

**ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES OF SEPTEMBER 15, 2020 MEETING OF THE BOARD OF DIRECTORS
AND ADJOURNMENT TO SEPTEMBER 22, 2020**

1. Call to Order/Roll Call.

The teleconference meeting of the Rolling Hills CSD held on September 15, 2020, was called to order at 7:17 p.m. by Acting Chair Brenda Collette 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 Chair Collette, Directors Gordon Fawkes, Matt Sites, and Mark Magee, General Manager Chaney Hicks, and Board Secretary Linda Stone were present. Also present were six members of the public.

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

A resident commented that some Stonebriar properties need maintenance. The Board advised that the CSD does not have jurisdiction over maintenance issues. The Stonebriar Architectural Control Committee (ACC) was disbanded several years ago. The only existing ACC is in Springfield Meadows.

3. Monthly Reports

a. General Manager Report. General Manager Chaney Hicks discussed her September 15, 2020, report detailing district business, copy attached.

4. Consent Items.

The consent items consisting of the Minutes of the August 18, 2020 regular meeting, as edited by Gordon Fawkes, correspondence including Umpqua bank statement for period ending August 30, 2020, CalPERS Circular letter dated August 18, 2020 re June 20, 2019 Actuarial Valuation reports, and solicitation letter from Sundown Land to Purchase property were considered. Director Gordon Fawkes moved to approve the consent items and accept and file the items; second by Brenda Collette. There was no further discussion. A roll call vote was taken, as follows; motion carried.

AYES: Collette, Fawkes, and Magee

NOES: None

ABSENT: None

ABSTAIN: Sites

Old Business

5. a. Folsom Heights Development Project – Emergency Vehicle Access (EVA) at Prima Drive and Stonebriar, including update regarding any new information available on this issue.

General Manager Chaney Hicks reported that the District has not received any new or updated information from the City of Folsom or otherwise about the Folsom Heights Development project or the EVA access road at Prima Drive.

Ellen Post reported digging activity of substantial size holes on the ridge. She will send photos to the GM and asked that the District inquire about the purpose of the digging. Matt Sites commented that no permit is needed for soil testing.

Resident Stephanie Haley said she doesn't think it is soil testing but possibly drilling for water, mentioning concerns about drilling on days when temperatures were over 100 degrees. She said she wants everyone to be aware of the road as she does not want it paved and is watching closely. She reiterated her complaint that she was not properly informed years back that a road was going to appear in our backyards. After a lengthy comment period, Director Sites reiterated that the District has no new information and we need to move on to rest of the agenda. Stephanie said that Folsom doesn't tell the truth and she just wants it out there.

5.b. Vacancy on RHCS D Board of Directors. The Clerk explained the procedural process in light of the resignation of Tim Halverson tendered on June 22, 2020, which created a vacancy on the Board of Directors. The Board solicited Statements of Interest by posting a Notice of Vacancy with the intention to make an appointment to fill the vacancy at its meeting on August 18 per the Government Code requirements. No appointment was made by August 27, 2020. The vacancy will be addressed through the election/nomination/appointment process and will take effect in December 2020.

5.c. November 3, 2020 Election – Director Appointment(s) Due to Insufficient Nominees for Election. As a result of insufficient nominees filing candidate papers to serve as a Director on the Board, the District has an opportunity to recommend to the Board of Supervisors nominees for appointment to fill the Director seats to be elected at the November 3, 2020 election and the one vacant Board seat created as a result of resignation. After discussion, Director Brenda Collette made a motion to nominate for appointment Gordon Fawkes, Mark Magee, herself, and Ed McGowan; second by 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

5.d. Planning for Long Range Funding for Road Maintenance and Repairs and other Infrastructure Expenses. In light of the findings contained in the Reserve Study previously commissioned by the Board to provide information about the District’s aging infrastructure, amenities, and estimated expenses for maintenance moving forward and the actual bid costs for performing needed work, the Board began discussion regarding a plan to address these costs and other increasing expenses moving forward. General Manager Chaney Hicks said also that she had received a message from a resident who strongly questioned what the District was planning to do to address the shortfall, and made critical comments that this issue has not been addressed for years. Lengthy discussion was had about residents who do not want any increase in fees, residents who favor an increase, ideas that costs could be looked at in light of zones, or categorically as to needs. A resident commented that she would be happy to help with community outreach, noting that we need to be ten years ahead instead of ten years behind. Ed McGowan said he thinks we need better education for residents about the issues, giving specific examples. Matt Sites made a motion to establish an ad hoc committee to study long range funding including Board members Gordon Fawkes and Mark Magee, who indicated their willingness to serve on the Committee with the General Manager. Gordon Fawkes seconded the motion. A roll call vote was taken, as follows; motion carried.

AYES: Collette, Fawkes, Magee and Sites

NOES: None

ABSENT: None

ABSTAIN: None

5.e. Tree Issues at Berkshire Park. Director Gordon Fawkes said he was quite impressed with the updated Arborist Report prepared by Bailey Tree Company. He said before a vote is taken about the various trees discussed in the report, he would like to mark each of the trees with different colored ribbon so Board members can have a visual of what trees are proposed for removal or trimming. He would like the trees to be considered one by one, instead of collectively. The GM clarified that the update from Bailey Tree Company is an updated formal arborist report which she commissioned and which cost \$495.00. She also confirmed that in addition to the Bailey bid, she received two other bids regarding tree trimming/removal at \$19,000 and \$28,800, respectively. The Board acknowledged that with the updated arborist report, it now has formal information about possible hazards due to some of the trees. Some members liked Gordon’s idea about marking the trees. The GM commented that we are being told to take care of the liability issues so thinks we should follow the arborist report’s recommendations. Director Gordon Fawkes made a motion to table the issue to the next meeting; second by Director Mark Magee. A roll call vote was taken, as follows:

AYES: Fawkes and Magee
NOES: Collette and Sites
ABSENT: None
ABSTAIN: None

With this split decision, Director Brenda Collette made a motion to expend \$13,450 to carry out the work suggested by the Bailey Tree Company proposal; second by Director Matt Sites. Further discussion was had. Mark Magee asked when Gordon could have the trees marked. He said by the end of the week. Matt Sites offered a substitute motion that the matter be continued for one week to September 22, 2020, to allow Gordon Fawkes time to mark the trees and the Board members time to individually visit the site for a visual assessment; second by Brenda Collette. A roll call vote was taken, as follows; motion carried.

AYES: Collette, Fawkes, Magee and Sites
NOES: None
ABSENT: None
ABSTAIN: None

Given the late hour, Director Matt Sites made a motion to adjourn the meeting and continue the teleconference meeting to September 22, 2020, at 7:00 p.m. via a Zoom call, to be posted in accordance with the Brown Act; second by Director Gordon Fawkes. A roll call vote was taken, as follows; motion carried.

AYES: Collette, Fawkes, Magee and Sites
NOES: None
ABSENT: None
ABSTAIN: None

The meeting was adjourned at 9:06 p.m. on September 15, 2020.

The meeting was reconvened on September 22, 2020, at 7:05 p.m. by Acting Chair Brenda Collette 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 Chair Collette, Directors Gordon Fawkes, Matt Sites, and Mark Magee, General Manager Chaney Hicks, and Board Secretary Linda Stone were present. Also present were members of the public.

5.e. Tree Issues at Berkshire Park.

Gordon Fawkes completed his project to mark each of the trees with colored ribbon tape depending on whether the arborist report suggested removal, trimming, or no action. Gordon also gave his recommendations as to each tree. Director Mark Magee said Gordon gave this 110% and thanked him for his great efforts. Extensive discussion ensued including a suggestion to obtain quotes for tree work based on Gordon's recommendations, obtain a second opinion formal arborist report, obtain further bids based on a specific scope of work, risks and liabilities involved with various decision options, and considerations involving development of Berkshire Park and costs to deal with tree issues once the park is developed. Gordon Fawkes commented that any alternative proposal should come back to the Board for consideration; Brenda Collette agreed. Director Sites commented that it may have been semi-fortuitous that the variance issue delayed the development of the Park, giving the Board an opportunity to develop the park a bit differently, make up for past deferred maintenance, and further mitigate risks with the playground and picnic areas.

Director Mark Magee made a motion to follow the arborist report recommendations and approve an expenditure of \$13,450 for tree removal, trimming, pruning, and grinding as per the Bailey Tree proposal; second by Director Brenda

Collette. After further discussion, Brenda Collette offered a friendly amendment to the motion to add amendment of the District's FY21 budget to authorize this project work with payment to come from the funds received from the new Sierramonte development. Matt Sites commented that he believes we can find trees better suited for the Park area and its current planned use and he would like the Board to work with Gordon Fawkes to determine the type of trees suitable for the Park. Gordon Fawkes said this sounds reasonable. A roll call vote was taken on the amended motion, as follows; motion carried (comments "with a heavy heart").

AYES: Collette, Magee and Sites

NOES: Fawkes

ABSENT: None

ABSTAIN: None

5.f. El Dorado County Planning Department Variance for Berkshire Park Development Plan

Staff provided an update regarding information received from Planning Department recommending that the shed size be reduced to 10'x12' or no larger than 120 square feet so that approval of a variance would be easier to obtain at the planned location. The shed was originally slated for a 16'x20' size. The Board briefly discussed a cable box, power, setbacks, and alternatives for the plan. Director Matt Sites said he is revising the park plan and will present a new plan for consideration at an upcoming meeting.

6. New Business

6.a. Amendment to New Generation Agreement for Landscape Maintenance Services. After discussion, Director Matt Sites made a motion approving the First Notice and Election Amending the New Generation Maintenance Services agreement extending the original agreement term for one-year effective June 1, 2020 through May 31, 2021, with an increase in the base monthly cost of \$390 per month effective October 1, 2020; second by Director Gordon Fawkes. A roll call vote was taken, as follows; motion carried.

AYES: Collette, Fawkes, Magee and Sites

NOES: None

ABSENT: None

ABSTAIN: None

6.b. Amendment to Agreement with Chaney Hicks for General Manager Services. The Board was surprised there were instances where the GM was not paid within thirty days of her invoice billing date. All members of the Board agreed it is of the highest priority for the GM to be paid on time. Director Matt Sites made a motion approving the amendment to the agreement with Chaney Hicks for General Manager services as presented; second by Director Mark Magee. A roll call vote was taken, as follows; motion carried.

AYES: Collette, Fawkes, Magee and Sites

NOES: None

ABSENT: None

ABSTAIN: None

6.c. Summerfield Open Space/Belhaven Property Fire Mitigation Work. General Manager Chaney Hicks briefed the Board about the overgrown brush along the open space area between Summerfield Drive and Belhaven. She confirmed the area is about 10 feet in width and extends along the entire length of the space, covering about four or five homes. The GM obtained bids for the work and said it could be performed by the landscape providers at a cost of \$35 per hour, plus dump fees at a cost of not to exceed \$2,850.00. Director Matt Sites made a motion to authorize removal of brush 10' in width extending down the open space area between Summerfield and Belhaven to reduce the risk of fire; second by Director Gordon Fawkes. After discussion, where it was noted this work would be a worthwhile volunteer project,

Matt Sites rescinded his motion. Gordon Fawkes reluctantly agreed to the rescinding of the motion. The matter will be tabled for further discussion at the next monthly meeting of the Board.

6.d. Replacement of Three Trees at Stonebriar Entrance near Prima. The Board discussed replacement of the trees at the Stonebriar entrance near Prima Drive and entertained input from resident Ed McGowan. After discussion, Director Brenda Collette made a motion to approve expenditure of not to exceed \$1,000 to replace the three trees removed at the Stonebriar entrance near Prima with 15-gallon size trees; second by Director Gordon Fawkes. The Board had further discussion. Ed did research about compatible trees for the area and suggested Western Red Cedar which are evergreen, drought hardy, and disease and insect resistant. He said he would have preferred a larger size tree, but due to the costs of planting larger trees and the fact that they grow 3-5 feet per year, the Board stayed with the 15-gallon size. A roll call vote was taken, as follows; motion carried.

AYES: Collette, Fawkes, Magee and Sites

NOES: None

ABSENT: None

ABSTAIN: None

6.e. Discussion of Board Officers as a Result of Resignation of President. Since the resignation of Board President, Vice President Brenda Collette has been acting as Chair of the Board meetings. The Board discussed its slate of Officers. After discussion, Director Matt Sites made a motion offering to serve as President for the remaining calendar year term with Brenda Collette continuing to serve as Vice President; second by Director Mark Magee. A roll call vote was taken, as follows; motion carried.

AYES: Collette, Fawkes, Magee and Sites

NOES: None

ABSENT: None

ABSTAIN: None

7. Adjournment. Upon motion by Director Gordon Fawkes, the meeting was adjourned at 9:28 p.m.

Submitted by:

/s/

Linda Stone, Board Secretary

Approved by Board: October 20, 2020

Attachment to Minutes

September 15 2020

General Manager Report:

Landscaping:

Discussed issue/s with landscapers:

- Summerfield Way Open Space clean up near resident/Belhaven property fences (Ongoing)
- Having landscapers clear out leaves from storm drain inlets due to leaves falling early.
- Asked them to clear back sidewalk encroachment along CSD property

White Rock Drilling:

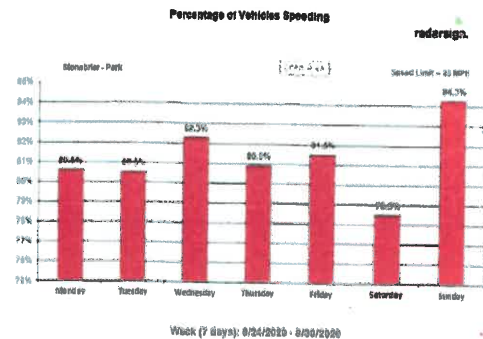
Contractor doing drilling work for underground utilities crushed landscape concrete curbing. Contractor came out on Monday to look at scope of work.



Radar Sign:

Ongoing speeds retrieved from park sign show over 80% of the vehicles are exceeding the posted speed limit.

Radar Sign bushes cut back near park sign, Stonebriar Ct sign not done by resident yet.



Umpqua Account:

Working through paperwork required to get additional card issued to Brenda.

Encroachment:

Notices sent out to 17 properties regarding clearing of leaf debris from sidewalks and overhead clearance with trees. Annual letters sent to residents that have a storm drain inlet in front of their homes for clearing of leaf/landscape debris to prevent clogging of storm drains.

Warnings/Citations:

Discussion with resident who moved hoop into driveway. One boat cited.

Citation Status Report
 Date Range: 05/01/2019 - 05/31/2019

Nothing here
 05/01/2019

Agency	Citation #	Cite Date	Time	Plate/VIN	State	Make	Location	Status	# Notices	RD	Appeal-IF	DNU Field?	FBI?	Original	Charges/ Fees	Payments	Owner
Public Works	2019050101	05/01/2019	07:19								Now						
	20190502	05/02/2019	07:19														
	20190503	05/03/2019	07:19														
	20190504	05/04/2019	07:19														
	20190505	05/05/2019	07:19														
	20190506	05/06/2019	07:19														
	20190507	05/07/2019	07:19														
	20190508	05/08/2019	07:19														
	20190509	05/09/2019	07:19														
	20190510	05/10/2019	07:19														
	20190511	05/11/2019	07:19														
	20190512	05/12/2019	07:19														
	20190513	05/13/2019	07:19														
	20190514	05/14/2019	07:19														
	20190515	05/15/2019	07:19														
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	20190521	05/21/2019	07:19														
	20190522	05/22/2019	07:19														
	20190523	05/23/2019	07:19														
	20190524	05/24/2019	07:19														
	20190525	05/25/2019	07:19														
	20190526	05/26/2019	07:19														
	20190527	05/27/2019	07:19														
	20190528	05/28/2019	07:19														
	20190529	05/29/2019	07:19														
	20190530	05/30/2019	07:19														
	20190531	05/31/2019	07:19														
Totals:																	

Resident Concerns: Belhaven resident called regarding street light and bushes growing against her fence from Summerfield wetlands. I checked and part of the issue is regrowth of weeds due to their landscape irrigation running onto CSD property.

Monument: Trespassing/Climbing ongoing. No Trespass Signs installed and construction fencing reattached. Large amounts of litter was picked up (two garbage bags full). I was informed by a resident that the monument has been tagged on Google as a scenic spot, he requested it be removed and I also submitted a request informing them that future tags are unauthorized and law enforcement will be enforcing no trespass via citation/arrest.

