I N E

Newsline No.: 2019-39

Date: April 24, 2019

Public Works Contractors: Renew Registration Starting May 1

Contractors can now register for up to three fiscal years

The Department of Industrial Relations (DIR) is informing public works contractors that registrations can be renewed starting on May 1. Public works contractor registrations expire each year on June 30. Contractors now have the option to renew current registrations for one, two or three fiscal years.

California law requires all contractors to register with DIR prior to bidding, being listed on a bid proposal, being awarded or engaging in the performance of any public works contract on or after April 1, 2015. Fees and penalties may be assessed for a lapse in renewal or failure to register when engaged in public works.

The [public works contractor registration application](#) was recently updated to process applications within one business day when paid by credit card, and provide the applicant with a credit card receipt.

Registration and requirements are available on DIR's [public works website](#), including information on responsibilities related to [prevailing wages](#), [apprenticeship and certified payroll records](#).

DIR protects and improves the health, safety and economic well-being of over 18 million wage earners, and helps their employers comply with state labor laws.

DIR's Division of Labor Standards Enforcement (DLSE), also known as the [Labor Commissioner's Office](#), enforces prevailing wage rates and apprenticeship standards in public works projects, inspects workplaces for wage and hour violations, adjudicates wage claims, investigates retaliation complaints, issues licenses and registrations for businesses and educates the public on labor laws.

###



The [California Department of Industrial Relations](#), established in 1927, protects and improves the health, safety, and economic well-being of over 18 million wage earners, and helps their employers comply with state labor laws. DIR is housed within the [Labor & Workforce Development Agency](#). Non-media inquiries can contact DIR's Call Center at 1-844-LABOR-DIR (1-844-522-6734) for help in locating the appropriate [division or program](#) in our department.

If you no longer wish to receive our newsletter notice, please click to unsubscribe from the list:
PUBLICWORKS-signoff-request@LISTSERV.DIR.CA.GOV

--
Linda Stone
Board Secretary
Rolling Hills Community Services District

Linda Stone

From: csd clerk <csdclerk@gmail.com>
Sent: Monday, May 20, 2019 6:50 AM
To: Linda Stone
Subject: Fwd: 2018 Government Compensation Report: Rolling Hills Community Services District

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

From: <GCCSupport@sco.ca.gov>
Date: Tue, Apr 30, 2019 at 4:13 PM
Subject: 2018 Government Compensation Report: Rolling Hills Community Services District
To: <csdclerk@gmail.com>

***** This is an automatically generated email, please do not reply *****

Thank you for your submission of the 2018 Government Compensation in California (GCC) report to the State Controller's Office (SCO) for **Rolling Hills Community Services District - 12050912000**.

Upon our review process, an analyst may contact you for clarification regarding the report.

Sincerely,

State Controller's Office
Local Government Programs and Services Division
Government Compensation Unit

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Linda Stone
Board Secretary
Rolling Hills Community Services District

5-21-19

Agenda Item 6.a.

Landscape Maintenance 2019

	A	B	C	D	E	F	G	H
	Contractor Name	Phone	Contact Name	Contact Email	RFP sent	Response to RFP Bid Pkg	Bid Walk Attended	Proposal for Monthly Service
2	Azevedo Landscape	916-427-5501	Left message	azevedolandscap@citilink.net	yes			
4	California Landscape	916-381-9999	Left message					
5	Cimas Landscape	916-635-2462		Estimating@Cimalandscape.com	yes			
6	Delta Landscape	916-483-3509	Left message					
7	Excel Landscape	916-869-6283	Ray			No Prevailing wage		
8	Frank Carson Landscape	916-856-5400			yes			
9	GP Landscape		Left message					
10	Parker Landscape	925-353-7438	Rick Correa	rick@parkerland.biz	yes	Declined to bid because insufficient staff at present to service		
11	Procida Landscape	916-387-5296	Josh	jbarnes@procidalandscap.com	yes		yes	No bid submitted
12	Purescapes	888-586-1108	Eric	info@purescapesn1975.com	yes		yes	\$17,906.50 / mo. *
13	Saenz Landscape	916-294-0555	Michael	michaelsaenz08@att.net	yes	Doesn't do our maintenance		
14	Stites Landscape	916-868-7218	Left message					
15	Sunrise Landscape	916-318-5168	Left message					
16	Takehara Landscape	916-386-9487	Jason	jchristensen@takeharainc.com	yes			

BID SUMMARY SHEET**Landscape Maintenance 2019**

	A	B	C	D	E	F	G	H
	New Generation Landscape		Ismael		yes		Not required	\$6,055 / mo. **
17								
18	Notes:							
	*Some exclusions in bid due to existing cleanup necessary.			** Haven't gotten clarification regarding whether basic 30' weed abatement included in this cost.				
19								
20								