

Board of Directors Meeting – AGENDA
ROLLING HILLS COMMUNITY SERVICES DISTRICT

Tuesday, April 19, 2022 - 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 Assembly Bill 361, 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 hosted through Zoom by:

Dial: 1-253-215-8782
Meeting ID: 875 6196 8069

Or Join by Computer: <https://us06web.zoom.us/j/87561968069>

The Board may act 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.

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. Monthly Reports

- a. General Manager Report
- b. Long Range Funding Ad Hoc Committee Report (see also, Item 5.a.)

4. 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 March 15, 2022 regular meeting of the Board of Directors
- b. Approve and file the Monthly Financial Reports for the District prepared by the El Dorado County Auditor Controller's office for the period ended March 31, 2022
- c. Correspondence accept and file:
 - Umpqua Bank statement for March 2022
 - CSDA Gold Country Chapter Workshop-May 4 Notice
 - Confirmation of Use Tax Return filing for calendar year 2021

Consent Items Pulled for Discussion: _____

5. Old Business

- a. **Folsom Heights Update** – Staff to provide update regarding any new information received for this project.
- b. **Resignation of General Manager Chaney Hicks** – Board to discuss Job Duties and allocation of duties until job is filled either permanently or on an interim basis; consideration of proposed Job Posting document and posting in the District and elsewhere for recruitment of her replacement. (Discussion/Possible Action Item)
- c. **Umpqua Bank – Designation of Additional Authorized Signer on Account in place of Chaney Hicks** – Board to discuss authorized signor on Bank Account in light of Chaney Hicks' resignation (Discussion/Possible Action Item)

6. New Business

- a. **Primary Election November 8, 2022 – Measure Calendar** – Discussion of deadlines to place Measure on the November 8, 2022 ballot. (Discussion/Possible Action Item)
Note: The documents for the November 8, 2022 election including Declaring and Election be held and regarding two Board seats which expire 12/2/2022 will be on the May agenda.

- b. **Energy Service Provider for District – Pioneer Community Energy or PG&E –** Discussion of costs associated with new default provider for energy service in El Dorado County, Pioneer Community Energy, as compared with costs for PG&E. Pioneer Energy is a community choice aggregator (CCA). The District has a choice for its electric generation provider either Pioneer Community Energy or revert back to PG&E. (Discussion/Possible Action Item)
- c. **Encroachment Issue at 5047 Winterfield – Installation of Stairs –** Staff to discuss status of this matter and communications with resident regarding installation of the stairs onto District property constitutes an encroachment issue. (Discussion/ Possible Action Item)
- d. **Encroachment Ordinance and Associated Policies and Procedures of District –** Staff to discuss with Board existing Ordinance No. 2013-01 (Amending 2010-02, 2009-01) and adopted policies 3070, Encroachment Permits and 3203, Procedures for Enforcement of Ordinance Regarding Encroachment Permits and whether it wants to consider changes to implement process for recording of Encroachment permits to attach to the property (Discussion/Possible Action Item)
- e. **Remote Teleconference Meetings of the Board for the 30-Day Period April 20, 2022 through May 19, 2022 per AB 361 –** Consideration of adoption of Resolution 22-06 proclaiming a local emergency persists, re-ratifying the proclamation of a State of Emergency by Governor Gavin Newson, and re-authorizing remote teleconference meetings of the board of Directors of the Rolling Hills Community Services District during the period April 13, 2022 – May 19, 2022 (Discussion/Possible Action Item)
- f. **Bid Results from RFP for Landscape Services –** The Request for Proposals released by the District required that responses be submitted by April 19, 2022, at 2:00 p.m. The General Manager will share with the Board the preliminary results of review of proposals submitted in response to the RFP. (Discussion/Possible Action Item)

7. Adjournment.

April 19, 2022

General Manager Report:

Landscaping:

Discussed issue/s with landscapers:

- Drip line repairs, valve repairs along White Rock and Stonebriar
- Dunnwood Drive repairs to drip irrigation due to rodent damage
- Irrigation repairs at Berkshire Park
- Valve replaced along White Rock (stuck on)

Landscaping RFP:

Met With landscapers, gave additional District tours and answered follow-up questions.

Berkshire Park:

Awaiting language for specified items required within the park plan.

Weed Abatement:

Grazing scheduled to begin mid-May and take 7-9 days. To date, I have two residents donating water.

Warning Stickers:

1 warning sticker on trailer in Stonebriar (removed) and letter sent certified for basketball hoop in street Stonebriar (not removed to date), 1 warning sticker/letter Springfield Meadows unauthorized parking

Encroachment:

Portable toilet left in Berkshire Park by resident/called and requested they remove it immediately (removed).

Dumpster located in Shadow Hills/called contractor and requested they remove it immediately from roadway (removed).

Citations:

2 Outstanding Citations Not Paid

Agency	Citation	Cite Date	Time	Plate/VIN	State	Make	Location	Status	Original	Charges/Fees	Payments	Owing
Rolling Hills	BHCS00255	2020/08/04	14:54	4EF2537	CA	VMTEL	700 SAN MARINO CT	Held	\$100.00			\$100.00
Rolling Hills	BHCS00258	2020/10/10	09:21	1DD4369	CA	FWINN	604 CASCARA CT	Open	\$100.00	(\$100.00)		\$0.00
Rolling Hills	BHCS00261	2021/05/03	09:58	1LD6945	CA	KYST	3222 MONTROSE	Open	\$100.00			\$100.00
Rolling Hills DELINQUENT	BHCS00259	2020/11/12	10:18	45T4672	CA	COTC	4001 LAGUNA LN	Open	\$100.00	(\$100.00)		\$0.00
Totals:									\$400.00	(\$200.00)	\$0.00	\$200.00

30 4 records matched your report criteria (including: Current and Delinquent Citations, Sorted By: # Notices)

Resident Concerns:

- Call from resident regarding low branches along Summerfield, landscaper to trim up for clearance.
- Call from resident regarding Folsom Heights use of hydrant while doing weed abatement.
- Title Company call request for tax roll information.
- Call from resident regarding approval process for replacement windows, let them know the District doesn't have input on that.

**ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES OF MARCH 15, 2022 MEETING OF THE BOARD OF DIRECTORS**

1. Call to Order/Roll Call.

The teleconference meeting of the Rolling Hills CSD held on March 15, 2022, was called to order at 7:10 pm by Vice President Brenda Collette in accordance with the Brown Act as currently in effect under the State Emergency Act, Governor Gavin Newson'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 Vice President Collette, Directors Mark Magee and Gordon Fawkes, General Manager Chaney Hicks, and Board Clerk 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. She discussed an encroachment issue at 5047 Winterfield where a resident installed stairs from their backyard onto CSD owned open space property. She has discussed the issue with the resident and checked with the Fire Marshal about the resident's claim of a Fire Code requiring egress at the back of a residential property. Fire Chief Ron Phillips knows of no such requirement. Chaney sent an email to the resident advising that the encroachment needs to be cleared. The Board recommended that she also send a letter via Certified Mail-Return Receipt Requested. If a resolution is not reached, then the District could seek assistance from its General Counsel.

b. Long Range Funding Ad Hoc Committee Report. Gordon Fawkes reported that the committee did not meet during the past month. Mark Magee commented that he wants to put something on this ballot even if it is not one hundred percent perfect to move this forward. Resident Adam Olson reiterated his offer to assist in the preparation of materials. The Clerk will find out the timing deadline for submission of items for the ballot.

c. Monument Sign Ad Hoc Committee Report. Brenda Collette reported that the volunteers from the Save Our Sign effort are willing to do continuing clean-up. She said this recurring ad hoc committee agenda item may be removed from the agenda going forward. The Board agreed.

4. Consent Items

The Consent Items consisting of the minutes of the February 16, 2022 regular board meeting; monthly financial reports prepared by the El Dorado County Auditor Controller's office for the period ended February 28, 2022; and correspondence including Umpqua bank statement for the period ending February 2022; SDRMA letter re updated California Federal Employment Notice poster, and Notification that Pioneer Community Energy, a not-for-profit public agency is the default electric generation provider in our community, but that the District retains the option to return to PG&E, were considered. With one spelling correction in the minutes, 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; motion carried as follows:

AYES: Collette, Fawkes, and Magee

NOES: None

ABSENT: Sites and McGowan

ABSTAIN: None

Resident Adam Olson suggested that the District should place the Pioneer Community Energy item on a future meeting agenda for discussion of the rates under Pioneer vs. PG&E and what financially makes most sense.

5. Old Business

a. Folsom Heights Development Project Update. Included in the March 15, 2022, CSD meeting materials are Chaney Hicks' meeting notes from her and Mark Magee's March 3, 2022, meeting with Price Walker, Dave Sagan, Ed Reagan, and Marty of Elliott Homes. She is working toward goodwill with our neighbor developer and believes it will be reciprocated. Elliott Homes voluntarily is installing snake fencing in conjunction with the grading. She confirmed drafting of the MOU related to maintenance costs for the EVA road is still in the works. Elliott advised it will need to do blasting, but contrary to the last developer, Elliott will install seismic monitors to ensure residents are not adversely impacted and will provide a schedule for blasting so there are no surprises. Chaney said a representative from Elliott Homes plans to attend the District's meeting in April.

6. New Business

a. Dunnwood Drive Resident Request for Installation of Drought Tolerant Hedge Shrubs.

John Armor, a resident on Dunnwood Drive across from Hwy. 50, addressed the Board and said some pine trees planted on CSD property across the street and in open space, are not doing well. He and a neighbor would like to take on as a community services project planting a hedge along the section of Dunnwood across from their properties. The residents will perform the project at their own expense. During discussion, Board member Gordon Fawkes said the plantings should be installed back far enough so they will not require landscape control for their life. The residents confirmed the hedge would be placed between the pine trees and sloped down area about 15-20 feet back from the street. Gordon inquired about whether modification of the existing landscape lines is needed. Chaney said the landscaper advised the existing valve is sufficient to cover the area. Gordon offered to head up this project on behalf of the District and will put stakes in the ground to confirm location of the shrubs and will coordinate with the residents. General Manager Chaney Hicks said the residents need to sign the District's Volunteer Waiver form before getting started. Director Mark Magee made a motion to approve the residents' request to undertake a community services project to plant a hedge on District property along a section of Dunnwood Drive at their own cost and expense; Director Gordon Fawkes second the motion. There was no further discussion. The Clerk took a roll call vote; motion carried by the following vote:

AYES: Collette, Fawkes, and Magee

NOES: None

ABSENT: Sites and McGowan

ABSTAIN: None

b. Resident Request for Approval of Large Craft Faire Event at the Park. Chaney briefed the Board about resident Colleen Ewing's request to hold a craft faire event at Stonebriar Park on a Saturday from 10am – 5pm. Ms. Ewing addressed the Board and said she hopes to have over 40 vendors, will provide restrooms, trash receptacles, and events for the kids. She would like to pull the community together and said she has not received any negative comments from residents with whom she has spoken. General Manager Chaney Hicks went over the Resident Reservation fees for rental of the park for an entire day, estimating the cost at about \$440. She had questions about where a restroom would be located and expressed parking concerns. Board member Brenda Collette asked many questions about the event, the types of vendors and content of what will be offered for sale, along with voicing her concerns about a resident for-profit commercialized event in the community park. Brenda also expressed concerns about

parking around the Park and safety concerns which the Board has identified for other sporting types of proposed events drawing people from outside of the community. Resident Adam Olson suggested that before a request is even brought to the Board on the agenda, that a written request should be submitted which includes all of the detail as to who, what, where, when, and how parking and other logistics would be handled. That would save time and frustration for the Board when asked to consider proposals. The Craft Faire request may be placed on a future agenda for consideration if all of the details for the event are provided.

c. Bush Removal and Limb Clearing in Summerfield Open Space. Chaney reported that limb clearing and overgrowth bush removal is needed in the Summerfield open space area. Without the clearing, the bushes and limbs impact the waterway, cause standing and stagnant water which results in increased mosquitos. She has previously identified this issue, noting that five storm drains empty into the area, and if there is excessive rain, flooding could result. Given this need, Chaney obtained bids for clearing the area. The low bid was \$14,000 to clear the entire length of the area. Given the annual budget constraints, Chaney said another option is to clear approximately half of the area this fiscal year and complete the remainder of the work next year. Chaney noted that due to the location, only hand-tools are allowed for use in wetland areas, however that chain saws are acceptable. Director Brenda Collette commented she is also concerned about drainage on Haddington.

During the discussion, resident Adam Olson suggested that another alternative would be a volunteer project. He said he is aware of a church youth group looking for a volunteer project on March 30th which he believes could make significant progress on the needs for Summerfield open space clearing. Brenda Collette made a motion to authorize a church youth group with appropriate adult supervision to perform a volunteer project to clear limbs and cut bushes on March 30, 2022, in the specific Summerfield area designated by the Board or its representative, using hand and power tools only. The motion was seconded by Director Gordon Fawkes. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, and Magee

NOES: None

ABSENT: Sites and McGowan

ABSTAIN: None

Adam Olson said he will give his best efforts to get this project coordinated in advance. The Board was very appreciative of his assistance.

d. Re-Authorize Remote Teleconference Meetings of the Board for the 30-Day Period from March 16, 2022, through April 15, 2022, per AB 361. Director Mark Magee made a motion to approve Resolution No. 22-04 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 March 16, 2022, through April 15, 2022. Director Brenda Collette seconded the motion. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, and Magee

NOES: None

ABSENT: Sites and McGowan

ABSTAIN: None

In light of the fact that the next regular meeting of the RHCSB Board is scheduled for April 19, 2022, unanimous consensus of those Board members present is that the District will hold a Special meeting on April 12, 2022, at 7:00 p.m.

6. Adjournment. Upon motion and second, the meeting was adjourned at 8:46 pm.

Submitted by:


Linda Stone, Board Clerk/Secretary

Approved by Board:

DRAFT

March 18, 2022

General Manager Report:

Landscaping:	<p>Discussed issue/s with landscapers:</p> <ul style="list-style-type: none">• Water schedule adjusted to increase for weather• Broken rotator at park repaired• Broken lateral line repaired• Drip system repairs along White Rock• 3 leaking valves along White Rock (repair underway)• Damaged irrigation valve replaced
Fencing:	<p>Split rail fence had three broken sections (Montrose near Summerfield and Laguna Lane/2). Repaired</p> 
Landscaping RFP:	<p>RFP updated and will be sent out this week to landscape contractors. (Sent out to 7 contractors listed on DIR website)</p>
Dog Waste:	<p>Receptacles refilled.</p>
Berkshire Park:	<p>Awaiting language for specified items required within the park plan.</p>
Encroachment:	<p>Confirmation from Fire Marshal no egress (gate) required at back of property. Message and email into property owner with end of month deadline for all encroachment approval, awaiting response. If no response, demand letter/email with removal options (District removed at their cost). Sent out "Election of Owner" letter asking for them to let us know if they are electing for the District to remove all encroachment (March 31 deadline). Potential for to request letter from legal counsel to address mitigation.</p>
Monument:	<p>Fencing removed.</p>
Warning Stickers:	<p>RV tagged within Shadow Hills (removed), trailer tagged and cited within Stonebriar. Dumpster in Shadow Hills (called contractor to remove and they did). Trailer/Bobcat and bark left in paved area of Berkshire Park (spoke with homeowner and they said they would remove by next day (removed). One boat tagged (removed).</p>

Citations: 1 New Citation Issued for Trailer (Stonebriar), 2 Outstanding Citations Not Paid

Citation Status Report

Date Range: 07/01/2019-01/10/2021

Rolling Hills

All Departments

Agency	Citation	Cite Date	Time	Plate/VIN	State	Make	Location	Status	Original	Charges/Fees	Payments	Owing
Rolling Hills	BHC500255	2020/08/04	14:54	8FF2637	CA	MINTEL	700 SAN MARINO CT	Weld	\$100.00			\$100.00
Rolling Hills	BHC500258	2020/08/05	09:21	1ED04334	CA	FWITH	204 CALCAPA CT	Open	\$100.00	(\$100.00)		\$0.00
Rolling Hills	BHC500261	2021/05/03	09:55	11U8945	CA	PAST	3212 MONTROUSE	Open	\$100.00			\$100.00
Rolling Hills DELINQ RPT	BHC500252	2020/11/12	10:18	8ST4672	CA	COTC	4001 LAGUNA LN	Open	\$100.00	(\$100.00)		\$0.00
Totals:									\$400.00	(\$200.00)	\$0.00	\$200.00

30

4 records matched your input criteria (including: Current and Delinquent Citations, Sorted By: 4 Totals)

30" 4 records matched your report criteria (including Current and Delinquent Citations). Sorted By: # Records

Resident Concerns: Email regarding help with CC&R enforcement for trailers visible in driveways. I conveyed to resident that the District has no oversight over CC&R's.

Request from resident along Summerfield for mosquito abatement, checked with pest control company and on site inspection indicated that they didn't have sufficient access to address mosquitos. Recommended individual property owners call for personal abatement

Resident call regarding culvert maintenance on Manchester drainage ditch. Let resident know that their property line goes out to the middle of Manchester and that maintenance of the culvert is their responsibility, referred to Culvert Ordinance on website.

8028280 - 8028280 GENERAL FUNDPrinted 4/5/2022
8:15:26 AM**General Ledger****Summary for the Accounting Period Ended: March 31, 2022**

	Debit	Credit	Balance
80280280 ROLLING HILLS			
ASSETS			
100 EQUITY IN POOLED CASH	565,692.12	167,240.67	398,451.45
102 IMPREST (PETTY) CASH	5,000.00	0.00	5,000.00
ASSETS	570,692.12	167,240.67	403,451.45
LIABILITIES			
201 VOUCHERS PAYABLE	164,637.84	164,637.84	0.00
LIABILITIES	164,637.84	164,637.84	0.00
FUND BALANCE			
310 FND BAL: RSVD GENERAL	0.00	53,834.00	-53,834.00
313 FND BAL: RSVD IMPREST CASH	0.00	5,000.00	-5,000.00
350 FND BAL: UNRSVD UNDESIGNATED	0.00	365,036.93	-365,036.93
401 ESTIMATED REVENUE	245,000.00	0.00	245,000.00
411 ACTUAL REVENUES	2,461.28	114,102.16	-111,640.88
420 ORIGINAL BUDGET (APPROPTNS.)	0.00	245,000.00	-245,000.00
431 EXPENDITURES	132,060.36	0.00	132,060.36
FUND BALANCE	379,521.64	782,973.09	-403,451.45
80280280 ROLLING HILLS	1,114,851.60	1,114,851.60	0.00

8028280 - 8028280 GENERAL FUNDPrinted 4/5/2022
8:15:30 AM**General Ledger****Details for the Accounting Period Ended: March 31, 2022**

	Debit	Credit	Balance
80280280 ROLLING HILLS			
ASSETS			
100 EQUITY IN POOLED CASH			
3/1/2022 BEGINNING BALANCE	561,229.09	152,583.68	408,645.41
3/1/2022 GNI 202209 341	4.75	0.00	408,650.16
3/1/2022 GNI 202209 343	3.10	0.00	408,653.26
3/3/2022 GNI 202209 460	11.30	0.00	408,664.56
3/3/2022 GNI 202209 461	4,041.73	0.00	412,706.29
3/4/2022 GEN 202209 267	120.26	0.00	412,826.55
3/4/2022 GNI 202209 551	280.89	0.00	413,107.44
3/4/2022 GNI 202209 552	1.00	0.00	413,108.44
3/28/2022 APP 202209 2553	0.00	3,349.67	409,758.77
3/30/2022 APP 202209 2759	0.00	11,307.32	398,451.45
100 EQUITY IN POOLED CASH	565,692.12	167,240.67	398,451.45
102 IMPREST (PETTY) CASH			
3/1/2022 BEGINNING BALANCE	5,000.00	0.00	5,000.00
102 IMPREST (PETTY) CASH	5,000.00	0.00	5,000.00
ASSETS			
	570,692.12	167,240.67	403,451.45
LIABILITIES			
201 VOUCHERS PAYABLE			
3/1/2022 BEGINNING BALANCE	149,980.85	149,980.85	0.00
3/16/2022 API 202209 2548	0.00	3,349.67	-3,349.67
3/28/2022 APP 202209 2553	3,349.67	0.00	0.00
3/28/2022 API 202209 2739	0.00	11,307.32	-11,307.32
3/30/2022 APP 202209 2759	11,307.32	0.00	0.00
201 VOUCHERS PAYABLE	164,637.84	164,637.84	0.00
LIABILITIES			
	164,637.84	164,637.84	0.00
FUND BALANCE			
310 FND BAL: RSVD GENERAL			
3/1/2022 BEGINNING BALANCE	0.00	53,834.00	-53,834.00
310 FND BAL: RSVD GENERAL	0.00	53,834.00	-53,834.00
313 FND BAL: RSVD IMPREST CASH			
3/1/2022 BEGINNING BALANCE	0.00	5,000.00	-5,000.00
313 FND BAL: RSVD IMPREST CASH	0.00	5,000.00	-5,000.00
350 FND BAL: UNRSVD UNDESIGNATED			
3/1/2022 BEGINNING BALANCE	0.00	365,036.93	-365,036.93
350 FND BAL: UNRSVD UNDESIGNATED	0.00	365,036.93	-365,036.93
401 ESTIMATED REVENUE			
3/1/2022 BEGINNING BALANCE	245,000.00	0.00	245,000.00
401 ESTIMATED REVENUE	245,000.00	0.00	245,000.00

8028280 - 8028280 GENERAL FUNDPrinted 4/5/2022
8:15:30 AM**General Ledger****Details for the Accounting Period Ended: March 31, 2022**

		Debit	Credit	Balance
411 ACTUAL REVENUES				
3/1/2022	BEGINNING BALANCE	2,461.28	109,639.13	-107,177.85
3/1/2022	GNI 202209 341	0.00	4.75	-107,182.60
3/1/2022	GNI 202209 343	0.00	3.10	-107,185.70
3/3/2022	GNI 202209 460	0.00	11.30	-107,197.00
3/3/2022	GNI 202209 461	0.00	4,041.73	-111,238.73
3/4/2022	GEN 202209 267	0.00	120.26	-111,358.99
3/4/2022	GNI 202209 551	0.00	280.89	-111,639.88
3/4/2022	GNI 202209 552	0.00	1.00	-111,640.88
	411 ACTUAL REVENUES	2,461.28	114,102.16	-111,640.88
420 ORIGINAL BUDGET (APPROPTNS.)				
3/1/2022	BEGINNING BALANCE	0.00	245,000.00	-245,000.00
	420 ORIGINAL BUDGET (APPROPTNS.)	0.00	245,000.00	-245,000.00
431 EXPENDITURES				
3/1/2022	BEGINNING BALANCE	117,403.37	0.00	117,403.37
3/16/2022	API 202209 2548	3,349.67	0.00	120,753.04
3/28/2022	API 202209 2739	11,307.32	0.00	132,060.36
	431 EXPENDITURES	132,060.36	0.00	132,060.36
	FUND BALANCE	379,521.64	782,973.09	-403,451.45
	80280280 ROLLING HILLS	1,114,851.60	1,114,851.60	0.00

8028280 CSD: ROLLING HILLS CSDPrinted 4/5/2022
8:15:32 AM**Revenues and
Expenditures**

Summary For the Month ended: March 31, 2022

	Estimated / Budget	Actual Amount	Balance
8028280 CSD: ROLLING HILLS CSD			
Revenue			
01 Taxes			
0100 PROP TAX: CURR SECURED	100,500.00	60,833.29	39,666.71
0110 PROP TAX: CURR UNSECURED	0.00	1,746.68	-1,746.68
0120 PROP TAX: PRIOR SECURED	0.00	-17.25	17.25
0130 PROP TAX: PRIOR UNSECURED	0.00	49.07	-49.07
0140 PROP TAX: SUPP CURRENT	0.00	1,570.27	-1,570.27
0150 PROP TAX: SUPP PRIOR	0.00	141.89	-141.89
01 Taxes	100,500.00	64,323.95	36,176.05
03 Fines & Penalties			
0360 PEN & COST DELINQUENT TAXES	0.00	62.68	-62.68
03 Fines & Penalties	0.00	62.68	-62.68
04 Rev Use Money/Prop			
0400 REV: INTEREST	1,800.00	850.66	949.34
04 Rev Use Money/Prop	1,800.00	850.66	949.34
05 IG Rev - State			
0820 ST: HOMEOWNER PROP TAX RELIEF	0.00	403.66	-403.66
05 IG Rev - State	0.00	403.66	-403.66
13 Service Charges			
1310 SPECIAL ASSESSMENTS	76,900.00	45,999.93	30,900.07
13 Service Charges	76,900.00	45,999.93	30,900.07
19 Miscellaneous Rev			
1940 MISC: REVENUE	1,000.00	0.00	1,000.00
19 Miscellaneous Rev	1,000.00	0.00	1,000.00
22 Fund Balance			
0001 FUND BALANCE	64,800.00	0.00	64,800.00
22 Fund Balance	64,800.00	0.00	64,800.00
Total Revenue	245,000.00	111,640.88	133,359.12
Expense			

**Revenues and
Expenditures****8028280 CSD: ROLLING HILLS CSD**

Summary For the Month ended: March 31, 2022

	Estimated / Budget	Actual Amount	Balance
40 Services & Supplies			
4040 TELEPHONE VENDOR PAYMENTS	350.00	358.06	-8.06
4041 COUNTY PASS THRU TELPHONE CHRG	150.00	0.00	150.00
4060 FOOD AND FOOD PRODUCTS	50.00	0.00	50.00
4100 INSURANCE: PREMIUM	5,450.00	5,732.29	-282.29
4183 MAINT: GROUNDS	16,000.00	4,365.00	11,635.00
4185 MAINT: PARK	85,000.00	60,905.25	24,094.75
4189 MAINT: WATER SYSTEM	6,000.00	10,042.85	-4,042.85
4190 MAINT: DRAINAGE	7,500.00	0.00	7,500.00
4191 MAINT: ROADS	30,000.00	0.00	30,000.00
4192 MAINT: LIGHTING	500.00	347.00	153.00
4197 MAINT: BUILDINGSUPPLIES	500.00	391.75	108.25
4220 MEMBERSHIPS	675.00	1,102.00	-427.00
4240 MISC: EXPENSE	300.00	0.00	300.00
4260 OFFICE EXPENSE	200.00	50.00	150.00
4261 POSTAGE	450.00	110.40	339.60
4266 PRINTING SERVICES	500.00	0.00	500.00
4267 ON-LINE SUBSCRIPTIONS	0.00	433.36	-433.36
4300 PROFESSIONAL & SPECIAL SRVS	35,000.00	16,065.88	18,934.12
4304 AGENCY ADMINISTRATION FEE	325.00	141.55	183.45
4313 LEGAL SERVICES	5,000.00	4,237.34	762.66
4345 SPECIAL DISTRICT DIRECTOR SRVS	4,500.00	3,375.00	1,125.00
4400 PUBLICATION & LEGAL NOTICES	200.00	0.00	200.00
4420 RENT & LEASE: EQUIPMENT	800.00	180.00	620.00
4440 RENT & LEASE: BUILD & IMPRV	3,800.00	1,259.60	2,540.40
4505 SB924: TRANSPORTATION & TRAVEL	50.00	0.00	50.00
4602 MILGE: EMPLOY AUTO (NO OVERNT)	200.00	0.00	200.00
4700 UTILITIES	41,500.00	22,963.03	18,536.97
40 Services & Supplies	245,000.00	132,060.36	112,939.64
Total Expense	245,000.00	132,060.36	112,939.64
8028280 CSD: ROLLING HILLS CSD	0.00	-20,419.48	20,419.48
Report Total			
Total Revenue	245,000.00	111,640.88	133,359.12
Total Expense	245,000.00	132,060.36	112,939.64
	0.00	-20,419.48	20,419.48

**Revenues and
Expenditures**

8028280 CSD: ROLLING HILLS CSD

Summary For the Month ended: March 31, 2022

Printed 4/5/2022
8:15:32 AM

**Revenues and
Expenditures**
8028280 CSD: ROLLING HILLS CSD
Details For the Accounting Period ended: March 31, 2022

 Printed 4/5/2022
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	Estimated / Budget	Actual Amount	Balance
8028280 CSD: ROLLING HILLS CSD			
Revenue			
01 Taxes			
0100 PROP TAX: CURR SECURED			
3/1/2022 BEGINNING BALANCE	100,500.00	58,491.56	
3/3/2022 GNI 842 CS ROLL 14321 1% GENERAL TAX CS-B	0.00	16.44	
3/3/2022 GNI 842 CS ROLL 14321 1% GENERAL TAX CS-S	0.00	2,325.29	
0100 PROP TAX: CURR SECURED	100,500.00	60,833.29	39,666.71
0110 PROP TAX: CURR UNSECURED			
3/1/2022 BEGINNING BALANCE	0.00	1,741.93	
3/1/2022 GNI 840 CU ROLL 14321 1% GENERAL TAX CU-U	0.00	4.75	
0110 PROP TAX: CURR UNSECURED	0.00	1,746.68	-1,746.68
0120 PROP TAX: PRIOR SECURED			
3/1/2022 BEGINNING BALANCE	0.00	-17.25	
0120 PROP TAX: PRIOR SECURED	0.00	-17.25	17.25
0130 PROP TAX: PRIOR UNSECURED			
3/1/2022 BEGINNING BALANCE	0.00	45.97	
3/1/2022 GNI 841 DU ROLL 14321 1% GENERAL TAX DU-K	0.00	0.53	
3/1/2022 GNI 841 DU ROLL 14321 1% GENERAL TAX DU-Y	0.00	2.57	
0130 PROP TAX: PRIOR UNSECURED	0.00	49.07	-49.07
0140 PROP TAX: SUPP CURRENT			
3/1/2022 BEGINNING BALANCE	0.00	1,288.38	
3/4/2022 GNI 838 SS ROLL 14321 1% GENERAL TAX SUPP SS-C	0.00	286.71	
3/4/2022 GNI 838 SS ROLL 14321 1% GENERAL TAX SUPP SS-M	0.00	-5.82	
3/4/2022 GNI 839 SU ROLL 14321 1% GENERAL TAX SUPP SU-Q	0.00	1.00	
0140 PROP TAX: SUPP CURRENT	0.00	1,570.27	-1,570.27
0150 PROP TAX: SUPP PRIOR			
3/1/2022 BEGINNING BALANCE	0.00	132.86	
3/3/2022 GNI 843 DS ROLL 14321 1% GENERAL TAX SUPP DS-E	0.00	9.03	
0150 PROP TAX: SUPP PRIOR	0.00	141.89	-141.89
01 Taxes	100,500.00	64,323.95	36,176.05
03 Fines & Penalties			
0360 PEN & COST DELINQUENT TAXES			
3/1/2022 BEGINNING BALANCE	0.00	60.41	
3/3/2022 GNI 843 DS ROLL 14321 PENALTIES SUPP DS-E	0.00	2.27	
0360 PEN & COST DELINQUENT TAXES	0.00	62.68	-62.68
03 Fines & Penalties	0.00	62.68	-62.68

8028280 CSD: ROLLING HILLS CSDPrinted 4/5/2022
8:15:32 AM**Revenues and
Expenditures**

Details For the Accounting Period ended: March 31, 2022

	Estimated / Budget	Actual Amount	Balance
04 Rev Use Money/Prop			
0400 REV: INTEREST			
3/1/2022 BEGINNING BALANCE	1,800.00	730.40	
3/4/2022 GEN INT FEB 22 Interest Allocation Entry	0.00	120.26	
0400 REV: INTEREST	1,800.00	850.66	949.34
04 Rev Use Money/Prop	1,800.00	850.66	949.34
05 IG Rev - State			
0820 ST: HOMEOWNER PROP TAX RELIEF			
3/1/2022 BEGINNING BALANCE	0.00	403.66	
0820 ST: HOMEOWNER PROP TAX RELIEF	0.00	403.66	-403.66
05 IG Rev - State	0.00	403.66	-403.66
13 Service Charges			
1310 SPECIAL ASSESSMENTS			
3/1/2022 BEGINNING BALANCE	76,900.00	44,299.93	
3/3/2022 GNI 842 CS ROLL 64801 DIRECT CHARGE-S	0.00	1,700.00	
1310 SPECIAL ASSESSMENTS	76,900.00	45,999.93	30,900.07
13 Service Charges	76,900.00	45,999.93	30,900.07
19 Miscellaneous Rev			
1940 MISC: REVENUE			
3/1/2022 BEGINNING BALANCE	1,000.00	0.00	
1940 MISC: REVENUE	1,000.00	0.00	1,000.00
19 Miscellaneous Rev	1,000.00	0.00	1,000.00
22 Fund Balance			
0001 FUND BALANCE			
3/1/2022 BEGINNING BALANCE	64,800.00	0.00	
0001 FUND BALANCE	64,800.00	0.00	64,800.00
22 Fund Balance	64,800.00	0.00	64,800.00
Total Revenue	245,000.00	111,640.88	133,359.12
Expense			
40 Services & Supplies			
4040 TELEPHONE VENDOR PAYMENTS			
3/1/2022 BEGINNING BALANCE	350.00	0.00	
3/16/2022 API 762447 Reimburse telephone annual exp	0.00	358.06	
4040 TELEPHONE VENDOR PAYMENTS	350.00	358.06	-8.06
4041 COUNTY PASS THRU TELPHONE CHRG			
3/1/2022 BEGINNING BALANCE	150.00	0.00	

8028280 CSD: ROLLING HILLS CSD
Details For the Accounting Period ended: March 31, 2022

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**Revenues and
Expenditures**

	Estimated / Budget	Actual Amount	Balance
4041 COUNTY PASS THRU TELEPHONE CHRG	150.00	0.00	150.00
4060 FOOD AND FOOD PRODUCTS			
3/1/2022 BEGINNING BALANCE	50.00	0.00	
4060 FOOD AND FOOD PRODUCTS	50.00	0.00	50.00
4100 INSURANCE: PREMIUM			
3/1/2022 BEGINNING BALANCE	5,450.00	5,525.79	
3/16/2022 API 762423 Reimburse Surety Bond through	0.00	206.50	
4100 INSURANCE: PREMIUM	5,450.00	5,732.29	-282.29
4183 MAINT: GROUNDS			
3/1/2022 BEGINNING BALANCE	16,000.00	3,825.00	
3/16/2022 API 762440 Reimburse Monument perimeter f	0.00	180.00	
3/16/2022 API 762441 Reimburse Monument perimeter f	0.00	180.00	
3/16/2022 API 762442 Reimburse Monument perimeter f	0.00	180.00	
4183 MAINT: GROUNDS	16,000.00	4,365.00	11,635.00
4185 MAINT: PARK			
3/1/2022 BEGINNING BALANCE	85,000.00	54,138.00	
3/28/2022 API 763034 RHCSO landscape service March	0.00	6,767.25	
4185 MAINT: PARK	85,000.00	60,905.25	24,094.75
4189 MAINT: WATER SYSTEM			
3/1/2022 BEGINNING BALANCE	6,000.00	8,742.85	
3/28/2022 API 763033 RHCSO irrigation work Feb 2022	0.00	1,300.00	
4189 MAINT: WATER SYSTEM	6,000.00	10,042.85	-4,042.85
4190 MAINT: DRAINAGE			
3/1/2022 BEGINNING BALANCE	7,500.00	0.00	
4190 MAINT: DRAINAGE	7,500.00	0.00	7,500.00
4191 MAINT: ROADS			
3/1/2022 BEGINNING BALANCE	30,000.00	0.00	
4191 MAINT: ROADS	30,000.00	0.00	30,000.00
4192 MAINT: LIGHTING			
3/1/2022 BEGINNING BALANCE	500.00	347.00	
4192 MAINT: LIGHTING	500.00	347.00	153.00
4197 MAINT: BUILDINGSUPPLIES			
3/1/2022 BEGINNING BALANCE	500.00	0.00	
3/16/2022 API 762414 Reimburse wasp control at park	0.00	9.96	
3/16/2022 API 762420 Reimburse replace park electri	0.00	7.81	
3/16/2022 API 762424 Reimburse stakes for location	0.00	19.65	
3/16/2022 API 762428 Reimburse materials Fire Code	0.00	60.01	
3/16/2022 API 762429 Reimburse No Parking-Tow-Away	0.00	105.06	
3/16/2022 API 762431 Reimburse fire access gates pa	0.00	48.10	
3/16/2022 API 762432 Reimburse bolts for fire acces	0.00	16.16	
3/16/2022 API 762435 Reimburse Terrabound for doggi	0.00	125.00	
4197 MAINT: BUILDINGSUPPLIES	500.00	391.75	108.25

8028280 CSD: ROLLING HILLS CSDPrinted 4/5/2022
8:15:32 AM**Revenues and
Expenditures****Details For the Accounting Period ended: March 31, 2022**

	Estimated / Budget	Actual Amount	Balance
4220 MEMBERSHIPS			
3/1/2022 BEGINNING BALANCE	675.00	1,102.00	
4220 MEMBERSHIPS	675.00	1,102.00	-427.00
4240 MISC: EXPENSE			
3/1/2022 BEGINNING BALANCE	300.00	0.00	
4240 MISC: EXPENSE	300.00	0.00	300.00
4260 OFFICE EXPENSE			
3/1/2022 BEGINNING BALANCE	200.00	0.00	
3/16/2022 API 762417 Reimburse service charge fee 0	0.00	12.50	
3/16/2022 API 762421 Reimburse service charge fee 0	0.00	12.50	
3/16/2022 API 762445 Reimburse service charge fee 1	0.00	12.50	
3/16/2022 API 762449 Reimburse service charge fee 0	0.00	12.50	
4260 OFFICE EXPENSE	200.00	50.00	150.00
4261 POSTAGE			
3/1/2022 BEGINNING BALANCE	450.00	0.00	
3/16/2022 API 762438 Reimburse postage expense	0.00	70.40	
3/16/2022 API 762443 Reimburse postage expense	0.00	40.00	
4261 POSTAGE	450.00	110.40	339.60
4266 PRINTING SERVICES			
3/1/2022 BEGINNING BALANCE	500.00	0.00	
4266 PRINTING SERVICES	500.00	0.00	500.00
4267 ON-LINE SUBSCRIPTIONS			
3/1/2022 BEGINNING BALANCE	0.00	0.00	
3/16/2022 API 762413 Reimburse Zoom use July 2021	0.00	14.99	
3/16/2022 API 762416 Reimburse Zoom use August 2021	0.00	14.99	
3/16/2022 API 762419 Reimburse Zoom use September 2	0.00	14.99	
3/16/2022 API 762425 Reimburse Zoom use October 202	0.00	14.99	
3/16/2022 API 762426 Reimburse renewal GoDaddy Email	0.00	287.28	
3/16/2022 API 762430 Reimburse GoDaddy Domain renew	0.00	21.17	
3/16/2022 API 762433 Reimburse Zoom use November 20	0.00	14.99	
3/16/2022 API 762436 Reimburse Zoom use December 20	0.00	14.99	
3/16/2022 API 762439 Reimburse GoDaddy membership w	0.00	4.99	
3/16/2022 API 762444 Reimburse Zoom use January 202	0.00	14.99	
3/16/2022 API 762448 Reimburse Zoom use February 20	0.00	14.99	
4267 ON-LINE SUBSCRIPTIONS	0.00	433.36	-433.36
4300 PROFESSIONAL & SPECIAL SRVS			
3/1/2022 BEGINNING BALANCE	35,000.00	14,120.88	
3/28/2022 API 763025 RHCSO General Manager services	0.00	1,150.00	
3/28/2022 API 763036 RHCSO Clerk services Feb 2022	0.00	795.00	
4300 PROFESSIONAL & SPECIAL SRVS	35,000.00	16,065.88	18,934.12
4304 AGENCY ADMINISTRATION FEE			
3/1/2022 BEGINNING BALANCE	325.00	141.55	
4304 AGENCY ADMINISTRATION FEE	325.00	141.55	183.45

8028280 CSD: ROLLING HILLS CSD
Details For the Accounting Period ended: March 31, 2022

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**Revenues and
Expenditures**

	Estimated / Budget	Actual Amount	Balance
4313 LEGAL SERVICES			
3/1/2022 BEGINNING BALANCE	5,000.00	3,633.78	
3/28/2022 API 763035 RHCS D legal services Jan 2022	0.00	603.56	
4313 LEGAL SERVICES	5,000.00	4,237.34	762.66
4345 SPECIAL DISTRICT DIRECTOR SRVS			
3/1/2022 BEGINNING BALANCE	4,500.00	3,150.00	
3/28/2022 API 763030 RHCS D 3/15/2022 Director stipe	0.00	75.00	
3/28/2022 API 763031 RHCS D 3/15/2022 Director stipe	0.00	75.00	
3/28/2022 API 763032 RHCS D 3/15/2022 Director stipe	0.00	75.00	
4345 SPECIAL DISTRICT DIRECTOR SRVS	4,500.00	3,375.00	1,125.00
4400 PUBLICATION & LEGAL NOTICES			
3/1/2022 BEGINNING BALANCE	200.00	0.00	
4400 PUBLICATION & LEGAL NOTICES	200.00	0.00	200.00
4420 RENT & LEASE: EQUIPMENT			
3/1/2022 BEGINNING BALANCE	800.00	180.00	
4420 RENT & LEASE: EQUIPMENT	800.00	180.00	620.00
4440 RENT & LEASE: BUILD & IMPRV			
3/1/2022 BEGINNING BALANCE	3,800.00	0.00	
3/16/2022 API 762415 Reimburse iStorage July 2021	0.00	161.00	
3/16/2022 API 762418 Reimburse iStorage August 202	0.00	203.60	
3/16/2022 API 762422 Reimburse iStorage September	0.00	179.00	
3/16/2022 API 762427 Reimburse iStorage October 202	0.00	179.00	
3/16/2022 API 762434 Reimburse iStorage November 20	0.00	179.00	
3/16/2022 API 762437 Reimburse iStorage December 20	0.00	179.00	
3/16/2022 API 762446 Reimburse iStorage January 202	0.00	179.00	
4440 RENT & LEASE: BUILD & IMPRV	3,800.00	1,259.60	2,540.40
4505 SB924: TRANSPORTATION & TRAVEL			
3/1/2022 BEGINNING BALANCE	50.00	0.00	
4505 SB924: TRANSPORTATION & TRAVEL	50.00	0.00	50.00
4602 MILGE: EMPLOY AUTO (NO OVERTN)			
3/1/2022 BEGINNING BALANCE	200.00	0.00	
4602 MILGE: EMPLOY AUTO (NO OVERTN)	200.00	0.00	200.00
4700 UTILITIES			
3/1/2022 BEGINNING BALANCE	41,500.00	22,496.52	
3/28/2022 API 763026 RHCS D power no. 4570858285-8	0.00	329.56	
3/28/2022 API 763027 RHCS D power no. 1857646705-6	0.00	76.13	
3/28/2022 API 763028 RHCS D power no. 6085621545-8	0.00	50.86	
3/28/2022 API 763029 RHCS D power no. 1211321236-4	0.00	9.96	
4700 UTILITIES	41,500.00	22,963.03	18,536.97
40 Services & Supplies	245,000.00	132,060.36	112,939.64
Total Expense	245,000.00	132,060.36	112,939.64
8028280 CSD: ROLLING HILLS CSD	0.00	-20,419.48	20,419.48

**Revenues and
Expenditures****8028280 CSD: ROLLING HILLS CSD**
Details For the Accounting Period ended: March 31, 2022Printed 4/5/2022
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Report Total			
Total Revenue	245,000.00	111,640.88	133,359.12
Total Expense	245,000.00	132,060.36	112,939.64
	0.00	-20,419.48	20,419.48



UMPQUA BANK

March 31, 2022 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: February 28, 2022
This statement: March 31, 2022

Please be aware that items may be presented for payment multiple times when your account does not contain sufficient funds to pay the item(s). We may charge you a fee each time an item is presented and you do not have sufficient funds in your account to pay the item. For services to help you manage your account, visit www.umpquabank.com/globalassets/media/documents/overdraft_disclosure_for_business_accounts.pdf

PUBLIC FUNDS CHECKING

Account number	4866853585	Beginning balance	\$1,061.42
Low balance	\$852.44	Deposits/Additions	\$0.00
Average balance	\$872.24	Withdrawals/Subtractions	\$221.48
Interest earned	\$0.00	Ending balance	\$839.94

Card Transactions/Withdrawals

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
03-01	POS Purchase Terminal Ly1pda25 Zoom.Us 888-799-96 66 Www.Zoom. CA XXXXXXXXXXXX1280	14.99
03-02	POS Purchase Terminal 00010001 Istorage-el Dorado Hil 916-93399 CA XXXXXXXXXXXX1280	179.00
03-30	POS Purchase Terminal Ly1pda25 Zoom.Us 888-799-96 66 Www.Zoom. CA XXXXXXXXXXXX1280	14.99
Total Card Transactions/Withdrawals		\$208.98

Other Withdrawals/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
03-31	Service Charge For Maintenance Fee	12.50
Total Other Withdrawals/Subtractions		\$12.50

Daily Balances

Date	Amount
02-28	1,061.42
03-01	1,046.43

Date	Amount
03-02	867.43
03-30	852.44

Date	Amount
03-31	839.94

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**

Linda Stone

Subject: FW: CSDA Gold Country Chapter Workshop-May 4

From: **Teri Gotro** <tgotro@edhcsd.org>

Date: Wed, Apr 13, 2022, 7:51 AM

Subject: CSDA Gold Country Chapter Workshop-May 4

To:

Cc: Dane Wadle <danew@csda.net>, Steve Palmer <spalmer@dspud.com>, Jodi @ GFCSD <gfbill@sbcglobal.net>, Andre Pichly <APichly@cameronpark.org>

Good morning,

Your CSDA Gold Country Chapter has a May Workshop scheduled and we need your help in completing the logistics of the workshop to make sure it fits your needs. Please see details below.

Date: May 4

Time: 9am-12pm

Topics:

- Caldor Fire Recovery & Next Steps
- Energy Efficient Project Assistance
- Legislative Updates

Location: Cameron Park Community Services District (or Zoom)

Fee: Free

If you plan on attending then please respond to this email. In your response, please include:

- ✓ Name and Title
- ✓ Organization
- ✓ Whether you prefer Zoom or on-site

Kindly,

Teri Gotro

CSDA Gold Country Chapter Secretary



Teri Gotro

Director of Admin & Finance

1021 Harvard Way, El Dorado Hills, CA 95762

tgotro@edhcsd.org | www.edhcsd.org

Linda Stone

Subject: FW: Filing Confirmation

From: csd clerk <csdclerk@gmail.com>
Sent: Friday, April 15, 2022 11:03 AM
To: Linda Stone <Linda.Stone@ncpa.com>
Subject: Fwd: Filing Confirmation

----- Forwarded message -----

From: noreply@cdtfa.ca.gov <noreply@cdtfa.ca.gov>
Date: Thu, Apr 14, 2022, 9:54 AM
Subject: Filing Confirmation
To: <csdclerk@gmail.com>

Your **Use Tax Return** for filing period **31-Dec-2021** has been submitted on 4/14/2022 at 09:54:04 AM and your filing confirmation number is: **0-025-326-713**

Item 5.a.
4/19/22



ROLLING HILLS COMMUNITY SERVICES DISTRICT IS RECRUITING FOR A GENERAL MANAGER

General Manager

Part Time

El Dorado Hills, CA, US

Salary Range: \$30.00 - \$50.00 per Hour, depending on experience

Final Filing Date: First review of applications will be on May 5, 2022. Rolling Hills Community Services District (RHCS D) reserves the right to close this posting once a sufficient number of applications have been received.

This position serves as the Executive Officer of the RHCS D and for the Board of Directors. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to the approval by the Board of Directors, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

Essential Duties and Responsibilities:

- Attends all meetings of the District's Board of Directors and such other meetings as the Board specifies from time to time
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she shall encourage citizen participation in the affairs of the District.
- Seeks to carry into effect the expressed policies of the Board, including planning the short, medium, and long-term work program for the District, facilitating constructive and harmonious Board relations. He/she will translate the goals and objectives of the Board to the community

Examples of Specific Duties

- Weekly
 - Check bark in playground fall areas/swings
 - Meet with Landscaper to Discuss Any Issues
 - Irrigation Repairs/Special Projects/Deficient areas that need attention
- Bi-weekly
 - Tour District
 - Check CSD Common Spaces/Sidewalks/Roads
 - Check Stonebriar/Berkshire Parks
 - Note any irrigation issues – report to landscaper for repair
 - Put Warning Stickers on any parking violations, encroachments
 - Issue citations or follow-up letters
 - Refill Dog Waste Stations (1 at Berkshire and 2 at Stonebriar Park). Re-order as needed (Terra Bound)
- Monthly
 - Compile Agenda Items for Monthly Meeting/Attend Board Meeting(s)
 - Put Out/Pick Up Meeting Signs
 - Review/Approve Contractor Invoices
 - Check Radar Data from Park Sign
 - Check Data Ticket for Citation Status

- Yearly
 - Oversee Annual Weed Abatement Contractors to Ensure County Guidelines Met (work done in May for June Encroachment Notices (September-November)
 - Send out notices as needed in the fall to ensure residents keep sidewalks/overhead tree clearance standards
 - Road Inspections
 - Check District roads for areas in need of repair
 - Storm Drain Inspections
 - Check storm drain locations within wetlands to ensure no blockages for proper flow.
 - Services Paid by District Credit Card
 - Post Office Box payment annually in April
 - Zoom monthly and Ring Central
 - iStorage monthly
- General
 - Oversee special projects (i.e. Wetland clearing, road maintenance, tree work)
 - Get bids from contractors
 - Execute Contracts
 - Check CSD maintained areas
 - Landscape encroachment (trimming)
 - Tree health/trimming/tree removal
 - Check storm drain inlets (roads) to ensure free from debris
 - Review/Approve contractor invoices
 - Respond to resident calls/emails
 - Respond to calls from title companies and calls related to CC&R/ACC regarding approvals for projects (i.e. Solar, ADU, Title Companies)
 - Work with Fire Marshal regarding Emergency Access Gate Requirements/Inspections
 - Draft RFP's for necessary projects
 - Compile eligible contractor lists for RFP distribution (See DIR website)
 - Newsletter
 - Draft articles/format/design

Knowledge and Abilities

The position requires a thorough understanding of facilities and property oversight finance and accounting related to budget development and adherence. This is a working position as the General Manager often performs maintenance services as needed. The position requires the ability to exercise a high level of independent judgment, organization and coordination skills in order to handle multiple assignments, effectively present information to the Board of Directors or public groups, and communicate clearly both verbally and in writing. An understanding of the Ralph M. Brown Act, California Public Records Act, and other requirements applicable to public agencies is preferred.

Must possess a valid California driver's license and automobile insurance. This position is as an independent contractor for the District and has no benefits.

4/14/2022

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Executive Officer

POLICY NUMBER: 2000

2000.1 The General Manager shall be the Executive Officer of the Rolling Hills Community Services District and for the Board of Directors.

2000.2 The terms and conditions of the General Manager's employment shall be specified in the agreement of employment established between the General Manager and the Board of Directors. The agreement of employment shall be for the period of time as specified therein.

2000.3 Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, the decision of the Board of Directors shall prevail.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Job Description – General Manager
POLICY NUMBER: 2001

2001.1 Description. The General Manager is the Executive Officer of the District and for the Board of Directors. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the Board of Directors, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

- He/she attends all meetings of the District's Board and such other meetings as the Board specifies from time to time.
- He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District, subject to approval by the Board of Directors. He/she shall delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.
- He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she shall encourage citizen participation in the affairs of the District.
- He/she seeks to carry into effect the expressed policies of the Board of Directors, including planning the short, medium and long term work program for the District, facilitating constructive and harmonious Board relations. He/she shall translate the goals and objectives of the Board to the community.
- He/she shall prepare and manage the District budget, conducting studies, making oral and written presentations.

2001.2 Desirable Qualifications: possession of a masters degree in public administration or a related field; the ability to efficiently prepare annual budgets and long-term revenue/ outlay plans; the ability to effectively communicate, both written and verbal, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and efficiently.

**Primary Election
NOVEMBER 8, 2022**

Item 6a.
4/19/22

MEASURE CALENDAR

The information contained in this calendar is the research and opinions of Elections' staff and are applicable to local measures filed in the County of El Dorado only.

DATE	RESPONSIBLE PARTY	DESCRIPTION
July 6 * (125)	District	<p>BALLOT MEASURE (E.C. §§ 9311, 9051, 10403, 13247)</p> <p>Resolutions from districts calling a measure due to the Registrar of Voters. The statement of all measures submitted to the voters shall be abbreviated on the ballot. The ballot label shall not contain more than 75 words.</p> <p>* If your district is unable to meet this deadline please contact the Elections Department. (530) 621-7480.</p>
July 11 - 17 (120 - 114)	Registrar of Voters	<p>NOTICE OF ARGUMENT DEADLINES (E.C. §§ 9163; G.C. §§ 6060, 6061)</p> <p>Publish a single notice of election as soon as possible between these dates setting forth the date for submitting arguments for and against a measure. A synopsis of the measure(s) shall be included in the publication.</p>
July 22 (109)	Proponents/ Opponents	<p>FILE ARGUMENTS (E.C. §§ 9315, 9316, 9600)</p> <p>Last day set by the Registrar of Voters to submit arguments in favor or against the measure. Arguments may not exceed 300 words. No more than five signatures shall appear with any argument.</p>
Jul 23 - Aug 1 (108 - 99)	Registrar of Voters	<p>PUBLIC EXAM OF BALLOT MEASURE MATERIALS (E.C. § 9380)</p> <p>During this period the Registrar of Voters will make available for public examination a copy of any, argument or other measure materials.</p>
Aug 1 (99)	Proponents/ Opponents	<p>FILE REBUTTALS (E.C. § 9317, 9600)</p> <p>Last day set by the Registrar of Voters for the same authors of the primary arguments to file rebuttals with the Registrar of Voters. Rebuttals are limited to 250 words.</p>
Aug 2 - Aug 11 (98 - 89)	Registrar of Voters	<p>PUBLIC EXAM OF REBUTTALS (E.C. § 9380)</p> <p>During this period the Registrar of Voters will make rebuttals to primary arguments available for public examination.</p>
August 12 (88)	County Counsel	<p>IMPARTIAL ANALYSIS (E.C. §§ 9313, 9314)</p> <p>Impartial analysis of measures due from County Counsel to Registrar of Voters. The analysis will be printed in the ballot pamphlet preceding the arguments for or against the measure. The analysis is limited to 500 words.</p>

April 10, 2022

Item 6b.
4/19/22

Pioneer Energy became the default provider for Energy Service in El Dorado County in January 2022. Power costs include transmission, distribution, Public Purpose Programs fees, Wildfire Fund required payments, and miscellaneous California Public Utility Commission (CPUC) costs.

For comparison, below is a breakdown of the charges from the District's largest monthly electric bill for the 22 PG&E Owned Street and Highway Lighting lamps. Over the past year, the average cost for this account was \$326.00. The electric delivery charges rates have increased every 2-3 months under PG&E. For example, the monthly per lamp cost increased from \$14.77000 in June 2021 to \$14.79400, to \$14.83000, to \$15.2200, and most recently to \$15.98200.

Below is a comparison of the District's two most recent bills for this account comparing the cost for PG&E to that of Pioneer Energy. The difference comes from the Generation Charges and Indifference Adjustments. *

Billing Period	PG&E Electric Delivery Charges Cost	PG&E Generation Credit/Reduction	PG&E Power Charge Indifference Adjustment	Pioneer Generation Charge	Total Bill	Compare: Pioneer Cost Less than if PGE Provided
		(This credit is because PG&E no longer provides Generation)	(This charge is because the CA Public Utility Commission requires CCA customers to pay exit fees to PG&E for the cost of maintaining and operating the infrastructure that PG&E owns and operates).			The Pioneer Generation Charge is less than the PG&E Generation credit. If you add the Pioneer Generation Charge plus the PGE Indifference Adjustment, the total is still less than for PG&E Generation.
2/15/22-3/16/22	\$343.78	(\$67.91)	\$13.77	\$49.23	\$338.87	\$49.23 + 13.77 = \$63.00
1/14/22-2/14/22	\$334.84	(\$61.87)	\$15.65	\$40.94	\$329.56	\$40.94 + \$15.65 = \$56.59
Enter Pioneer January 2022						
12/16/21-1/13/22	\$330.29				\$330.29	

**I have no visibility to the rates contracted for the Electric Delivery Charges under Pioneer, versus PG&E. From what the bills indicate so far, they appear to be the same.*



October 25, 2019

Is Joining Pioneer Community Energy an Effective Way to Cut Your PG&E Bill?

News

PG&E's electricity rates have been **steadily rising** year over year, and customers can expect even greater instability **in the wake of the company declaring bankruptcy**. It's little surprise that many homeowners have installed solar power systems to lower their energy costs. But some local governments have been taking another route in an attempt to help their citizens keep energy rates down: **forming community choice aggregations, or CCAs**. CCAs are nonprofit public agencies which represent a given geographic area, such as a county or city, and negotiate energy rates with the utility serving the area.

In 2016, Placer County began exploring the idea of **community choice energy programs**, and ultimately formed **Pioneer Community Energy** in **February 2018**. As a partnership between Placer County and the cities of Auburn, Colfax, Lincoln, Rocklin, and Loomis, Pioneer has thus far managed to offer energy rates lower than those of nearby PG&E customers.

Pioneer is a government agency and doesn't have to generate profits for shareholders, which is part of why it can offer lower energy rates.

Pioneer acts as an intermediary between Placer County residents and PG&E. As a **local government agency**, it isn't privately owned, nor does it pay out profits to shareholders. Any profits generated are reinvested back into the agency, which is not funded by taxes, as well as energy efficiency programs.

Like other CCAs, Pioneer does not own the infrastructure electricity is transmitted through. Pioneer **purchases electricity from PG&E** for use by Placer County residents. Placer residents still receive bills from PG&E, but instead of being charged the standard rate offered by PG&E, customers are charged a lower rate negotiated by Pioneer.

Pioneer customers with solar power have likely noticed a change in their PG&E billing schedule.

For new solar power system owners, the first **true-up bill from PG&E** can be a confusing surprise. In an effort to make billing more efficient, PG&E doesn't bill customers with solar power month to month, but instead issues a bill once per year. If you are currently a net-metered PG&E customer, you should be sure to account for true-up billing in your annual budget.

However, Pioneer customers don't receive a true-up bill. Placer County homeowners with solar power systems **continue to receive monthly bills**. Instead of a single large bill at the year's end, the contributions of their solar systems are reflected with each monthly bill. If customers use more electricity than they generate, then they pay the difference.

This process does not entirely do away with annual billing, as customers are billed once per year for **net energy metering** transmission and delivery charges.

Pioneer currently maintains lower electricity rates than PG&E, but customers are seeing steady rate increases that reduce their savings.

Pioneer has consistently charged energy rates lower than PG&E's. As of early 2018, Pioneer charged rates that were, on average, **9% lower** than those charged by the utility company.

But less than two years after taking over service in Placer County, the CCA's promised bargains are already under pressure. In August 2019, the **Pioneer Energy Board voted for a plan** that would increase rates in order to pay down over \$14 million in debts, while bolstering Pioneer's rate stabilization reserve—money set aside to cover the cost of unexpected price hikes—by nearly \$5 million.

Even after the increase, Pioneer's rates are 7% lower than PG&E's. However, these savings fall short of a plan that proposed on July 29th that would have kept rates 17% lower than those charged by PG&E. Ultimately, concerns about Pioneer's financial stability and credit rating won out over a lower rate for customers. But the spike in rates may have unintended consequences for Pioneer customers moving forward.

The problem lies with the California Public Utilities Commission (CPUC) **requirement that CCA customers pay exit fees**, also known as 'power charge indifference adjustments.' These fees cover the cost of maintaining and operating the infrastructure that PG&E owns and operates. For PG&E customers, the cost of system maintenance is covered through the energy rates they charge. But because PG&E doesn't control the rate paid by Pioneer customers, these system maintenance fees are instead explicitly itemized in the bills of Pioneer customers.

While the rate charged by Pioneer for electricity may be lower than under PG&E, some customers may still end up paying more under the CCA when exit fees are taken into account. Members of the Pioneer board raised concerns that if rates were not low enough, customers might be lured back to PG&E should the utility cut its own rates. However, the need to ensure Pioneer's financial stability ultimately won out.

While Pioneer customers may not pay the same rates as direct PG&E customers, they are still impacted by PG&E's ongoing service problems.

As we have discussed previously, PG&E customers are having to deal with the fallout from the utility company's controversial approach to reducing the threat of wildfires by **shutting down power to regions affected by high winds**.

While Pioneer can offer prices lower than PG&E's, it can't change the fact that the electricity they bill for is delivered through PG&E's infrastructure. That's why, when PG&E shut off power to over 500,000 customers in Northern California **in response to fire danger** in October of 2019, portions of Placer County **woke up to a total blackout**.

Pioneer Community Energy customers are going to have to keep in mind, going forward, that issues impacting PG&E customers likely affect them as well.

Pioneer Energy isn't necessarily direct competition for PG&E, and customers aren't necessarily breaking free of the utility when they join. Pioneer does offer the opportunity for existing solar customers to potentially save more money, thanks to the reduced energy rates, as well as avoid the need for yearly billing.

But the savings advertised by CCAs are not as guaranteed as they may seem to be, because ultimately, the infrastructure and the overall market rates are still very much under the control of utility companies.

Customers of Pioneer and other CCAs should not rely on their membership in a CCA as their sole means of staving off PG&E rate increases. The rates charged by CCAs *will* go up as those charged by PG&E other utility companies rise. Going solar is a key means of minimizing your reliance on grid-supplied electricity entirely, and insulating yourself from inevitable future rate increases.

In addition, Placer County homeowners should know that while enrollment in Pioneer Community Energy is automatic, you do have the choice to stay with Pioneer, or opt to return to PG&E. If you ever wish to opt out of Pioneer, you can [fill out the site on Pioneer's website](#), or call Pioneer at (844) 937-7466. Please note that if you have been with Pioneer for more than 60 days and choose to return to PG&E, you will be required to remain as a PG&E customer for at least one year before you have the option of rejoining Pioneer.



Introducing -
Pioneer Community Energy

July 8, 2021

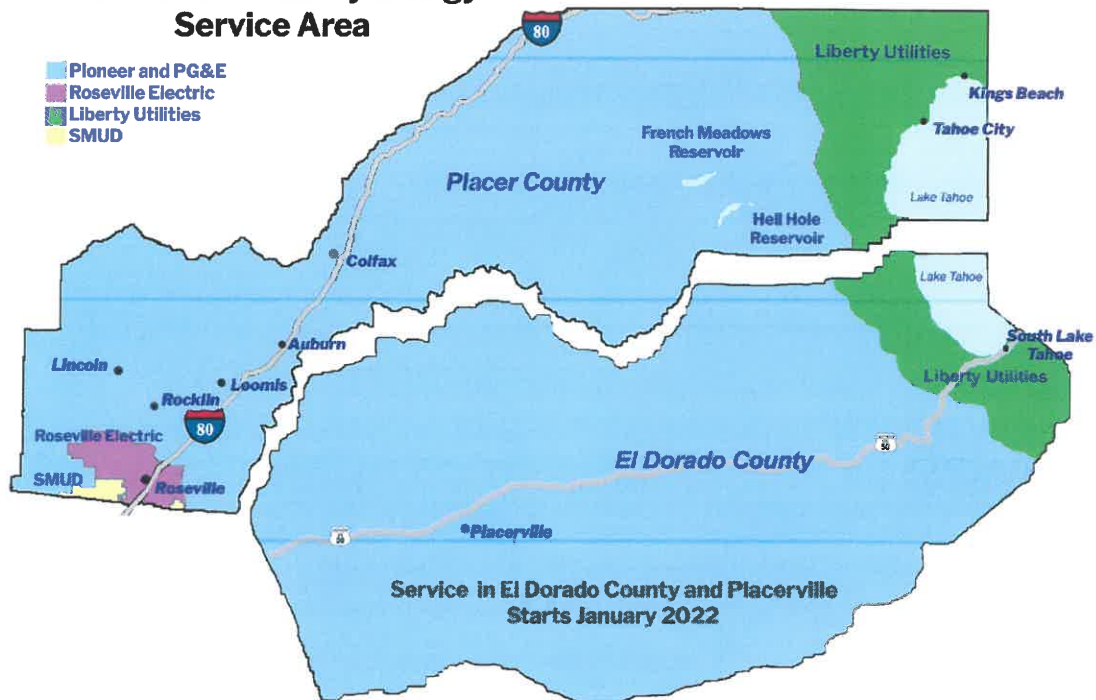


Pioneer: A Community Choice Aggregation



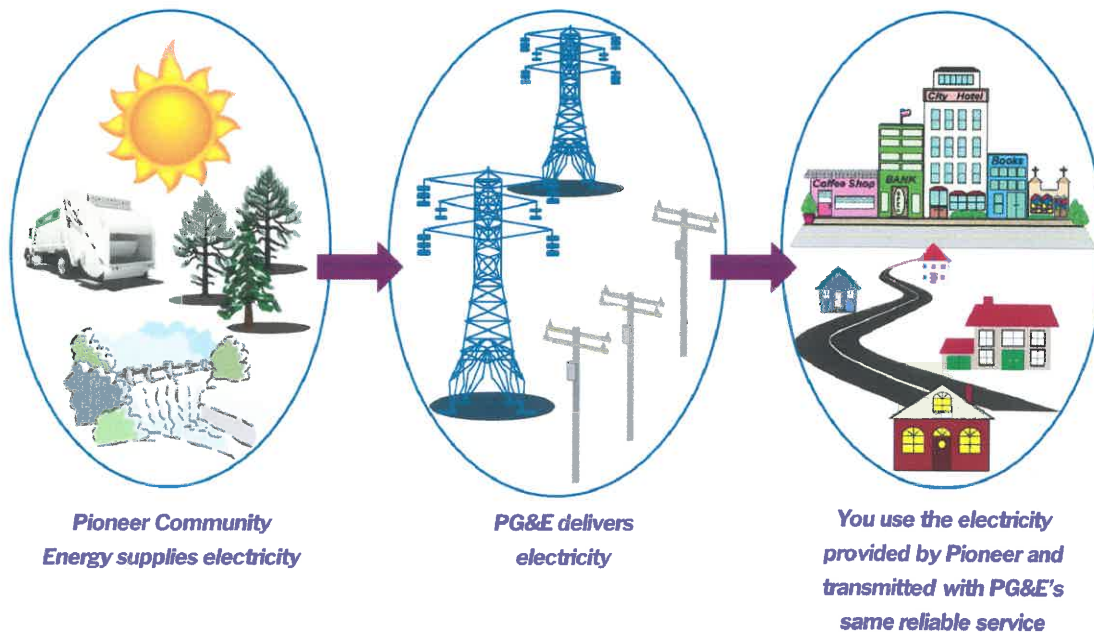
- AB 117 (2002) allows local governments to join together to purchase power on behalf of constituents
 - 2010 – 1 CCA
 - 2021 – 24 CCAs
- Authority for power purchasing, programs, rate setting
- Regulated by:
 - Local Governing Board - primary
- Must comply with requirements of:
 - California Public Utilities Commission
 - California Energy Commission
 - California Air Resources Board

Pioneer Community Energy Service Area



3

How Pioneer as Energy Provider Works



Pioneer Provides a Choice in Electric Generation Providers

4

- *Not-for-profit partnership between*
Placer and El Dorado Counties, and the incorporated areas of Auburn, Colfax, Lincoln, Loomis, Placerville and Rocklin
- Currently serves more than 93,300 residential and commercial accounts
- Will serve total 160,000 with El Dorado County/Placerville enrollment in January 2022

Pioneer Community Energy Brings El Dorado County and Placerville a Choice in Electric Generation Providers

5

Pioneer:

- Provides electric generation at competitive cost;
- Strives for:
 - Long-term electric rate stability
 - Reliability through local control of electric generation resources and power supply portfolio;
- Provides economic stimulus through local energy generation products, local purchase preference, outsourcing highly specialized services, and competitive rates
- Helps meet or exceed greenhouse gas requirements and renewable energy requirements
- Provides customer driven programs – Community Programs Advisory Committee

6

Pioneer Customers Total Savings Feb 2018 – Nov 2020 \$32.5 million



7

Total Pioneer Paid Out and Credited to NEM (Solar) Customers \$190,110*

- Pioneer has more than 19,000 solar customers
- 17% of Pioneer's solar customers generate more electricity than they use annually, and they receive net surplus compensation (NSC)
- Pioneer pays \$.005 more than PG&E's NSC rate

Advocacy in Action

- **Mobile Home Park:** Legislation enacted to ensure MHP residents receive CCA benefits and savings
- **Ag Customers:** Deferred Time of Use enrollment for highly impacted Ag customers saving them \$465 to \$14,000 each
- **PSPS:** Advocate at CPUC for greater accountability, reporting, impact assessment and mitigation

*Through April 2020. Customers with balance less than \$25 received a credit on their bill.

Advocacy in Action

Local Job Creation, Investment and Impact, Economic Support

- Over \$3.5 million contributed to the local/regional economy in 2020
- Arrearage Management Plan – Debt forgiveness program for utility debt accrued during COVID
- PIPP – Participating in development of a Percent Income Payment Plan to help customers maintain control over utility balances and conserve energy
- Small Business Payment Plans – to support business in Post-COVID recovery

9

Providing Programs Customers Ask For



PIONEER **GREEN100**

- Created in response to customer requests
- 100% renewable resources
 - Biomass
 - Geothermal
 - Solar
 - Wind
- Completely voluntary
 - Customers choose to participate
- Only 100% renewable option available in Pioneer service area

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PIONEER GREEN100

- Rate adder so available to all customers
- Adder rate \$0.01088 generation only

E-1 Residential Example (650kWh)	Pioneer Standard	Pioneer Green100
Generation Rate (\$kWh)	\$0.07719	\$0.08807
PG&E Delivery Rate (\$kWh)	\$0.17209	\$0.17209
PG&E PCIA/FF (\$/kWh)	\$0.04808	\$0.04808
Total Electricity Cost (\$/kWh)	\$0.29736	\$0.30824
Average Monthly Bill	\$193.28	\$200.36

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How Does Enrollment Work?



In Support of Fair and Equal Access:

- State law requires all customers eligible for Pioneer Community Energy service be scheduled to enroll automatically
- Customers choose to participate or not
 - If want to stay with Pioneer – No Action Necessary
 - Return to PG&E – Opt out via phone or online
- Customers can make a choice at any time starting 60 days before enrollment and any time after that
 - PG&E requires customers returning to PG&E must stay with PG&E for 1 year

The Choice is Yours!

12

How Does Billing Work?



Two parts to all electric bills:



Electricity (Electric Generation)

Pioneer Customers receive:

- Transmission & Distribution Services from PG&E
- Electricity from Pioneer Community Energy

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How Does Billing Work?



By law PG&E is Pioneer's billing agent

- Customers receive 1 bill and make 1 payment to cover all utility costs

ENERGY STATEMENT www.pge.com/MyEnergy	
Account No:	
Statement Date:	03/04/2021
Due Date:	03/25/2021
Your Account Summary	
Amount Due on Previous Statement	\$313.95
Payment(s) Received Since Last Statement	-313.95
Previous Unpaid Balance	\$0.00
Current PG&E Electric Delivery Charges	\$122.91
Pioneer Community Energy Electric Generation Charges	45.63
Current Gas Charges	136.30
Total Amount Due by 03/25/2021	\$306.84

PG&E collects the full bill.

This is the amount paid to Pioneer

PG&E does not bill separately for transmission and distribution and electric generation.

Instead, PG&E "credits" Pioneer customers for what they would have paid to PG&E for electricity

ENERGY STATEMENT www.pge.com/MyEnergy	
Account No:	
Statement Date:	03/04/2021
Due Date:	03/25/2021
Details of PG&E Electric Delivery Charges 01/28/2021 - 02/25/2021 (29 billing days)	
Service For:	
Service Agreement ID:	
Rate Schedule:	E1 P Residential Service
01/28/2021 - 02/25/2021	Your Tier Usage: 1 2
Tier 1 Allowance	348.60 kWh (25 days x 12.0 kWh/day)
Tier 1 Usage	348.00000 kWh @ \$0.24688 \$85.08
Tier 2 Usage	240.79600 kWh @ \$0.31443 \$75.71
Generation Credit	-95.00
Power Charge Adjustment	35.95
Franchise Fee Surcharge	0.30
Total PG&E Electric Delivery Charges	\$122.91
Details of Pioneer Community Energy Electric Generation Charges 01/28/2021 - 02/25/2021 (29 billing days)	
Service For:	
Service Agreement ID:	
ESP Customer Number:	
01/28/2021 - 02/25/2021	
Rate Schedule:	IS-1
Generation - Total	588.79600 kWh @ \$0.07719 \$45.46
Net Charges	45.46
Energy Commission Surcharge	0.19
Total Pioneer Community Energy Electric Generation Charges	\$45.63

PG&E's cost for electricity is credited back to Pioneer customers. PG&E's cost fee - Changes annually

Pioneer customers pay this for electricity. Pioneer receives no additional funds.

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(844) 937-7466 Toll Free

CustomerService@PioneerCommunityEnergy.ca.gov

Item b.d.
4/19/22

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Encroachment Permits

POLICY NUMBER: 3070

3070.1 Preservation of the integrity, use and safety of District facilities and properties is of utmost importance. Use of District properties, whether in fee or easement, by private or other public agency, is subject to the needs and safe keeping of the District. Whenever a property owner desires to install or construct physical improvements - landscaping, fencing, retaining walls, culverts, bridges and/or other structures or improvements - on, above or below the surface of any portion of their land which is encumbered by a district facility or dedicated easement or right of way, or seeks permissive authority to enter into District owned property for ingress and egress to perform the activity, they shall, prior to commencement of said installation or construction, apply for and receive an Encroachment Permit from the General Manager, or his/her designated representative.

3070.1.1 Permits will be granted on a case-by-case basis as determined by the District.

3070.1.2 Plans for said structures or improvements may be required by the General Manager to be submitted and approved to ensure that the resulting installation adequately accommodates and/or is compatible with existing district facilities.

3070.1.3 The Encroachment Permit will specify those conditions by which approval for the proposed improvements are granted, including specifications for construction materials and procedures as may be necessary.

3070.1.4 A fee in the amount of \$100.00 may be charged to cover District administrative and inspection costs, and the additional cost to record the Encroachment Permit with the County Recorder, if applicable.

3070.1.5 The form of the Encroachment Permit shall be as designated by the General Manager, and approved by the Board of Directors.

3070.1.6 The District retains the right to amend or revoke any Encroachment Permit at any time. The District further reserves the right to limit access to any of its properties.

3070.1.7 Applicant/property owner and/or contractor are responsible for any damages to sidewalk, street, or District property affected by this Permit. This permit DOES NOT replace any fees or permits that may be required by El Dorado County Department of Transportation.

3070.1.8 An Encroachment Permit is not a property right, such as an easement, nor does it confer a property right. It cannot be transferred with the sale of real property. A new property owner must apply for and obtain a new Encroachment Permit for any activity to be performed.

Revised policy 3070 adopted by Board 4/21/09

Rolling Hills Community Services District

POLICY HANDBOOK

**POLICY TITLE: PROCEDURES FOR ENFORCEMENT OF ORDINANCE REGARDING
ENCROACHMENT PERMITS**

POLICY NUMBER: 3203

3203.1 The Board of Directors of the District adopted Ordinance 2010-02 (amending 2009-01) (hereinafter "Ordinance") to establish rules governing the application for and issuance of encroachment permits to preserve the safety, integrity, and use of District facilities, properties, residents and guests.

3203.2 A permit is required whenever a property owner desires to install, construct, or place physical improvements – landscaping, fencing, retaining walls, culverts, bridges and/or other structures or improvements, including but not limited to basketball hoops and portable toilets, on, above or below the surface of any portion of their land which is encumbered by a district facility or dedicated easement or right of way, or seeks permissive authority to enter into District owned property for ingress and egress to perform the activity.

3203.3 District staff may approve permit applications, with conditions as necessary, deny applications, or revoke permits, to ensure that the safety, integrity, and use of District facilities, properties, residents and guests is preserved.

3203.4 If an activity which requires the issuance of an encroachment permit is undertaken without first obtaining the necessary encroachment permit from the District, the owner of the property shall be guilty of an infraction and a Citation may be issued.

The procedure for issuance of a Citation is as follows:

3203.4.1 The General Manager, member of the Board of Directors or Citation Officer employed by the District shall issue a Warning Sticker which shall be placed on or near the violation or at the entrance to the property with a copy of the Ordinance. The Warning Sticker shall state that an Ordinance violation has occurred and corrective action is required.

3203.4.2 Upon issuance of the Warning Sticker, the General Manager, member of the Board of Directors or Citation Officer shall take a picture of the Warning Sticker bearing the date and time. If the General Manager issues the Warning Sticker, he/she shall notify the Citation Officer for the purpose of follow-up.

3203.4.3 As a courtesy, a letter may be sent to the property owner(s) providing further notification of the Ordinance violation, with proof of service attached. However, in the case of an activity which, in the discretion of the General Manager, member of the Board of Directors, or Citation Officer, poses a concern regarding safety, the issuance of a letter is not required prior to issuance of a Citation as set forth in section 3203.4.4.

3203.4.4 If, after the expiration of 24 hours from issuance of the Warning Sticker, corrective action has not been taken to comply with Ordinance 2010-02 (amending Ordinance 2009-01), the Citation Officer may issue a Citation, entitled "Ordinance Violation Notice RHCSO" (Citation).

3203.4.5 Upon issuance of the Citation, the Citation Officer shall notify the District's agent for processing and collection of fees and fines from Citations.

3203.4.6 If, after the expiration of 72 hours from issuance of the Citation, an encroachment violation involving building materials or other structures or improvements placed on District property, streets or roadways, including but not limited to basketball hoops or portable toilets, has not been removed, the encroachment violation may be removed by the District at the owner's expense.

3203.4.7 In the event three (3) Warning Stickers are issued to repeat offenders during any one year period, no further warnings shall be necessary and further violations will result in immediate issuance of a Citation.

3203.5 Any person violating any of the provisions of the Ordinance is guilty of an infraction thereof and may be punished by (1) a fine not exceeding one hundred dollars (\$100) for a first violation; (2) a fine not exceeding two hundred dollars (\$200) for a second violation within one year; (3) a fine not exceeding two hundred fifty dollars (\$250) for each additional violation within one year.

3203.6 In the case of an encroachment activity which, in the discretion of the General Manager, Member of the Board of Directors, or Citation Officer, poses an immediate safety concern, such as placement of materials in a roadway, the encroachment violation may be immediately removed by the District at the owner's expense.

3203.7 Signs and banners are not subject to encroachment permits. Approved signs are displayed and posted only on official exterior bulletin boards maintained and controlled by the District. Signs installed, placed or posted on District property, including but not limited to realty signs and advertisement signs, are strictly prohibited and may be removed and disposed of without prior notice.

Adopted: June 15, 2010
Amended: March 19, 2013

ORDINANCE NO. 2013-01 (amending 2010-02, 2009-01)

**AN ORDINANCE OF THE ROLLING HILLS
COMMUNITY SERVICES DISTRICT
REGARDING ENCROACHMENT PERMITS**

WHEREAS, the Board of Directors (the "Board") of the Rolling Hills Community Services District (the "District") believes that establishing rules governing the issuance of encroachment permits will serve to preserve the integrity, use and safety of District facilities and properties; and

WHEREAS, the Rolling Hills Community Services District is authorized to adopt ordinances, pursuant to California Government Code section 61060; and

WHEREAS the District believes that the adoption of an encroachment permit process whereby a property owner would be required to obtain a permit and execute a release and indemnification agreement is necessary to protect District property and protect the health and safety of community residents;

NOW THEREFORE, the Board of Directors of the Rolling Hills Community Services District ordains as follows:

SECTION 1

PURPOSE

The purpose of this ordinance is to provide rules governing the issuance of encroachment permits for all properties within the Rolling Hills Community Services District located in El Dorado County, California.

- I. **Permit Required.** Whenever a property owner desires to install, construct, or place physical improvements – landscaping, fencing, retaining walls, culverts, bridges and/or other structures or improvements, including but not limited to basketball hoops and portable toilets, on, above or below the surface of any portion of their land which is encumbered by a district facility or dedicated easement or right of way, or seeks permissive authority to enter into District owned property for ingress and egress to perform the activity, they shall apply for and receive an Encroachment Permit (Permit).
11. **Permit – Application.** Prior to commencement of said installation or construction, applications shall be filed with the General Manager. Applicants for permits under this section must file an application in writing on a form to be furnished by the District, which shall set forth the following information:
 - a. The name, address, and telephone number of the applicant;
 - b. The date of application;
 - c. The location of encroachment and reason for encroachment;
 - d. The name, address and telephone number of the contractor, if applicable;
 - e. The requested expiration date for the permit; and

Adopted 10-15-13

Effective 11-14-13

f. Plans for structures or improvements may be required by the General Manager to be submitted and approved to ensure that the resulting installation adequately accommodates and/or is compatible with existing district facilities.

III. Permit – Application Fee. All permit applications shall be submitted with a payment of a fee in the amount as set forth in the District's Fee Schedule in effect on the date of application to cover the District's administrative and inspection costs, and the additional costs to record the Encroachment permit with the County Recorder, if applicable. Standard inspection costs shall include two site visits, the first prior to commencement of the encroachment activity, the second at the conclusion of the encroachment activity.

IV. Permit – Issuance. Upon the filing of a complete application for an Encroachment Permit, the General Manager shall review, approve, approve with conditions, or deny it within ten (10) business days of receipt. Permits will be granted on a case-by-case basis as determined by the District. Approval with conditions may include specifications for construction materials and procedures as may be necessary. When the grounds for permit denial can be corrected by imposing reasonable permit conditions, the General Manager may impose such conditions rather than deny the permit application.

V. Release and Indemnification Agreement. Applicant shall execute a hold harmless agreement, in a form approved by District, to defend, indemnify and save harmless the District, its officers, agents, employees and representatives, and each of them, of and from any and all claims, demands, suits, causes of action, damages, costs, expense, losses or liability, in law or in equity, of every kind and nature whatsoever arising out of or in connection with the alleged acts or omissions of the permit holder, its officers, agents or employees in connection with the Encroachment Permit activities. This indemnification agreement shall be executed prior to the issuance of the Permit.

VI. Permit – Notice of Issuance. Immediately upon the issuance of the permit, the General Manager shall send a copy thereof to the applicant.

VII. Permit – Notice of Permit Denial. If a permit application is denied, the General Manager shall provide the applicant with written notice of denial, which must contain a statement of facts upon which the denial is based and a statement of the appeal procedure set forth in paragraph XI, hereof.

VIII. Service Charge. In addition to the application fee paid pursuant to paragraph III, above, the District reserves the right to levy a service charge should the scope of the encroachment permit require the District to incur expenses in connection with re-inspection over and above the standard inspection costs set forth in paragraph III, above.

IX. Permit – Use. A Permit holder shall comply with all Permit conditions, and with all applicable laws and ordinances. The encroachment Permit shall expire as provided in the Permit issued. An Encroachment Permit is not a property right, such as an easement, nor does it confer a property right. It cannot be transferred with the sale of the real property. A new property owner must apply for and obtain a new Encroachment Permit for any activity to be performed.

X. Permit – Revocation. Permits issued pursuant to this Section may be revoked by the General Manager for failure to comply with the provisions of this section, failure to comply with any Permit terms and conditions, or at any time the General Manager learns that the Permit application contains false or misleading information. District's authority to revoke a Permit pursuant to this Section shall be in addition to any other remedies available to District under applicable laws.

Adopted 10-15-13

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XI. Appeal Procedure. Any person excepting to the denial or revocation of a Permit under this Section shall have the right, within five (5) business days after receiving notice in writing of the denial or revocation, to file a written appeal to the Board of the District. The appeal shall set forth the specific grounds upon which it is based. The Board shall hold a hearing on the appeal within forty-five (45) days after its receipt by the District, or at a time thereafter agreed upon and shall cause the appellant to be given at least five (5) business days written notice of such hearing. At the hearing, the appellant or its authorized representative shall have the right to present evidence and a written or oral argument, or both, in support of the appeal. The determination of the Board on appeal shall be final.

SECTION 2.

AUTHORITY

I. The Rolling Hills Community Services District is authorized to adopt ordinances, pursuant to California Government Code section 61060.

II. Government Code section 61064(a) and (b) provides that violation of an ordinance or any citation issued for such a violation may be processed either as a misdemeanor or an infraction.

III. Penal Code sections 17(d), 19.8 and 19.2 provide that the District can levy a fine for a violation of the ordinance in an amount not to exceed \$250.00 for each violation.

IV. Any person violating any of the provisions of this Ordinance shall be guilty of an infraction and shall be punished by (1) a fine not exceeding one hundred dollars (\$100) for a first violation; (2) a fine not exceeding two hundred dollars (\$200) for a second violation within one year; (3) a fine not exceeding two hundred fifty dollars (\$250) for each additional violation within one year.

V. Any encroachment without a permit, or in violation of a condition of a permit, shall constitute a public nuisance under Civil Code section 3479 and Government Code section 61069, which may be abated by the District.

VI. In the event the District commences a legal action to remove an encroachment that a property owner refuses to remove after due notice, the property owner will be obligated to reimburse the District for its attorney's fees incurred in removing the encroachment if the District is successful in that action.

SECTION 3.

DEFINITIONS

As used in this ordinance, the terms listed below shall have the meaning assigned them.

I. "District" means the Rolling Community Services District.

II. "General Manager" means the General Manager of the Rolling Hills Community Services District, or designee.

III. "Permit" means the Encroachment Permit issued pursuant to this Section authorizing the encroachment activity described in the Permit.

IV. "Service Charge" means the actual costs that the District incurs in connection with the encroachment activities subject to a Permit, including but not limited to inspection costs,

administration or coordination by District.

This Ordinance shall become effective thirty (30) days from and after its final passage and adoption, provided it is published in full within fifteen (15) days after its adoption in a local newspaper.

This Ordinance was introduced and read in its entirety at the regular meeting of the Rolling Hills Community Services District Board of Directors on September 17, 2013.

On a motion by Director Chaney Hicks, seconded by President Tim Halverson, the foregoing ordinance was passed and adopted by the Board of Directors of the Rolling Hills Community Services District this 15th day of October, 2013, by the following vote:

AYES: 3	DIRECTORS: Halverson, Kennedy, Magee
NAYS: 0	DIRECTORS: None
ABSTAIN: 0	DIRECTORS: None
ABSENT: 2	DIRECTORS: Sites, Fawkes

Tim Halverson
PRESIDENT OF THE BOARD

Linda Stone
BOARD SECRETARY

Adopted 10-15-13
Effective 11-14-13

RESOLUTION NO. 22-06

Item 6.e.
4/19/22

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROLLING HILLS COMMUNITY SERVICES DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY ISSUED BY GOVERNOR GAVIN NEWSOM, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODY OF ROLLING HILLS COMMUNITY SERVICES DISTRICT FOR THE PERIOD APRIL 20, 2022 THROUGH MAY 19, 2022 PURSUANT TO BROWN ACT PROVISIONS CURRENTLY IN EFFECT

WHEREAS, the ROLLING HILLS COMMUNITY SERVICES DISTRICT is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the ROLLING HILLS COMMUNITY SERVICES DISTRICT's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted Resolution No. 21-05 on September 21, 2021, finding that the requisite conditions exist for the legislative body of ROLLING HILLS COMMUNITY SERVICES DISTRICT to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, the Board of Directors previously adopted Resolutions No. 21-06, 21-07, 21-08, 22-01, 22-02, 22-03, 22-04, and 22-05 proclaiming a local emergency persists, re-ratifying the proclamation of a state of emergency issued by Governor Newsom, and re-authorizing remote teleconference meetings of the legislative body of ROLLING HILLS COMMUNITY SERVICES DISTRICT; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, the Board of Directors does hereby find that emergency conditions persist in the District due to the ongoing COVID-19 pandemic, the District's lack of a sufficiently sized meeting room to accommodate measures to promote social distancing for the protection of attendees, the need to enable those who are immunocompromised or unvaccinated to be able to safely continue to fully participate in public governmental meetings, and the challenges with fully ascertaining and ensuring compliance with

vaccination and other safety recommendations at such meetings would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors does hereby find that those conditions have caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of the ROLLING HILLS COMMUNITY SERVICES DISTRICT shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the ROLLING HILLS COMMUNITY SERVICES DISTRICT will comply with all noticing and agenda requirements required by the Brown Act now in effect; provide the public with access to and participation in the meeting through a call-in or internet-based service; provide instructions in the posted notices or agenda for how to participate; ensure the public will be able to participate in the meeting in real time through call-in or internet-based service, ensure the public will be able to provide public comment during the meeting; and comply with the requirements of AB 361.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE ROLLING HILLS COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
2. Affirmation that Local Emergency Persists. The Board hereby proclaims that a local emergency continues to exist throughout the District due to the ongoing COVID-19 pandemic and that convening to attend an in-person meeting could present imminent risks to the health and safety of attendees due to the continued pandemic.
3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date.
4. Remote Teleconference Meetings. The staff and legislative bodies of the ROLLING HILLS COMMUNITY SERVICES DISTRICT are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.
5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of May 19, 2022, or such time as the Governor rescinds his Proclamation of a State of Emergency, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the ROLLING HILLS COMMUNITY SERVICES DISTRICT may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

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PASSED AND ADOPTED by the Board of Directors of the ROLLING HILLS COMMUNITY SERVICES DISTRICT this 19th day of April, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Matthew Sites, President

ATTEST: _____
Linda Stone, District Clerk