

**ROLLING HILLS COMMUNITY SERVICES DISTRICT  
MINUTES OF JULY 20, 2021 MEETING OF THE BOARD OF DIRECTORS**

**1. Call to Order/Roll Call.**

The teleconference meeting of the Rolling Hills CSD held on July 20, 2021, was called to order at 7:04 p.m. by Vice President 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-08-21 issued June 11, 2021 that allows attendance by Board Members, staff, and the public by teleconference. In addition to Vice President Collette, Directors Mark Magee and Ed McGowan, General Manager Chaney Hicks, and Board Secretary Linda Stone were present at roll call. Board member Gordon Fawkes joined the meeting at 7:13 p.m. and President Matt Sites was absent.

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

None.

**3. Monthly Reports**

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

**b. Long Range Funding Ad Hoc Committee Report.** No meeting was held during the past month.

**c. Monument Sign Ad Hoc Committee Report.** Once a Memorandum of Understanding or other agreement is prepared and signed between the parties, the work is ready to begin as funding for the restoration work has been reached by the Save Our Sign committee.

**4. Consent Items**

The Consent Items consisting of correspondence including Umpqua bank statement for the period ending June 30, 2021; EID notifications dated June 29, 2021 and July 9, 2021 regarding Stage 1 Water Alert; SDRMA renewal letter for FY22 liability insurance coverage; and EID's publication The Waterfront May-June edition featuring an article regarding the Folsom-Heights development and its source of water were considered. Vice President Brenda Collette made a motion to approve and accept/file the Consent items as noted, Director Fawkes seconded. A roll call vote was taken as follows; motion carried by the following vote:

AYES: Fawkes, Collette, McGowan and Magee

NOES: None

ABSENT: Sites

ABSTAIN: None

**5. Old Business**

**a. Audit of District Fiscal Years ended June 30, 2017, June 30, 2018, and June 30, 2019.** Vaughn Johnson, Certified Public Accountant, participated in the meeting and presented the audit she completed for the District. She answered questions from the Board and also provided information about her experience working with Districts when seeking an increase in revenue funding. She said she thinks the avenue to pursue for an increase is through the Proposition 218 process. Although a lot of work, there are chances of success if the District is able to get voters on Board and involved with understanding the issues faced, their importance, and the benefits to be realized. In response to a question from the Board, she said she thinks with the next regular election scheduled in November 2022, this is a reasonable length of time to do this. Also discussed was the possible need for an Engineers Report versus utilization of the Reserve Study.

After discussion, Vice President Brenda Collette made a motion to approve the Audit for fiscal years ended 2017, 2018, and 2019 prepared by Vaughn Johnson which contains a fair representation of the finances of the District for those audited years; second by Director Ed McGowan. There was no further discussion. A roll call vote was taken as follows; motion carried by the following vote:

AYES: Collette, McGowan, Fawkes and Magee

NOES: None

ABSENT: Sites

ABSTAIN: None

## 6. New Business

**a. Budget Amendment for Fiscal Year 2020-2021 (FY21) Budget Year.** The Secretary/Clerk briefed the Board about the communications from Robert Toscano of the County Auditor's office and provided updated expenditure dollar amounts for FY21 through early June. She shared a spreadsheet with the FY21 adopted final budget numbers, expenditures to date, additional expenses for FY21 which are pending, and options for amending the FY21 budget by specific account code category. After discussion, Director Gordon Fawkes made a motion to approve Resolution 21-03 increasing the budget for FY21 by \$31,100, from \$226,100 to \$257,200 to defray remaining expenses incurred during the FY21 period, and accordingly increase the amount transferred from the District's fund balance to balance revenue and expenditures. The budget increase shall be allocated to the following accounts: No. 4100-Insurance increased by \$600; No. 4185-Maintenance Parks increased by \$10,000; No. 4300-Professional Services increased by \$10,000, and No. 4345-Director Services increased by \$500. The motion was seconded by Director Mark Magee. There was no further discussion. A roll call vote was taken as follows; motion carried by the following vote:

AYES: Collette, McGowan, Fawkes and Magee

NOES: None

ABSENT: Sites

ABSTAIN: None

**b. Preliminary Budget for Fiscal Year 2021-2022 (FY22).** The Board continued its discussion from the June meeting regarding detail for the preliminary budget for FY22. Spreadsheets were provided which included projected FY22 expenses by account category, a column for a dollar amount based on a constrained budget, and an additional column for a dollar amount based on an unconstrained budget and actual needs. After discussion, Director Gordon Fawkes made a motion to approve the preliminary budget as discussed during the meeting in the total amount of \$245,000; motion seconded by Vice President Brenda Collette. There was no further discussion. A roll call vote was taken as follows; motion carried by the following vote:

AYES: Collette, McGowan, Fawkes and Magee

NOES: None

ABSENT: Sites

ABSTAIN: None

**7. Adjournment.** Upon motion and second, the meeting was adjourned at 8:58 p.m.

Submitted by:



Linda Stone, Board Clerk/Secretary

Approved by Board: August 17, 2021

July 18 2021

General Manager Report:

Landscaping:

Discussed issue/s with landscapers:

- Several Broken Valve Issues (Along Stonebriar), one was 2" lateral that supplies entire front. At Berkshire Park, car drove over valve box and broke it and valve beneath.
- Berkshire Park median has multiple leaking heads (previously shut off), going to cap so that Sequoias get water via drip irrigation.
- Dunnwood Drive broken branches cleared, ongoing breaks at Stonebriar Park (to be cleared)
- Berkshire Park sprinkler valve stuck in on position (Saturday evening). Met with landscaper, valve turned on manually. Need to look at security for valve boxes to prevent residents turning valves on.
- Prima Cypress tree removed. Not replacing until I get irrigation corrected.
- Summerfield trees need to be trimmed further and clippings from Belhaven resident request

EID Rebate:

Sprinkler conversion from overhead sprayers to drip system submitted for \$100 rebate, this will show on our bill as a credit in approximately 4-6 weeks.

Direct Assessment:

Completed my end, they just need resolution to approve.

Wasps

Problem with wasps entering playground pillar posts. Manufacturer no longer makes parts for playground and all extra hole plugs are gone. Sprayed wasp spray inside pillars and covered all holes with clear packing tape.

Berkshire Park:

Awaiting update from board members who were reaching out to their contacts for possible assistance with the permit application.

Warnings/Citations:

Basketball Hoop removed from street after letter.

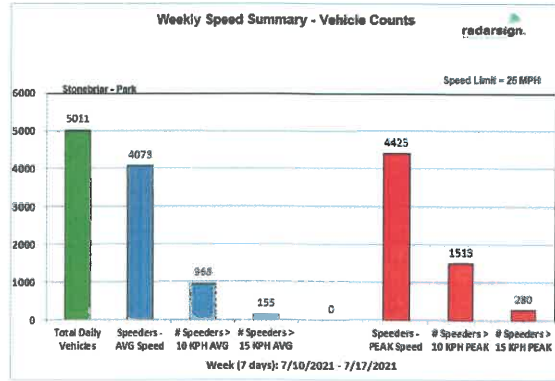
Fence Rental:

Previous quote for two months for construction fence rental was \$108 (\$216) and if fencing required longer price will be \$180 per month.

Encroachment: Both properties cut back encroachments (Stonebriar will trim overhead trees).

Radar Sign: Out of 5011 vehicle trips 81% are exceeding the posted 25 mph speed limit.

Citation Report: Currently, three outstanding citations (unpaid).



Prima EVA: Elliott Homes new owner of Folsom Heights. They have requested to make presentation to the board and community regarding their project in August.

Resident Concerns: Call from Springfield Meadows resident with request for additional annual planting, I informed them annual planting bed water turned off during drought season and revisit planting in fall when water restrictions are ended.

Call from Belhaven resident requesting Summerfield tree behind her house trimmed back per her homeowner's policy. Additional resident request to remove all trees along Summerfield, responded that isn't possible due to wetland regulations.