

**ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES OF MAY 31, 2022 SPECIAL MEETING OF THE BOARD OF DIRECTORS**

1. Call to Order/Roll Call.

The teleconference special meeting of the Rolling Hills CSD held on May 31, 2022, was called to order at 7:07 pm by President Matt Sites in accordance with the Brown Act as currently in effect under the State Emergency Act, Governor Gavin Newsom’s Emergency Declaration related to COVID-19, and Assembly Bill 361, that allows attendance by Board Members, staff, and the public by teleconference. In addition to President Sites, Vice President Brenda Collette, Directors Mark Magee, Ed McGowan, and Gordon Fawkes, and Board Clerk Linda Stone were present at roll call. There was one member of the public present at roll call.

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

None.

3. Old Business

None

4. New Business

a. Remote Teleconference Meetings of the Board for the 30-Day Period from June 1, 2022, through June 30, 2022, per AB 361. Director Gordon Fawkes made a motion to approve Resolution No. 22-09 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 June 1, 2022, through June 30, 2022. Vice President Brenda Collette seconded the motion. The Clerk took a roll call vote; motion carried as follows:

AYES: Sites, Collette, Fawkes, McGowan and Magee

NOES: None

ABSENT: None

ABSTAIN: None

b. Fiscal Year 2022-2023 Budget Workshop. The Clerk presented a detailed spreadsheet including actual year-to-date information for fiscal year 2022, and using that as a starting point, working information for fiscal year 2023. The Board went through a line-by-line discussion and analysis of each account and input its preliminary dollar amounts under each of three categories: (1) minimum amount needed per constrained cash flow of the District, (2) middle ground amount for discussion, and (3) amount without revenue constraints including long term maintenance items. A copy of the results from the workshop discussion is attached to these minutes. The Board will discuss this matter at its next regular meeting when considering adoption of a preliminary budget for fiscal year 2023.

5. Adjournment. Upon motion and second, the meeting was adjourned at 8:56 pm.

Submitted by:

/S/

Linda Stone, Board Clerk/Secretary

Approved by Board: June 21, 2022

RESULTS FROM 5/31/22 Budget Workshop Discussion

JRM6d.

ROLLING HILLS CSD	APPROVED Final Budget FISCAL YEAR 2021-2022	Estimated Final Totals for FY22	Minimum Per Constrained Cash Flow FY23	Middle Ground FY23 For Discussion	Without Revenue Constraints Including Long Term Maint Items
Revenues					
Property Taxes	\$ 100,500.00		\$ 102,010.00	\$ 102,010.00	\$ 102,010.00
Interest	\$ 1,800.00		\$ 1,838.00	\$ 1,838.00	\$ 1,838.00
Special Assessment	\$ 78,900.00		\$ 78,438.00	\$ 78,438.00	\$ 78,438.00
Subtotal	\$ 178,200.00		\$ 182,284.00	\$ 182,284.00	\$ 182,284.00
Various Other	\$ 1,000.00		\$ 1,020.00	\$ 1,020.00	\$ 1,020.00
Revenue Income	\$ 180,200.00	\$ 182,493.00	\$ 183,304.00	\$ 183,304.00	\$ 183,304.00
Transfer From Reserve Fund Balance	\$ 64,800.00		\$ 63,003.00	\$ 67,103.00	\$ 429,153.00
Total Revenue	\$ 245,000.00		\$ 246,307.00	\$ 250,407.00	\$ 612,457.00
Expenditures					
Services/Supplies - Routine O&M					
3000 Payroll Expenses					
4040 Telephone	\$ 350.00	\$ 358.06	\$ 385.00	\$ 385.00	\$ 385.00
4041 Communications	\$ 150.00	\$ -	\$ 150.00	\$ 150.00	\$ 150.00
4060 Food and Food Products	\$ 50.00	\$ -	\$ -	\$ 50.00	\$ 50.00
4100 Insurance	\$ 5,450.00	\$ 5,732.29	\$ 5,995.00	\$ 5,995.00	\$ 5,995.00
4183 Maint. Grounds	\$ 16,000.00	\$ 5,820.00	\$ 13,000.00	\$ 13,000.00	\$ 26,350.00
4185 Maint. Parks	\$ 86,000.00	\$ 88,229.50	\$ 83,000.00	\$ 87,000.00	\$ 91,000.00
4189 Maint. Water System	\$ 6,000.00	\$ 20,425.00	\$ 15,000.00	\$ 15,000.00	\$ 16,000.00
4190 Maint. Drainage	\$ 7,500.00	\$ 7,000.00	\$ 7,500.00	\$ 7,500.00	\$ 15,000.00
4191 Maint. Roads	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 30,000.00	\$ 350,200.00
4192 Maint. Lighting	\$ 500.00	\$ 447.00	\$ 500.00	\$ 500.00	\$ 500.00
4197 Bldg. Supplies	\$ 500.00	\$ 491.75	\$ 500.00	\$ 500.00	\$ 500.00
4220 Memberships	\$ 675.00	\$ 1,102.00	\$ 1,102.00	\$ 1,102.00	\$ 1,102.00
4240 Misc. Expense	\$ 300.00	\$ -	\$ 300.00	\$ 300.00	\$ 300.00
4250 Office Expense	\$ 200.00	\$ 50.00	\$ 200.00	\$ 200.00	\$ 200.00
4261 Postage	\$ 450.00	\$ 175.40	\$ 450.00	\$ 450.00	\$ 450.00
4266 Printing Services	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
4267 On-Line Subscriptions	\$ -	\$ 478.36	\$ 500.00	\$ 500.00	\$ 500.00
4300 Prof. Services	\$ 35,000.00	\$ 24,175.88	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
4304 Admin Fee Agency	\$ 325.00	\$ 141.55	\$ 325.00	\$ 325.00	\$ 325.00
4306 Accounting serv.	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00
4313 Legal Services	\$ 5,000.00	\$ 4,794.84	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
4345 Director Services	\$ 4,500.00	\$ 5,325.00	\$ 5,400.00	\$ 5,400.00	\$ 5,400.00
4400 Publication Not.	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	\$ 200.00
4420 Rent/Lease Exp.	\$ 800.00	\$ 180.00	\$ 800.00	\$ 800.00	\$ 800.00
4440 Rent Bldgs.	\$ 3,800.00	\$ 1,859.60	\$ 3,800.00	\$ 3,800.00	\$ 3,800.00
4505 Educa. Training	\$ 50.00	\$ -	\$ -	\$ 50.00	\$ 50.00
4602 Private Auto	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	\$ 200.00
4820 (4700) Utilities	\$ 41,500.00	\$ 31,254.89	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00
Subtotal Routine O&M	\$ 245,000.00	\$ 198,041.22	\$ 246,307.00	\$ 250,407.00	\$ 612,457.00
Special Projects	See 4191 Road Maint.				
Fixed Assets					
6020 Bldg. Improvements					
Total Expenditures	\$245,000.00				