

**ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES OF MAY 21, 2019 MEETING OF THE BOARD OF DIRECTORS**

1. Call to Order/Roll Call.

The meeting of the Rolling Hills CSD held on May 21, 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, Director Gordon Fawkes, General Manager Chaney Hicks, and Board Clerk Linda Stone were present. Directors Matt Sites and Mark Magee were absent. There was one member of the public in attendance at the meeting.

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

In response to a comment, General Manager Chaney Hicks said that the improvement work to Berkshire Park is pending the completion of a Variance request.

3. Monthly Reports

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

In discussion about the speed survey, the Board confirmed its intention for the survey is to gather the needed information to enforce the 25 mph speed limit and ensure issued tickets are enforceable, and gather data to provide to the fire department to further its efforts to utilize Tier II speed control measures. Discussion was had about the data gathered by the District's speed control radar signs and needed efforts by the District to glean that data by getting the signs updated and/or repaired. President Halverson took action on this report item by making a motion that the District pull back and not move forward with the speed survey at this time; the motion was seconded by Director Brenda Collette; motion carried.

AYES: Halverson and Collette

NOES: Fawkes

ABSENT: Sites and Magee

ABSTAIN: None

Chaney will look into local repair options as well as vendor upgrades for the software so that the collected speed data may be gleaned from the District's radar signs. Director Fawkes commented that the District needs to ascertain the cost to rectify the blue tooth/lap top issues, shipping costs, and asked that the vendor recommend the appropriate receiving units to pull the data from the signs. The District plans to put together meetings with local HOAs and CSDs in El Dorado County to create a coalition to address the speeding issues. The goal of these efforts is to collect sufficient information to get an opinion from an engineer to allow the District to proceed to the Tier II level of speed control measures.

Regarding the Berkshire Park variance item, Director Fawkes said he will coordinate with Director Sites to complete the work needed to move the request forward.

4. Consent Items

The Consent items consisting of the monthly bank statement from Umpqua Bank for April 2019, financial reports prepared by the Auditor-Controller's office for April 2019, FY20 direct charge information, Employer's federal quarterly tax return Qtr. 1, 2019 Prop 4 spending limit letter from El Dorado County Auditor's office, notice of new use tax collection requirements effective 4/1/2019, DIR notification that contractor registration renewal is open for FY20, and filing confirmation for the 2018 Government Compensation Report for RHCS D were considered. With one word tense 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 Brenda Collette; motion carried.

AYES: Halverson, Fawkes, and Collette

NOES: None

ABSENT: Sites and Magee

ABSTAIN: None

Old Business

5.a. DMV Requirements for Processing Citations. President Halverson reported positive progress in that the DMV conceded the District does have the authority to issue and process citations. It is now reviewing technical requirements to ensure the District does not have any customer information stored on its computers. The District is awaiting a final determination on the Requestor Code.

New Business

6.a. Bid Results Request for Proposal for Landscape Maintenance. Recently the District received notification from its current landscape provider of a rate increase after many years at a fixed cost. To ensure it receives the best overall value for the slate of monthly services, the District issued a Request for Proposals (RFP) for the regular services required by the District and identified 15 vendors who are registered with the DIR who could potentially respond. Of those 15 vendors, nine replied to inquiries and were provided the RFP. Only two vendors attended the bid-walk. Only one bid was received in response to the RFP at a monthly cost of nearly \$18,000. After discussion, President Halverson made a motion to reject the bid as it was significantly higher than the estimated and budgeted cost for the services; second by Director Collette; motion carried.

AYES: Halverson, Fawkes, and Collette

NOES: None

ABSENT: Sites and Magee

ABSTAIN: None

Further discussion was had about the revised cost submitted by the existing landscape provider for the services. President Halverson made a motion to enter into a new 1-year contract with New Generation Landscape at a cost of \$6,055 per month for the scope of work included in the RFP. In response to questions from Board members, it was confirmed the agreement will include a provision for 30-day notice of termination for either party and that additional items of service not included in the standard scope of work would be paid on an hourly rate basis. The motion was seconded by Director Collette; motion carried.

AYES: Halverson, Fawkes, and Collette

NOES: None

ABSENT: Sites and Magee

ABSTAIN: None

b. Budget for Fiscal Year 19-20. The biggest concern of the District for the upcoming budget year centered on road maintenance and repairs. Discussion was had about the need for an increase in the annual assessment to fund the ongoing maintenance and infrastructure needs of the District. President Halverson commented that the Board has a duty to endeavor to keep the District solvent and take steps deemed necessary to act in the District's best interests. A draft preliminary budget will be considered at the next meeting of the Board.

7. Adjournment. Upon motion by President Halverson and seconded by Director Gordon Fawkes, the meeting was adjourned at 8:59 p.m.

Submitted by:

/s/

Linda Stone, Board Secretary

Approved by Board: June 18, 2019

May 21, 2019

General Manager Report:

Landscaping:

Discussed issue/s with landscapers:

- Review Fire Break Status
- Areas in Need of Weeding/Trees Along Dunnwood Dying
- Discuss Rebidding

Annexation:

Email to EDHCSD General Manager regarding their proposal for annexation, 2-3 weeks for submittal of response.

Speed Survey:

Met with EDC Sheriff's Dept regarding speed control measures/enforcement for Stonebriar Drive. He measured roadway and it meets Cal Trans guidelines to allow speed enforcement. I requested he put our District on his schedule and let me know results after. Working on agreement with Kimley (contact out til 28th) to begin speed survey on Stonebriar in two locations.

Livestock Grazing/

Fire Breaks:

With recent rains, may need to get livestock back if District doesn't meet Fire Dept guidelines for weed abatement.

Berkshire Park Plan:

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

Winterfield Drainage:

Awaiting dry dirt before proceeding with procurement of plates. Ongoing.

Springfield Meadow/

Streetlights:

Anticipated start date in June to install lights.

Stonebriar Light:

Light repaired.

Entry Signs:

Installed at each subdivision entrance (excluding Sierramonte)



Resident Concerns:

Several calls regarding CC&R issues, resident email regarding concern over possible annexation.