

Board of Directors Meeting – AGENDA
ROLLING HILLS COMMUNITY SERVICES DISTRICT
Tuesday, May 19, 2020 - 7:00 p.m.
Teleconference Meeting Only

This meeting is being held in accordance with the Brown Act as currently in effect under the State Emergency Act, Governor Gavin Newsom's Emergency Declaration related to COVID-19, and Governor Newsom's Executive Order N-29-20 issued March 17, 2020 that allows attendance by Board Members, staff, and the public to participate and conduct public meetings by teleconference.

You may participate in the meeting via teleconference by:
Dial Toll Free: 1-866-899-4679
Code: 589-587-045

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. Closed Session - CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: One (1) potential case.

4. Report from Closed Session

5. Consideration of Claim from Prabhnit Singh - Consideration of Claim submitted by Prabhnit Singh to the District regarding flooding which occurred on April 5, 2020, at 7965 Belhaven, El Dorado Hills, the investigation report prepared by the assigned claims adjuster for George Hills Company, and form provided by SDRMA entitled "Notice of Rejection of Claim." (Discussion/Possible Action Item)

6. Monthly Reports

a. General Manager Report

7. Consent Items

a. Approve/file draft Minutes of April 21, 2020 regular meeting of the Board of Directors

b. Approval of monthly financial reports prepared by the El Dorado County Auditor Controller's office for the month ended April 2020

c. Correspondence receive/file:

- 1) CalPERS Circular Letter April 16, 2020 re Reporting Paid Leave under the Families First Coronavirus Response Act
- 2) EID Important Notice to Commercial Water Customers

Consent Items Pulled for Discussion: _____

8. Old Business

- a. **Folsom Heights Development Project** – Emergency Vehicle Access (EVA) at Prima Drive and Stonebriar, including update regarding any new information available on this issue.(Information Item)
- b. **Maintenance Work in area of Winterfield Drive (continued from April meeting) -**
Consideration of expenditure of funds from approved budget to remove fallen branches/deadwood from behind Winterfield Drive property (on CSD property) and consider rerouting V-ditch trench to allow for drainage at a total cost of not to exceed \$1,700. (Discussion/Possible Action Item)
- c. **Fire Scraping as Fire Mitigation Measure 2020 (continued from April meeting) -**
Consideration of expenditure of funds from approved budget for fire scraping around the perimeter of the District at a cost not to exceed \$3,200. (Discussion/Possible Action Item)
- d. **Next Door Forum (continued from April meeting)** – Discussion of possible utilization of Next Door social medial forum as a further means of communication with residents of the District (Discussion/Possible Action Item)

9. New Business

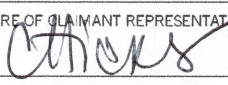
- a. **4th of July Event 2020** – Consideration of resident’s request to hold 4th of July event in light of COVID-19 pandemic situation; if approved, further consideration of expenditure of funds from approved budget to defray District’s contribution toward costs for this event in an amount not to exceed \$1,300 (Discussion/Possible Action Item)
- b. **Budget Development of FY20-21** – Discussion of budget concepts and goals for development of the preliminary budget for fiscal year 2020-2021, to be formally considered in June (Discussion Item)

10. 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, a person with a disability who requires a modification or accommodation in order to participate in the public meeting may contact the General Manager at (916) 235-8671 or GenMgr@RollingHillsCSD.org. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

CLAIM FORM

NAME OF PUBLIC ENTITY: Rolling Hills Community Service District		
CLAIMANT'S NAME: Prabhnit Singh		ADDRESS: 7965 Belhaven Way, El Dorado Hills, CA 95762
SSN: 603393313	PHONE: 9166009504	
The post office address to which the person presenting the claim desires notices to be sent: 7965 Belhaven Way, El Dorado Hills, CA 95762		
The date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted: The storm drain on Belhaven Way outside our home was clogged. After raining all night 4/4 into 4/5, we woke up on 4/5/2020 to water flooding our garage and inside our home. Our home is the lowest point on the street and because the storm drain was clogged, all the water run-off on our street bled into our driveway, garage and front door.		
A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim: Water flooded into our two garages and through the front and side door. Water leaked into our laminate floor and the plaster in our garage walls. We need to open up the flooring and the bottom portions of the walls to clean, dry and replace to prevent mold from growing. We also have a fridge and a treadmill in the garage and our swimming pool motor that is inoperable due to the flooding		
The name or names of the public employee or employees causing the injury, damage, or loss, if known:		
The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. I am not sure at this point		
If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case. I am not sure at this point		
SIGNATURES		
SIGNATURE OF CLAIMANT: Prabhnit Singh		DATE: 4/9/2020
SIGNATURE OF CLAIMANT REPRESENTATIVE: 		DATE: 4/13/20
DATE RECEIVED BY ENTITY: 4/13/20		

May 19, 2020

General Manager Report:

Landscaping:

Discussed issue/s with landscapers:

- Clearing out Summerfield Storm Drain Pipe
- Tree limb removed along Summerfield hanging over sidewalk.
- Fire breaks ongoing through end of month.

Berkshire Park Plan: No response from County to date on permit variance.

Radar Sign:

Radar sign installed and data accessed (see attached charts).



Shadow Hills:

Finalizing bid package to include Shadow Hills sealing/repairs, Stonebriar remove and replace repairs/stripping/sidewalk grinding and Springfield Meadows speed bump painting.

Well Destruction:

Work took place to destroy the well on Folsom Heights property and large vehicles (cement trucks) used Winterfield Drive Fire Gate to Access property. Folsom Heights indicated that they would take responsibility if the drainage pipe is damaged due to oversized vehicle traffic.

Annexation:

EDHCSD looking for additional financials from last audit.

Fire Abatement:

Livestock back on property working on fire breaks.

COVID19:

Stonebriar Park tape/signs kept getting removed and torn and littered all over park. I left signs taped to the equipment stating closure but removed tape since it kept being removed and I was spending a lot of time on cleanup and retape. Board member sent out Nextdoor post indicating playground closed. I found 10 people with small toddler children using playgroun, I asked them to leave and retaped playground.

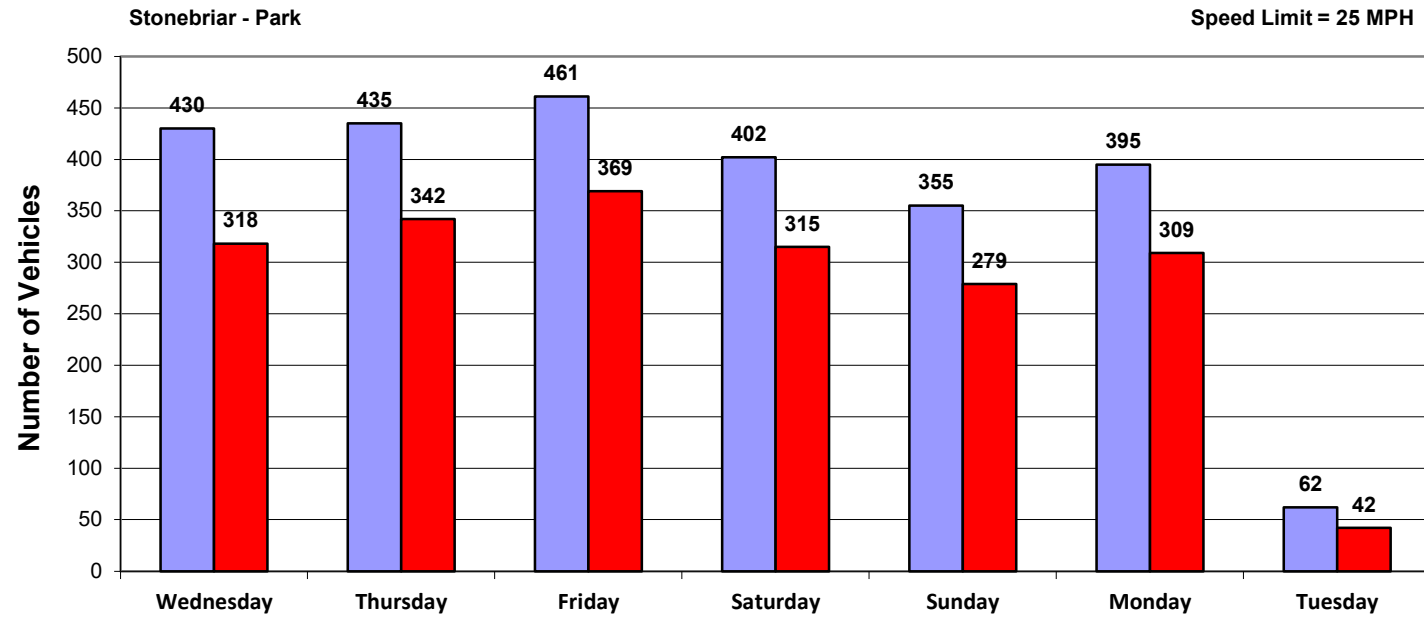


Meeting signs went out early to ensure more residents see it's a call in meeting and to go to website for instructions.

Vehicle and Speed Violator Counts

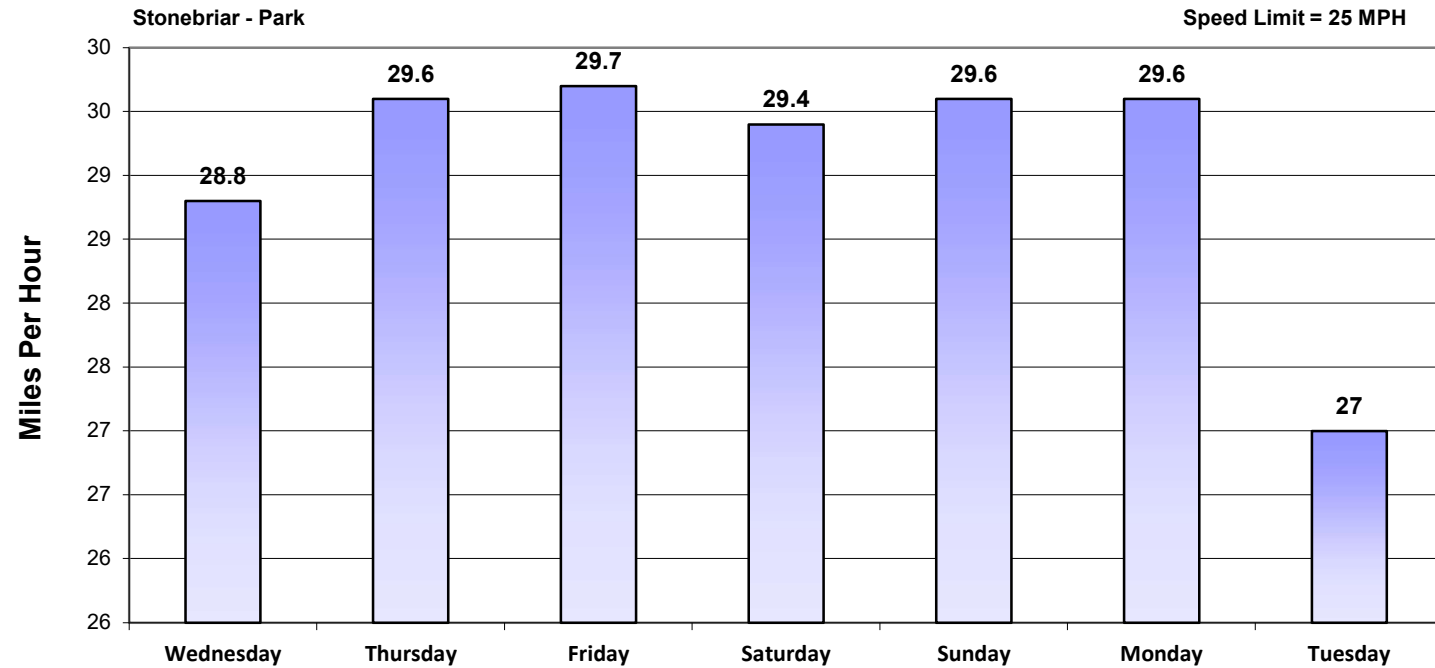


■ Tot. Vehicles ■ # Violators



Week (7 days): 4/29/2020 - 5/5/2020

Daily Average Speeds

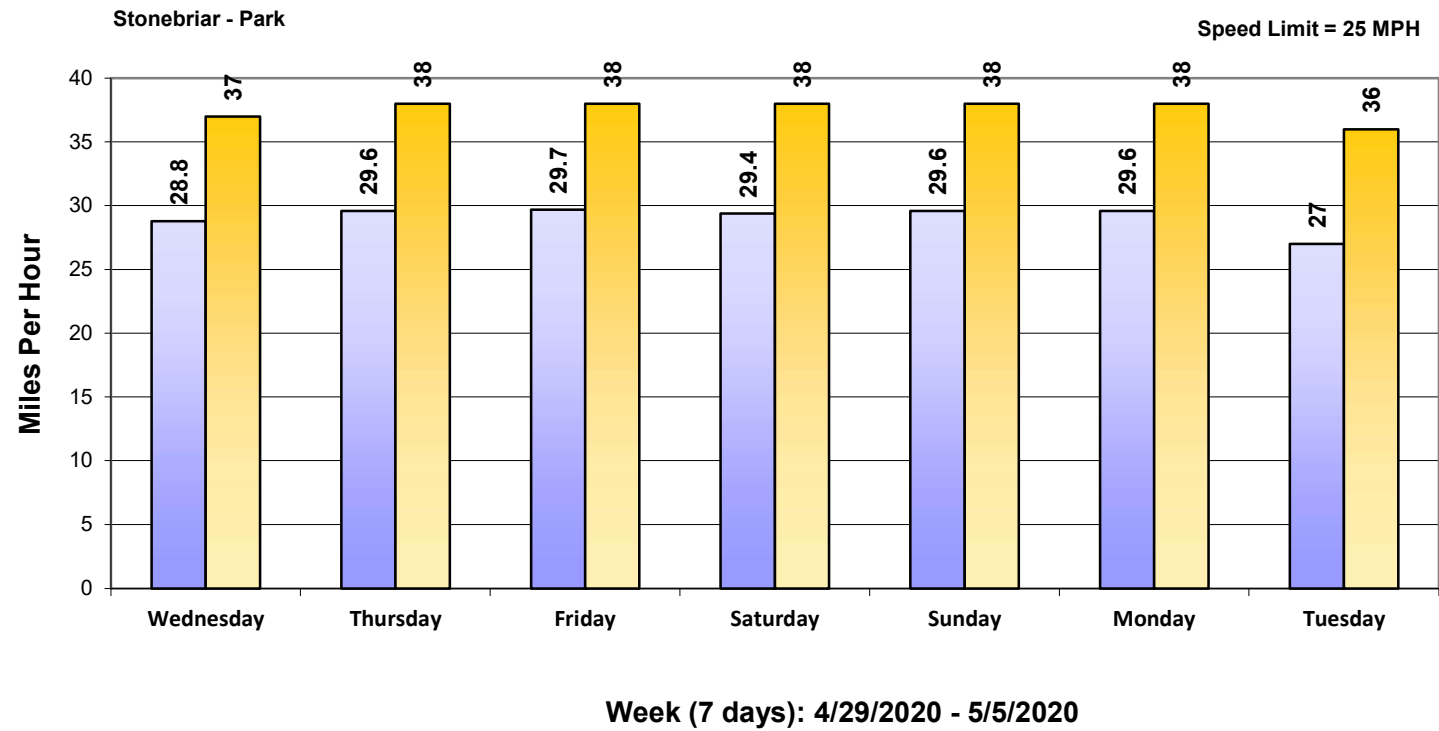


Week (7 days): 4/29/2020 - 5/5/2020

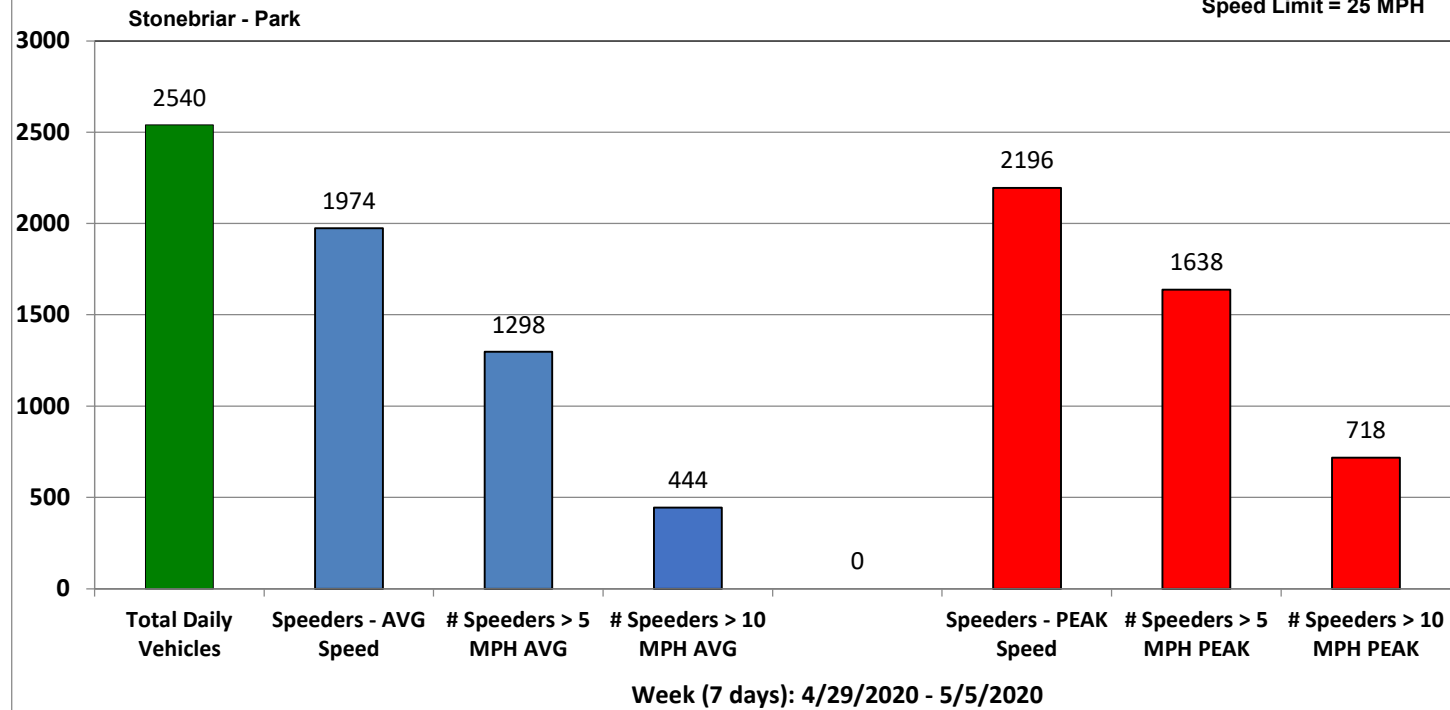
Daily Average Speeds vs. 85th Percentile Speeds



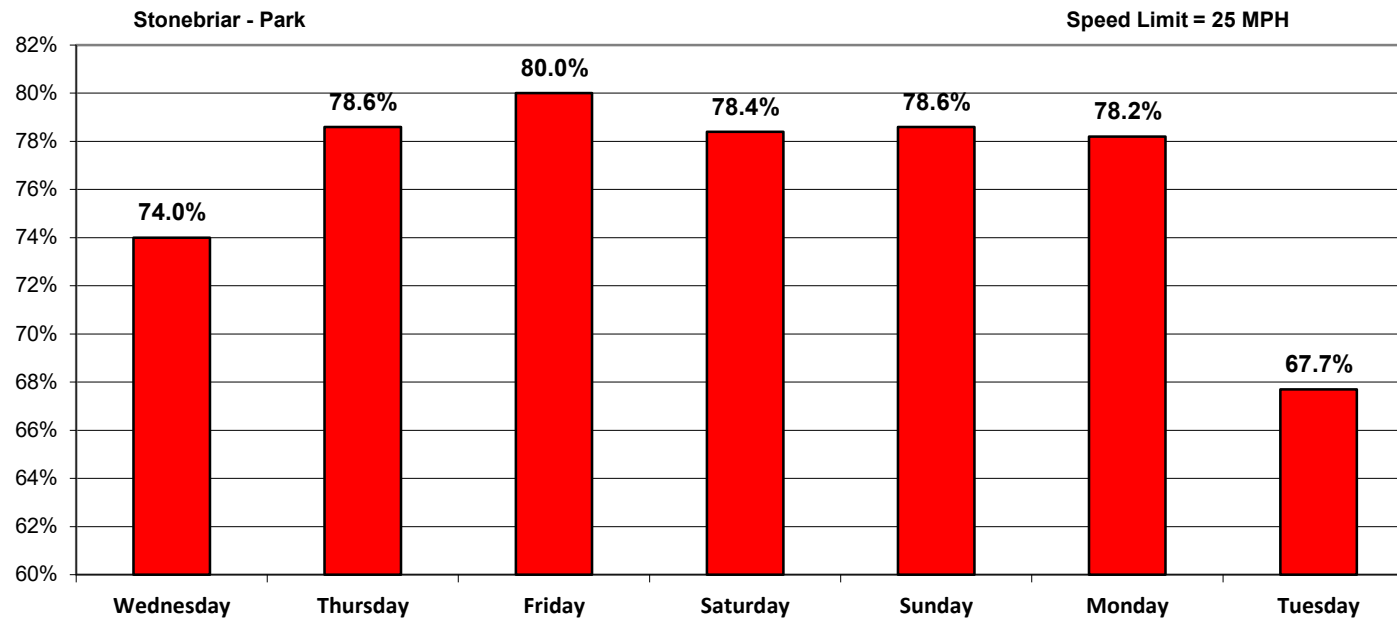
■ Avg. Speed ■ 85th pct Speed



Weekly Speed Summary - Vehicle Counts

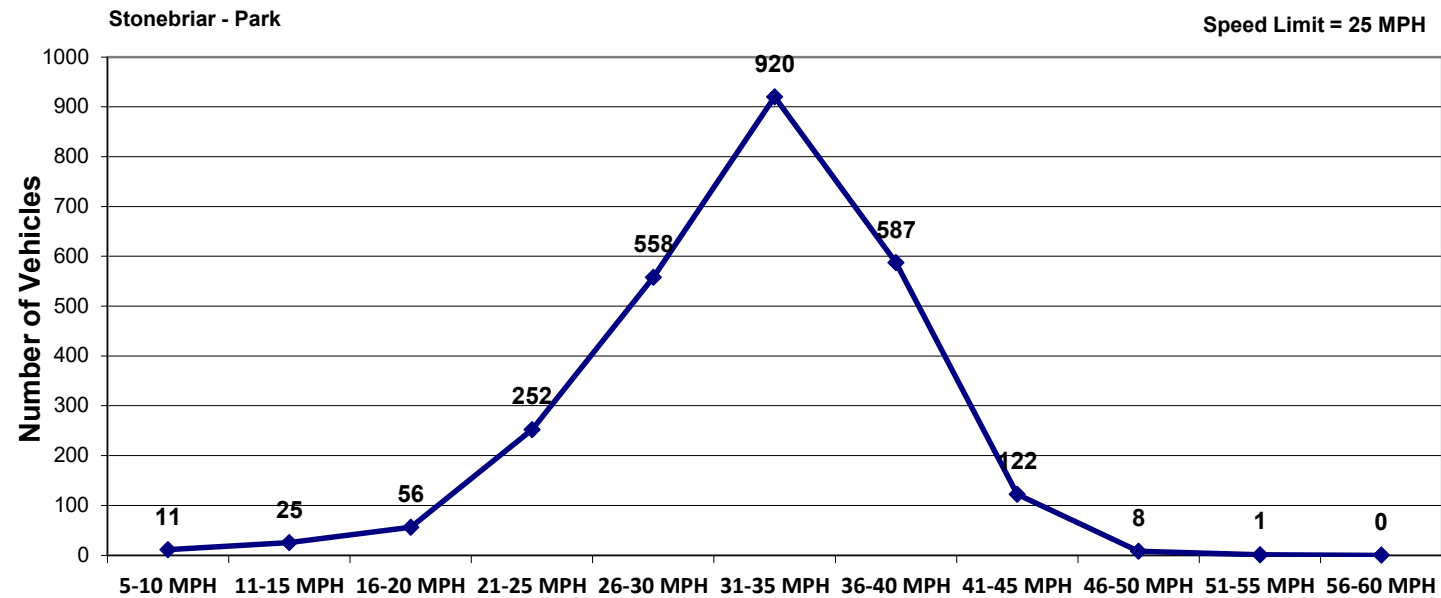


Percentage of Vehicles Speeding



Week (7 days): 4/29/2020 - 5/5/2020

Vehicle Count by Peak Speed Bins



Week (7 days): 4/29/2020 - 5/5/2020

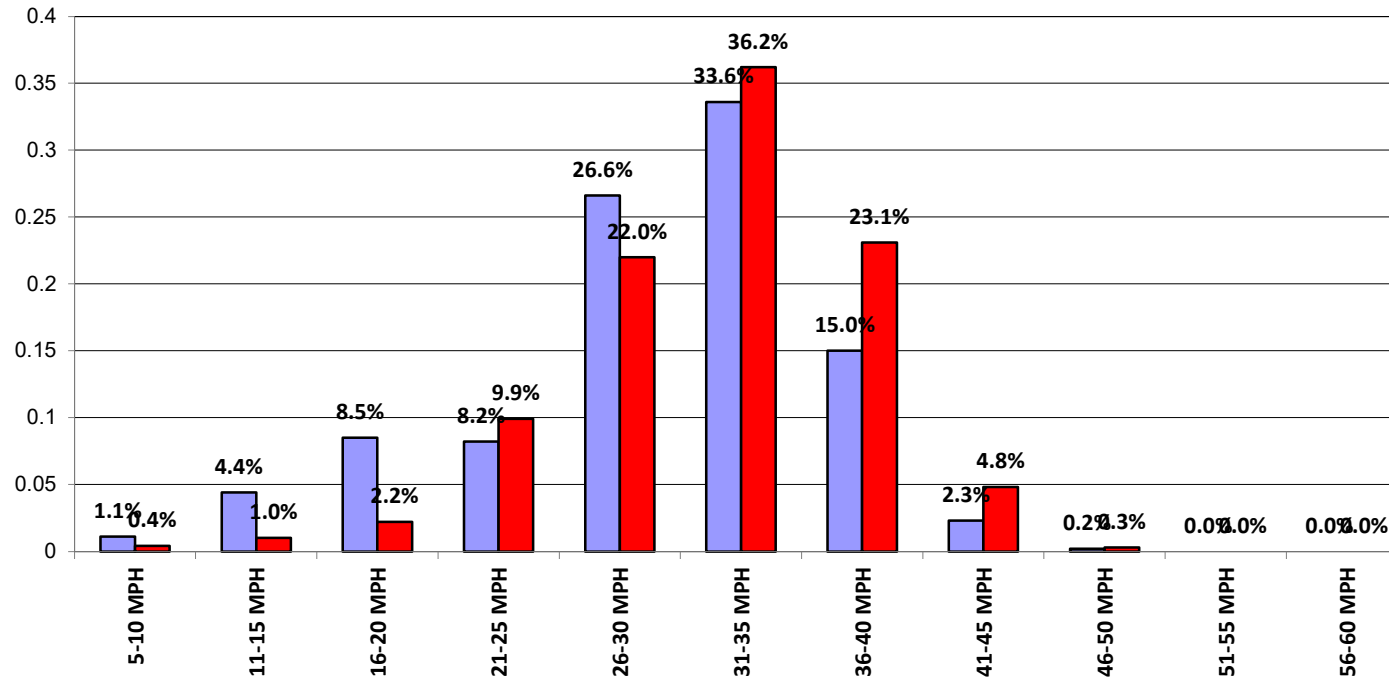
Avg. vs. Peak Speeds by Percentage

■ AVG ■ PEAK



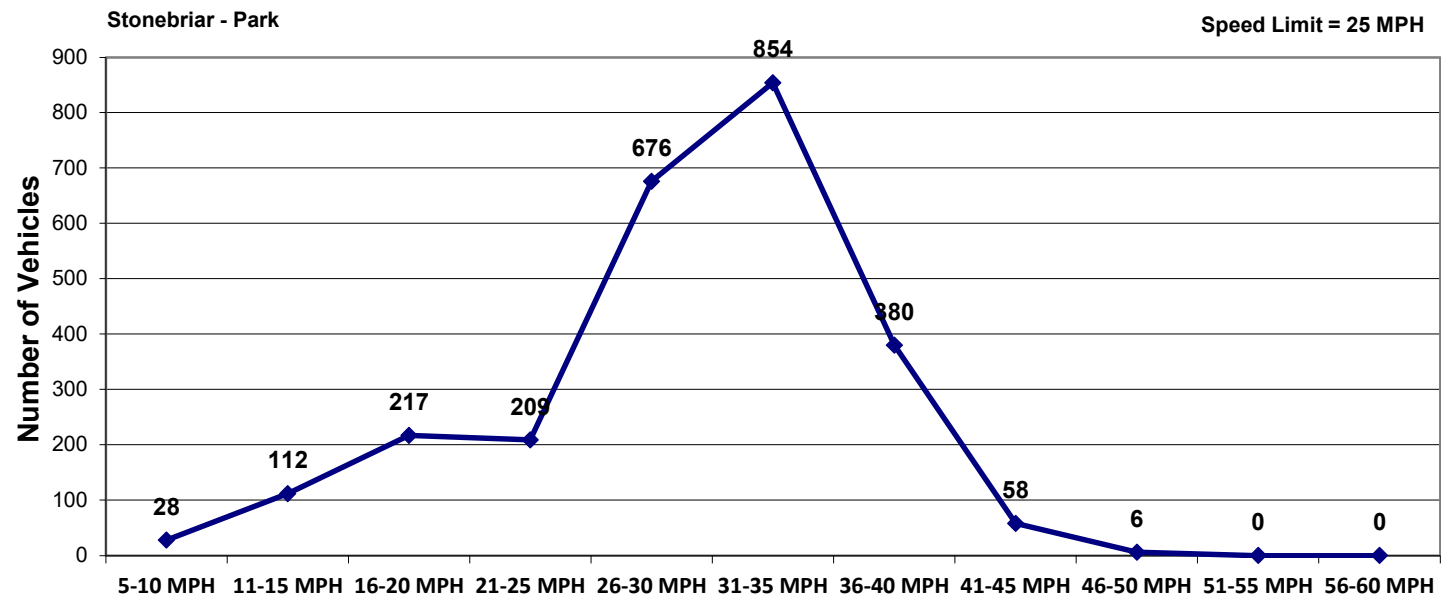
Stonebriar - Park

Speed Limit = 25 MPH



Week (7 days): 4/29/2020 - 5/5/2020

Vehicle Count by Avg. Speed Bins



Week (7 days): 4/29/2020 - 5/5/2020

**ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES OF APRIL 21, 2020 MEETING OF THE BOARD OF DIRECTORS**

1. Call to Order/Roll Call.

The teleconference meeting of the Rolling Hills CSD held on April 21, 2020, was called to order at 7:01 p.m. by President Tim Halverson in accordance with the Brown Act as currently in effect under the State Emergency Act, Governor Gavin Newsom's Emergency Declaration related to COVID-19, and Governor Newsom's Executive Order N-29-20 issued March 17, 2020 that allows attendance by Board Members, staff, and the public by teleconference. In addition to President Halverson, Directors Brenda Collette, Gordon Fawkes, Matt Sites, and Mark Magee, General Manager Chaney Hicks, and Board Secretary Linda Stone were present. Also present were four members of the public.

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

A resident who resides on Prima Court asked for an update on the development of Berkshire Park.

3. Monthly Reports

a. General Manager Report. General Manager Chaney Hicks discussed her April 21, 2020, report detailing district business, copy attached.

4. Consent Items continued from March meeting which was canceled due to COVID-19 Issues.

The consent items consisting of draft Minutes of February 18, 2020 regular meeting of the Board of Directors, monthly financial reports prepared by the El Dorado County Auditor Controller's office for the month ended February 2020, correspondence including CDTFA Notice re New Sales and Use Tax Rates Operative April 1, 2020; CSDA Call to Action – ACR 179 – Letter of Support; Notice 3/12/2020 Governor's Office of Emergency Services to Provide Update to Special Districts on COVID-19 Response; COVID-19 Update: Suspension of Brown Act Provisions and Event Cancellation Issues provided by Meyers Nave; SDLF Memo dated 2/25/2020 regarding 2020 Emerging Leaders Scholarships Available: Attend CSDA's General Manager Leadership Summit at No Cost; CalPERS Memo dated 2/26/2020 regarding Request for Public Comments re Designation of Board Decision in the Dudley J. Lang Matter as Precedential; and EID Proposition 218 Notice – Proposed Rate Increases 2021-2025 were considered. Director Gordon Fawkes moved to approve the consent items and accept and file the items; second by Director Mark Magee. There was no further discussion. A roll call vote was taken, as follows; motion carried.

AYES: Halverson, Collette, Fawkes, Magee, and Sites

NOES: None

ABSENT: None

ABSTAIN: None

5. Consent Items.

The consent items consisting of the monthly financial reports prepared by the El Dorado County Auditor Controller's office for the month ended March 2020; correspondence including SDRMA Letter re 2020-2021 Property/Liability Program Estimated Contribution; CalPERS Circular Letters issued March 2020; and Jacobson Jarvis CPA firm introduction letter were considered. Director Gordon Fawkes moved to approve the consent items and accept and file the items; second by Director Matt Sites. There was no further discussion. A roll call vote was taken, as follows; motion carried.

AYES: Halverson, Collette, Fawkes, Magee, and Sites

NOES: None

ABSENT: None

ABSTAIN: None

Old Business

6. a. Folsom Heights Development Project – Emergency Vehicle Access (EVA) at Prima Drive and Stonebriar, including update regarding any new information available on this issue and discussion of methods/types of gates under consideration at the EVA access point.

General Manager Chaney Hicks reported that the District has received no new information since that reported at the February 18th meeting. The discussion portion of this agenda item relating to the methods/types of gates under consideration for the EVA access point was requested by resident Stephanie Haley. The Board's current understanding of the gate options is that there is a difference of opinion between stakeholders as to what should be used. The District understands that the Sacramento County Fire Department has expressed its desire to use bollards, while El Dorado Hills desires a distinct fire gate as outlined in its letter to Folsom dated February 10, 2020. The Board has been told it will have an opportunity to review the plans as part of the review process.

Resident Ellen Post presented comments and concerns about the 27' width, whether that included sidewalks or a bike lane, the fact that Folsom previously said they were not going to include sidewalks or a bike lane yet plans she reviewed included it, and her and other residents' expressed concerns that doing so will invite and increase the number of people using the EVA road resulting in safety, fire issues, and increased crime. She said she hopes the Board is "on our team."

Director Brenda Collette voiced her opinion that she is not for connectivity. President Halverson noted that it is not our choice, but we can continue to have a voice in the process. Director Matt Sites said the State has pushed the issues of connectivity with a goal to reduce the carbon footprint and reduce emissions. He said that Folsom's original plans included three or four points of access to the District. In light of District and resident concerns, through discussions with the District Folsom reduced it to only one connecting access point. The residents will continue to closely monitor Folsom's plans and activities. The Board reiterated its continued concerns for safety with this and all issues, and will continue to present any new information it receives.

New Business

7.a. Emergency Work as a Result of Flooding.

Chaney reported emergency work was done in the area of 7965 Belhaven as a result of the torrential downpour in early April which caused flooding at the lowest point in that portion of the street. Due to the amount of water, water backed up and ran into the garage and house. The District immediately brought out a pump to help reduce the water to alleviate flooding and a drain clean-out vendor to check and clear the drains as needed. The storm drain looked clear, but some root intrusion was found underground. After some discussion, Director Gordon Fawkes made a motion to approve and ratify expenditure of funds in the amount of \$5,456.50 for the emergency work; second by President Tim Halverson. A roll call vote was taken, as follows; motion carried.

AYES: Halverson, Collette, Fawkes, Magee, and Sites

NOES: None

ABSENT: None

ABSTAIN: None

7.b. Request from Resident regarding work at Dunnwood Drive and Joerger Park.

Chaney advised the Board that a resident requested improvements on Dunnwood Drive including planting of additional trees and plants, additional bark, split rail fencing, and Joerger Park tree plantings. Initial estimates for trees, plants, and bark on Dunnwood are approximately \$6,500 for materials. The estimated cost for split rail fencing ranges up to approximately \$37,000. Matt Sites asked the resident's reason for requesting the fence. Chaney said they thought it would look nice and prevent motorized vehicles from accessing the area. Director Mark Magee noted there is no master

plan in place for Joerger Park. Director Brenda Collette said she recalls the residents did not favor plans for this area. Director Fawkes said he would be open to a community project to replace the bark. Director Matt Sites noted that the existing irrigation in the area is limited and would not support additional plantings. Director Gordon Fawkes suggested that the matter be tabled until the Board is able to have a face-to-face meeting to discuss the issues further. The Board members agreed with the suggestion.

7.c. Maintenance Work in area of Winterfield Drive.

Chaney brief the Board that there are fallen branches/deadwood on CSD property behind Winterfield Drive which should be removed and presented for consideration rerouting the V-ditch trench in that area to allow for drainage. The total cost for the work would not to exceed \$1,700. President Tim Halverson said that since this is near his home, he will be abstaining from the vote. The remaining Board members indicated they would like to visually inspect the v-ditch and area. This matter was continued to the next meeting of the Board.

7.d. Fire Scraping as Fire Mitigation Measure 2020.

A homeowner requested that the perimeter fire scraping be done this year to mitigate fire danger. This matter was continued to the next meeting of the Board.

7.e. Next Door Forum.

Staff presented the question of whether the Board might want to utilize the Next Door social media platform as a further means of communication with residents of the District. The Board members had many questions about how it would be used, who would have the ability to post, and how to implement procedures for its use. Overall, the consensus of the Board members was it could be a good communication tool, but wanted more information for safe and legal use should it decide to do so. The matter was continued to the next meeting of the Board.

8. Adjournment. Upon motion by President Tim Halverson and seconded by Director Gordon Fawkes, the meeting was adjourned at 8:46 p.m.

Submitted by:

Linda Stone, Board Secretary

Approved by Board:

April 21, 2020

General Manager Report:

Landscaping:

Discussed issue/s with landscapers:

- Repaired multiple broken lines along White Rock Road
- Controller at Berkshire Replaced due to corrosion on circuit board.
- Dunnwood Drive irrigation repairs.
- Talked about start date for fire abatement mid May.

Montrose Fence:

Repairs complete.



Springfield Meadows: LED bulbs received for pillar lights, installed and functional. Resident noted that recently installed landscape lighting in median not working. Warranty call to Handyman to inspect and they

determined that there is a fault in the line (under roadway). I called resident back to ask if that was installed direct bury (as I recall was a previous issue – Stonebriar?). An electrician will be required to determine issue and most likely new line run to median via sawcutting pavement out. Lights functional at monument only right now.

Berkshire Park Plan: Multiple calls to County, email to Mel Pabalinas (package was passed off to Mel responded to email that he would revisit plan package. Tim was able to get Mel's boss to agree to look into this issue. Most likely delay due to COVID conditions.

Radar Sign:

Radar sign installed and working on configuring it and pulling data off of it.



Shadow Hills:

Finalizing bid package to include Shadow Hills sealing/repairs, Stonebriar remove and replace repairs/stripping/sidewalk grinding and Springfield Meadows speed bump painting.

PGE Work: Work mostly completed to upgrade Gas Monitoring System. Sidewalk repairs completed, PG&E to install with solar.

Annexation: EDHCSD looking for additional financials from last audit.



Belhaven: Claim submitted by resident regarding water damage during storm. Adjuster assigned by insurance provider is reviewing claim.

Fire Abatement: Work Complete by livestock. He is invoicing for half and will see how the rains affect growth in case he needs to return. Landscapers will begin cutting inner firebreaks at end of May.



COVID19: Stonebriar Park Playground closure due to virus, equipment taped off with caution tape and signs. Swings have been untied and used, re-taped off. Notice sent out on Nextdoor and website.



Meeting signs will go out with information regarding call in meeting written on sign, go to website for instructions.

Resident Concerns: Call Re: Bark on Haddington Ct (resident removed). Talked with person at park with dog off leash.

8028280 - 8028280 GENERAL FUNDPrinted 5/5/2020
12:33:22 PM**General Ledger****Summary for the Accounting Period Ended: April 30, 2020**

	Debit	Credit	Balance
80280280 ROLLING HILLS			
ASSETS			
100 EQUITY IN POOLED CASH	666,231.38	138,644.59	527,586.79
102 IMPREST (PETTY) CASH	5,000.00	0.00	5,000.00
ASSETS	671,231.38	138,644.59	532,586.79
LIABILITIES			
201 VOUCHERS PAYABLE	135,756.00	135,756.00	0.00
LIABILITIES	135,756.00	135,756.00	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	423,652.92	-423,652.92
401 ESTIMATED REVENUE	229,900.00	0.00	229,900.00
411 ACTUAL REVENUES	2,535.39	182,561.99	-180,026.60
420 ORIGINAL BUDGET (APPROPTNS.)	0.00	229,900.00	-229,900.00
431 EXPENDITURES	130,776.73	850.00	129,926.73
FUND BALANCE	363,212.12	895,798.91	-532,586.79
80280280 ROLLING HILLS	1,170,199.50	1,170,199.50	0.00

8028280 - 8028280 GENERAL FUNDPrinted 5/5/2020
12:33:26 PM**General Ledger****Details for the Accounting Period Ended: April 30, 2020**

	Debit	Credit	Balance
80280280 ROLLING HILLS			
ASSETS			
100 EQUITY IN POOLED CASH			
4/1/2020 BEGINNING BALANCE	596,726.18	136,161.04	460,565.14
4/1/2020 APP 202010 353	0.00	999.00	459,566.14
4/6/2020 GEN 202010 308	642.31	0.00	460,208.45
4/14/2020 GNI 202010 1605	2.10	0.00	460,210.55
4/14/2020 GNI 202010 1607	312.66	0.00	460,523.21
4/14/2020 GNI 202010 1608	1.07	0.00	460,524.28
4/14/2020 GNI 202010 1611	19,207.24	0.00	479,731.52
4/14/2020 GNI 202010 1612	3.64	0.00	479,735.16
4/14/2020 GNI 202010 1613	3.73	0.00	479,738.89
4/14/2020 GNI 202010 1614	48,482.45	0.00	528,221.34
4/27/2020 APP 202010 2889	0.00	1,484.55	526,736.79
4/28/2020 GEN 202010 3116	850.00	0.00	527,586.79
100 EQUITY IN POOLED CASH	666,231.38	138,644.59	527,586.79
102 IMPREST (PETTY) CASH			
4/1/2020 BEGINNING BALANCE	5,000.00	0.00	5,000.00
102 IMPREST (PETTY) CASH	5,000.00	0.00	5,000.00
ASSETS	671,231.38	138,644.59	532,586.79
LIABILITIES			
201 VOUCHERS PAYABLE			
4/1/2020 BEGINNING BALANCE	133,272.45	133,272.45	0.00
4/1/2020 API 202010 336	0.00	999.00	-999.00
4/1/2020 APP 202010 353	999.00	0.00	0.00
4/27/2020 API 202010 2877	0.00	1,484.55	-1,484.55
4/27/2020 APP 202010 2889	1,484.55	0.00	0.00
201 VOUCHERS PAYABLE	135,756.00	135,756.00	0.00
LIABILITIES	135,756.00	135,756.00	0.00
FUND BALANCE			
310 FND BAL: RSVD GENERAL			
4/1/2020 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			
4/1/2020 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			
4/1/2020 BEGINNING BALANCE	0.00	423,652.92	-423,652.92
350 FND BAL: UNRSVD UNDESIGNATED	0.00	423,652.92	-423,652.92
401 ESTIMATED REVENUE			
4/1/2020 BEGINNING BALANCE	229,900.00	0.00	229,900.00
401 ESTIMATED REVENUE	229,900.00	0.00	229,900.00

8028280 - 8028280 GENERAL FUNDPrinted 5/5/2020
12:33:26 PM**General Ledger****Details for the Accounting Period Ended: April 30, 2020**

		Debit	Credit	Balance
411 ACTUAL REVENUES				
4/1/2020	BEGINNING BALANCE	2,535.39	113,906.79	-111,371.40
4/6/2020	GEN 202010 308	0.00	642.31	-112,013.71
4/14/2020	GNI 202010 1605	0.00	2.10	-112,015.81
4/14/2020	GNI 202010 1607	0.00	312.66	-112,328.47
4/14/2020	GNI 202010 1608	0.00	1.07	-112,329.54
4/14/2020	GNI 202010 1611	0.00	19,207.24	-131,536.78
4/14/2020	GNI 202010 1612	0.00	3.64	-131,540.42
4/14/2020	GNI 202010 1613	0.00	3.73	-131,544.15
4/14/2020	GNI 202010 1614	0.00	48,482.45	-180,026.60
	411 ACTUAL REVENUES	2,535.39	182,561.99	-180,026.60
420 ORIGINAL BUDGET (APPROPTNS.)				
4/1/2020	BEGINNING BALANCE	0.00	229,900.00	-229,900.00
	420 ORIGINAL BUDGET (APPROPTNS.)	0.00	229,900.00	-229,900.00
431 EXPENDITURES				
4/1/2020	BEGINNING BALANCE	128,293.18	0.00	128,293.18
4/1/2020	API 202010 336	999.00	0.00	129,292.18
4/27/2020	API 202010 2877	1,484.55	0.00	130,776.73
4/28/2020	GEN 202010 3116	0.00	850.00	129,926.73
	431 EXPENDITURES	130,776.73	850.00	129,926.73
	FUND BALANCE	363,212.12	895,798.91	-532,586.79
	80280280 ROLLING HILLS	1,170,199.50	1,170,199.50	0.00

8028280 CSD: ROLLING HILLS CSDPrinted 5/5/2020
12:33:28 PM**Revenues and
Expenditures**

Summary For the Month ended: April 30, 2020

	Estimated / Budget	Actual Amount	Balance
8028280 CSD: ROLLING HILLS CSD			
Revenue			
01 Taxes			
0100 PROP TAX: CURR SECURED	92,000.00	91,957.76	42.24
0110 PROP TAX: CURR UNSECURED	0.00	1,731.99	-1,731.99
0130 PROP TAX: PRIOR UNSECURED	0.00	56.71	-56.71
0140 PROP TAX: SUPP CURRENT	0.00	1,771.74	-1,771.74
0150 PROP TAX: SUPP PRIOR	0.00	74.54	-74.54
01 Taxes	92,000.00	95,592.74	-3,592.74
03 Fines & Penalites			
0360 PEN & COST DELINQUENT TAXES	0.00	100.46	-100.46
03 Fines & Penalites	0.00	100.46	-100.46
04 Rev Use Money/Prop			
0400 REV: INTEREST	7,000.00	7,009.88	-9.88
04 Rev Use Money/Prop	7,000.00	7,009.88	-9.88
05 IG Rev - State			
0820 ST: HOMEOWNER PROP TAX RELIEF	0.00	423.59	-423.59
05 IG Rev - State	0.00	423.59	-423.59
13 Service Charges			
1310 SPECIAL ASSESSMENTS	80,000.00	76,899.93	3,100.07
13 Service Charges	80,000.00	76,899.93	3,100.07
22 Fund Balance			
0001 FUND BALANCE	50,900.00	0.00	50,900.00
22 Fund Balance	50,900.00	0.00	50,900.00
Total Revenue	229,900.00	180,026.60	49,873.40
Expense			
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	3,800.00	3,978.84	-178.84
4183 MAINT: GROUNDS	9,000.00	4,399.00	4,601.00

**Revenues and
Expenditures****8028280 CSD: ROLLING HILLS CSD**

Summary For the Month ended: April 30, 2020

	Estimated / Budget	Actual Amount	Balance
4185 MAINT: PARK	73,000.00	54,495.00	18,505.00
4189 MAINT: WATER SYSTEM	6,000.00	4,656.25	1,343.75
4190 MAINT: DRAINAGE	10,000.00	0.00	10,000.00
4191 MAINT: ROADS	0.00	93.84	-93.84
4192 MAINT: LIGHTING	500.00	10,673.43	-10,173.43
4197 MAINT: BUILDINGSUPPLIES	300.00	495.00	-195.00
4220 MEMBERSHIPS	650.00	653.00	-3.00
4240 MISC: EXPENSE	300.00	243.73	56.27
4260 OFFICE EXPENSE	500.00	239.28	260.72
4261 POSTAGE	0.00	101.20	-101.20
4266 PRINTING SERVICES	650.00	234.76	415.24
4300 PROFESSIONAL & SPECIAL SRVS	26,000.00	19,672.50	6,327.50
4304 AGENCY ADMINISTRATION FEE	150.00	308.64	-158.64
4305 AUDIT & ACCOUNTING SERVICES	9,000.00	0.00	9,000.00
4313 LEGAL SERVICES	3,000.00	0.00	3,000.00
4345 SPECIAL DISTRICT DIRECTOR SRVS	5,250.00	2,175.00	3,075.00
4400 PUBLICATION & LEGAL NOTICES	0.00	44.56	-44.56
4420 RENT & LEASE: EQUIPMENT	800.00	800.00	0.00
4440 RENT & LEASE: BUILD & IMPRV	3,800.00	2,922.85	877.15
4501 SPECIAL PROJECTS	48,300.00	0.00	48,300.00
4505 SB924: TRANSPORTATION & TRAVEL	300.00	0.00	300.00
4602 MILGE: EMPLOY AUTO (NO OVERNT)	200.00	57.42	142.58
4700 UTILITIES	27,500.00	23,682.43	3,817.57
40 Services & Supplies	229,900.00	129,926.73	99,973.27
Total Expense	229,900.00	129,926.73	99,973.27
8028280 CSD: ROLLING HILLS CSD	50,900.00	50,099.87	-50,099.87
Report Total			
Total Revenue	229,900.00	180,026.60	49,873.40
Total Expense	229,900.00	129,926.73	99,973.27
	0.00	50,099.87	-50,099.87

**Revenues and
Expenditures****8028280 CSD: ROLLING HILLS CSD**
Details For the Accounting Period ended: April 30, 2020

	Estimated / Budget	Actual Amount	Balance
8028280 CSD: ROLLING HILLS CSD			
Revenue			
01 Taxes			
0100 PROP TAX: CURR SECURED			
4/1/2020 BEGINNING BALANCE	92,000.00	55,768.07	
4/14/2020 GNI 634 CS ROLL 14321 1% GENERAL TAX CS-B	0.00	39.51	
4/14/2020 GNI 634 CS ROLL 14321 1% GENERAL TAX CS-S	0.00	10,166.83	
4/14/2020 GNI 634 CS ROLL 14321 1% UNITARY TAX CS-S	0.00	0.90	
4/14/2020 GNI 636 CS ROLL 14321 1% GENERAL TAX CS-B	0.00	100.99	
4/14/2020 GNI 636 CS ROLL 14321 1% GENERAL TAX CS-S	0.00	25,637.10	
4/14/2020 GNI 636 CS ROLL 14321 1% UNITARY TAX CS-S	0.00	244.36	
0100 PROP TAX: CURR SECURED	92,000.00	91,957.76	42.24
0110 PROP TAX: CURR UNSECURED			
4/1/2020 BEGINNING BALANCE	0.00	1,728.26	
4/14/2020 GNI 630 CU ROLL 14321 1% GENERAL TAX CU-U	0.00	3.73	
0110 PROP TAX: CURR UNSECURED	0.00	1,731.99	-1,731.99
0130 PROP TAX: PRIOR UNSECURED			
4/1/2020 BEGINNING BALANCE	0.00	55.23	
4/14/2020 GNI 631 DU ROLL 14321 1% GENERAL TAX DU-K	0.00	0.85	
4/14/2020 GNI 631 DU ROLL 14321 1% GENERAL TAX DU-Y	0.00	0.63	
0130 PROP TAX: PRIOR UNSECURED	0.00	56.71	-56.71
0140 PROP TAX: SUPP CURRENT			
4/1/2020 BEGINNING BALANCE	0.00	1,458.01	
4/14/2020 GNI 632 SS ROLL 14321 1% GENERAL TAX SUPP SS-C	0.00	309.04	
4/14/2020 GNI 632 SS ROLL 14321 1% GENERAL TAX SUPP SS-M	0.00	3.62	
4/14/2020 GNI 633 SU ROLL 14321 1% GENERAL TAX SUPP SU-Q	0.00	1.07	
0140 PROP TAX: SUPP CURRENT	0.00	1,771.74	-1,771.74
0150 PROP TAX: SUPP PRIOR			
4/1/2020 BEGINNING BALANCE	0.00	71.11	
4/14/2020 GNI 631 DU ROLL 14321 1% GENERAL TAX SUPP DU-X	0.00	0.62	
4/14/2020 GNI 635 DS ROLL 14321 1% GENERAL TAX SUPP DS-E	0.00	2.81	
0150 PROP TAX: SUPP PRIOR	0.00	74.54	-74.54
01 Taxes	92,000.00	95,592.74	-3,592.74
03 Fines & Penalites			
0360 PEN & COST DELINQUENT TAXES			
4/1/2020 BEGINNING BALANCE	0.00	99.63	
4/14/2020 GNI 635 DS ROLL 14321 PENALTIES SUPP DS-E	0.00	0.83	
0360 PEN & COST DELINQUENT TAXES	0.00	100.46	-100.46
03 Fines & Penalites	0.00	100.46	-100.46

8028280 CSD: ROLLING HILLS CSD
Details For the Accounting Period ended: April 30, 2020

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**Revenues and
Expenditures**

	Estimated / Budget	Actual Amount	Balance
04 Rev Use Money/Prop			
0400 REV: INTEREST			
4/1/2020 BEGINNING BALANCE	7,000.00	6,367.57	
4/6/2020 GEN INT MAR 20 Interest Allocation Entry	0.00	642.31	
0400 REV: INTEREST	7,000.00	7,009.88	-9.88
04 Rev Use Money/Prop	7,000.00	7,009.88	-9.88
05 IG Rev - State			
0820 ST: HOMEOWNER PROP TAX RELIEF			
4/1/2020 BEGINNING BALANCE	0.00	423.59	
0820 ST: HOMEOWNER PROP TAX RELIEF	0.00	423.59	-423.59
05 IG Rev - State	0.00	423.59	-423.59
13 Service Charges			
1310 SPECIAL ASSESSMENTS			
4/1/2020 BEGINNING BALANCE	80,000.00	45,399.93	
4/14/2020 GNI 634 CS ROLL 64801 DIRECT CHARGE-S	0.00	9,000.00	
4/14/2020 GNI 636 CS ROLL 64801 DIRECT CHARGE-S	0.00	22,500.00	
1310 SPECIAL ASSESSMENTS	80,000.00	76,899.93	3,100.07
13 Service Charges	80,000.00	76,899.93	3,100.07
22 Fund Balance			
0001 FUND BALANCE			
4/1/2020 BEGINNING BALANCE	50,900.00	0.00	
0001 FUND BALANCE	50,900.00	0.00	50,900.00
22 Fund Balance	50,900.00	0.00	50,900.00
Total Revenue	229,900.00	180,026.60	49,873.40
Expense			
40 Services & Supplies			
4040 TELEPHONE VENDOR PAYMENTS			
4/1/2020 BEGINNING BALANCE	350.00	0.00	
4040 TELEPHONE VENDOR PAYMENTS	350.00	0.00	350.00
4041 COUNTY PASS THRU TELPHONE CHRG			
4/1/2020 BEGINNING BALANCE	500.00	0.00	
4041 COUNTY PASS THRU TELPHONE CHRG	500.00	0.00	500.00
4060 FOOD AND FOOD PRODUCTS			
4/1/2020 BEGINNING BALANCE	50.00	0.00	
4060 FOOD AND FOOD PRODUCTS	50.00	0.00	50.00

8028280 CSD: ROLLING HILLS CSD
Details For the Accounting Period ended: April 30, 2020

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**Revenues and
Expenditures**

	Estimated / Budget	Actual Amount	Balance
4100 INSURANCE: PREMIUM			
4/1/2020 BEGINNING BALANCE	3,800.00	3,978.84	
4100 INSURANCE: PREMIUM	3,800.00	3,978.84	-178.84
4183 MAINT: GROUNDS			
4/1/2020 BEGINNING BALANCE	9,000.00	3,400.00	
4/1/2020 API 446883 RHCSD FENCE REPAIR MONTROSE DR	0.00	999.00	
4183 MAINT: GROUNDS	9,000.00	4,399.00	4,601.00
4185 MAINT: PARK			
4/1/2020 BEGINNING BALANCE	73,000.00	54,495.00	
4185 MAINT: PARK	73,000.00	54,495.00	18,505.00
4189 MAINT: WATER SYSTEM			
4/1/2020 BEGINNING BALANCE	6,000.00	4,656.25	
4189 MAINT: WATER SYSTEM	6,000.00	4,656.25	1,343.75
4190 MAINT: DRAINAGE			
4/1/2020 BEGINNING BALANCE	10,000.00	0.00	
4190 MAINT: DRAINAGE	10,000.00	0.00	10,000.00
4191 MAINT: ROADS			
4/1/2020 BEGINNING BALANCE	0.00	93.84	
4191 MAINT: ROADS	0.00	93.84	-93.84
4192 MAINT: LIGHTING			
4/1/2020 BEGINNING BALANCE	500.00	10,476.57	
4/27/2020 API 459680 RHCSD trouble lighting issues	0.00	196.86	
4192 MAINT: LIGHTING	500.00	10,673.43	-10,173.43
4197 MAINT: BUILDINGSUPPLIES			
4/1/2020 BEGINNING BALANCE	300.00	495.00	
4197 MAINT: BUILDINGSUPPLIES	300.00	495.00	-195.00
4220 MEMBERSHIPS			
4/1/2020 BEGINNING BALANCE	650.00	653.00	
4220 MEMBERSHIPS	650.00	653.00	-3.00
4240 MISC: EXPENSE			
4/1/2020 BEGINNING BALANCE	300.00	243.73	
4240 MISC: EXPENSE	300.00	243.73	56.27
4260 OFFICE EXPENSE			
4/1/2020 BEGINNING BALANCE	500.00	239.28	
4260 OFFICE EXPENSE	500.00	239.28	260.72
4261 POSTAGE			
4/1/2020 BEGINNING BALANCE	0.00	101.20	
4261 POSTAGE	0.00	101.20	-101.20
4266 PRINTING SERVICES			
4/1/2020 BEGINNING BALANCE	650.00	234.76	
4266 PRINTING SERVICES	650.00	234.76	415.24

8028280 CSD: ROLLING HILLS CSDPrinted 5/5/2020
12:33:30 PM**Revenues and
Expenditures****Details For the Accounting Period ended: April 30, 2020**

	Estimated / Budget	Actual Amount	Balance
4300 PROFESSIONAL & SPECIAL SRVS			
4/1/2020 BEGINNING BALANCE	26,000.00	19,685.00	
4/27/2020 API 459679 RHCSD General Manager services	0.00	837.50	
4/28/2020 GEN 2020103116 RVR CHRG FRAUD CHECK	0.00	-850.00	
4300 PROFESSIONAL & SPECIAL SRVS	26,000.00	19,672.50	6,327.50
4304 AGENCY ADMINISTRATION FEE			
4/1/2020 BEGINNING BALANCE	150.00	308.64	
4304 AGENCY ADMINISTRATION FEE	150.00	308.64	-158.64
4305 AUDIT & ACCOUNTING SERVICES			
4/1/2020 BEGINNING BALANCE	9,000.00	0.00	
4305 AUDIT & ACCOUNTING SERVICES	9,000.00	0.00	9,000.00
4313 LEGAL SERVICES			
4/1/2020 BEGINNING BALANCE	3,000.00	0.00	
4313 LEGAL SERVICES	3,000.00	0.00	3,000.00
4345 SPECIAL DISTRICT DIRECTOR SRVS			
4/1/2020 BEGINNING BALANCE	5,250.00	2,175.00	
4345 SPECIAL DISTRICT DIRECTOR SRVS	5,250.00	2,175.00	3,075.00
4400 PUBLICATION & LEGAL NOTICES			
4/1/2020 BEGINNING BALANCE	0.00	44.56	
4400 PUBLICATION & LEGAL NOTICES	0.00	44.56	-44.56
4420 RENT & LEASE: EQUIPMENT			
4/1/2020 BEGINNING BALANCE	800.00	800.00	
4420 RENT & LEASE: EQUIPMENT	800.00	800.00	0.00
4440 RENT & LEASE: BUILD & IMPRV			
4/1/2020 BEGINNING BALANCE	3,800.00	2,922.85	
4440 RENT & LEASE: BUILD & IMPRV	3,800.00	2,922.85	877.15
4501 SPECIAL PROJECTS			
4/1/2020 BEGINNING BALANCE	48,300.00	0.00	
4501 SPECIAL PROJECTS	48,300.00	0.00	48,300.00
4505 SB924: TRANSPORTATION & TRAVEL			
4/1/2020 BEGINNING BALANCE	300.00	0.00	
4505 SB924: TRANSPORTATION & TRAVEL	300.00	0.00	300.00
4602 MILGE: EMPLOY AUTO (NO OVERT)			
4/1/2020 BEGINNING BALANCE	200.00	57.42	
4602 MILGE: EMPLOY AUTO (NO OVERT)	200.00	57.42	142.58
4700 UTILITIES			
4/1/2020 BEGINNING BALANCE	27,500.00	23,232.24	
4/27/2020 API 459675 RHCSD power no. 1857646705-6	0.00	71.84	
4/27/2020 API 459676 RHCSD power no. 4570858285-8	0.00	322.30	
4/27/2020 API 459677 RHCSD power no. 6085621545-8	0.00	45.88	

**Revenues and
Expenditures****8028280 CSD: ROLLING HILLS CSD**
Details For the Accounting Period ended: April 30, 2020

	Estimated / Budget	Actual Amount	Balance
4/27/2020 API 459678 RHCSD power no. 1211321236-4	0.00	10.17	
4700 UTILITIES	27,500.00	23,682.43	3,817.57
40 Services & Supplies	229,900.00	129,926.73	99,973.27
Total Expense	229,900.00	129,926.73	99,973.27
8028280 CSD: ROLLING HILLS CSD	50,900.00	50,099.87	-50,099.87
Report Total			
Total Revenue	229,900.00	180,026.60	49,873.40
Total Expense	229,900.00	129,926.73	99,973.27
	0.00	50,099.87	-50,099.87



California Public Employees' Retirement System
P.O. Box 942715 | Sacramento, CA 94229-2715
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442
www.calpers.ca.gov

Payroll

Circular Letter

April 16, 2020

Circular Letter: 200-021-20

Distribution: IV, V, VI, X, XII, XVI

To: All CalPERS Employers
Subject: Reporting Paid Leave Under the Families First Coronavirus Response Act

The purpose of this Circular Letter is to provide preliminary guidance to employers regarding how to report paid leave to CalPERS under the Families First Coronavirus Response Act (FFCRA). This Circular Letter will address how to report emergency paid sick leave and emergency family and medical leave and is based on the federal guidance regarding the FFCRA that is available at this time. If further guidance is issued or information is made available that affects our initial determination on these matters, we will communicate any changes to you.

Background

The FFCRA became Public Law No: 116-127 on March 18, 2020. This law provides emergency paid sick leave and/or emergency family and medical leave to eligible employees between April 1, 2020, and December 31, 2020. For information regarding administration and eligibility, please review [COVID-19 and the American Workplace](#) on the United States Department of Labor's website.

Membership Reporting

All hours of sick leave and/or family and medical leave paid to an employee under the FFCRA should be reported to CalPERS. These hours are to be included when determining if a part time, seasonal, or intermittent employee reaches 1,000 hours of service within a fiscal year (Government (Gov.) Code section 20305(a)(3)(B)).

Post Retirement Employment Reporting

Retired annuitants can receive paid sick leave and/or family and medical leave under the FFCRA. These payments will not be considered to be prohibited benefits under applicable working after retirement laws, and a retired annuitant who receives paid sick leave and/or family and medical leave under the FFCRA will not be subject to reinstatement solely for receiving those payments. However, all hours of sick leave and/or family and medical leave paid to a retired annuitant under the FFCRA should be reported to CalPERS. These hours will be included in the 960-hour per fiscal year limitation for all retired annuitants (Gov. Code section 7522.56(d)).

Compensation Reporting

All paid hours of sick leave and family and medical leave covered by the FFCRA are considered to be compensation earnable or pensionable compensation and should be reported to CalPERS.

Payroll Reporting

Paid sick leave covered by the FFCRA should be reported in the same manner as other sick leave. Paid family and medical leave covered by FFCRA should be reported at the member's regular full-time base pay rate with the appropriate corresponding earnings that were paid to the employee, not to exceed earnings for full time service. The full time pay rate reported to CalPERS for both items must comply with Gov. Code sections 20636 and 20636.1 of the Public Employees' Retirement Law and Gov. Code section 7522.34 of the Public Employees' Pension Reform Act of 2013 and should not include additional benefits or non-pensionable items.

CalPERS will continue to monitor the impact of COVID-19 on our stakeholders and will communicate additional information as it is made available. We are committed to serving and collaborating with our stakeholders during these challenging and uncertain times. Thank you for your partnership, commitment, and support.

Questions

If you have any questions or concerns, contact the CalPERS Customer Contact Center at **888-CalPERS** (or **888-225-7377**).

Renee Ostrander, Chief
Employer Account Management Division

From: [csd clerk](#)
To: [Linda Stone](#)
Subject: Fwd: Important Notice to Commercial Water Customers
Date: Saturday, May 16, 2020 6:50:30 AM

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

From: **EID** <eid@getrave.com>
Date: Thu, May 7, 2020, 10:44 AM
Subject: Important Notice to Commercial Water Customers
To: EID <eid@getrave.com>

Notice to Commercial Water Customers: Before Reactivating Building Water System, Flush System Prior to Use

Many buildings and businesses have been closed to the public or have limited access in order to help slow the spread of COVID-19 over the last few months. The resulting drop in water use increases the risk for *Legionella* growth inside the building's plumbing as well as the potential leaching of lead and copper from the building's internal pipes.

Before commercial customers reactivate their internal water supply systems, we strongly advise those customers flush stagnant water lines prior to restoring full operation. This is especially important in buildings that have been closed or had reduced water usage.

The following informational documents available from the State Water Resources Control Board and Washington State Department of Health provide detailed information for maintaining the water quality in your buildings or businesses.

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/LegionellaandBuildingWaterSystemClosuresCOVID-19.pdf>

https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/covid-19.html

If you have questions or concerns about your water quality please contact EID Customer Service at 530-642-4000.