

**ROLLING HILLS COMMUNITY SERVICES DISTRICT  
MINUTES OF MAY 15, 2018 MEETING OF THE BOARD OF DIRECTORS**

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

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

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

None.

**3. Monthly Reports**

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

**4. Consent Items**

The consent items consisting of the draft Minutes of the April 17, 2018; regular meeting of the Board of Directors; financial reports prepared by the County Auditor's office for the month ending April 30, 2018; correspondence including April 23, 2018, transmittal letter from Auditor-Controller's office sending copies of Federal and State quarterly reports filed on behalf of the District for Quarter 1 2018; April 26, 2018, letter from City of Folsom regarding US Highway 50 at Empire Ranch Road Interchange Project-request for execution of Temporary Permit to Enter granting permission for access to begin conducting preliminary environmental studies and site surveys regarding the project; May 3, 2018, EID Notice of Noncompliance-failure to provide unimpeded access to backflow prevention assembly for annual certification at Dunnwood Drive Lot 63; and notification from Project Coordinator regarding El Dorado County Line Multi-Modal Transit Center Study Community Open House on May 17, 2018, were considered. Director Gordon Fawkes moved to approve the consent items and accept and file the items; second by Director Tim Halverson; motion carried.

AYES: Sites, Fawkes, Magee, Collette, Halverson

NOES: None

ABSENT: None

ABSTAIN: None

**Old Business**

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

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

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

AYES: Sites, Halverson, Magee

NOES: Collette and Fawkes

ABSENT: None

ABSTAIN: None

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

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

### **New Business**

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

AYES: Sites, Fawkes, Magee, Collette, Halverson

NOES: None

ABSENT: None

ABSTAIN: None

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

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

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

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

AYES: Sites, Fawkes, Magee, Halverson

NOES: None

ABSENT: None

ABSTAIN: Collette

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

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

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

Submitted by:

/s/  
Linda Stone, Board Secretary

Approved by Board: June 19, 2018

May 15, 2018

General Manager Report:

Landscaping:

Discussed issue/s with landscapers:

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

Freeway Signage:

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

Firescraping:

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

Stop Signs:

Board member installed/repaired

Banking:

Account set up.

Post Office Box:

Paid.

Springfield Meadows:

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

Stonebriar Drive:

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

Encroachment:

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



EID Backflow:

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

Folsom City:

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

