

**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: August 18, 2020