

**Board of Directors Meeting – AGENDA**  
**ROLLING HILLS COMMUNITY SERVICES DISTRICT**  
**Tuesday, June 21, 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: 885 1645 8537**

**Or Join by Computer:** <https://us06web.zoom.us/j/88516458537>

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 – Discussion of GM duties handled by delegated Board members until the position is filled and activity over the past month
- b. Long Range Funding Ad Hoc Committee Report

### 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 Board of Directors meetings as follows:
  - Special meeting held on April 12, 2022
  - Regular meeting held on April 19, 2022
  - Continuation of April 19, 2022 meeting on April 27, 2022 with attachment of Chaney Hicks April 21, 2022 meeting notes with Elliott Homes
  - Regular meeting held on May 17, 2022
  - Special Budget Workshop meeting held on May 31, 2022
- 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 May 31, 2022
- c. Correspondence accept and file:
  - Umpqua Bank statement for May 2022
  - May 31, 2022 email from Keegan McVey of Auditor's Office regarding Year End Deadlines
  - June 15, 2022 email from Keegan McVey of Auditor's Office regarding Mileage Reimbursement Rate Increase
  - June 17, 2022 email from CSDA regarding Board of Directors election for Seat B and candidate information
  - PG&E Notice regarding growing Wildfire risk

Consent Items Pulled for Discussion: \_\_\_\_\_

### 5. Old Business

- a. **Recruitment for General Manager Position** – Board to discuss recruitment status and methods for advertising the position (Discussion/ Possible Action Item)

### 6. New Business

- a. **Remote Teleconference Meetings of the Board for the 30-Day Period June 22, 2022 through July 21, 2022 per AB 361** – Consideration of adoption of Resolution 22-10 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 June 22, 2022 – July 21, 2022 (Discussion/Possible Action Item)

- b. Fire Mitigation Perimeter Scraping** – Consider approval of additional fire mitigation measure in 2022 of scraping of the perimeter of open space areas of the District. The District opted not to do the scraping in 2021, and previously said it would consider the measure each year. The cost of the scraping is not yet identified but is in the works. The cost of the scraping in 2020 was \$3,200, and preliminary information is that costs have substantially increased for 2022. (Discussion/Possible Action Item)
- c. Sidewalk Issues on White Rock Road near Bailey Circle** – Resident reported sidewalk issues where portions of the sidewalk have lifted as high as two inches, and another area where it is raised about one inch, potentially causing a tripping hazard. Board to review photographs provided and consider next steps. (Discussion/Possible Action Item)
- d. Preliminary Budget for Fiscal Year 2022-2023** – Development, discussion and consider adoption of a preliminary budget for fiscal year 2022-2023. (Discussion/Possible Action Item)
- e. Speed Bumps Installed in Springfield Meadows without District Knowledge or Approval** – Board to discuss the issue of newly installed speed bumps in Springfield Meadows by resident without the knowledge or approval of the Board; and whether the EDH Fire Department has provided input on the issue. (Discussion/Possible Action Item)

## **7. Adjournment.**

**June 21, 2022 Discussion of Activities Falling Under General Manager Duties**

In light of the recruitment to fill the now vacant General Manager position, the Board has parsed out various of the General Manager duties to Board Members. The following activities will be discussed at the June 21, 2022 meeting:

1. Status of Weed Abatement work utilizing goats/sheep.
2. Status of Weed Abatement work performed by District's contracted landscapers.
3. Has the District received confirmation from the EDH Fire Department that the fire prevention/weed abatement work is satisfactory?
4. A brush fire occurred at the end of May in the open space on the east side of the District adjacent to Highway 50 as a result of sparks coming from the freeway when a bob cat came off of a trailer and went into the weeds. Th EDH Fire Department was quickly on the scene and put the fire out. As a result, a Board Member has asked about who and how the locks on the fire Access gates within the District are accessed. How is the emergency access handled?
5. Measure Deadline for November Election - A meeting needs to be scheduled among those on the Long-Range Funding Committee. Board member suggested a face-to-face meeting, but with scheduling concerns, consideration of a Zoom meeting may also serve the purpose. Date and meeting method to be determined in light of the upcoming deadline for submission of Measure materials for the November election.
6. Any Issues with Landscapers?
7. Summerfield Wetlands and Brush Clearing – Status of cost estimates for revised scope of work
8. Update regarding activity related to encroachment at 5047 Winterfield in light of motion passed by Board on May 17. Procedural steps include:
  - See District Policy Number 3203 (copy attached for reference)

**Resident Reported Issues:**

9. Resident reported low hanging tree at Montrose and Summerfield which also was blocking the stop sign. It was reported to be extending a full lane into the street. Resident subsequently advised that the tree has been trimmed.
10. Resident reported sidewalk safety issues (This item is on the Agenda)
11. Resident request for planting at entrance to Shadow Hills (Bailey Circle)
12. Resident request for installation of doggie bag station/trash can at grassy area on White Rock near Bailey Circle.

# **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

**ROLLING HILLS COMMUNITY SERVICES DISTRICT  
MINUTES OF APRIL 12, 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 April 12, 2022, was called to order at 7:02 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, General Manager Chaney Hicks, and Board Clerk Linda Stone were present at roll call. There were eight members of the public present at roll call.

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

None.

**3. Old Business**

**a. Summerfield Open Space Bush Removal and Clearing to Improve Water Flow in Open Space and Wetlands Area.**

1. General Manager Chaney Hicks reported that the volunteer project on March 30, 2022, for work in the Summerfield open space area was a success. The volunteers, which consisted of children of all ages from the El Dorado Hills Ward of a local church youth group, mobilized at the middle of the area and successfully worked to clear an expanse down the center of the waterway to get the water moving. Under adult supervision, they worked clearing out brush and overgrowth with rakes, hoes, and even chain saws in hand and filled to over-flowing 48 huge 30-gallon garbage bags of debris and hauled them away. The District thanked the volunteers and adults for organizing this project.

2. Chaney obtained proposals for clearing of the area, and budget funds approved for fiscal year 2022 suggested that the Board consider approval of \$7,500 to complete additional work in the area including clearing the culvert entrances at Montrose and Dunnwood Drive. The Board had extensive discussion on the issues and details of the area. They agreed the nine inlets to the waterway need to be located to make sure water is not unduly impeded. Director Gordon Fawkes said he would like to see a bid for work at the entrance to the Montrose culvert area and 15 feet upstream from there. The discussion also included possible work needed near Belhaven. After the Board's discussion, a resident commented on the item and mischaracterized the District's efforts in obtaining multiple bids for the work, which was clarified. Director Fawkes made a motion that the District do a new solicitation for bids with a revised scope of work to expose the mouth of the culvert inlet, clear back 15 feet from the inlet, locate the gutter drain outfalls into the wetlands, and clear any that are obstructed. The motion was seconded by Vice President Brenda Collette. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, and Magee, and McGowan

NOES: Sites

ABSENT: None

ABSTAIN: None

**4. New Business**

**a. Remote Teleconference Meetings of the Board for the 30-Day Period from April 13, 2022, through May 12, 2022, per AB 361.** Director Mark Magee made a motion to approve Resolution No. 22-05 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 April 13, 2022, through May 12, 2022. Director Mark Magee 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. Resignation of General Manger Chaney Hicks.** Chaney Hicks resigned her position of General Manager effective April 30, 2022, as she and her family are moving out of the area. President Matt Sites whole heartedly thanked Chaney for her many years of service and amazing effort and efficiencies on the job. In light of the resignation, the Board discussed recruitment efforts for her replacement and wants to first advertise the position within the District to see if there is any interest from anyone in the community. The Board also discussed the division of duties until a replacement is hired. The first order of business is coordination of the goats for required weed abatement and securing water from residents or the District for the animals. Resident Stephanie Haley offered to provide water for the goats when in the vicinity of her home. Chaney noted there is another resident along Dunnwood who offered water.

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

Submitted by:

Linda Stone, Board Clerk/Secretary

Approved by Board:



**ROLLING HILLS COMMUNITY SERVICES DISTRICT**  
**MINUTES OF APRIL 19, 2022 MEETING OF THE BOARD OF DIRECTORS**

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

The teleconference meeting of the Rolling Hills CSD held on April 19, 2022, was called to order at 7:00 p.m. by Director Mark Magee under the Brown Act as currently in effect under the State Emergency Act, Governor Gavin Newson's Emergency Declaration related to COVID-19, and Governor Newson's Executive Order N-08-21 issued June 11, 2021, that allows attendance by Board Members, staff, and the public by teleconference. In addition to Director Magee, Vice President Collette, Director Fawkes, Director McGowan and General Manager Chaney Hicks were present. There were no members of the public in attendance. Director Matt Sites and Clerk Linda Stone were absent. Vice President Collette chaired the meeting upon her arrival.

**2. Public Comment.**

None. No public in attendance.

**3. Monthly Reports**

Director Fawkes stated that President Sites requested that some of the agenda be deferred for later meeting when he may attend. Those items were 5b and 6d. Director Magee made motion to defer these items; Director Fawkes seconded the motion. There was no further discussion. A roll call vote was taken as follows; motion carried by the following vote:

AYES: Magee, Fawkes, McGowan, Collette

NOES: None

ABSENT: Sites

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

b. No update, see item 6a.

**4. Consent Items: Director Fawkes made motion to accept as presented, Director McGee seconded. A roll call vote was taken as follows; motion carried by the following vote:**

AYES: Magee, Fawkes, McGowan, Collette

NOES: None

ABSENT: Sites

5. Old Business

- a. General Manager stated that she allowed Folsom Heights to access via Winterfield in order to do weed abatement on their parcel. Grading permit hasn't been approved by City of Folsom yet. Folsom Heights submitted two Rights of Entry (ROE) in order to access their parcel to install retaining walls. One needed to be directed to Sierramonte HOA for approval and the other we will review. MOU is being worked on now. General Manager will get further clarification regarding length of time entry is requested and will discuss at next meeting.
- b. Deferred
- c. Discussion on which Board member to add to Umpqua account due to General Manager resignation. Director Fawkes willing to be added. General Manager Hicks will forward information to him to proceed. Vice President Collette made motion to accept as presented, Director McGowan seconded. A roll call vote was taken as follows; motion carried by the following vote:

AYES: Magee, McGowan, Collette

ABSTAIN: Fawkes

NOES: None

ABSENT: Sites

6. New Business

- a. Director Magee stated that he would get together with Director Fawkes and volunteer resident to draft a communication to go out to the residents related to an assessment increase. He stated he would have it prepared by next regular monthly meeting. General Manager indicated that the information provided by Clerk Stone gave a July deadline for submission of materials to County for inclusion in order to proceed with placing an initiative on the November ballot. Due to the time constraints, Director Magee indicated they would have a draft by the next week to review/approve for dissemination within the community.
- b. Vice President Collette discussed the option to switch from Pioneer back to PG&E only if the next couple PG&E bills indicate an increase. Director Fawkes agreed that if no increase to bills, then keep the status quo based on the analysis presented.
- c. Director McGowan indicated he was okay with authorizing an encroachment permit to resident. Vice President Collette also stated she was fine with it. Director Fawkes inquired about previous permit that was issued and how it worked out. General Manager Hicks indicated that since that was the District's first experience with granting an encroachment permit there have some issues that have arisen. They are that due to several changes in legal counsel/opinions and miscommunication with residents, there are issues with the originally allowed permit. Due to this item being deferred to next meeting, the hope is that the next

meeting discussion will bring clarity to how to handle this new request for an encroachment permit.

- d. Deferred.
- e. Vice President Collette made a motion to adopt Resolution 22-06 as presented for consideration in the meeting materials. Director McGowan stated that by adopting next week, the timing may get the District more time. Ultimately, the Board discussed and determine to move forward with the original motion and include this item at the next meeting to extend again, Director Fawkes seconded the motion. A roll call vote was taken as follows; motion carried by the following vote:

AYES: Magee, Fawkes, McGowan, Collette

NOES: None

ABSENT: Sites

- f. General Manager Hicks indicated that seven contractors received RFP, three attended mandatory bid walk/conference and two contractors ultimately submitted bids. California Landscaping submitted bid for \$13,400 monthly and the existing contractor, New Gen submitted bid for monthly amount of \$6,895. Director Fawkes made motion to accept newly submitted monthly contract price of \$6,895.00, Vice President Collette seconded. A roll call vote was taken as follows; motion carried by the following vote:

AYES: Magee, Fawkes, McGowan, Collette

ABSTAIN: Fawkes

NOES: None

ABSENT: Sites

- 7. Director McGowan requested to recess the meeting until next week to discuss deferred items on the agenda. All Directors affirmed at 8:02 p.m.

Submitted by:

/s/

Chaney Hicks, General Manager

Approved by Board:

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
Redding Hills	BHCS00255	2021/01/04	18:54	4FZ2617	CA	BMW	700 SAN MARINO CT	Unpaid	\$100.00			\$100.00
Redding Hills	BHCS00258	2021/01/10	05:21	1FD04163	CA	FORD	604 CASCARA CT	Unpaid	\$100.00	\$100.00		\$0.00
Spring Hills	BHCS00261	2021/05/03	04:58	13UH945	CA	FORD	3222 MONTECROSE	Unpaid	\$100.00			\$100.00
Spring Hills (TRUMP/JOHN)	BHCS00259	2020/11/10	17:18	4ST4472	CA	FORD	4021 LAGUNA LN	Unpaid	\$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 listed by 4 factors)

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 APRIL 27, 2022 CONTINUED MEETING OF THE BOARD OF DIRECTORS  
FROM APRIL 19, 2022**

DRAFT

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

The teleconference meeting of the Rolling Hills CSD continued from April 19, 2022, to April 27, 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, Directors Brenda Collette, Mark Magee, Ed McGowan, and Gordon Fawkes, General Manager Chaney Hicks, and Board Clerk Linda Stone were present at roll call. Two members of the public were present at roll call.

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

None.

The following agenda items were continued from the April 19<sup>th</sup> meeting for discussion at this meeting.

**4. Old Business**

**a. Continued Discussion – Folsom Heights Update.** General Manager Chaney Hicks said she had a meeting with representatives of Folsom Heights Development team on April 21<sup>st</sup>, as detailed in the notes she prepared from the meeting. The full scope of work for various infrastructure components of the project is not yet available, and will be needed to entertain any Right of Entry (ROE) request. One component mentioned is the need for a retaining wall at Prima and Winterfield, but Elliott Homes is still finding out what specific access is needed. The Board confirmed it will work with its legal counsel for review of a ROE request. Chaney confirmed that aside from the three easements already in place between the District and the landowner, the RHCSO is not interested in any more easements. After Board discussion, a resident expressed her frustration about the project and said that the District does not have to give anything to Folsom for what they want. She implied the Board is not being transparent and continued to say "lots of people want to protect our community." President Sites commented that the Board is working very hard to protect the interests of the District and is providing all information received to the residents for full transparency on this project and all other District business matters. He said he does not appreciate comments trashing the Board members personally.

**b. Resignation of General Manager Chaney Hicks.** In light of the resignation of Chaney Hicks, the Board discussed parsing out various of the GM duties to Board Members until the position is filled. It was the unanimous consensus of the Board members present that the duties would be distributed as follows:

- Chaney Hicks will meet with Director Gordon Fawkes tomorrow at Umpqua Bank to accomplish adding Gordon as the second cardholder on the CSD petty cash checking account.
- Director Gordon Fawkes will take the lead on the Summerfield wetlands project and get bids for the scope of work identified by the Board.
- Director Mark Magee will take the lead in dealing with the landscapers on maintenance and irrigation issues.
- Director Fawkes will update the District's telephone account information with Ring Central and also coordinate transfer of the auto payments for routine recurring monthly expenses.
- Clerk Linda Stone will handle the tasks for the Direct Assessment.
- Director Brenda Collette will handle purchase and replacement of doggie waste bags.

- Director Gordon Fawkes will put up and take down the Zoom meeting signs at the entrances notifying residents of the Board meetings.
- President Matt Sites will take over as the main contact for the Folsom Heights development project with Elliott Homes, with the assistance of Director Ed McGowan.
- The General Manager phone will be routed to Director Mark Magee.
- Director Mark Magee will also handle the General Manager emails.
- Director Mark Magee will be the liaison with the goat vendor for weed abatement, and it was noted that Stephanie Haley, Matt Sites, and Cheryl (resident on Dunnwood) have volunteered to provide water for the goats.

DRAFT

**6. New Business**

**c. Encroachment Issue at 5047 Winterfield – Installation of Stairs.**

**d. Encroachment Ordinance and Associated Policies and Procedures of District.**

These two items were continued to the next meeting of the Board.

**7. Adjournment.** Upon motion and second, the meeting was adjourned at 9:17 pm.

Submitted by:

Linda Stone, Board Clerk/Secretary

Approved by Board:





## MEETING NOTES

**DATE:** April 21, 2022 AT 3:00 PM

**ATTENDEES:**

Price Walker – Elliot Homes  
Dave Sagan – REY Engineering  
Chad Roberts – HSM Law  
Myself

**SUMMARY:**

Meeting via video to discuss Folsom Heights project grading work and how to handle ROEs. Price Walker discussed the three easement areas (Winterfield, Montrose and Prima). At the Montrose easement, Folsom Heights has detailed EID improvements which include a compressed gravel road with manholes and turnaround area. EID's requested turn around area falls outside of their existing easement. I told them that there may be an issue with them requesting use of District space that they don't have any legal right to. Chad agreed that it was outside of their right to include that turn around area. Price will call Mike Brink (EID) who is requesting the additional work to see if they will remove the additions that aren't included in their easement.

The Winterfield utility improvements all fall within the existing easement. The tie-in is in the street so some hardscape work may be required to tie in to that existing stub up.

At the Prima EVA the scope of work has not changed. Per EDH Fire Dept. EVA will be paved and have curbs on south side of road with gates at either end. Additional sewer/water tie in work will be done within the easement. The City of Folsom requested that Folsom Heights change the location of their drainage for water retention pond and current proposed location falls outside of their Prima easement. I told them that I didn't believe that the board would be amenable to granting an additional easement due to the contentious nature of the EVA. Price stated that he would call Folsom up and relay that the modifications may not be possible due to lack of cooperation from RHCSO.

The proposed grading work along the back property line of Sierramonte would need to be addressed to their HOA for the ROE to be signed but if their plan is to access that



area via Prima EVA access point, that would need to be included in a ROE for RHCS D. I will forward contact information that I have for Sierramonte to Price so he can get in touch with them to discuss access issues. I told Price that Matt would be the contact for this project and due to his current job with the City of Sacramento as a planner he would be very capable of understanding current issues.

Call Notes Prepared By:

A handwritten signature in black ink, appearing to read "CHICKS", with a long, sweeping horizontal line extending to the right.

Chaney Hicks, General Manager

[gm@rollinghillscsd.org](mailto:gm@rollinghillscsd.org)

**ROLLING HILLS COMMUNITY SERVICES DISTRICT  
MINUTES OF MAY 17, 2022 MEETING OF THE BOARD OF DIRECTORS**

DRAFT

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

The teleconference meeting of the Rolling Hills CSD held on May 17, 2022, was called to order at 7:04 pm by President Matt Sites in accordance with the Brown Act as currently in effect under the State Emergency Act, Governor Gavin Newsom's Emergency Declaration related to COVID-19, and Assembly Bill 361, that allows attendance by Board Members, staff, and the public by teleconference. In addition to President Sites, Directors Brenda Collette, Mark Magee and Gordon Fawkes, and Board Clerk Linda Stone were present at roll call. Director Ed McGowan was absent. A member of the public joined the meeting after roll call.

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

None.

**3. Monthly Reports**

**a. General Manager Report.** Due to the resignation of General Manager Chaney Hicks, Director Mark Magee presented an oral and written report detailing district business in which he was involved over the past month; copy attached. In addition to the items listed in the report, Directors Mark Magee and Gordon Fawkes will work with the landscape company representative regarding the Belhaven to Summerfield overgrowth. A ten-foot width for cutting a swatch in the growth was discussed. Matt Sites reported he is still attempting to coordinate with Price Walker of Elliott Homes regarding outstanding issues. It was also brought to the Board's attention that a resident in Springfield Meadows took it upon himself to install two additional speedbumps at the entrance to that neighborhood. The resident claims that he owns the property to the road's center line adjacent to his family's various parcels of property. A comment was made that generally roadways are dedicated as roadway easements. The Board is concerned this unauthorized installation is an encroachment issue. It was suggested that the CSD should have the fire department come out and provide an assessment since it has expressed ongoing concerns about speed bumps in the community.

**b. Long Range Funding Ad Hoc Committee Report.** Gordon Fawkes reported that he has continued to work on a written report regarding the District's financial status. He would like to schedule a face-to-face meeting of the committee. Gordon will share his work-product with the committee. Resident Adam Olson suggested a tiered approach to the ballot measure language, with the initial measure seeking an increase \$X (to be determined) applicable to all parcels for the increased cost of services which benefit all parcels within the CSD; in addition, for parcels within Springfield Meadows only, an added increase of \$X for services benefiting only that neighborhood; and likewise, an additional increase for Stonebriar only of \$X, and the same for Shadow Hills. The District could also offer alternative Measure language.

**4. Consent Items**

The Minutes of the April meetings were pulled from the Consent calendar to be considered at the next regular meeting of the Board. The remaining Consent Items consisting of the monthly financial reports prepared by the El Dorado County Auditor Controller's office for the period ended April 30, 2022; and correspondence including Umpqua bank statement for the period ending April 2022; and El Dorado Hills Fire Department Initial Notice to Abate Fire Hazard and Destroy Weeds dated April 8, 2022, for five parcels within the District, were considered. Director Gordon Fawkes made a motion to approve and accept/file the Consent items presented, Director Brenda Collette seconded. The Clerk took a roll call vote; motion carried as follows:

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

DRAFT

## **5. Old Business**

**a. Recruitment for General Manager Position.** The Clerk reported that to date no applications in the General Manager position have been received. Mark Magee has expressed interest in the position. The clerk asked if the Board would like the position advertised outside of the District. It is currently posted on the bulletin boards and on the District's website. It was the unanimous consensus of the Board members present to give it another month as currently advertised within the District.

**b. Primary Election November 8, 2022 – Measure Calendar.** This item was discussed under item 3.b., Long Range Funding Committee report.

**c. Encroachment Issue at 5047 Winterfield – Installation of Stairs.** The Board generally discussed the difference between the issuance of an Encroachment Permit and entering into an Encroachment Agreement. Matt Sites offered that the City of Sacramento has very few Encroachment Agreements, and those are only contemplated when severe issues exist, such as dealing with a gas line. Board member Gordon Fawkes is interested in knowing whether the handrail on the installed stairs is illegal, but the prior GM advised against walking along the back fence due to safety issues with snakes and the steep slope of the ground. Gordon said if that data is needed, he will obtain it. Other comments included that the District does not want an exposure to liability for the stairs, and also that it does not want to set a precedent. It was noted that a License is the permission to do something. Resident Adam Olson commented that as clearly spelled out in the District's Ordinance and procedures, the District does have a remedy for the encroachment. It can take appropriate action to remove the encroachment at the owner's expense. He further said that choosing to do nothing is doing something.

President Matt Sites made a motion to begin the process for removal of the encroachment as outlined in the CSD Ordinance and procedures; second by Director Gordon Fawkes. The Board then discussed a prior encroachment situation and the facts inherent with that issue. The President called for a roll call vote, which results are as follows:

AYES: Sites and Fawkes

NOES: Collette

ABSENT: McGowan

ABSTAIN: Magee

Pursuant to District policy 5040.2.1, a member abstaining in a vote is considered a absent for that vote only. The motion carried.

**d. Encroachment Ordinance and Associated Policies and Procedures of District.** After discussion, it was the unanimous consensus of the Board members present that no changes are needed to the District's Encroachment Ordinance or related policies and procedures.

## **6. New Business**

**a. Remote Teleconference Meetings of the Board for the 30-Day Period May 18, 2022, through June 16, 2022.** President Matt Sites made a motion to approve Resolution No. 22-07 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 May 18, 2022, through June 16, 2022. Director Brenda Collette seconded the motion. The Clerk took a roll call vote; motion carried as follows:  
AYES: Sites, Collette, Fawkes, and Magee  
NOES: None  
ABSENT: McGowan  
ABSTAIN: None

**b. Consolidated District General Election to be Held November 8, 2022.** President Matt Sites took this opportunity to inform the Board that he will not be seeking reelection in November, and further, that due to personal obligations, he will be resigning from the Board in the near future. He also expressed his support of resident Adam Olson as a new member of the Board should Adam have an interest in the position. Adam thanked Matt for the comments and his service to the RHCS. After discussion, President Sites made a motion to adopt Resolution 22-08 declaring an election be held in its jurisdiction consolidating with other districts requesting election services, at which election an issue to be presented to the voters is the nomination of candidates to elect two (2) Directors, each with a full four-year term to expire December 4, 2026. The motion was seconded by Director Brenda Collette. The Clerk took a roll call vote; motion carried as follows:

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

**c. El Dorado Disposal Information Provided Regarding SB 1383.** After discussion, the information as received and filed. The Clerk will respond to the representative of El Dorado Disposal.

**7. Adjournment.** Upon motion and second, the meeting was adjourned at 8:57 pm.

Submitted by:

Linda Stone, Board Clerk/Secretary

Approved by Board:

5/17/2022      Rolling Hills CSD General Manager Report

*(Prepared by Director Mark Magee on behalf of Directors who are filling the gaps while the District recruits to fill the vacant General Manager position)*

- Director Fawkes paid the May billing for the District Storage Unit.
- Director Fawkes created an Administration Account with Ring Central and determined that the District phone system is paid for until January 23, 2023.
- Director Fawkes accepted responsibility for placing the District's meeting signs in place before each Board Meeting.
- Directors Fawkes and Magee meet with landscaper, Francisco.
- Director Magee contacted Paul Abess, goat weed abatement and Francisco to determine timing of weed abatement.
- Two residence's brought up issues about weed abatement.

One along Summer Field Rd., overhang along street and limbs falling.

One in backyard, Belhaven, bushes and trees within feet of fence, fire hazard.

- Gmail is at 93% or 14.07 of 15 GB used.



**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:

Linda Stone, Board Clerk/Secretary

Approved by Board:

# Results from 5/31/22 Budget Workshop Discussion

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
<b>Revenues</b>					
Property Taxes	\$ 100,500.00		\$ 102,010.00	\$ 102,010.00	\$ 102,010.00
Interest	\$ 1,800.00		\$ 1,836.00	\$ 1,836.00	\$ 1,836.00
Special Assessment	\$ 76,900.00		\$ 78,438.00	\$ 78,438.00	\$ 78,438.00
Subtotal	\$ 179,200.00		\$ 182,284.00	\$ 182,284.00	\$ 182,284.00
Various Other	\$ 1,000.00		\$ 1,020.00	\$ 1,020.00	\$ 1,020.00
<b>Revenue Income</b>	<b>\$ 180,200.00</b>	<b>\$ 182,493.00</b>	<b>\$ 183,304.00</b>	<b>\$ 183,304.00</b>	<b>\$ 183,304.00</b>
Transfer From Reserve Fund Balance	\$ 64,800.00		\$ 63,003.00	\$ 67,103.00	\$ 429,153.00
<b>Total Revenue</b>	<b>\$ 245,000.00</b>		<b>\$ 246,307.00</b>	<b>\$ 250,407.00</b>	<b>\$ 612,457.00</b>
<b>Expenditures</b>					
<b>Services/Supplies - Routine O&amp;M</b>					
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	\$ 85,000.00	\$ 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	\$ 360,200.00
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
4260 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
4305 Accounting serv.	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 9,000.00
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
4620 (4700) Utilities	\$ 41,500.00	\$ 31,254.99	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00
<b>Subtotal Routine O&amp;M</b>	<b>\$ 245,000.00</b>	<b>\$ 198,041.22</b>	<b>\$ 246,307.00</b>	<b>\$ 250,407.00</b>	<b>\$ 612,457.00</b>
<b>Special Projects</b>	See 4191 Road Maint.				
<b>Fixed Assets</b>					
6020 Bldg. Improvements					
<b>Total Expenditures</b>	<b>\$245,000.00</b>				

**8028280 - 8028280 GENERAL FUND**Printed 6/3/2022  
8:17:36 AM**General Ledger****Summary for the Accounting Period Ended: May 31, 2022**

	Debit	Credit	Balance
<b>80280280 ROLLING HILLS</b>			
<b>ASSETS</b>			
100 EQUITY IN POOLED CASH	639,668.41	190,359.47	449,308.94
102 IMPREST (PETTY) CASH	5,000.00	0.00	5,000.00
ASSETS	644,668.41	190,359.47	454,308.94
<b>LIABILITIES</b>			
201 VOUCHERS PAYABLE	187,755.62	187,755.62	0.00
LIABILITIES	187,755.62	187,755.62	0.00
<b>FUND BALANCE</b>			
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	2,462.30	188,078.45	-185,616.15
420 ORIGINAL BUDGET (APPROPTNS.)	0.00	245,000.00	-245,000.00
431 EXPENDITURES	155,178.14	0.00	155,178.14
FUND BALANCE	402,640.44	856,949.38	-454,308.94
80280280 ROLLING HILLS	1,235,064.47	1,235,064.47	0.00

**8028280 - 8028280 GENERAL FUND**Printed 6/3/2022  
8:17:37 AM**General Ledger****Details for the Accounting Period Ended: May 31, 2022**

	Debit	Credit	Balance
<b>80280280 ROLLING HILLS</b>			
<b>ASSETS</b>			
100 EQUITY IN POOLED CASH			
5/1/2022 BEGINNING BALANCE	636,544.49	182,711.60	453,832.89
5/5/2022 GEN 202211 401	200.81	0.00	454,033.70
5/5/2022 GNI 202211 697	2,247.32	0.00	456,281.02
5/5/2022 GNI 202211 777	374.34	0.00	456,655.36
5/5/2022 GNI 202211 781	1.82	0.00	456,657.18
5/6/2022 GNI 202211 809	5.52	0.00	456,662.70
5/6/2022 GNI 202211 810	3.05	0.00	456,665.75
5/6/2022 GNI 202211 838	8.50	0.00	456,674.25
5/19/2022 GNI 202211 2166	282.56	0.00	456,956.81
5/26/2022 GNI 202211 2907	0.00	1.02	456,955.79
5/27/2022 APP 202211 2996	0.00	7,646.85	449,308.94
100 EQUITY IN POOLED CASH	639,668.41	190,359.47	449,308.94
102 IMPREST (PETTY) CASH			
5/1/2022 BEGINNING BALANCE	5,000.00	0.00	5,000.00
102 IMPREST (PETTY) CASH	5,000.00	0.00	5,000.00
<b>ASSETS</b>	644,668.41	190,359.47	454,308.94
<b>LIABILITIES</b>			
201 VOUCHERS PAYABLE			
5/1/2022 BEGINNING BALANCE	180,108.77	180,108.77	0.00
5/24/2022 API 202211 2969	0.00	7,646.85	-7,646.85
5/27/2022 APP 202211 2996	7,646.85	0.00	0.00
201 VOUCHERS PAYABLE	187,755.62	187,755.62	0.00
<b>LIABILITIES</b>	187,755.62	187,755.62	0.00
<b>FUND BALANCE</b>			
310 FND BAL: RSVD GENERAL			
5/1/2022 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			
5/1/2022 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			
5/1/2022 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			
5/1/2022 BEGINNING BALANCE	245,000.00	0.00	245,000.00
401 ESTIMATED REVENUE	245,000.00	0.00	245,000.00
411 ACTUAL REVENUES			
5/1/2022 BEGINNING BALANCE	2,461.28	184,954.53	-182,493.25
5/5/2022 GEN 202211 401	0.00	200.81	-182,694.06

**8028280 - 8028280 GENERAL FUND**Printed 6/3/2022  
8:17:37 AM**General Ledger****Details for the Accounting Period Ended: May 31, 2022**

		Debit	Credit	Balance
5/5/2022	GNI 202211 697	0.00	2,247.32	-184,941.38
5/5/2022	GNI 202211 777	0.00	374.34	-185,315.72
5/5/2022	GNI 202211 781	0.00	1.82	-185,317.54
5/6/2022	GNI 202211 809	0.00	5.52	-185,323.06
5/6/2022	GNI 202211 810	0.00	3.05	-185,326.11
5/6/2022	GNI 202211 838	0.00	8.50	-185,334.61
5/19/2022	GNI 202211 2166	0.00	282.56	-185,617.17
5/26/2022	GNI 202211 2907	1.02	0.00	-185,616.15
	<b>411 ACTUAL REVENUES</b>	<b>2,462.30</b>	<b>188,078.45</b>	<b>-185,616.15</b>
<b>420 ORIGINAL BUDGET (APPROPTNS.)</b>				
5/1/2022	BEGINNING BALANCE	0.00	245,000.00	-245,000.00
	<b>420 ORIGINAL BUDGET (APPROPTNS.)</b>	<b>0.00</b>	<b>245,000.00</b>	<b>-245,000.00</b>
<b>431 EXPENDITURES</b>				
5/1/2022	BEGINNING BALANCE	147,531.29	0.00	147,531.29
5/24/2022	API 202211 2969	7,646.85	0.00	155,178.14
	<b>431 EXPENDITURES</b>	<b>155,178.14</b>	<b>0.00</b>	<b>155,178.14</b>
	<b>FUND BALANCE</b>	<b>402,640.44</b>	<b>856,949.38</b>	<b>-454,308.94</b>
	<b>80280280 ROLLING HILLS</b>	<b>1,235,064.47</b>	<b>1,235,064.47</b>	<b>0.00</b>

**8028280 CSD: ROLLING HILLS CSD**Printed 6/3/2022  
8:17:39 AM**Revenues and  
Expenditures**

Summary For the Month ended: May 31, 2022

	Estimated / Budget	Actual Amount	Balance
<b>8028280 CSD: ROLLING HILLS CSD</b>			
Revenue			
01 Taxes			
0100 PROP TAX: CURR SECURED	100,500.00	101,694.42	-1,194.42
0110 PROP TAX: CURR UNSECURED	0.00	1,763.78	-1,763.78
0120 PROP TAX: PRIOR SECURED	0.00	-18.01	18.01
0130 PROP TAX: PRIOR UNSECURED	0.00	59.43	-59.43
0140 PROP TAX: SUPP CURRENT	0.00	2,319.49	-2,319.49
0150 PROP TAX: SUPP PRIOR	0.00	153.49	-153.49
01 Taxes	100,500.00	105,972.60	-5,472.60
03 Fines & Penalties			
0360 PEN & COST DELINQUENT TAXES	0.00	68.78	-68.78
03 Fines & Penalties	0.00	68.78	-68.78
04 Rev Use Money/Prop			
0400 REV: INTEREST	1,800.00	1,188.62	611.38
04 Rev Use Money/Prop	1,800.00	1,188.62	611.38
05 IG Rev - State			
0820 ST: HOMEOWNER PROP TAX RELIEF	0.00	686.22	-686.22
05 IG Rev - State	0.00	686.22	-686.22
13 Service Charges			
1310 SPECIAL ASSESSMENTS	76,900.00	77,699.93	-799.93
13 Service Charges	76,900.00	77,699.93	-799.93
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	185,616.15	59,383.85
Expense			



**8028280 CSD: ROLLING HILLS CSD**Printed 6/3/2022  
8:17:39 AM**Revenues and  
Expenditures**

Summary For the Month ended: May 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	67,672.50	17,327.50
4189 MAINT: WATER SYSTEM	6,000.00	15,325.07	-9,325.07
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	123.96	326.04
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	22,184.88	12,815.12
4304 AGENCY ADMINISTRATION FEE	325.00	141.55	183.45
4313 LEGAL SERVICES	5,000.00	4,499.84	500.16
4345 SPECIAL DISTRICT DIRECTOR SRVS	4,500.00	4,425.00	75.00
4400 PUBLICATION & LEGAL NOTICES	200.00	0.00	200.00
4420 RENT & LEASE: EQUIPMENT	800.00	385.00	415.00
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	26,381.28	15,118.72
40 Services & Supplies	245,000.00	155,178.14	89,821.86
Total Expense	245,000.00	155,178.14	89,821.86
8028280 CSD: ROLLING HILLS CSD	0.00	30,438.01	-30,438.01
Report Total			
Total Revenue	245,000.00	185,616.15	59,383.85
Total Expense	245,000.00	155,178.14	89,821.86
	0.00	30,438.01	-30,438.01

**Revenues and  
Expenditures**

**8028280 CSD: ROLLING HILLS CSD**  
**Summary For the Month ended: May 31, 2022**

Printed 6/3/2022  
8:17:39 AM

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

	<b>Estimated / Budget</b>	<b>Actual Amount</b>	<b>Balance</b>
<b>8028280 CSD: ROLLING HILLS CSD</b>			
Revenue			
01 Taxes			
0100 PROP TAX: CURR SECURED			
5/1/2022 BEGINNING BALANCE	100,500.00	100,147.36	
5/5/2022 GNI 856 CS ROLL 14321 1% GENERAL TAX CS-B	0.00	12.89	
5/5/2022 GNI 856 CS ROLL 14321 1% GENERAL TAX CS-S	0.00	1,509.32	
5/5/2022 GNI 856 CS ROLL 14321 1% UNITARY TAX CS-S	0.00	25.11	
5/26/2022 GNI 861 RDA RC 14321 1% TAX RDA ROLL CHNGS CS	0.00	-0.26	
0100 PROP TAX: CURR SECURED	100,500.00	101,694.42	-1,194.42
0110 PROP TAX: CURR UNSECURED			
5/1/2022 BEGINNING BALANCE	0.00	1,758.26	
5/6/2022 GNI 858 CU ROLL 14321 1% GENERAL TAX CU-U	0.00	5.52	
0110 PROP TAX: CURR UNSECURED	0.00	1,763.78	-1,763.78
0120 PROP TAX: PRIOR SECURED			
5/1/2022 BEGINNING BALANCE	0.00	-17.25	
5/26/2022 GNI 861 RDA RC 14321 1% TAX RDA ROLL CHNGS DS	0.00	-0.76	
0120 PROP TAX: PRIOR SECURED	0.00	-18.01	18.01
0130 PROP TAX: PRIOR UNSECURED			
5/1/2022 BEGINNING BALANCE	0.00	56.42	
5/6/2022 GNI 859 DU ROLL 14321 1% GENERAL TAX DU-K	0.00	0.95	
5/6/2022 GNI 859 DU ROLL 14321 1% GENERAL TAX DU-Y	0.00	2.06	
0130 PROP TAX: PRIOR UNSECURED	0.00	59.43	-59.43
0140 PROP TAX: SUPP CURRENT			
5/1/2022 BEGINNING BALANCE	0.00	1,943.33	
5/5/2022 GNI 854 SS ROLL 14321 1% GENERAL TAX SUPP SS-C	0.00	371.35	
5/5/2022 GNI 854 SS ROLL 14321 1% GENERAL TAX SUPP SS-M	0.00	2.99	
5/5/2022 GNI 855 SU ROLL 14321 1% GENERAL TAX SUPP SU-Q	0.00	1.82	
0140 PROP TAX: SUPP CURRENT	0.00	2,319.49	-2,319.49
0150 PROP TAX: SUPP PRIOR			
5/1/2022 BEGINNING BALANCE	0.00	148.66	
5/6/2022 GNI 857 DS ROLL 14321 1% GENERAL TAX SUPP DS-E	0.00	4.79	
5/6/2022 GNI 859 DU ROLL 14321 1% GENERAL TAX SUPP DU-X	0.00	0.04	
0150 PROP TAX: SUPP PRIOR	0.00	153.49	-153.49
01 Taxes	100,500.00	105,972.60	-5,472.60

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

Printed 6/3/2022  
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**Revenues and  
Expenditures**

	<b>Estimated / Budget</b>	<b>Actual Amount</b>	<b>Balance</b>
03 Fines & Penalties			
0360 PEN & COST DELINQUENT TAXES			
5/1/2022 BEGINNING BALANCE	0.00	65.07	
5/6/2022 GNI 857 DS ROLL 14321 PENALTIES SUPP DS-E	0.00	3.71	
0360 PEN & COST DELINQUENT TAXES	0.00	68.78	-68.78
03 Fines & Penalties	0.00	68.78	-68.78
04 Rev Use Money/Prop			
0400 REV: INTEREST			
5/1/2022 BEGINNING BALANCE	1,800.00	987.81	
5/5/2022 GEN INT APR 22 Interest Allocation Entry	0.00	200.81	
0400 REV: INTEREST	1,800.00	1,188.62	611.38
04 Rev Use Money/Prop	1,800.00	1,188.62	611.38
05 IG Rev - State			
0820 ST: HOMEOWNER PROP TAX RELIEF			
5/1/2022 BEGINNING BALANCE	0.00	403.66	
5/19/2022 GNI 860 HO EXMPT 14321 1% HOMEOWNER EXEMPTN 35%	0.00	282.56	
0820 ST: HOMEOWNER PROP TAX RELIEF	0.00	686.22	-686.22
05 IG Rev - State	0.00	686.22	-686.22
13 Service Charges			
1310 SPECIAL ASSESSMENTS			
5/1/2022 BEGINNING BALANCE	76,900.00	76,999.93	
5/5/2022 GNI 856 CS ROLL 64801 DIRECT CHARGE-S	0.00	700.00	
1310 SPECIAL ASSESSMENTS	76,900.00	77,699.93	-799.93
13 Service Charges	76,900.00	77,699.93	-799.93
19 Miscellaneous Rev			
1940 MISC: REVENUE			
5/1/2022 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			
5/1/2022 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	185,616.15	59,383.85
Expense			

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

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**Revenues and  
Expenditures**

	<b>Estimated / Budget</b>	<b>Actual Amount</b>	<b>Balance</b>
<b>40 Services &amp; Supplies</b>			
<b>4040 TELEPHONE VENDOR PAYMENTS</b>			
5/1/2022 BEGINNING BALANCE	350.00	358.06	
4040 TELEPHONE VENDOR PAYMENTS	350.00	358.06	-8.06
<b>4041 COUNTY PASS THRU TELPHONE CHRG</b>			
5/1/2022 BEGINNING BALANCE	150.00	0.00	
4041 COUNTY PASS THRU TELPHONE CHRG	150.00	0.00	150.00
<b>4060 FOOD AND FOOD PRODUCTS</b>			
5/1/2022 BEGINNING BALANCE	50.00	0.00	
4060 FOOD AND FOOD PRODUCTS	50.00	0.00	50.00
<b>4100 INSURANCE: PREMIUM</b>			
5/1/2022 BEGINNING BALANCE	5,450.00	5,732.29	
4100 INSURANCE: PREMIUM	5,450.00	5,732.29	-282.29
<b>4183 MAINT: GROUNDS</b>			
5/1/2022 BEGINNING BALANCE	16,000.00	4,365.00	
4183 MAINT: GROUNDS	16,000.00	4,365.00	11,635.00
<b>4185 MAINT: PARK</b>			
5/1/2022 BEGINNING BALANCE	85,000.00	67,672.50	
4185 MAINT: PARK	85,000.00	67,672.50	17,327.50
<b>4189 MAINT: WATER SYSTEM</b>			
5/1/2022 BEGINNING BALANCE	6,000.00	15,325.07	
4189 MAINT: WATER SYSTEM	6,000.00	15,325.07	-9,325.07
<b>4190 MAINT: DRAINAGE</b>			
5/1/2022 BEGINNING BALANCE	7,500.00	0.00	
4190 MAINT: DRAINAGE	7,500.00	0.00	7,500.00
<b>4191 MAINT: ROADS</b>			
5/1/2022 BEGINNING BALANCE	30,000.00	0.00	
4191 MAINT: ROADS	30,000.00	0.00	30,000.00
<b>4192 MAINT: LIGHTING</b>			
5/1/2022 BEGINNING BALANCE	500.00	347.00	
4192 MAINT: LIGHTING	500.00	347.00	153.00
<b>4197 MAINT: BUILDINGSUPPLIES</b>			
5/1/2022 BEGINNING BALANCE	500.00	391.75	
4197 MAINT: BUILDINGSUPPLIES	500.00	391.75	108.25
<b>4220 MEMBERSHIPS</b>			
5/1/2022 BEGINNING BALANCE	675.00	1,102.00	
4220 MEMBERSHIPS	675.00	1,102.00	-427.00
<b>4240 MISC: EXPENSE</b>			
5/1/2022 BEGINNING BALANCE	300.00	0.00	
4240 MISC: EXPENSE	300.00	0.00	300.00

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

	Estimated / Budget	Actual Amount	Balance
<b>4260 OFFICE EXPENSE</b>			
5/1/2022 BEGINNING BALANCE	200.00	50.00	
<b>4260 OFFICE EXPENSE</b>	200.00	50.00	150.00
<b>4261 POSTAGE</b>			
5/1/2022 BEGINNING BALANCE	450.00	110.40	
5/24/2022 API 791946 RHCS D reimburse postage expens	0.00	13.56	
<b>4261 POSTAGE</b>	450.00	123.96	326.04
<b>4266 PRINTING SERVICES</b>			
5/1/2022 BEGINNING BALANCE	500.00	0.00	
<b>4266 PRINTING SERVICES</b>	500.00	0.00	500.00
<b>4267 ON-LINE SUBSCRIPTIONS</b>			
5/1/2022 BEGINNING BALANCE	0.00	433.36	
<b>4267 ON-LINE SUBSCRIPTIONS</b>	0.00	433.36	-433.36
<b>4300 PROFESSIONAL &amp; SPECIAL SRVS</b>			
5/1/2022 BEGINNING BALANCE	35,000.00	18,475.88	
5/24/2022 API 791924 PU RHCS D General Manager servi	0.00	1,287.50	
5/24/2022 API 791932 RHCS D website updates/security	0.00	1,137.50	
5/24/2022 API 791945 RHCS D Clerk services April 202	0.00	1,284.00	
<b>4300 PROFESSIONAL &amp; SPECIAL SRVS</b>	35,000.00	22,184.88	12,815.12
<b>4304 AGENCY ADMINISTRATION FEE</b>			
5/1/2022 BEGINNING BALANCE	325.00	141.55	
<b>4304 AGENCY ADMINISTRATION FEE</b>	325.00	141.55	183.45
<b>4313 LEGAL SERVICES</b>			
5/1/2022 BEGINNING BALANCE	5,000.00	4,394.84	
5/24/2022 API 791944 RHCS D legal services March 202	0.00	105.00	
<b>4313 LEGAL SERVICES</b>	5,000.00	4,499.84	500.16
<b>4345 SPECIAL DISTRICT DIRECTOR SRVS</b>			
5/1/2022 BEGINNING BALANCE	4,500.00	3,750.00	
5/24/2022 API 791927 RHCS D 4/27/2022 Director stipe	0.00	75.00	
5/24/2022 API 791928 RHCS D 4/27/2022 Director stipe	0.00	75.00	
5/24/2022 API 791929 RHCS D 4/27/2022 Director stipe	0.00	75.00	
5/24/2022 API 791930 RHCS D 4/27/2022 Director stipe	0.00	75.00	
5/24/2022 API 791931 RHCS D 4/27/2022 Director stipe	0.00	75.00	
5/24/2022 API 791939 RHCS D 4/19/2022 Director stipe	0.00	75.00	
5/24/2022 API 791940 RHCS D 4/19/2022 Director stipe	0.00	75.00	
5/24/2022 API 791941 RHCS D 4/19/2022 Director stipe	0.00	75.00	
5/24/2022 API 791942 RHCS D 4/19/2022 Director stipe	0.00	75.00	
<b>4345 SPECIAL DISTRICT DIRECTOR SRVS</b>	4,500.00	4,425.00	75.00
<b>4400 PUBLICATION &amp; LEGAL NOTICES</b>			
5/1/2022 BEGINNING BALANCE	200.00	0.00	
<b>4400 PUBLICATION &amp; LEGAL NOTICES</b>	200.00	0.00	200.00



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

	<b>Estimated / Budget</b>	<b>Actual Amount</b>	<b>Balance</b>
<b>4420 RENT &amp; LEASE: EQUIPMENT</b>			
5/1/2022 BEGINNING BALANCE	800.00	180.00	
5/24/2022 API 791943 RHCSD storage rental May 2022	0.00	205.00	
<b>4420 RENT &amp; LEASE: EQUIPMENT</b>	<b>800.00</b>	<b>385.00</b>	<b>415.00</b>
<b>4440 RENT &amp; LEASE: BUILD &amp; IMPRV</b>			
5/1/2022 BEGINNING BALANCE	3,800.00	1,259.60	
<b>4440 RENT &amp; LEASE: BUILD &amp; IMPRV</b>	<b>3,800.00</b>	<b>1,259.60</b>	<b>2,540.40</b>
<b>4505 SB924: TRANSPORTATION &amp; TRAVEL</b>			
5/1/2022 BEGINNING BALANCE	50.00	0.00	
<b>4505 SB924: TRANSPORTATION &amp; TRAVEL</b>	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>
<b>4602 MILGE: EMPLOY AUTO (NO OVERTN)</b>			
5/1/2022 BEGINNING BALANCE	200.00	0.00	
<b>4602 MILGE: EMPLOY AUTO (NO OVERTN)</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>
<b>4700 UTILITIES</b>			
5/1/2022 BEGINNING BALANCE	41,500.00	23,441.99	
5/24/2022 API 791925 RHCSD power no. 4570858285-8	0.00	346.69	
5/24/2022 API 791926 RHCSD power no. 1857646705-6	0.00	84.72	
5/24/2022 API 791933 RHCSD water no. 118388-001	0.00	91.13	
5/24/2022 API 791934 RHCSD water no. 118386-001	0.00	108.88	
5/24/2022 API 791935 RHCSD water no. 084490-002	0.00	894.25	
5/24/2022 API 791936 RHCSD water no. 126908-002	0.00	562.86	
5/24/2022 API 791937 RHCSD water no. 083214-001	0.00	155.49	
5/24/2022 API 791938 RHCSD water no. 126932-002	0.00	695.27	
<b>4700 UTILITIES</b>	<b>41,500.00</b>	<b>26,381.28</b>	<b>15,118.72</b>
<b>40 Services &amp; Supplies</b>	<b>245,000.00</b>	<b>155,178.14</b>	<b>89,821.86</b>
<b>Total Expense</b>	<b>245,000.00</b>	<b>155,178.14</b>	<b>89,821.86</b>
<b>8028280 CSD: ROLLING HILLS CSD</b>	<b>0.00</b>	<b>30,438.01</b>	<b>-30,438.01</b>
<b>Report Total</b>			
Total Revenue	245,000.00	185,616.15	59,383.85
Total Expense	245,000.00	155,178.14	89,821.86
	0.00	30,438.01	-30,438.01



**UMPQUA BANK**

May 31, 2022 Page:1 of 1

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: April 30, 2022  
This statement: May 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](http://www.umpquabank.com/globalassets/media/documents/overdraft_disclosure_for_business_accounts.pdf)

#### PUBLIC FUNDS CHECKING

Account number	4866853585	Beginning balance	\$3,778.13
Low balance	\$3,778.13	Deposits/Additions	\$0.00
Average balance	\$3,778.13	Withdrawals/Subtractions	\$0.00
Interest earned	\$0.00	Ending balance	\$3,778.13

#### Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
04-30	3,778.13	05-31	3,778.13

#### 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

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To: Correspondence Received  
Subject: Year End Deadlines

From: Keegan McVey <[keegan.mcvey@edcgov.us](mailto:keegan.mcvey@edcgov.us)>

Date: Tue, May 31, 2022, 3:42 PM

Subject: Year End Deadlines

To: <[ahess@gdrd.org](mailto:ahess@gdrd.org)>, Admin Contact <[admin@pioneerfire.org](mailto:admin@pioneerfire.org)>, Adria Nkala <[h.dist@att.net](mailto:h.dist@att.net)>, Alana Jenkins <[ajenkins@gdrd.org](mailto:ajenkins@gdrd.org)>, Alice Alk <[aalk@edcoe.org](mailto:aalk@edcoe.org)>, Audrey Keebler <[akeebler@comcast.net](mailto:akeebler@comcast.net)>, Ben Thompson <[ben@sierrabg.com](mailto:ben@sierrabg.com)>, Bob Villalobos <[vlobo.1@juno.com](mailto:vlobo.1@juno.com)>, Brian Robertson <[knolls.property.owners.csd@gmail.com](mailto:knolls.property.owners.csd@gmail.com)>, Bridgette <[jeepdog101@hotmail.com](mailto:jeepdog101@hotmail.com)>, Catherine Kitaura <[twarecatherine@yahoo.com](mailto:twarecatherine@yahoo.com)>, Cathy McMillan <[edlawlibrary@gmail.com](mailto:edlawlibrary@gmail.com)>, Cristy Jorgensen <[cjorgensen@edcipa.org](mailto:cjorgensen@edcipa.org)>, Dan Bowden <[dtbowden3@earthlink.net](mailto:dtbowden3@earthlink.net)>, Dave Boucke <[dboucke57@gmail.com](mailto:dboucke57@gmail.com)>, Fred Hjerpe <[hjerpef@gmail.com](mailto:hjerpef@gmail.com)>, Garland Gagnon <[ggagnoninbox@gmail.com](mailto:ggagnoninbox@gmail.com)>, Ian Stevenson <[ian\\_landset@yahoo.com](mailto:ian_landset@yahoo.com)>, Jacqui Brunton <[jbrunton@gdrd.org](mailto:jbrunton@gdrd.org)>, Janna Buwalda <[jabuwalda@sbcglobal.net](mailto:jabuwalda@sbcglobal.net)>, Jason Jurrens <[jjurrens@gmail.com](mailto:jjurrens@gmail.com)>, Joanne Bridges <[jgrrl2@yahoo.com](mailto:jgrrl2@yahoo.com)>, John larsen <[jlarsen2212@gmail.com](mailto:jlarsen2212@gmail.com)>, John Reiner <[jreiner963@gmail.com](mailto:jreiner963@gmail.com)>, Karen Case <[dove2448@gmail.com](mailto:dove2448@gmail.com)>, Karen Moonitz <[cecsd@att.net](mailto:cecsd@att.net)>, Kathleen Freeman <[Freemank@eldofire.com](mailto:Freemank@eldofire.com)>, Kathy Guerrero <[kguerrero@edcoe.org](mailto:kguerrero@edcoe.org)>, Kelly Molloy <[kmolloy@geofire.org](mailto:kmolloy@geofire.org)>, Kileigh Labrado <[labrado@lakevalleyfire.org](mailto:labrado@lakevalleyfire.org)>, Kim Eason <[eason@ntfire.net](mailto:eason@ntfire.net)>, Lee Hodge <[hodgeleee@yahoo.com](mailto:hodgeleee@yahoo.com)>, Linda Stone <[csdclerk@gmail.com](mailto:csdclerk@gmail.com)>, Lisa Howard <[lhoward@gardenvalley.org](mailto:lhoward@gardenvalley.org)>, Longwill, Amy - FPAC-NRCS, PLACERVILLE, CA <[Amy.Longwill@ca.nacdn.net](mailto:Amy.Longwill@ca.nacdn.net)>, Lori Tuthill <[ltuthill@diamondfire.org](mailto:ltuthill@diamondfire.org)>, Louise Rozowski <[jrconstssp@sbcglobal.net](mailto:jrconstssp@sbcglobal.net)>, Lundin, Blanca <[lundin@ntfire.net](mailto:lundin@ntfire.net)>, Marianne Agudo <[mpagudo@yahoo.com](mailto:mpagudo@yahoo.com)>, mark egbert <[Mark.Egbert@ca.usda.gov](mailto:Mark.Egbert@ca.usda.gov)>, Mattias V Bergman <[mvbergman@gmail.com](mailto:mvbergman@gmail.com)>, Rescue Admin <[admin@rescuefiredepartment.org](mailto:admin@rescuefiredepartment.org)>, Sharlyn Fields <[mfpdclerk@mfpd.us](mailto:mfpdclerk@mfpd.us)>, Shelly Greene <[GreenstoneCSD@outlook.com](mailto:GreenstoneCSD@outlook.com)>, Sherry Shannon <[sshannon@edhcsd.org](mailto:sshannon@edhcsd.org)>, Steve Griffin <[griffin95667@yahoo.com](mailto:griffin95667@yahoo.com)>, Stu Macy <[stu@retiredranger.net](mailto:stu@retiredranger.net)>, Tami Scowcroft <[tami.scowcroft@edcgov.us](mailto:tami.scowcroft@edcgov.us)>, Tom Meyer <[tommeyer001@gmail.com](mailto:tommeyer001@gmail.com)>, Treasurer <[Treasurer@holidaylakecsd.org](mailto:Treasurer@holidaylakecsd.org)>

Hi All,

With Year End approaching I wanted to make everyone aware of important dates to keep in mind.

To close the fiscal year as scheduled, it is imperative that all departments adhere to the due dates outlined below. Please note that the Auditor's Office reserves the right to change these dates if modifications are necessary to complete the fiscal year-end process. In order to assist in a smooth fiscal year-end close, please submit documents for processing as soon as possible. **Please do not wait until the due dates to submit FY21/22 documents. NOTE: DUE DATES ARE WHEN DOCUMENTS ARE REQUIRED TO BE IN THE AUDITOR'S OFFICE WORKFLOW.**

### **FY21/22 CLOSE: IMPORTANT DATES:**

Cash Funded AP Documents	6/15/22 5PM
Cost Applied Journals for cash funded depts.	6/15/22 5PM
Cash Close	6/30/22 5PM
Payroll Split (90/10)	7/06/22
Cost Applied Journals (final submission)	7/15/22 5PM
Mock Close Documents due	7/15/22 5PM
Mock Close	8/01/22 5PM
FY21/22 Invoices & PCard Transactions	8/05/22 5PM
FY21/22 Journals, except accruals	8/05/22 5PM

Any FY 21/22 documents will need to be to me by **August 5th** or they will not be processed in FY 21/22. If you know of something that will be close to that deadline, please let me know and I'll see what I can do.

Claim forms should be clear as to which fiscal year they need to be processed in. The easiest way is to write at the top of the claim form either "FY21/22" or "FY22/23."

### **3. Processing of FY22/23 Accounts Payable Documents:**

All services provided after June 30, 2022 are to be recorded in FY22/23. If any of these payments are due before the end of June, such as rent, ~~please process the invoice in FY21/22 using batch type 2122APCV OR 2122RUSH and accrue the expenditure as a "prepay".~~ Please identify all prepaids when processing invoices by inputting "PREPAY" in the description header. ~~See detailed directions attached regarding the processing of prepay journals.~~

If a claim form is identified as a FY22/23 document but also needs to be paid **before** July 1, 2022, please identify the claim as a "PREPAY" as well. Otherwise, the claim will be held until after July 1st to be processed in FY22/23

For those Districts using EDC Payroll, please refer to the following information.

### **6. PAYROLL SPLIT:**

The Auditor's Office will be processing pay period 14 utilizing a 90/10 percentage split. Pay period 14 will process into FY22/23 on 7/6/22. The system will automatically process the payroll journal into two fiscal years utilizing a 90/10 percentage split. The split will automatically post 90% of your expenses to FY21/22. If your department requires the Project Ledger to record the PL strings originally input into Kronos, you have the option of submitting a journal to reverse the system generated journal and post back to the original PL strings.

**Deposits** - Deposits are always processed on the day they are received so it is important to indicate which FY the funds are for. If a deposit is for FY22/23 but being deposited in June, please include "FY22/23" in the description. They will be accrued if needed and journaled to the correct year based on the information entered on the deposit.

<b>FY 21/22 Soft Close (AU complete all 21/22 postings)</b>	<b>8/29/22</b>
<b>Report General Ledger errors by</b>	<b>9/01/22</b>
<b>FY 21/22 CLOSE</b>	<b>9/02/22</b>

We aim to be completely closed on September 2, 2022. This also means that June's monthly reports will not be sent out until at least September 2nd or shortly after we are completely closed.

As always, feel free to reach out with any questions.

Thanks,

Keegan McVey  
El Dorado County  
Auditor-Controller's Office  
(530) 621-5430

**Linda Stone**

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**To:** Correspondence Received  
**Subject:** Mileage Rate Effective July 1st 2022  
**Attachments:** 2022\_MILEAGE & EXPENSE FORM.xlsx

From: **Keegan McVey** <[keegan.mcvey@edcgov.us](mailto:keegan.mcvey@edcgov.us)>  
Date: Wed, Jun 15, 2022, 11:20 AM  
Subject: Mileage Rate Effective July 1st 2022  
To:

Hi Everyone,

On July 1st 2022 a new mileage rate of 0.625 per mile will go into effect.

This rate will be used to calculate mileage reimbursement when a personal car is used to conduct district business.

I have attached the new Mileage and Expense form that includes this updated rate. The form can also be found on the Auditor's Office Website

<http://edcnet/Auditor/AcctsPayable/TravelRelatedCosts.html>

If there are any travel related expenses that took place in 2021 prior to July 1st the old form with the previous years rate will need to be used. This form can also be found on the Auditor's website.

Please let me know if you have any questions.

Thanks,

Keegan McVey

El Dorado County  
Auditor-Controller's Office  
(530) 621-5430

**WARNING:** This email and any attachments may contain private, confidential, and privileged material for the sole use of the intended recipient. Any unauthorized review, copying, or distribution of this email (or any attachments) by other than the intended recipient is strictly prohibited. If you are not the intended recipient, please contact the sender immediately and permanently delete the original and any copies of this email and any attachments.



## Linda Stone

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**To:** Correspondence Received  
**Subject:** Reminder: CSDA 2022 Board of Directors

From: CSDA <[vote@simplyvoting.com](mailto:vote@simplyvoting.com)>  
Date: Fri, Jun 17, 2022, 12:01 AM  
Subject: Reminder: CSDA 2022 Board of Directors  
To: Linda Stone <[csdclerk@gmail.com](mailto:csdclerk@gmail.com)>

Dear CSDA Member:

A link to an electronic CSDA Board of Directors election ballot is below for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat B.

To vote, please visit: <https://CSDA.simplyvoting.com/>

Or follow this link to access the ballot directly:

<https://CSDA.simplyvoting.com/auth.php?e=E2905&mac=217649d80529c8107236>

Each of CSDA's six (6) networks has three seats on the Board and the candidates are either a board member or management-level employee of a member district located in your Network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) person to represent its Network in Seat B.

Once logged in, you will see the candidates for CSDA Board Seat B in your Network as well as candidate information for each person who submitted the optional background information. Please vote for **only one** candidate to represent your Network in Seat B and be sure to fully complete all required fields and submit your vote. Unfortunately, if any part of the ballot is not complete, the ballot will not be valid and will not be counted.

**The deadline to complete your voting through the system is July 8, 2022 at 5:00 pm.**

If you have any questions please contact Amber Phelen at 916.442.7887 or [amberp@csda.net](mailto:amberp@csda.net)

Thank you!

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[Logout](#) **Linda Stone**

## CSDA Board of Directors Election Ballot - Term 2023-2025; Seat B - Sierra Network

### Please vote for your choice

Choose **one** of the following candidates:

- Jerry Gilmore, Truckee Sanitary District\*
- Scott Holbrook, Auburn Area Recreation and Park District
- Elliot Mulberg, Florin Resource Conservation District

\*Incumbent

☐ **Jerry Gilmore\*** [\[view details\]](#)

☐ **Scott Holbrook** [\[view details\]](#)

☐ **Elliot Mulberg** [\[view details\]](#)

[Continue](#)

[Cancel](#)





**California Special  
Districts Association**  
*Districts Stronger Together*

## 2022 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

**Name:** Jerry Gilmore

**District/Company:** Truckee Sanitary District

**Title:** Director

**Elected/Appointed/Staff:** Elected

**Length of Service with District:** 24 years

1. **Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

Board of Directors; Executive Committee, Treasurer; Audit Committee; Fiscal Committee - Chair

2. **Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

CASA—California Association of Sanitary Agencies;

CSRMA—California Risk Management Authority

SDRMA-Special District Risk Management Authority

3. **List local government involvement (such as LAFCo, Association of Governments, etc.):**

4. **List civic organization involvement:**

Past Division Commander US Coast Guard Auxiliary;

Academy Review Panel for US Rep. Tom McClintock

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 31, 2022 will not be included with the ballot.**

Jerry L. Gilmore

Candidate Statement

02/14/2022

My name is Jerry Gilmore, and I am seeking reappointment to the CSDA Board of Directors for the Sierra Network. I was extremely pleased to have been elected and have faithfully represented the Sierra Network and my area on the eastern communities.

This past term has been challenging while our communities, state, and nation have had to adjust in learning to operate and function around Covid restrictions. Much of our work at CSDA last year was facilitated through Zoom meetings and via email. But through it all, many things were accomplished. One of the most notable was the huge effort by CSDA staff and you, our members, pushing through legislation for relief funding to many special districts which were greatly affected by the pandemic. Each year we set a series of goals for the staff at CSDA and they have achieved most of them to the benefit of Special Districts.

I have valued the opportunity that was given to me to represent the Sierra Network. During my tenure, I attended all four modules of the Special District Leadership Academy and received my Certificate of Completion.

I've regularly attended the Board and Committee meetings. I also was elected, as one of the newest members of the CSDA Board, to the Executive Committee and am currently serving as Treasurer for the CSDA Board. I also continue to be a very active board member of the Truckee Sanitary District and currently serve on the Financial Committee.

Again, I truly appreciate your initial appointment and sincerely ask to be reappointed to the CSDA Sierra Network.

Respectfully,

Jerry L. Gilmore



California Special  
Districts Association  
*Districts Stronger Together*

## 2022 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Scott Halsebrook

District/Company: Auburn Area Recreation: Park District (ARD)

Title: Director

Elected/Appointed/Staff: ELECTED

Length of Service with District: 22+ YEARS

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

NO

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

NO

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Auburn Re-Development, Various Com. Committees -  
(Homeless, Community Centers, Growth Plan Update)

4. List civic organization involvement:

Auburn Exchange Club (Past) Work with Ina Ordean  
& ODD Fellows -

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 31, 2022 will not be included with the ballot.**

I thank all for their consideration and hopeful vote to add me to the CSDA Board. Having participated in many CSDA functions, I feel a fresh and new voice and perspective could be beneficial to the board and association. I bring a long and successful history as a business owner, and long term member of the Auburn Recreation District (ARD) Board.

Entering a time when fiscal challenges are going to be a major focus for all of us, my experience in setting budgetary direction and policies that have created long term viability will be especially beneficial. Thanks in great part to my leadership, our district is one of the strongest public agencies around! We have created strong reserves, reduced and ensured long term liabilities will be met, as well as planning for obsolescence & developing alternate sources of income.

I focus on methods to get things done, overcoming obstacles and creating win-wins. My experience working with County, State and Federal leadership has resulted in great facilities and partnerships. My history working with staff, the board, business and constituency to facilitate consensus is another strong point. I know my voice, advocating for our District and community on all levels has led to many positive outcomes. I feel developing consensus is important, but that does not mean rubber stamping or backing down. I am not afraid to stand up & take some arrows for reason and fight for what I feel is best for the community and district, while at the same time respecting differing opinions and supporting the decisions majority.

Again I thank you for your consideration and support. I promise to make myself available and represent your concerns and priorities. I hope to be a positive addition to the board!

As Always.....

Keep Smilin', Scott



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2022 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Elliot Mulberg

District/Company: Florin Resource Conservation District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 12 years in November

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Legislative Committee, Bylaws Committee, Expert Feedback Teams

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

CALAFCO Board of Directors 2001-2006

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Commissioner Sacramento LAFCO 1995-2006, Executive Officer Solano LAFCO 2012-16

Elk Grove Community Services District Board 1994-2006

4. List civic organization involvement:

Rotary Club of Elk Grove Director, Friends of Stonelakes National Wildlife Refuge Treasurer,

Elk Grove Western Festival Treasurer, Elk Grove Historical Society Past President

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 31, 2022 will not be included with the ballot.**

## Statement of Elliot Mulberg

I am a Director of the Florin Resource Conservation District (FRCD), which also provides potable water to 12,000 connections in Elk Grove as the Elk Grove Water District.

Prior to my service on the FRCD, I have twelve years' experience on the Cosumnes (formerly Elk Grove) Community Services District (CSD). We provided parks and fire services to the Elk Grove community and fire service to the City of Galt.

I have served on CSDA's legislative committee for over 10 years, the bylaws committee for over three years, and several Expert Feedback Teams. I also co-authored CSDA's formation guide in 2015.

However, much of my experience with special districts is by way of Local Agency Formation Commission (LAFCO). I have held nearly every position in LAFCO, a LAFCO commissioner, as the special district seat on Sacramento LAFCO, the CALAFCO Board, as one of the special district directors, a Senior Analyst with Monterey LAFCO, and Executive Officer of Solano LAFCO. While on the CALAFCO board, I participated in the rewrite of the mosquito abatement and vector control district law (SB 1588), and the rewrite of the CSD law (SB 135).

In 2011, I formed E Mulberg & Associates, a consulting firm specializing in LAFCO related projects. As a consultant, I completed several municipal service reviews (MSR) and sphere of influence updates for both large and small districts. My MSR projects include reviews for water districts, irrigation districts, wastewater districts, reclamation districts, fire districts, cemetery districts, health care districts, county service areas, and cities. City services evaluated were airports, electricity, fire, library services, parks and recreation, sewer, and water.

I think my experience working with many types of special districts would be beneficial to you on the CSDA board. I would be honored to receive your vote.



Rec'd 5/16/22

April 13, 2022

Dear Valued Customer:

As the wildfire threat in our state has continued to grow, we are reaching out to let you know how we are expanding and evolving our wildfire safety efforts to help keep customers and communities safe. Below are some of the steps we are taking this year to make the electric system safer and more resilient, including new wildfire prevention tools for the powerlines serving you.

### Protecting Communities Against Growing Wildfire Risk

We are taking action, using new, advanced tools to prevent wildfires and building the state-of-the-art electric system you deserve. This work includes:

- **NEW FOR 2022: Expanding our Enhanced Powerline Safety Settings (EPSS)** to all powerlines in high fire-risk areas, including the line serving your home or business. These settings automatically turn off power within one-tenth of a second if there is a hazard, like a tree branch falling into powerlines, and are proven to prevent wildfires. Last year, we saw an 80% reduction in ignitions on EPSS-enabled lines, compared to the prior three-year average. We understand that EPSS may result in an unplanned outage where we are unable to notify you in advance, which is why we have more resources available this year than ever before to help support you;
- **Beginning to underground 10,000 miles** of powerlines to improve the safety and reliability of your service;
- **Exceeding state vegetation standards** to prevent trees from falling into powerlines;
- **Continuing to install stronger poles and lines** to make the electric grid safer and more resilient;
- **Reducing the impact of Public Safety Power Shutoffs (PSPS)** with grid updates and weather forecasting improvements that allow us to surgically target shutoffs; and
- **Improving notifications and updates** about when power will be back on, what caused the outage and progress on our wildfire prevention efforts.

### Helping You Prepare

While we work to improve the safety of our system, you can visit [pge.com/wildfiresafety](https://pge.com/wildfiresafety) to help prepare for wildfire season, find expanded customer support options and:

- See if you qualify for additional resources like our Medical Baseline Program or expanded Generator & Battery Rebate Program.
- Update your contact information to receive timely outage updates.
- Sign up for Address Alerts to receive PSPS notifications for any additional addresses you care about.
- Create an emergency plan.

We are working every day to improve the safety, resiliency and reliability of our electric system. To share feedback or ask questions, please email us at [wildfiresafety@pge.com](mailto:wildfiresafety@pge.com) or call **1-866-743-6589**.

Sincerely,

PG&E Community Wildfire Safety Team



For translated support in more than 240 additional languages, please contact PG&E at **1-866-743-6589**.



RESOLUTION NO. 22-10

6/21/22  
Item 6.a.

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 JUNE 22, 2022 THROUGH JULY 21, 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, 22-05, 22-06, 22-07, and 22-09 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 July 21, 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.

PASSED AND ADOPTED by the Board of Directors of the ROLLING HILLS COMMUNITY SERVICES DISTRICT this 21st day of June, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Matthew Sites, President

ATTEST: \_\_\_\_\_  
Linda Stone, District Clerk



Sidewalk Issues

Item 6c 6/21/22





















## RESULTS FROM 5/31/22 Budget Workshop Discussion

IRM6d.

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
<b>Revenues</b>					
Property Taxes	\$ 100,500.00		\$ 102,010.00	\$ 102,010.00	\$ 102,010.00
Interest	\$ 1,800.00		\$ 1,836.00	\$ 1,836.00	\$ 1,836.00
Special Assessment	\$ 76,900.00		\$ 78,438.00	\$ 78,438.00	\$ 78,438.00
Subtotal	\$ 179,200.00		\$ 182,284.00	\$ 182,284.00	\$ 182,284.00
Various Other	\$ 1,000.00		\$ 1,020.00	\$ 1,020.00	\$ 1,020.00
<b>Revenue Income</b>	<b>\$ 180,200.00</b>	<b>\$ 182,493.00</b>	<b>\$ 183,304.00</b>	<b>\$ 183,304.00</b>	<b>\$ 183,304.00</b>
Transfer From Reserve Fund Balance	\$ 64,800.00		\$ 63,003.00	\$ 67,103.00	\$ 429,153.00
<b>Total Revenue</b>	<b>\$ 245,000.00</b>		<b>\$ 246,307.00</b>	<b>\$ 250,407.00</b>	<b>\$ 612,457.00</b>
<b>Expenditures</b>					
<b>Services/Supplies - Routine O&amp;M</b>					
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	\$ 85,000.00	\$ 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	\$ 360,200.00
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
4260 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
4305 Accounting serv.	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 9,000.00
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
4620 (4700) Utilities	\$ 41,500.00	\$ 31,254.99	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00
<b>Subtotal Routine O&amp;M</b>	<b>\$ 245,000.00</b>	<b>\$ 198,041.22</b>	<b>\$ 246,307.00</b>	<b>\$ 250,407.00</b>	<b>\$ 612,457.00</b>
<b>Special Projects</b>	See 4191 Road Maint.				
<b>Fixed Assets</b>					
6020 Bldg. Improvements					
<b>Total Expenditures</b>	<b>\$245,000.00</b>				