

Board of Directors Meeting – AGENDA
ROLLING HILLS COMMUNITY SERVICES DISTRICT
Tuesday, August 18, 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: 1-669-900-9128
Meeting ID: 926 0568 3878
Participant ID: 618478
Hosted through Zoom

Or Join by Computer: <https://zoom.us/j/92605683878?pwd=Ty9obHdMc0l1ZVJCeTN5T0R0NHdKUT09>

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. Resolution Commending Tim Halverson for 13 Years of Service (Action Item)

4. Monthly Reports

a. General Manager Report

5. Consent Items

All items on the Consent Calendar are considered routine and will be approved without discussion by a single roll call vote. Any Board Member or member of the public may remove any item from the Consent Calendar. If an item is removed, it will be discussed separately following approval of the remainder of the Consent Calendar. Any Board Member may abstain from one or more items on the Consent Calendar.

a. Approve and file Minutes of the July 21, 2020 regular meeting and August 4, 2020 special meeting of the Board of Directors

b. Correspondence accept and file:

- 1) Umpqua Bank statements for periods ending June 30, 2020 and July 31, 2020
- 2) El Dorado County Auditor-Controller Memo notifying the 220/21 Direct Charge Levy Enrollment was processed successfully and the charges will be included on the secured tax roll

- 3) SDRMA notice 2020-21 Coverage Documents are now available for Property/Liability program
- 4) EID Newsletter July-August
- 5) CalPERS Circular notification dated July 16, 2020
- 6) CalPERS Circular notification dated July 28, 2020

Consent Items Pulled for Discussion: _____

6. Old Business

- a. **Folsom Heights Development Project – Prima Road Emergency Vehicle Access (EVA)** – Staff to provide update regarding any new information received by the District on this issue (Discussion Item)

7. New Business

- a. **Award of Contract for 2020 Shadow Hills Road Resurfacing Maintenance Project** – Board to consider award of the Public Works contract to Doug Veerkamp General Engineering, Inc., as a result of the competitive bidding done for the 2020 Shadow Hills Road Resurfacing Project; define the final scope of work; authorize the General Manager to execute all documents necessary to carry out the work.

Fiscal Impact – Lowest responsive bid for the base scope of work is \$21,012.33, which includes slurry seal roads in Shadow Hills, restriping/lettering all existing, crack fill within the entire Shadow Hills subdivision, permit and bond costs.

Additional optional bid scopes include remove and replace specified sections of Shadow Hills \$10,493.30; remove and replace specified sections of Stonebriar \$45,625.64; and repaint eight speed bumps in Springfield Meadows and stop line at Stonebridge and Manchester \$2,655.70. The entire bid amount including base bid and added options is \$79,786.97. (Discussion/Action Item)

- b. **Biennial Review of RHCS D Conflict-of-Interest Code, Even Years** – The District's Conflict-of-Interest Code is reviewed on a biannual basis during even numbered years. Since the last amendment to the Code in August 2018, there are no new positions, no positions eliminated or renamed, no substantial changes to duties or responsibilities for any positions, and no substantial changes to the district's organizational structure; therefore no amendment is required. Staff seeking Motion authorizing the Clerk to execute the 2020 Local Agency Biennial Notice. (Action Item)
- c. **Appointment to Fill Vacancy on RHCS D Board of Directors** – Consideration of Statements of Interest submitted in response to Notice of Vacancy posted due to the vacancy created on the Board of Directors of the District by the resignation of Tim Halverson; appointment to fill the vacancy through the general election in November 2020 (Discussion/Action Item)
- d. **Designation and Authorization for Second Board Member Use of Bank Card for Umpqua Revolve Checking Account** – The District has determined that two Board members will be authorized to hold a bank card issued for the District's Umpqua revolve account; motion to designate a second Board member in light of Tim Halverson's resignation (Action Item)
- e. **Planning for Long Range Funding for Road Maintenance and Repairs** – Discussion Item

8. 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.

8/18/2020

ITEM NO. 3



RESOLUTION 20-05
COMMENDING TIM HALVERSON

WHEREAS, Tim Halverson has provided over 13 years of dedicated service to the Rolling Hills Community Services District (District); and

WHEREAS, Tim served as President of the Board of Directors from 2007 through 2013, and 2019 and 2020; and

WHEREAS, Tim held the respect and trust of his fellow Board members, residents of the District, and community leaders; and

WHEREAS, Tim was instrumental to the development of the District as it transitioned from a three person Board of Directors to a five person Board and implemented other changes required by the Ralph M. Brown Act; and

WHEREAS, Tim provided exemplary leadership, was a great story teller and keeper of historical knowledge, and demonstrated his unique way of promoting comradery among people; and

WHEREAS, Tim's diverse knowledge and skills have helped manage issues, face challenges, and find solutions in the best interests of the District; and

WHEREAS, Tim brought a quick wit, good insight, and no shortage of sometimes silly jokes to all discussions which often afforded levity in difficult situations; and

WHEREAS, words fall short for everything Tim has done for the Rolling Hills Community Services District and its residents; and

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the Rolling Hills Community Services District, that this District, its Board, and staff heartily commend and thank Tim Halverson for his 13 years of dedicated service.

PASSED AND ADOPTED BY ACCLAMATION on this 18th day of August, 2020.

Brenda Collette, Vice Chair

Attest:

Linda Stone, Board Secretary/Clerk

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

1. Call to Order/Roll Call.

The Rolling Hills CSD regular Board meeting held by teleconference on July 21, 2020, was called to order at 7:02 p.m. by appointed Chair Matt Sites 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 Director Sites, Board members Brenda Collette, Gordon Fawkes, and Mark Magee, General Manager Chaney Hicks, Board Secretary Linda Stone, and General Counsel Trevor Taniguchi were present. Also present on the conference call were members of the public.

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

Public Comment was moved after closed session.

3. Closed Session.

The Board adjourned to closed session at 7:13 p.m.

4. Report from Closed Session.

The Board reconvened to open session at 8:00 p.m. There was no reportable action taken in closed session. District counsel Trevor Taniguchi left the meeting.

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

Resident Ed McGowan inquired about the closed session potential litigation. The Board advised that it had an issue to discuss with its General Counsel. Resident Ellen Post reported that an artist had recently put up a display behind her house. She said he was trespassing, had no permit, and was not supposed to be there. General Manager Chaney Hicks said that the District has an Order on file with the Sheriff's Department such that if a resident calls and reports unlawful activity, they will come out. Chaney said the non-emergency number for the Sheriff's department is listed in the newsletter recently mailed to all residents by the District. Ms. Post asked if Chaney has a map showing distances around her property. Chaney said she will email her what she has in the files.

5. Public Works Project Bid Opening – 2020 Shadow Hills Road Resurfacing Maintenance.

The Bid opening was rescheduled to occur at a Special meeting of the Board of Directors on August 4, 2020. Only bids received prior to the original deadline set forth in the RFP will be accepted and opened; no new bids will be received.

6. Monthly Reports

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

7. Consent Items.

With three typographical type of corrections requested by Director Gordon Fawkes, the consent items consisting of the Minutes of the May 19, 2020 regular meeting, June 16, 2020, regular meeting, and June 24, 2020, special meeting; correspondence including Notice from Registrar of Voters – Candidate Filing for the November 3, 2020 Election: Filing Period July 13 – August 7, 2020 (by appointment only per COVID-19 updated filing process); June 22, 2020 Tim Halverson Resignation letter from RHCSB Board of Directors; CalPERS Actuarial Circular Letters dated June 12, 2020 and June 15, 2020; New Generation Landscape Management Certificate of Liability Insurance; and Confirmation filing of 2019 Government Compensation Report for RHCSB were considered. Director Gordon Fawkes moved to approve the consent

items and accept and file the items; second by Director Brenda Collette. There was no further discussion. A roll call vote was taken, as follows; motion carried.

AYES: Collette, Fawkes, Magee, and Sites

NOES: None

ABSENT: None

ABSTAIN: None

Old Business

8. a. Dead Trees at Stonebriar Entrance.

General Manager Chaney Hicks explained to the Board that she was aware the trees were not quite ready to be cut down. She explained that cutting the trees down had been the result of a miscommunication between her and the landscapers. She requested that they give her a price to cut down the three trees; they misunderstood and went ahead with the work. She said the roots that border Ed's side are completely dead. As part of the work completed, they used a chain saw to score the bottom and used weed killer to prevent any regrowth. Resident Ed McGowan clarified for the record that he took exception to the language used in the agenda item, and he had not yet said he wanted the trees removed. He has long expressed concern about the volunteers that come from poplar trees. The minutes of the Board's June 24th special meeting reflect that Ed had advised the Board that two arborists told him the trees were still partially alive and should be sprayed with a chemical to ensure they are completely dead before cutting down. Since the trees were cut down, he has done his own review and is taking some of the same actions respraying with chemicals as the landscapers did and said fewer and fewer sprouts are coming up.

Ed requested approval for replacement of the trees with planting to occur in November or December to be healthy. Ed also offered to share in the cost for replacement of the trees; he said he does not want them to be a burden to the Board. Chaney and Ed will meet to discuss replacement options for the trees.

After discussion, Director Brenda Collette made a motion to approve expenditure of \$600.00 for the removal and haul-off of three trees located at Stonebriar and Prima Drive which has already occurred; second by Director Gordon Fawkes. There was no further discussion. A roll call vote was taken, as follows; motion carried.

AYES: Collette, Fawkes, Magee, and Sites

NOES: None

ABSENT: None

ABSTAIN: None

8.b. Request for Reconsideration of September 17, 2019 Decision Regarding Resident's Request for District to Cut Down Tree(s) Overhanging Property at 406 Bailey.

The matter was introduced with a quick review of the tree situation and the unapproved cutting of the trees on one side by the prior property owner at 406 Bailey. As a result the Board had to further trim the trees because they were out of balance which itself was cause for concern. Mr. Rood, the current owner of the property, presented his request that the trees behind his property be removed because of his concerns about the safety of his children, the pinecones that fall, concrete lifting up, and the leaves and sap that affect his swimming pool. He said he got an arborist's opinion today from Environmental Tree Services which said the trees are dangerous.

Extensive discussion took place which included Mark Magee's comment that the Roods moved to the District in 2018 and the pool was installed in about 2019, with knowledge of the trees. He said they are a part of the park. Resident Ed McGowan commented that he has experience with Digger Pines when one split and fell on his parent's house and on another occasion when one fell on his truck. He thinks the tree is a hazard and a liability for the CSD. Gordon Fawkes expressed concerns, and asked how many trees and which trees were in issue. Gordon said from the materials presented, tree identified as No. 2 seems to be the biggest offender. Mr. Rood said he would like nine trees removed but

would settle for four, as that was what the arborist recommended. Gordon stated his objection to cutting down any of the trees, said he isn't confident that the tree split growth will result in a limb falling, but is willing to fund additional trimming of overhanging branches. Brenda Collette expressed confusion about the arborist report Chaney said the Board received which said the trees do not pose a dangerous condition, and the arborist findings cited by Mr. Rood. Matt Sites said until the Board obtains a current formal certified arborist report, we should avoid he said/she said opinions. Brenda said the Board might consider allowing Mr. Rood to take out trees at his own expense. Gordon said he is strongly opposed to allowing the homeowner that right. Director Mark Magee suggested that the District do its due diligence each year by monitoring the trees. Resident Ed McGowan commented that he thinks Mark's idea is the best idea, doesn't think allowing the homeowner to remove trees from District property is a good idea, and also does not think additional trimming is a good idea. Director Matt Sites said he favors yearly or semi-annual monitoring of the trees, doesn't feel that any trees need to be cut down at this time, and commented that the homeowner installed their swimming pool under the dripline of a tree.

Director Sites made a motion that the District routinely monitor the trees in Berkshire Park behind 604 Bailey on a semi-annual basis by checking on the trees, that a formal arborist report be obtained every three years, and that no trees be cut down at this time; second by Director Mark Magee.

Further discussion included Gordon's comment that he supports watchful waiting, and comment that since Chaney obtained the formal arborist's report two years ago, a neighbor had a tree fall in his yard and to wait is asking for something to happen. Matt Sites replied that of course the District does not want something to happen and is very concerned about safety. The pool was installed with the knowledge that the trees exist.

The Chair called for the vote. A roll call vote was taken, as follows; motion carried.

AYES: Fawkes, Magee, and Sites

NOES: Collette

ABSENT: None

ABSTAIN: None

Mr. Rood commented that he reported what he believes is a safety issue in 2018 and again in 2020, and will continue to work with the Board. Chaney said she had an arborist come and review the trees three weeks ago, and received a verbal assessment with no dangerous condition. She will request the assessment in writing. Gordon requested that all assessments of the trees include written documentation on the findings.

New Business

9.a. Notice of Vacancy on Board of Directors.

As a result of the resignation of Tim Halverson, a vacancy exists on the Board of Directors. A "Notice of Vacancy" is posted asking that interested persons submit a statement. The Board intends to fill this vacancy by appointment at its regular meeting on August 18, 2020.

9.b. Resolution Commending Tim Halverson for 13 Years of Service.

Director Matt Sites asked that this item be continued to the August regular meeting so Tim can be invited to "attend" the virtual meeting and receive the commendation.

9.c. Public Hearing – Open Public Hearing Regarding Approval of Final Budget for Fiscal Year 2021.

Due to time constraints, this item will be re-noticed and continued to the next meeting of the Board of Directors.

10. Adjournment. Upon motion by Director Matt Sites and seconded by Director Mark Magee, the meeting was adjourned at 9:23 p.m.

Submitted by:

Linda Stone, Board Secretary

Approved by Board:

DRAFT

July 21 2020

General Manager Report:

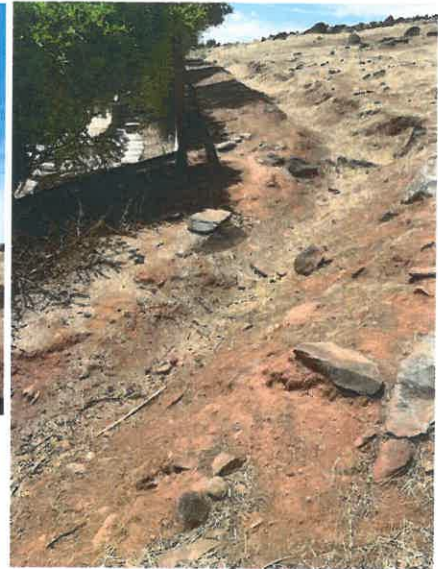
Landscaping:	<p>Discussed issue/s with landscapers:</p> <ul style="list-style-type: none">• Several Irrigation Breaks/Repairs at Stonebriar Park• 5 small dead trees at Stonebriar Park cut and removed• Irrigation Repairs at Berkshire Park• Pruning at Winterfield/Haul off Dead Material• Trenching completed at Winterfield• Reworking valve order at Stonebriar Park to ensure max use.
Berkshire Park Plan:	No update from County to date on permit variance. Mel is not responding to my emails.
Prima EVA:	I reached out to both Folsom Planning Dept and Clay Loomis and have been told that there are no updates.
Direct Assessment:	Delayed due to Parcel Quest, scheduled next week to go to County
Radar Sign:	Average Speed Occurring: 85% of vehicles 31 to 35 mph
Shadow Hills:	Bid Package Released and sent to 14 contractors. 5 Showed up at Bid Walk, several decided not to bid due to bid bond due/cost to procure
Fire Abatement:	Livestock gone but trying to get back out to do section behind Winterfield to Stonebriar
Newsletter:	Sent Out. Topics included: Board Position Opening, Storm Drain Clearing, Sign Up for Email Notifications, Speed/Safety Information, Upcoming Road Work, Fire Danger/Trespassing/Monument Damage
JPA:	The SE Capital Connector (White Rock Road) section of roadway between Prairie City Road and Placerville went out of bid. The work had been funded and construction was to start this year. The next section to proceed is the section from Prairie City Road to the existing El Dorado Improvements.
Warnings/Citations:	One Basketball Hoop tagged, letter sent with removal request or daily charges will accrue. Pool company installing pool on Dunnwood and didn't apply for encroachment permit, conveyed to them required and awaiting application.

Agency	Citation	Cite Date	Time	Plate/VIN	State	Make	Location	Status	# Notices	RO	Appealed?	DMV Hold?	FTB?	Original	Charges/Fees	Payments	Owing
Rolling Hills	RHCSD0255	6/15/2020	10:24	1KG9654	CA	DARGO	7981 BELHAVEN WY	Open	1	Hit	No	No	No	\$100.00			\$100.00
Rolling Hills DELINQUENT	RHCSD0252	11/22/2019	10:33	8LGY474	CA	FORE	200 MONTROSE COURT	Open	1	Hit	No	Yes	No	\$100.00			\$100.00
Rolling Hills DELINQUENT	RHCSD0203	4/10/2018	11:10	4GL1042	CA	PACE	700 SAN MARINO	Open	1	Hit	No	No	No	\$200.00			\$200.00
Rolling Hills DELINQUENT	RHCSD0202	2/21/2018	9:57	4GL1042	CA	PACE	700 SAN MARINO CT	Open	1	Hit	No	No	No	\$100.00			\$100.00
Totals:									4					\$700.00	(\$100.00)	\$0.00	\$600.00

Monument: Trespassing/Climbing ongoing. Meeting Friday With Chamber and EDHCSD.

Resident Concerns: Call Re: Irrigation Leaks, Stonebriar Park Irrigation over sidewalk. Call from resident regarding procedures to repaint Springfield Meadows house (referred to Butch).

Encroachment: Removed



ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES OF AUGUST 4, 2020 SPECIAL MEETING OF THE BOARD OF DIRECTORS

1. Call to Order/Roll Call.

The Rolling Hills CSD special Board meeting held by teleconference on August 4, 2020, was called to order at 7:02 p.m. by appointed Chair Matt Sites 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 Director Sites, Board members Brenda Collette, Gordon Fawkes, and Mark Magee, General Manager Chaney Hicks, and Board Secretary Linda Stone were present. Also present on the conference call were members of the public.

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

A resident of Sierramonte inquired about the process for approval of an application to build a shed on his property. General Manager Chaney Hicks advised that the Rolling Hills CSD does not have jurisdiction over such matters, and that he should contact the Home Owners' Association for Sierramonte. Chaney also welcomed him to the District.

Resident Ed McGowan advised that he submitted a Statement of Interest application for the Board's vacant position.

3. Public Works Project Bid Opening – 2020 Shadow Hills Road Resurfacing Maintenance Project.

The Clerk announced that one bid was received for the project, from Doug Veerkamp General Engineering, Inc. The Board was also briefed that in addition to publishing the Notice inviting bids twice in the newspaper as required by law, additional efforts were made to receive as many competitive bids as possible by sending the bid package to a large list of Contractors registered with the Department of Industrial Relations for this type of work and located in El Dorado, Sacramento and Placer Counties. In addition, two bid walks were held to further competition.

The bid was deemed responsive to the RFP. It provided a base bid total of \$21,012.33, which includes slurry seal of the roads in Shadow Hills, restriping/lettering all existing, crack fill within the entire Shadow Hills subdivision, and permit and bond costs. The bidder also bid the additional optional scopes of work including removal and replacement of specified sections of Shadow Hills for \$10,493.30; removal and replacement of specified sections of Stonebriar for \$45,625.64; and repainting of eight speed bumps in Springfield Meadows and the stop line at Stonebridge and Manchester for \$2,655.70. The entire bid amount including base bid and added options is \$79,786.97.

The Board discussed the base bid work and the optional items, as compared to the funding provided in the preliminary budget adopted for FY21. Questions were posed as to whether the Contractor would hold his bid price if the base was done first and the additional work done at some time in the future, and as to the degree of priority of the sections included in the optional scopes of work with remove and replace designations. Comments from the Board indicated that at a minimum the Shadow Hills work should move forward. General Manager Chaney Hicks also presented the cost information from the prior RFP, where ultimately the Board voted to reject all bids and defer the project due to the cost.

In light of the Board's request that she prioritize by the degree of urgency the sections marked for removal and replacement of asphalt, she will mark all sections with spray paint so the Board may tour the District and review the roads, and she will also send out a map marked with the areas. Award of the contract will be considered at the next meeting of the Board.

4. Public Hearing for Approval of Final Budget for Fiscal Year 2020-2021.

Director Matt Sites opened the public hearing for this item. He asked if there was any public comment. There being none, he closed the hearing. The Clerk presented an updated Excel spreadsheet detailing expenditures for budget categories in fiscal year 2020. The Board discussed the budget allocations for road maintenance and revisited the legal

services expense category. Thereafter, Director Matt Sites moved for adoption of Resolution 20-04 approving the final budget for fiscal year 2020-2021 in the total amount of \$226,100.00, with no changes made to the approved preliminary budget; second by Director Mark Magee. There was no further discussion. A roll call vote was taken, as follows; motion carried.

AYES: Collette, Fawkes, Magee, and Sites

NOES: None

ABSENT: None

ABSTAIN: None

Director Matt Sites commented that he feels good about this adopted budget; that the District is working hard to keep costs down.

5. Adjournment. Upon motion by Director Matt Sites and seconded by Director Brenda Collette, the meeting was adjourned at 8:21 p.m.

Submitted by:

Linda Stone, Board Secretary

Approved by Board:



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: May 31, 2020
This statement: June 30, 2020

Umpqua Bank Rules & Regulations updates go into effect 7-1-2020. This update mainly includes changes to Umpqua Bank's Funds Availability Policy. Next business day funds availability has increased to \$225, if there is a hold on a check. For more info, and to review other changes, you may request a copy by calling us at 1-866-486-7782 or visiting umpquabank.com/disclosures.

PUBLIC FUNDS CHECKING

Account number	4866853585	Beginning balance	\$3,747.27
Low balance	\$3,322.51	Deposits/Additions	\$0.00
Average balance	\$3,549.43	Withdrawals/Subtractions	\$424.76
Interest earned	\$0.00	Ending balance	\$3,322.51

Card Transactions/Withdrawals

Date	Description	Subtractions
06-05	POS Purchase Terminal Vbase2 The Home Depot 667 5 Folsom CA XXXXXXXXXXXX1280	91.95
06-16	POS Purchase Terminal Vbase2 Usps Po 0527430762 El Dorado CA XXXXXXXXXXXXXXX1280	6.95
06-18	POS Purchase Terminal Vbase2 The Home Depot #66 75 Folsom CA XXXXXXXXXXXX1280	126.90
06-22	POS Purchase Terminal Vbase2 Logmein*gotomeetin G Logmein.C Ma XXXXXXXXXXXX1280	198.96
Total Card Transactions/Withdrawals		\$424.76

Daily Balances

Date	Amount	Date	Amount	Date	Amount
05-31	3,747.27	06-16	3,648.37	06-22	3,322.51
06-05	3,655.32	06-18	3,521.47	06-30	3,322.51

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**



July 31, 2020 Page: 1 of 2

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: June 30, 2020
This statement: July 31, 2020

Umpqua Bank Rules & Regulations updates go into effect 7-1-2020. This update mainly includes changes to Umpqua Bank's Funds Availability Policy. Next business day funds availability has increased to \$225, if there is a hold on a check. For more info, and to review other changes, you may request a copy by calling us at 1-866-486-7782 or visiting umpquabank.com/disclosures.

PUBLIC FUNDS CHECKING

Account number	4866853585	Beginning balance	\$3,322.51
Low balance	\$2,981.82	Deposits/Additions	\$0.00
Average balance	\$3,144.30	Withdrawals/Subtractions	\$340.69
Interest earned	\$0.00	Ending balance	\$2,981.82

Card Transactions/Withdrawals

Date	Description	Subtractions
07-01	POS Purchase Terminal 0001 Zoom.Us 888-799-9 CA XXXXXXXXXXXX1280	14.99
07-14	POS Purchase Terminal Vbase2 Usps Po 0527430762 El Dorado CA XXXXXXXXXXXX1280	220.00
07-14	POS Purchase Terminal 002 Staples 0011 3787 Folsom CA XXXXXXXXXXXX1280	19.70
07-20	POS Purchase Terminal Vbase2 Logmein*gotomeetin G Logmein.C Ma XXXXXXXXXXXX1280	53.60
07-27	POS Purchase Terminal Vbase2 The Home Depot #66 75 Folsom CA XXXXXXXXXXXX1280	17.41
07-31	POS Purchase Terminal 0001 Zoom.Us 888-799-9 CA XXXXXXXXXXXX1280	14.99
Total Card Transactions/Withdrawals		\$340.69

Daily Balances

Date	Amount	Date	Amount	Date	Amount
06-30	3,322.51	07-14	3,067.82	07-27	2,996.81
07-01	3,307.52	07-20	3,014.22	07-31	2,981.82



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: August 12, 2020
To: Rolling Hills CSD
Attn: Chaney Hicks, General Manager
Via email @ gm@rollinghillscsd.org, csdclerk@gmail.com

From: Joy Shaw, Property Tax Division
RE: 2020/21 Direct Charge Levy Enrollment Confirmation-Reject Memo
For Direct Charge Tax Code 64801

The District's Annual Certification of Levy and Data Transmission form dated August 10, 2020 ☐ am
has been received and processed with the following results. ☒ pm

- ☒ The submitted direct charge levies for the tax code processed successfully.
- ☒ The direct charge levies for the tax code will be enrolled on the 2020/21 secured tax roll. No further action is needed from the district unless the district determines additions/deletions/changes are needed, in which case the district may submit a new data upload file for the tax code (which includes all levies for the direct charge tax code to overwrite the levies previously uploaded for the tax code) by August 31.
- ☐ The direct charge levies will be enrolled on the 2020/21 unsecured tax roll.
- ☐ The data upload for the tax code was rejected in its entirety for one or more of the following reasons. At this time, \$0 and zero ANs are levied on the direct charge tax code. Any known errors are indicated below; however, additional errors could exist. To remedy, submit a new/corrected data upload file (with all levies for the tax code, not just the rejected levies) along with a new Annual Certification of Levy and Data Submission form for the tax code by August 31.
- ☐ Duplicated ANs on the data upload file for the same direct charge tax code.
- ☐ Invalid ANs. This may include invalid ANs for the current tax year which were valid last year.
- ☐ \$0 amount(s).
- ☐ Amount(s) not divisible into two equal installments (amount ending in odd cent).
- ☐ Total amount on the data upload file doesn't equal the total amount as shown on the *Annual Certification of Levy and Data Submission* form. This could be for a variety of reasons including duplicated ANs with the same amount.
- ☐ Invalid direct charge tax code.
- ☐ AN appears to be outside of district's boundary. Please contact the Auditor if it is inside.
- ☐ Total number of records on the data upload file doesn't equal the total number of records as shown on the *Annual Certification of Levy and Data Submission* form. This could be for a variety of reasons including duplicated ANs with the same amount.
- ☐ Record(s) in the wrong format. Possibilities include extra spaces/headers/footers/etc.
- ☐ Format not consistent throughout entire data upload file.
- ☐ Unreadable record(s).
- ☐ Other:

cc: direct charge tax code annual file

Subject:

FW: 2020-21 Coverage Documents, Payroll Reconciliation Deadline, Special Announcement

A proud California Special Districts Alliance Partner.

2020-21 Coverage Documents Now Available

Member Coverage Document for Property/Liability and Workers' Compensation Programs are now available through MemberPlus Online. Coverage Documents include the Member Certificate of Coverage, Vehicle Insurance Cards and more. These important documents can be accessed from the top navigation menu under "Coverage Documents". [Click here to login to MemberPlus Online.](#)

If your agency has *Special Endorsements* or *Outside Policies*, those will be available soon in MemberPlus Online. For more information please contact Member Services at memberplus@sdrma.org or 800.537.7790

Workers' Compensation Payroll Reconciliation DEADLINE August 17

Workers' Compensation Program members are billed annually based on estimated payroll amounts provided during the annual Renewal Questionnaire process. SDRMA requires agencies to complete and submit the Annual Payroll Reconciliation documentation to reconcile actual payroll amounts to previously billed payroll estimates. This information is very important to us and your participation in providing accurate and timely information ensures all members receive the highest possible protection at the lowest possible cost.

All Workers' Compensation members should have already received the notification email on July 15. The 2019-20 Annual Payroll Reconciliation is available through the MemberPlus Online website portal at www.sdrma.org (click on Member Login, then look under Quick Links for "WC Annual Payroll Reconciliation"). For member convenience, the payroll classification instructions can be viewed or printed while online. To ensure proper coverage, be sure to report all payroll in the appropriate class code. If you do not have internet access and are unable to file the Annual Payroll Reconciliation using MemberPlus Online please contact our Finance Manager at jchilton@sdrma.org to request a hard copy packet.

The Annual Payroll Reconciliation for 2019-20 must be completed and submitted by Monday, August 17, 2020 in order to ensure accuracy in coverage and avoid penalties for late filing.

By August 31, 2020, you will receive a final invoice or refund based on the reconciliation of the final payroll numbers. In order for us to accurately report our total member wages to state authorities, we are asking members to notify us no later than September 15, 2020 of any issues with their audit invoices. Payment for the final audit invoices will be due by September 30, 2020. *If you have already submitted your payroll reconciliation documentation, thank you!*

For more information please contact the SDRMA Finance Department at accounting@sdrma.org or 800.537.7790.

By August 31, 2020, you will receive a final invoice or refund based on the reconciliation of the final payroll numbers. In order for us to accurately report our total member wages to state authorities, we are asking members to notify us no later than September 15, 2020 of any issues with their audit invoices. Payment for the final audit invoices will be due by September 30, 2020. *If you have already submitted your payroll reconciliation documentation, thank you!*

For more information please contact the SDRMA Finance Department at accounting@sdrma.org or 800.537.7790.

Farewell to Dennis Timoney



Chief Risk Officer Dennis Timoney is retiring! His last day in the office will be August 14, 2020. SDRMA Board of Directors, Staff, and Members thank Dennis for his 20+ years of service. He will be greatly missed.

Upon Dennis's departure, Debbie Yokota will be Acting Chief Risk Officer and can be reached at dyokota@sdrma.org.

ALWAYS MEMBER FOCUSED.

800.537.7790 | www.sdrma.org

SDRMA, 800.537.7790, 1112 I Street Suite 300, Sacramento, CA 95814

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Sent by edoughty@sdrma.org powered by





The Waterfront

2020 Power Shutoff Preparations

In 2020, Pacific Gas & Electric Company (PG&E) Public Safety Power Shutoff (PSPS) events are expected to continue throughout EID's service area with similar impacts on essential District services and facilities. EID faced its initial PSPS during October 2018 and another five events during October/November 2019, with the largest event affecting approximately 125 of the District's 168 service connections.



**PUBLIC SAFETY
POWER
SHUTOFF**

Preparation for Extended Outages

While EID's backup power resiliency has increased in response to PG&E's expanded PSPS program, EID encourages everyone to prepare for possible multi-day outages. Some ways you can prepare include having an emergency supply of drinking water available. During a power outage, minimize water usage to only critical health and safety needs to help EID maintain service to its customers. Plan for medical needs such as medications that may require refrigeration or devices that need power. Identify backup charging methods for phones and keep hard copies of emergency numbers. Build or restock your emergency kit with flashlights, fresh batteries, first aid supplies, and cash. Sign up for alerts about PSPS events by going to <https://PrepareForPowerdown.com>. Subscribe to other emergency management notifications by going to https://www.edcgov.us/Government/PublicHealth/PublicHealthPreparedness/Pages/be_informed.aspx. Subscribe to updates on the EID website under eNews Sign Up, "like" our Facebook page www.facebook.com/ELDoradoIrrigationDistrict, and ensure your contact information on file with us is up to date.

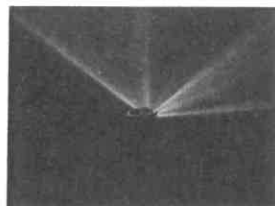
see PSPS, page 4

Space Still Available in Low Income Assistance Program for Residential Sewer Customers

Did you know that EID implemented a low-income assistance program for up to 1,500 qualifying residential customers that receive wastewater service through the District. If you are an income-eligible customer who currently receives a discounted rate through PG&E's CARE program you may be eligible to receive \$25 off your bi-monthly wastewater bill. Information regarding eligibility and the application process can be found on the District's website at www.eid.org/low-income-assistance-program or you can email lowincome@eid.org or call Customer Service at 530-642-4000.

Complimentary Landscape Surveys

If you live in a home with an average-sized lawn, you are likely using at least half of your water outdoors. Many people give their lawns too much water in normal years—not only is that wasteful, but it can also damage your lawn and leave it more susceptible to pests and disease. You can receive a complimentary landscape survey to learn more about irrigation efficiency and receive recommendations for system improvements. Leak detection assistance can also be performed using the water meter to help determine if you have an undetected leak. Indoor efficiency upgrades can also be provided for customer installation during your landscape survey. Call 530-642-4000 to schedule an appointment.



FLUSHED WIPES
Flushing wet wipes down the toilet can clog plumbing systems, leading to expensive repairs. Many people don't know that wipes shouldn't go in the toilet and pose a risk for sewer infrastructure.



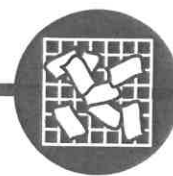
CLOGGED SEWER LINES
Wipes make their way into private sewer laterals, septic systems, and sewer lines and can cause extensive harm and result in overflows and property damage.



SEWER OVERFLOWS
Once wipes make it to the sewer collection system, they can catch on roots that infiltrate pipes, weave together to form large rags and attract fats, oils and grease. This can result in blockages and sewer spills.



ENVIRONMENTAL HARM
Even when wipes filter out of the wastewater stream, small microfibers and microplastics can shed off wipes. These fibers can't be captured and can make their way into the environment.



DISRUPTED TREATMENT PLANTS
Oftentimes, masses of wipes manage to make it through the collection system and end up at wastewater treatment plants, which can result in significant damage to treatment infrastructure and recurrent disruption of the treatment process.



DAMAGED COLLECTION SYSTEMS
Most collection systems rely on pumps to move wastewater to treatment facilities. Wipes can clog these pumps, resulting in spills, system failures, increased maintenance requirements and damage to expensive equipment.



**CALIFORNIA ASSOCIATION
OF SANITATION AGENCIES**

casaweb.org/wipes



Message from the General Manager

Important Projects Funded, Debt Refinancing Saves Money

Jim Abercrombie

In mid-June, EID kicked off the Folsom Lake Intake project. This project will have far reaching impacts for our customers and community.

The intake facility is our sole means of accessing from Folsom Lake the raw water supply our customers depend on. In fact, the water we access there makes up approximately one third of EID's entire water supply. Tens of thousands of residents, schools, and businesses in the El Dorado Hills community depend on this infrastructure for their daily water needs.

Given its age and deteriorated condition, past pump failures, ongoing safety issues, and the difficulty in obtaining repair parts for 1958-vintage booster pumps, EID has made replacement of the intake facility a high priority.

Recognizing the vital importance of this facility to our customers, the EID board of directors unanimously approved the \$42 million project in February. The project replaces critical components of the Folsom Lake water intake and restores needed reliability and capacity that has been lost to mechanical failure over the years.

Upon project completion, the pump station will be restored to the 19.5 million gallons per day permitted capacity of the nearby El Dorado Hills Water Treatment Plant and will have allocation for a cost-effective buildout expansion when required.

And at \$42 million, the facility will likely be one of the most costly single projects we will see for many years. But the benefits are enormous and the work that will be undertaken over the next 18 months will ensure our customers have access to the water they need, when they need it, now and for decades to come.

The project will be funded using low-interest, long-term bond financing. Public agencies like EID use bond financing to replace costly infrastructure that will have a long service life.

Debt Refinancing and Strong Credit Ratings

Bond financing—acquiring low-interest debt—helps agencies like EID that have extensive and complex infrastructure manage the cost of building new or replacing old infrastructure. The debt, like a home mortgage, spreads high costs equitably across decades for the customers who will benefit from the needed improvements.

Quite simply, we could not invest the needed dollars into our infrastructure without this important, cost-effective funding mechanism.

The debt that EID holds is considered moderate among similar agencies with immense capital-intensive infrastructure and we

work ceaselessly to ensure that ratepayer dollars are spent to maximum effect and our debt portfolio is managed to reduce its impact on our ongoing operations. An opportunity developed earlier this year to refinance a large portion of our debt portfolio while at the same time issue bonds to help fund the Folsom Lake Intake project, the Main Ditch Piping Project, and several needed flume replacements.

The results were outstanding and EID was able to refinance existing bonds that will save the District millions of dollars over the life of bonds. In response to investor demand and the interest premium buyers were willing to pay, the refinancing generated \$75 million in new proceeds that will fund the needed projects while incurring only \$61 million of new debt.

The new debt and refinancing will generate approximately \$21.5 million in debt service cash flow savings, with an annual debt service cash flow savings of approximately \$1.4 million a year for 10 years and then \$700,000 a year for another 10 years. These savings are particularly welcome as they will offset the District's anticipated reduced hydropower revenue in future years.

These savings are directly related to EID's creditworthiness as assessed by the major credit ratings agencies. In fact, S&P Global rated EID at a "1" in operational management assessment and "2" in financial management assessment (on a scale of 1 – 6 where "1" is the strongest).

These strong ratings validate EID's constant vigilance in balancing fiscally conservative planning with the ever increasing needs of a large system that more than 125,000 people in our community rely on.

As I look ahead through 2025, I see a path that includes investment in the facilities that provide our vital services in the context of a financial plan that continuously aims for efficiencies and savings. And the modest rate adjustments approved by EID's board of directors for 2021 through 2025 will help fund the bond payments for high-value projects like the Folsom Lake intake and others that will maintain the service reliability our customers expect and increase resilience in a system that is the lifeblood of our community.

“

In response to investor demand and the interest premium buyers were willing to pay, the refinancing generated \$75 million in new proceeds that will fund the needed projects while incurring only \$61 million of new debt.

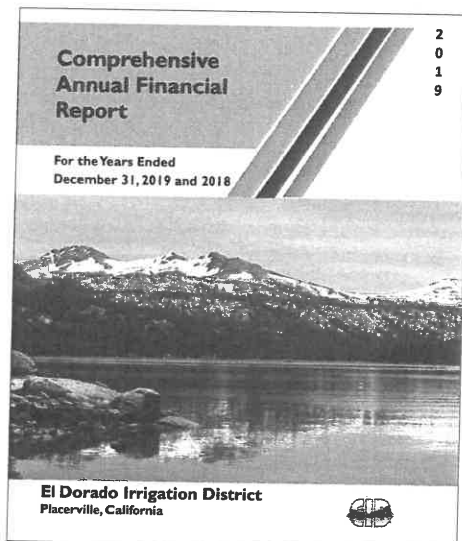
Comprehensive Annual Financial Report Available

During its June 8 meeting, EID board members received positive financial news as they reviewed and filed the 2019 annual audit. The outside auditing firm, Hudson Henderson & Company, Inc., once again issued an unqualified opinion that the financial statements fairly present the financial position of EID as of December 31, 2019, and that no deficiencies in internal controls, practices, or procedures were detected.

"An unqualified opinion is the highest level of assurance that an auditor can provide," said EID Finance Manager Tony Pasquarello.

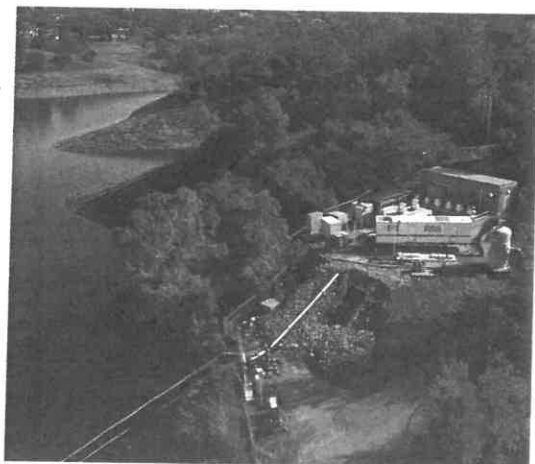
The audit report is available to read in the Comprehensive Annual Financial Report (CAFR). The CAFR is a thorough and detailed look at EID's finances and includes a financial overview, discussion of the local economy, and an organization chart of the District, as well as the independent auditor's report, management's discussion and analysis, and audited basic financial statements and other statistical information.

Go to www.eid.org/Finances to find and read the report or scan the QR code below with your smart phone or tablet camera.



Learn more about the Folsom Lake Intake Project

Go to www.eid.org/about-us/project-updates/folsom-lake-intake-project for more on this important project. Or click on the QR code below to go directly from your phone or tablet.



Did You Know?

It is illegal to discharge chlorinated water to the storm drain system. Water in pools, spas, and fountains is treated with a variety of chemicals such as chlorine and other additives which can harm our waterways if drained into them.

Properly maintained pools, spas, and fountains reduce the need to drain

Pay attention to the proper chemical levels.

Maintain the water filtration and circulation systems.

Manage pH and water hardness. This will reduce copper pipe corrosion that can stain your pool and end up in waterways.

Hold down algae buildup through regular chlorine use, which prevents the need for the more toxic algacides. And ask your pool maintenance service or local pool supply store for help in resolving persistent algae problems without using copper algacides.

How to drain to your sewer cleanout

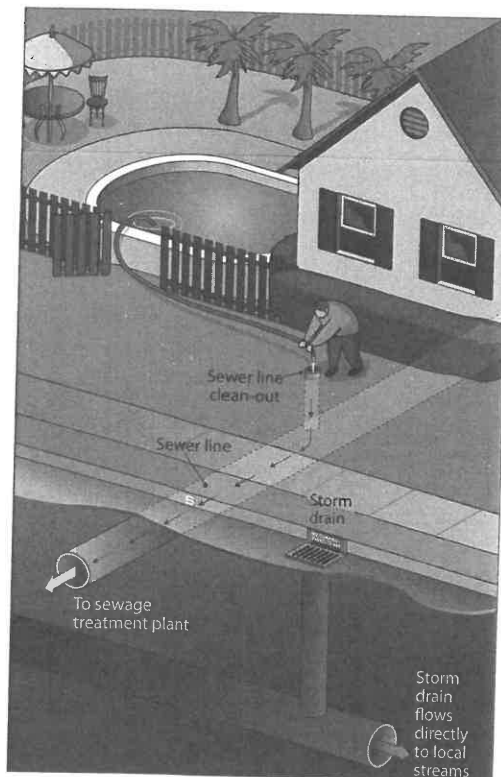


Look on your property for a small circular cap on a pipe or for a concrete or metal cover marked "Sewer," "C.O." or "S." Cleanouts are often located under them (see illustration).



In either case, remove the cap and place the hose in the pipe to drain. To prevent backflow, don't let the end of the hose touch the bottom of the sewer pipe while draining.

To learn more about draining your pool, spa, or fountain properly and get tips and links to more information, go to EID's website and click on **I Want to... > Drain a swimming pool, spa, or fountain.**



► PSPS, continued from page 1

EID is committed to providing the continued 24/7 service our customers rely on throughout this period. However, since the extent of PG&E's outages will not be fully known until the day of the event in response to localized weather conditions, it is not possible to know in advance where potential interruptions to water and wastewater services could occur. As such, we want all customers to be prepared to safely handle any emergency and respond to our calls for water conservation.

EID will notify customers immediately prior to and during PSPS events when we obtain information from PG&E regarding outage locations and are able to evaluate how such outages are anticipated to impact our ability to maintain drinking water and wastewater treatment services.

To help ensure we can maintain communication on this important public safety matter we ask customers to ensure that they have accurate contact details on file with us. You may email our customer service group at billing@eid.org, call them at 530-642-4000, or visit our website at www.eid.org/UpdateMyAccount to update your information.

Forebay Project Update

Construction has continued on the Forebay project during the COVID-19 pandemic, although completion and inspection signoffs have been delayed.

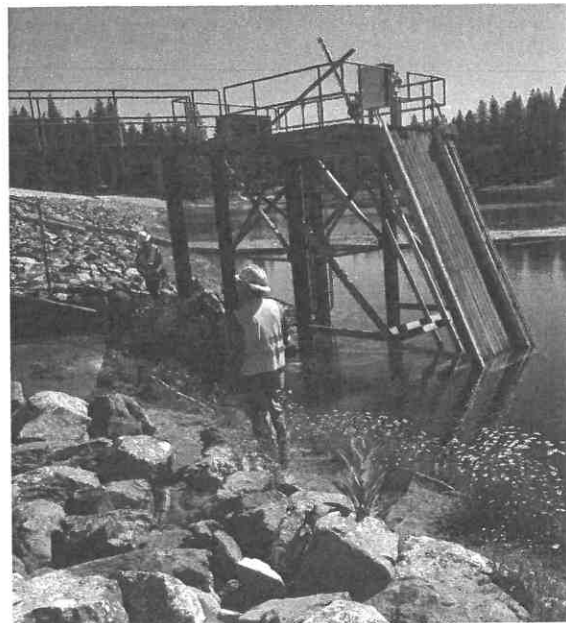
The District has received some questions from our residents about the reservoir level and when it will be filled. The dam will be filled and operated at the new high water level after the California Department of Water Resources - Division of Safety of Dams (DSOD) and the Federal Energy Regulatory Commission (FERC) have completed their final inspections and certifications. We expect to receive those approvals later this year.

We have also been asked about fishing and when the California Department of Fish and Wildlife (CDFW) will be restocking. District staff is coordinating with CDFW and hope that we will be able to restock before conditions become too hot. If conditions do not permit restocking, it will be rescheduled to later in the fall.

The reopening of the day-use facility and trails are on hold until the contractor demobilizes and we can ensure that pedestrian-only access areas are blocked to any vehicles. Work needs to be completed by construction crews before they can remove the temporary fencing.

The trail between the main day-use area and the fishing access day-use area has been realigned and park benches have been relocated to positions that will be close to the shoreline at the new high water level. The restrooms and parking area in the main day-use area have also been updated to meet current Americans with Disabilities Act (ADA) requirements for accessibility.

The District is looking forward to reopening Forebay for day-use as we know this an asset to our local community, not only for drinking water and hydropower generation, but for recreation. This project began as a mandated regulatory requirement to bring the 1923-era dam up to modern safety standards. In addition, the project improves the availability and reliability of water supply from Forebay, increasing from a half day emergency water supply to six days.



2020 REGULAR BOARD MEETINGS

January	February	March	April	May	June	July	August	September	October	November	December
13	10	9	—	11	8	13	10	14	13 (T)	9	14
27	24	23	27	26 (T)	22	—	24	—	26	—	—

Board meetings generally occur on the second and fourth Mondays of each month. Dates marked (T) are scheduled on Tuesdays.



In accordance with the Americans with Disabilities Act and California law, it is the policy of the El Dorado Irrigation District to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact the ADA Coordinator at the number or address below at least 72 hours prior to the meeting or when you desire to receive services. Advance notification within this guideline will enable the District to make reasonable arrangements to ensure accessibility. The District ADA Coordinator can be reached by phone at (530) 642-4013 or e-mail at adacoordinator@eid.org.

The Waterfront is written and designed by EID's Communications Department.



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

Membership

Circular Letter

July 16, 2020

Circular Letter: 200-036-20

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

To: All CalPERS Employers
Subject: New Automated Process to Permanently Separate Retirement Appointments that Meet Specific Criteria

Purpose

The purpose of this Circular Letter is to inform you of a new monthly automated process to permanently separate CalPERS retirement appointments that meet specific criteria. Beginning June 26, 2020, this process occurs on the last business day of every month. You will have the ability to correct or delete the automated permanent separations, if needed.

Background

In our ongoing efforts to ensure myCalPERS data integrity, we are focusing on addressing retirement appointments with unposted payroll and/or missing permanent separations. The absence of posted payroll and permanent separations may result in incorrect employer valuations and rates, retirement benefits, and/or PEPRA determinations.

Permanent Separations

Permanent separations should be reported once an employee ends employment with your agency, for any reason, so accurate membership details are captured within myCalPERS. Timely reporting of permanent separation dates will ensure member benefits are administered timely and accurately. Retirement appointments that meet specific criteria will now be permanently separated through a monthly automated process.

Separation Criteria

CalPERS will permanently separate appointments when one of the following scenarios exists:

- Employees with an active appointment with the start date of six months or greater with no payroll ever reported
- Employees with an active appointment who have not had payroll reported and posted within the last six months
- Employees who have retired and have an appointment that is active or on leave

Exclusions

The automated process **will not** include:

- Retired annuitants
- Non-contributory appointments
- Health-only appointments
- Retirement appointments with an active health enrollment associated to the appointment

You are still responsible for properly maintaining accurate employment data for all employees.

Circular Letters

- [200-002-13 \(PDF\)](#) Reporting Permanent Separation Dates in myCalPERS and Validating Participant Details in myCalPERS
- [200-015-16 \(PDF\)](#) Reporting Permanent Separation Dates in myCalPERS
- [200-028-16 \(PDF\)](#) Reporting Permanent Separation Dates
- [200-003-17 \(PDF\)](#) Retirement Appointment Reconciliation

If you have any questions, visit www.calpers.ca.gov, or contact the CalPERS Customer Contact Center at **888 CalPERS** (or 888-225-7377).

Renee Ostrander, Chief
Employer Account Management Division



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

Special Compensation Circular Letter

July 28, 2020

Circular Letter: 200-019-20

Distribution: VI, XII

To: All CalPERS Public Agency and School Employers
Subject: Common Issues on Special Compensation Reporting and Labor Agreement Conditions

Purpose

The purpose of this Circular Letter is to provide information and increase awareness of commonly misreported items of special compensation for public agencies and schools based on language in their Memoranda of Understanding (MOU)/Labor Agreements. This information is to ensure stakeholder understanding and accurate benefit payments, eliminate errors, and provide guidance on correctly reporting special pay items according to a compliant MOU/Labor Agreement. The information is intended to also ensure reporting of special compensation complies with the Public Employees' Retirement Law (PERL), Public Employees' Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations (CCR).

Defining Compensation for Classic Members and PEPRA Members

Compensation Earnable for Classic Members

Pursuant to Government (Gov.) Code sections 20636 and 20636.1, compensation earnable is defined as the pay rate and special compensation of the member, as further clarified by those statutes.

Gov. Code sections 20636(c) and 20636.1(c) further specify that special compensation includes any payment received for special skills, knowledge, abilities, work assignment, workdays or hours, or other work conditions. Pursuant to CCR section 571, a list of special compensation items is identified along with the requirements under subsection (b).

Pensionable Compensation for PEPRA Members

Gov. Code section 7522.34 and CCR section 571.1 state that pensionable compensation of a PEPRA member of any public retirement system is defined as the normal monthly rate of pay or base pay for normally required duties that must be historically consistent for the job classification.

CCR section 571.1(b) further identifies, clarifies, and defines the types of pay that meet the criteria of pensionable compensation according to each subsequent criterion set forth in subdivision (a) which must also be met.

Common Reporting Errors

- **Lump-Sum Reporting**

Lump-sum reporting occurs when special compensation items, such as holiday pay and bonus pay, are reported as a single lump-sum amount when paid. Pursuant to Gov. Code sections 20636, 20636.1, and 7522.34, special compensation items shall be reported in the pay period in which they were earned, regardless of when paid.

Special compensation is a component of final compensation and must be accurately reported to correctly calculate a member's retirement benefits. Lump-sum reporting issues may cause members to receive inflated retirement benefits, because a member's final compensation may include more than one lump-sum special compensation based on the reporting frequency.

For example, an employer may pay and report holiday pay at the end of the year in December as a lump-sum amount for the entire year; then, the following year, the member retires in November and receives the holiday pay reported in November as a lump-sum for the current year. This may cause the final compensation period to include two holiday pay lump-sums that span two calendar years. Alternately, a member with a 12-month final compensation may reflect 24-months of holiday pay reported within the 12-month final compensation period; this would be inaccurate reporting and is not compliant with the PERL.

- **Top Step Requirements**

Employers most commonly set eligibility based on a top-step requirement to receive special compensation such as longevity pay. A top-step requirement will create a group or class disparity, as it separates work-related grouping from other members, which makes the special compensation no longer available to all members in the group or class of logical grouping. Special compensation items are further defined under the CCR sections 571 and 571.1.

Longevity pay is a common example of special compensation for members who have been employed with an employer, or in a specified job classification, for a minimum of five years. When a non-compliant top-step requirement is included with longevity pay in the MOU/Labor Agreement terms and conditions, it will place further restrictions on the longevity pay and create a group or class issue.

- **Bonus Pay for Classic Members**

Bonus pay is compensation paid to members based on superior performance within a guideline and system in place; however, it is commonly misreported as special compensation when paid. Bonus pay is **only** reportable for classic members based on superior performance; however, employers often do not clearly define and/or outline clear and objective criteria, terms, and conditions for compliance in the MOU/Labor Agreement regarding how and when to measure the defined superior performance. For a member to clearly or objectively obtain reportable bonus pay, it should be in accordance with the employer's performance goals and/or objectives and properly documented as the member's evaluation criteria that deems the member's performance as superior for performance measures.

Note: Bonus pay is not reportable for PEPRA members.

- **Temporary Upgrade Pay for Classic Members**

Temporary upgrade pay (TUP) is often inaccurately reported due to noncompliant MOU/Labor Agreement language related to ambiguous terms and/or conditions for how the TUP shall be reported. It is most frequently misreported for members who are only taking on additional duties of an upgraded position, while continuing to perform their current duties.

Pursuant to CCR section 571(a)(3), TUP is defined as compensation to members who are required by their employer or governing board or body to work in an upgraded position/classification of limited duration. When a member maintains their current duties while concurrently assuming additional duties of an upgraded position, the additional duties do not meet the definition of TUP. They meet the definition of overtime as set forth in Gov. Code section 20635; overtime is not reportable for pensionable purposes to CalPERS.

To validate TUP, supporting documents, such as personnel action forms and related personnel documents, are commonly requested to verify the nature of the TUP and to determine if the member was performing additional duties or full duties of the upgraded position.

Note: Temporary upgrade pay is not reportable for PEPRA Members.

- **Categories & Types**

Employers often report special compensation items under an inaccurate category and/or type. This poses significant financial, contractual, and operational risks for the employer and its members.

Inaccurately reporting special compensation will also delay a member's retirement process until the compliant reportable information is obtained, verified, and accurately re-reported. Employers should properly identify special compensation items for transparency and reduce inaccurate data to be reported to the system.

Common Errors on MOU/Labor Agreement

- **Group or Class**

Employers may create a group or class disparity when a special compensation item is excluded due to a member's salary placement, including additional requirement(s) outside of the item's definition, and tenure. Although longevity pay is tenure-based at a minimum of five years (in most cases), additional requirements (i.e., performance-based) would create a group or class disparity. A group or class of employment is several members considered together because they share similarities in job duties, work location, collective bargaining unit, and/or other logical work-related grouping. A single member is not a group or class.

- **Condition(s) for Payments**

Employers commonly provide and report special compensation items consistently. To maintain compliance, all special compensation items must meet the definition of CCR sections 571 for classic members and 571.1 for PEPRA members.

Often, a special compensation item does not have a condition for payments contained within a labor policy and/or agreement. In addition, employers may compound other additional benefits in the calculation of a special compensation item, and it must be specified within the labor policy and/or agreement. For example, many employers include educational incentive and longevity pay when calculating holiday pay; therefore, the MOU/Labor Agreement shall include such terms within the condition for payments.

- **Combination of Eligibility Requirements**

Like the top-step requirements in reporting, employers may include additional requirements for members to qualify for special compensation items. Each special compensation item is defined under the exclusive list within CCR sections 571 and 571.1.

Although there are conditional eligibilities to qualify for the special compensation items, two definitions should not be combined into one. For example, the educational incentive's requirements are generally tied to completion of courses and/or obtaining a certification or degree. Adding a performance component would disqualify the educational incentive to be reportable.

- **Final Settlement Pay**

Employers may misreport compensation when they report amounts in the form of severance packages or "golden parachutes" that are typically paid in the member's final year of service prior to retirement. In other instances, employers may report vacation cash-outs and separation bonuses. This compensation meets the definition of final settlement pay set forth in CCR section 570. Final settlement pay in any form is not reportable to CalPERS for classic or PEPRAs members. Additionally, even if an employer's MOU/Labor Agreement specifically states that the compensation is not final settlement pay, the compensation will still be excluded in calculating a retirement benefit.

Impacts for Employers & Members

Special compensation items are one of the factors in calculating a member's retirement benefit. Therefore, misreported special compensation can create financial hardships for members. When a member's retirement benefit is calculated with inaccurate special compensation items, an overpayment is owed to CalPERS. This overpayment must be paid by the member and/or the respective employer to accurately account for funding contributions and benefits, ensure compliance with law, and reduce risk to the pension fund.

In addition to the impact these errors cause for your employee, failure to comply may also result in:

- Enforcement of an administrative hold on a member's account, which may result in loss of benefits and/or delay of a member's retirement date due to additional review required
- Notification to the employer's impacted members or bargaining groups to inform them of the employer's inability to make the necessary corrections and how it may impact their retirement and/or benefits
- A reoccurring administrative fee for delinquent resolution and erroneous payroll until compliance is obtained
- Escalation of the employer's Employer Compliance Review to the CalPERS Board of Administration's Risk & Audit Committee for further action
- Revocation of the employer's contract and/or pursuing all available remedies to enforce the PERL

To ensure consistent, transparent, and compliant employer compensation reporting and MOU/Labor Agreements requirements, employers may contact CalPERS' Compensation Compliance & Audit Resolution team via email at MOU_Review@calpers.ca.gov. This team is designated to collaborate with stakeholders to provide additional information, recommendations, and guidance.

We also offer [employer training classes](#) and resources on the CalPERS website to assist you with your CalPERS-related business. To gain a better understanding of myCalPERS business rules and procedures for reporting, view our [Business Rules Employer Education Schedule \(PDF\)](#) for virtual instructor led classes and/or explore our self-led [Online Classes for Employers \(PDF\)](#).

Questions

It is the employer's responsibility to comply with all terms and conditions set forth in the employer's contract with CalPERS and to ensure all reportable information is compliant with the PERL, PEPR, and the CCR.

For questions or concerns, contact the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Renee Ostrander, Chief
Employer Account Management Division

8/18/2020

New Business Item 7.b.

2020 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

☐ **An amendment is required. The following amendments are necessary:**

(Check all that apply.)

☐ Include new positions

☐ Revise disclosure categories

☐ Revise the titles of existing positions

☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions

☐ Other (describe)

☐ The code is currently under review by the code reviewing body.

☐ No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than October 1, 2020, or by the date specified by your agency, if earlier, to:

Election Department
PO Box 678001, Placerville, CA 95667

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

COUNTY OF EL DORADO

REGISTRAR OF VOTERS

Bill O'Neill

2850 Fairlane Court

PO Box 678001

Placerville CA 95667

www.edcgov.us/elections/

Phone: 530.621.7480 Fax: 530.626.5514

Linda Webster - Assistant Registrar of Voters



June 2020

TO: All Districts in El Dorado County

FROM: Bill O'Neill
Registrar of Voters

RE: Conflict-of-Interest Code Review for the Year 2020

Read this entire document before board adopts the districts 2020 Conflict of Interest

IMPORTANT NOTE: "ALL" Statement of Economic Interests are required to be provided for public access Monday-Friday, 8:00 am to 5:00 pm.

The Political Reform Act requires every local special district to review its conflict-of-interest code every even-numbered year. Enclosed is a 2020 Local Agency Biennial Notice that must be completed and returned to the Elections Department **no later than Friday, August 21, 2020**. Please indicate on the Notice whether or not a revision to your district's code is necessary. If a revision is required, the amended conflict-of-interest code should follow within 90 days.

If you answer yes, to any of the questions below, your agency's code needs to be amended.

- Is the current code more than five years old? **No**
- Have there been any substantial changes to the district's organizational structure since the last code was approved? **No**
- Have any positions been eliminated or re-named since the last code was approved? **No**
- Have any new positions been added since the last code was approved? **No**
- Have there been any substantial changes in duties or responsibilities for any positions since the last code as approved? **No**

Upon receipt of an amended conflict-of-interest code, the Elections Department will submit the amended code to County Counsel for review and subsequent presentation to the Board of Supervisors for approval. Please remember your agency's amended code is not effective until it is approved by the Board of Supervisors.

Enclosed is a sample Notice of Intention to Adopt or Amend a Conflict-of-Interest Code and a sample of a district's Conflict-of-Interest Code.

Attend a Workshop or Webinar: Schedules and information about seminars and webinars are available at www.fppc.ca.gov.

As always, if we can provide further information, please contact Kim Smith at (530) 621-7490.

Very truly yours,

Bill O'Neill

RHCSDCONFLICT OF Interest Code
Amended 8-21-2018,
by Resolution 2018-09.

OK Stone

CONFLICT OF INTEREST CODE FOR ROLLING HILLS COMMUNITY SERVICES DISTRICT

The Political Reform Act (Government Code Section 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code that can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the ROLLING HILLS COMMUNITY SERVICES DISTRICT.

Designated employees shall file statements of economic interests ("Form 700") with the ROLLING HILLS COMMUNITY SERVICES DISTRICT, and the District will make the statements available for public inspection and reproduction. [Government Code Section 81008.] Statements for all designated employees will be retained by the ROLLING HILLS COMMUNITY SERVICES DISTRICT.

APPENDIX A

PART I – DESIGNATED EMPLOYEES

<u>Position</u>	<u>Disclosure Category</u>
Board Members	1-5
General Manager	1-5
Consultants	1-5

PART II – DISCLOSURE CATEGORIES

1. Investments, business positions in any business entity, and sources of income, including gifts, loans and travel payments, from persons or entities which provide services, facilities, materials, supplies, machinery or equipment of the type utilized by the District, including the list specified in Appendix B.
2. All interests in real property located within the jurisdiction of the District and/or within a two mile radius of any property owned by the District.
3. Investments, business positions in any business entity, sources of income, including gifts, loans and travel payments, and interests in real property related to persons or businesses which provide services similar to those provided by the District including, but not limited to acquisition, construction, improvement and maintenance of streets, roads, rights of way, bridges, culverts, drains, curbs, gutters, sidewalks; the provision of park and recreational services; and the regulation of traffic and parking on District streets and rights of way.
4. Investments, business positions in any business entity, sources of income, and/or interests in real property related to business entities or persons who are:
 - a. Owners of interests in real property located within the District; or
 - b. Engaged in the real estate sales and/or development business within the jurisdictional boundaries of the District.
5. Investments and business positions in business entities and sources of income, including gifts, loans and travel payments, from persons or entities which provide financial services of the type utilized by the District, including but not limited to financial institutions and/or

investment vehicles that are of the type in which this District is empowered to invest its funds.

The General Manager of the District may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and locations as this conflict of interest code.

APPENDIX B

All interests in real property as well as investments and business positions in business entities and income from sources which provide facilities, services, supplies, or equipment of the type utilized by the District, including but not limited to:

- Construction and building materials
- Park maintenance equipment or supplies, playground equipment
- Architectural services
- Construction contractors
- Safety equipment and facilities
- Hardware tools and supplies
- Freight and hauling
- Motor vehicles
- Petroleum products
- Photographic services, supplies and equipment
- Pesticides and herbicides
- Communications equipment
- Electrical equipment
- Computer hardware and software
- Appraisal services
- Printing, reproduction, record keeping, etc.
- Office equipment
- Accounting services
- Real estate agents/brokers and investment firms
- Title companies
- Public utilities
- Insurance companies

Amended: August 21, 2018
2998226.2

8/18/2020

New Business Item 7.c.

From: **Haque, Rezaul** <rezaul.haque@intel.com>
Date: Mon, Jul 27, 2020, 10:09 AM
Subject: Interest in serving RHCSD on Board of Directors
To: csdclerk@gmail.com <csdclerk@gmail.com>

To

Rolling Hills Community Services District
P. O. Box 5266
El Dorado Hills, CA 95762

Subject: Interest in serving Board of Directors in RHCSD

Dear Sir/Madam,

This letter serves as a statement of interest on my part to serve the Rolling Hills Community Services District Board of Directors. Recently it was announced that a long standing member of the board was retiring creating an opening to be served. I have been living in Rolling Hills Community for last six years with a family member of six. I have been working in Intel Corporation since 1999 in various capacities including project management recently. I have volunteered in community organizations like Intel Bangladesh Association (FM Chapter) where I served as an elected vice president of the organization in 2011 and have been serving as its elected President for 2020-21. I love this community and would be happy to assist it if given the opportunity.

Thanks.

Reza

Rezaul Haque

4496 Dunnwood Drive

El Dorado Hills

From: emracer@yahoo.com <emracer@yahoo.com>
Date: Tue, Aug 4, 2020, 6:09 PM
Subject: Rolling Hills CSD Board of Directors vacancy
To: csdclerk@gmail.com <csdclerk@gmail.com>

Dear Honorable Board Members,

I believe you are all fairly familiar with me. I have been a fairly regular attendee to the Board meetings since moving to the neighborhood, September 2008. I would like to apply for the Board of Directors position. I believe you have already observed that I have the community's interest at heart. If appointed to the Board of Directors, I will continue to ensure that our CSD is operated and managed responsibly and with integrity.

I grew up as an Army brat and have traveled extensively. I entered the Navy out of High school, serving over 8 years. I am currently a System Operations Shift Manager at the CAISO.

Regards,
Ed McGowan
916-847-0033
510 Prima Court
EDH, CA 95762