

**ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES OF JUNE 21, 2022 MEETING OF THE BOARD OF DIRECTORS**

1. Call to Order/Roll Call.

The teleconference meeting of the Rolling Hills CSD held on June 21, 2022, was called to order at 7:05 pm by Vice President Brenda Collette in accordance with the Brown Act as currently in effect under the State Emergency Act, Governor Gavin Newsom's Emergency Declaration related to COVID-19, and Assembly Bill 361, that allows attendance by Board Members, staff, and the public by teleconference. In addition to Vice President Collette, Directors Mark Magee and Gordon Fawkes, and Board Clerk Linda Stone were present at roll call. Directors Matt Sites and Ed McGowan were absent. A member of the public also joined the meeting.

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

Inquiry was made as to whether Matt Sites has resigned from the Board? The Clerk responded that he has not.

3. Monthly Reports

a. Report Regarding General Manager Duties. The Clerk prepared a list for discussion of activities falling under the General Manager duties. Discussion of the items is reflected on the report attached to these Minutes.

4. Consent Items

The Minutes of the special meeting held on April 12, 2022, regular meeting held on April 19, 2022, and continuation on April 27, 2022, regular meeting held on May 17, 2022, and special budget workshop meeting held on May 31, 2022; monthly financial reports prepared by the El Dorado County Auditor Controller's office for the period ended May 31, 2022; correspondence including Umpqua Bank statement for the period ending May 2022; May 31, 2022 email from Keegan McVey regarding Auditor's Year-End Deadlines; June 15, 2022 email from Keegan McVey regarding mileage reimbursement rate increase; June 17, 2022 email from CSDA regarding Board of Directors election for Seat B and candidate information; and PG&E Notice regarding growing wildfire risk, 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: Collette, Fawkes, and Magee

NOES: None

ABSENT: Sites and McGowan

ABSTAIN: None

5. Old Business

a. Recruitment for General Manager Position. The Clerk reported that to date no applications for the General Manager position have been received. Mark Magee said he will be submitting his resume and statement of interest in the position.

6. New Business

a. Remote Teleconference Meetings of the Board for the 30-Day Period June 22, 2022, through July 21, 2022. Vice President Brenda Collette made a motion to approve Resolution No. 22-10 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 22, 2022, through July 21, 2022. Director Gordon Fawkes seconded the motion. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, and Magee

NOES: None

ABSENT: Sites and McGowan

ABSTAIN: None

b. Fire Mitigation Perimeter Scraping. The Board previously determined to look at whether perimeter scraping (by a bulldozer) is needed each year. That work was not done in 2021. The Board members requested an opportunity to walk the perimeter to see how effective the fire mitigation efforts have been this year. Also, Director Collette said she met some people training to be fire fighters and heard that as part of the training they cut fire breaks. She is going to inquire about the company to see how those services might be beneficial for the District. The clerk said she requested a quote from Veerkamp who was the successful bidder for the work in past years, but that they are back logged and the estimate would take some time. This item will be carried forward to the next regular meeting.

c. Sidewalk Issues on White Rock Road near Bailey Circle. The Board discussed a resident's concern about concrete sections of the sidewalk lifting up on White Rock Road near Bailey Circle. Director Fawkes walked the area prior to the meeting and marked it with red paint. He agreed it is a gross tripping hazard. He referred to the first photograph and said in his opinion grinding it down is not going to be sufficient. In that case, he thinks a complete replacement of the approximately four-foot section will be needed. Some areas may benefit from grinding flat. Director Mark Magee will look into options for contractors who perform this work, begin the process of getting bids, and ask the landscapers if they do any such work.

d. Preliminary Budget for Fiscal Year 2022-2023. Following the Budget Workshop meeting, the Board discussed the results from that meeting which include the minimum need based on the District's constrained cash flow, a middle ground for discussion, and the budget need without revenue constraints which also includes long term maintenance items. Director Fawkes did a further look at the budget numbers in comparison with the projected FY22 final numbers and applied an inflationary factor. He said the numbers appear accurate. Resident Adam Olson commented that it is important for the Board to routinely review the budget to actual numbers throughout the year to ensure the budget stays on track. The Board agreed that is a good idea and would like to review it formally mid-way through the fiscal year. Director Mark Magee made a motion to approve the preliminary budget for FY 2022-2023 in the amount of \$246,307.00, which is the minimum need identified based on the District's constrained cash flow. The motion was seconded by Director Fawkes. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, and Magee

NOES: None

ABSENT: Sites and McGowan

ABSTAIN: None

e. Speed Bumps Installed in Springfield Meadows without District Knowledge or Approval. This issue was brought to the Board's attention by former General Manager Chaney Hicks. The Board had varying opinions on whether it should pursue the issue with its limited staff resources at this time, and how the fire department would view the addition of two speed bumps not authorized by the District. Resident Adam Olson commented that in his opinion the Board should take a position. Throughout discussion, there continued to be concerns about escalating the issue but all Board members present agreed it needs to be clear that the action of installing additional speed bumps in Springfield Meadows was done by a resident at his own expense without the authorization of the Board. Director Mark Magee said he

would like to inspect the area and speed bumps and requested that the matter be continued to the next regular meeting of the Board.

7. Adjournment. Upon motion and second, the meeting was adjourned at 9:02 pm.

Submitted by:

/s/
Linda Stone, Board Clerk/Secretary

Approved by Board: July 19, 2022

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: **Note: Additions in green font reflect information presented during the meeting.**

1. Status of Weed Abatement work utilizing goats/sheep. **Director Mark Magee returned from vacation today and will check on the status of the work.**
2. Status of Weed Abatement work performed by District's contracted landscapers. **Director Mark Magee returned from vacation today and will check on the status of the work.**
3. Has the District received confirmation from the EDH Fire Department that the fire prevention/weed abatement work is satisfactory? **Director Mark Magee left two messages for EDH Fire Department and has not received a return call, but let them know in his message that the District is doing the required weed abatement work.**
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? **Director Gordon Fawkes checked the locks at Haddington and Manchester and said they are not combination locks. There are the NOX locks which are clearly marked Fire Department, but Gordon would like to see the second lock be a combination lock so the District can be assured it can open the gates if needed. Director Brenda Collette said she will purchase the locks and have her husband set the combinations to be consistent with the District's standard combination for its other locks.**
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. **This item was discussed under a specific Agenda item.**
6. Any Issues with Landscapers? **Directors Mark Magee and Gordon Fawkes met with the landscapers to introduce themselves and discuss the District's needs. Also, Gordon reinstalled the stakes he put in at the Manchester entrance for posting of the meeting signs which had been removed.**
7. Summerfield Wetlands and Brush Clearing – Status of cost estimates for revised scope of work. **Director Magee will follow up with New Gen regarding an updated bid for work as previously discussed by the Board. Also, Director Collette has a lead on a company which may also perform this work. She will follow up.**

8. Update regarding activity related to encroachment at 5047 Winterfield in light of motion passed by Board on May 17. Director Fawkes said he plans to take a look at the encroachment once the weeds are removed. He and Director Magee will review and provide the Board with further information. 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. Director Fawkes said he is planning to measure the road clearance. He suspects additional trimming may be needed.
10. Resident reported sidewalk safety issues (This item is on the Agenda)
11. Resident request for planting at entrance to Shadow Hills (Bailey Circle) The Board members agreed the entrance does look unattractive and plant debris needs to be cleaned up. Director Magee will ask the landscapers to clean it up, review the irrigation, and add a new plant or two.
12. Resident request for installation of doggie bag station/trash can at grassy area on White Rock near Bailey Circle. The Board asked this to be added as a future agenda item. Director Magee said he thinks the District's supply of doggie bags may be in storage.

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 RHCSD" (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