

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

1. Call to Order/Roll Call.

The meeting of the Rolling Hills CSD held on July 17, 2018, was called to order at 7:01 p.m. by President Matt Sites in the meeting room at Holiday Inn Express, 4360 Town Center Drive, El Dorado Hills, California. In addition to President Sites, Directors Tim Halverson, Brenda Collette, Gordon Fawkes, and Mark Magee, General Manager Chaney Hicks, and Board Secretary Linda Stone were present.

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

None.

3. Monthly Reports

a. General Manager Report. General Manager Chaney Hicks presented an oral and written report detailing district business, copy attached. The Clerk was asked to include on next month's meeting agenda a discussion item regarding Stonebriar Park's water pressure issue.

4. Consent Items

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

AYES: Sites, Halverson, Fawkes, Magee, Collette

NOES: None

ABSENT: None

ABSTAIN: None

Old Business

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

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

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

5.d. Public Hearing – Approval of Final Budget for FY18-19. President Matt Sites opened the public hearing for approval of the final budget for fiscal year 2019. He asked if there was any public comment. There being none, he closed

the hearing. The Clerk commented that in prior budget years the District had included a revenue line for “Miscellaneous Income” for receipts of funds for permit and encroachment fees and miscellaneous items. The Board members all agreed that a “Miscellaneous Income” line be added to the budget in the amount of \$500.00 with a corresponding change to the “Transfer from Fund Balance” line to reduce it by \$500.00, the result being no change to the budget’s “Total Revenue”. Director Tim Halverson moved for adoption of Resolution 18-07 approving the final budget for RHCSO for fiscal year 2018-2019 with the change indicated, approving the budget in the total amount of \$447,625, including \$196,125 for operations and maintenance and \$251,500 for special projects; second by Director Mark Magee; motion carried.

AYES: Sites, Halverson, Fawkes, Magee, Collette

NOES: None

ABSENT: None

ABSTAIN: None

5.e. Berkshire Park Development Project. Staff reviewed the current development plan under consideration for Berkshire Park and referenced the map dated 5-10-18. The plan includes a covered BBQ area, new bus stop shelter, play structure and swings, paved sports court, new CSD storage shed, accessible parking space, and accessible path of travel. This matter has been discussed at various CSD board meetings with input provided by district residents and specifically from residents who live in close proximity to Berkshire Park. In addition, the various iterations of the development plan are posted to the District website. Director Mark Magee moved for approval of the development plan presented with the meeting materials; second by Director Brenda Collette; motion carried.

AYES: Sites, Halverson, Fawkes, Magee, Collette

NOES: None

ABSENT: None

ABSTAIN: None

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

New Business

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

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

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

6.d. DMV Requirements for Processing Citations. Chaney briefed the Board about the current situation with the vendor processing the District’s citations and the disconnect between the vendor and the Department of Motor Vehicles to maintain a current Requestor Code. Chaney is working to resolve this problem and was directed to move beyond her contact at DMV and speak with supervisors or management who may be able to provide more assistance.

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

Submitted by:

/s/
Linda Stone, Board Secretary

Approved by Board: August 21, 2018

July 17, 2018

General Manager Report:

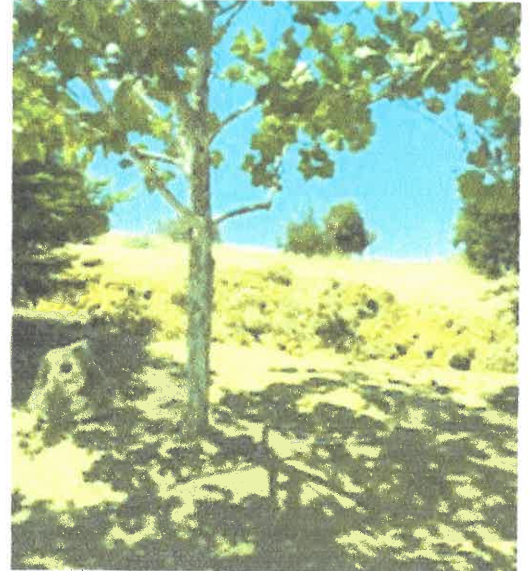
Landscaping:

Discussed issue/s with landscapers:

- Outstanding bids re: v-ditch and DI at Winterfield (Principal Out for Medical Reasons, Staff Will forward estimates)
- Checked several trees in distress (Prima/Stonebriar Park). Poplars at Prima are infected with bores and will need to be removed, awaiting price for removal. Tree at Stonebriar Park is leaning and roots are impacting utility boxes, awaiting price for removal.
- Summerfield/Dunnwood Dr open space trees need to be trimmed back to meet sidewalk clearances (Thursday)
- Dead turf at park due to pre-emergent application killing off all the weeds which is why the field looked green previously. Also, continuing issues with water pressure.
- Plastic Cover in park needs replacement
- Backflow preventer on Dunnwood Dr/Summerfield needs new blanket (on hold til colder (\$\$250))

Veerkamp Work:

While out doing fire scraping, bulldozer moved some existing nearby boulders to areas of concern regarding off road traffic mitigation.



Bulletin Board:

Delivered to Board Members house.

SM Streetlight:

Update from Board Member.

Encroachment:

6+ Letters sent to resident regarding unresponsive encroachment repairs (landscape trimming), work outstanding.

Stonebriar Dr. Moving Pod on street, residents had it removed.

Casina Place – Property has tree from Stonebriar hill that fell into the road, requested property owner clear off.

Dunnwood Dr – Responded to property owner’s correspondence.

Direct Assessment: Scheduled to go up on 7/25 at 10 am, might change since they don’t have the Parcel Quest disk yet.

Warning Stickers: 2 Trailer tagged – Removed, 1 RV tagged - Removed

Resident Concerns: Call From Prospective Buyer of Baily Ct house regarding Berkshire Park Plan, forwarded via email and no response.