

**ROLLING HILLS COMMUNITY SERVICES DISTRICT  
MINUTES OF JANUARY 18, 2022 MEETING OF THE BOARD OF DIRECTORS**

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

The teleconference meeting of the Rolling Hills CSD held on January 18, 2022, was called to order at 7:08 pm by President 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 Assembly Bill 361, that allows attendance by Board Members, staff, and the public by teleconference. In addition to President Sites, Directors Brenda Collette, Mark Magee, Gordon Fawkes, and Ed McGowan, General Manager Chaney Hicks, and Board Secretary Linda Stone were present at roll call. There were five members of the public present at roll call.

**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; a copy is attached.

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

**c. Monument Sign Ad Hoc Committee Report.** Chaney Hicks reported the No Trespassing signs are scheduled for installation tomorrow, and she is meeting the crew at the site. Brenda Collette and James Albertoni said the Sign Committee would meet on Thursday to discuss a possible regular volunteer clean-up schedule. Currently, a clean-up effort of the area is underway, and James graciously volunteered to remove existing graffiti tomorrow also.

**4. Consent Items**

The Consent Items consisting of the minutes of the December 14, 2021 regular board meeting and January 12, 2022 special meeting of the Board of Directors; monthly financial reports prepared by the El Dorado County Auditor Controller's office for the period ended December 31, 2021; and correspondence including Umpqua bank statements for the periods ending November 2021 and December 2021; EDD Notice of Contribution Rates and Statement of UI Reserve Account for 2022, SDRMA letter transmitting California Labor Law poster for 2022, SDRMA letter dated December 16, 2021 regarding Property Liability Program Report on Internal Controls; CSDA Finance Corporation letter dated December 20, 2021 related to municipal bonds, and an unsigned letter from Occupant at 4440 Dunnwood Drive regarding alleged bogus complaint postmarked December 17, 2021 were considered. Director Gordon Fawkes made a motion to approve and accept/file the Consent items, Director Brenda Collette seconded. The Clerk took a roll call vote as follows; motion carried by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

**5. Old Business**

**a. Folsom Heights Development Project Update.** Chaney Hicks updated the Board about her efforts toward a Memorandum of Understanding (MOU) with Elliott Homes, Inc. related to maintenance costs for the EVA road. Chaney has emailed Price Walker on this subject and has not yet heard back. She suggested that legal counsel write a letter to Elliott Homes on this subject. After discussion by the Board and with input from the public, it was the consensus of all Board members present that the next step will be for Chaney and Matt Sites to send a jointly signed letter to Elliott Homes, preferably certified mail

return receipt requested, requesting that Elliott provide us with a draft MOU including what they propose.

**b. Re-Authorize Remote Teleconference Meetings of the Board for the 30-Day Period from January 19, 2022, through February 18, 2022, per AB 361.** In response to a question from Director Gordon Fawkes, the Board discussed Governor Newsom’s recent Executive Order 2022-1 and how that pertains to state agencies vs. special district public entities. Director Brenda Collette made a motion to approve Resolution No. 22-02 proclaiming a local emergency persists, re-ratifying the proclamation of a State of Emergency by Governor Gavin Newsom and re-authorizing remote teleconference meetings of the Board of Directors of the Rolling Hills CSD during the period January 19, 2022, through February 18, 2022. Director Gordon Fawkes seconded the motion. The Clerk took a roll call vote as follows; motion carried by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

## **6. New Business**

**a. Development of Request for Proposals for Berkshire Park Development.** The Board discussed the next steps for development of Berkshire Park. The Board previously approved a conceptual plot plan for the project. The discussion centered around whether to approach the project through one RFP for design-build, including all aspects of the plan which may provide more flexibility, or whether the RFP should be split apart with separate proposals for site work and landscaping components. Points raised during the discussion included (1) Gordon Fawkes’ request that an arborist weigh-in on further removal of any trees, an RFP include tree removal as an option, and an arborist designates the appropriate types of trees for replacement; (2) options along the property line include the use of trees and/or hedges, but hedges require continuous maintenance. Further discussion was had about working on specifying the components of the site development for the building, picnic area, sports court, etc. James Albertoni commented that his experience with design architects is that their costs often do not fix with project budgets.

Gordon Fawkes stated he would like to focus on-site development and then see what remains for the landscaping piece of the project. Other board members expressed agreement. Matt Sites said he could spec out just the building aspects of the project as a start. Director Fawkes made a motion that the Board work toward issuing an RFP for site development work in Berkshire Park and evaluate the responses to that solicitation for proposals before the landscape components are contemplated; motion seconded by Director Brenda Collette. The Clerk took a roll call vote as follows; motion carried by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

**7. Adjournment.** Upon motion and second, the meeting was adjourned at 8:16 pm.

Submitted by:

/s/

Linda Stone, Board Clerk/Secretary

Approved by Board: February 15, 2022