

Board of Directors Meeting – AGENDA
ROLLING HILLS COMMUNITY SERVICES DISTRICT
Tuesday, August 16, 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: 819 7143 3219

Or Join by Computer: <https://us06web.zoom.us/j/81971433219>

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 District 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 delegated GM duties until the position is filled and activity over the past month
- b. Long Range Funding Ad Hoc Committee Report – The Committee did not meet this month.

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 regular Board of Directors meeting held on July 19, 2022
- b. Approve and file monthly financial reports prepared by the Auditor Controller's office for the period ending July 31, 2022
- c. Correspondence accept and file:
 - Umpqua Bank statement for July 2022
 - El Dorado County Auditor's Office, Property Tax Division, letter confirming successful processing of the submitted direct charge levies for the 2022/23 secured tax roll.
 - Quarterly Tax Reports for the second quarter of 2022 prepared by the Auditor's Office

Consent Items Pulled for Discussion: _____

5. Old Business

- a. **Public Hearing – Open Public Hearing Regarding Approval and Adoption of Final Budget for Fiscal Year 2022-2023** - Public Comment, Close Hearing. Proposed Action: Adoption of Resolution 22-14 approving the final budget for FY2022-2023. The adopted preliminary budget is in the amount of \$246,307.00. The final budget for consideration is in the amount of \$246,307.00, or less. (Discussion/Possible Action Item)
- b. **Speed Bumps Installed in Springfield Meadows without District Knowledge or Approval** – Provide update regarding the District's letter sent to the EDH Fire Department as authorized at the July meeting and the EDH Fire Department response sent directly to the resident directing removal. Further, the Board to consider alternatives proposed by the resident to deter speeding, including the addition of striping and the word "SLOW" painted on the street. (Discussion/Possible Action Item)
- c. **Fire Mitigation Perimeter Scraping** – Consider approval of additional fire mitigation measure in 2022 to scrap of the perimeter of the District's open space areas at a cost of \$3,934. 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 in 2020 was \$3,200; the current proposal represents an increase of about 23%. (Discussion/Possible Action Item)
- d. **Sidewalk Issues on White Rock Road near Bailey Circle** – Following the discussion at the June meeting, discussion of costs obtained for the needed work. Bids for the work are

expected prior to the meeting. Consider approval of expenditure of funds from approved budget to complete this work. (Discussion/Possible Action Item)

- e. **Summerfield Wetlands and Culvert Maintenance** – Consider updated proposal received based on revised scope of work for cleanup of five storm culvert locations with five feet of clearance around in the amount of \$1,925, plus additional proposal for cleanup of drain channel for Summerfield and Dunnwood next to the fence in the amount of \$18,000. The quoted costs include removal, wood chipping, and hauling off of debris. The prior proposal for the original scope of work which was not clearly defined was \$14,000. (Discussion/Possible Action Item)
- f. **Encroachment Issue 5047 Winterfield – Installation of Stairs at Rear of Property** - Continued discussion of the status of this matter in light of Board member review. (Discussion/ Possible Action Item)

6. New Business

- a. **Biennial Review of Conflict of Interest Code for 2022** – The District’s Conflict of Interest Code was last updated in 2018. As required by the Political Reform Act, the Board shall review the Code to determine whether an amendment to the Code is necessary. Given that the current code is not more than five years old and there have been no substantial change to the district’s organizational structure, no positions have been eliminated or re-named, no new positions have been added, and no substantial changes in duties or responsibilities for any positions since the Code was last adopted, staff recommends consideration of a motion finding that no amendment is necessary and authorizing the Clerk to submit the required form to the El Dorado County Elections Department. (Discussion/Action Item)
- b. **Remote Teleconference Meetings of the Board for the 30-Day Period August 17, 2022 through September 15, 2022 per AB 361** – Consider adoption of Resolution 22-15 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 August 17, 2022 through September 15, 2022. (Discussion/Possible Action Item)
- c. **Volunteer Efforts in Springfield Meadows to Help Maintain the Entrance Landscaped Area with Seasonal Plantings** – Consider a resident’s offer to maintain the landscaped entrance area on a volunteer basis by planting seasonal flowers or plantings to enhance the property without additional cost to the District. The resident is willing to sign the District’s Volunteer Waiver form. (Discussion/Possible Action Item)
- d. **Request for Proposal for Springfield Meadows Road Maintenance** – Consider the scope of work and timing for possible issuance of a Request for Proposals for road maintenance and/or repairs in Springfield Meadows. The roads in Springfield Meadows were last resealed in 2012. (Discussion/Possible Action Item)

7. Adjournment.

August 16, 2022 Discussion of Activities Falling Under General Manager Report

In light of the recruitment to fill the now vacant General Manager position, the Board has delegated various of the General Manager duties to Board Members and staff. The following activities and information will be discussed at the August 16, 2022 meeting:

1. Direct Charge Assessment. The Clerk successfully completed submission of the paperwork for the direct charge levies on the 2022/23 secured tax roll in the amount of \$200 per parcel on August 3, 2022. It was a learning experience and talking with County staff, the Clerk recommends that the process be documented for the District for this critical task.
2. November Election – Two Board Seats up for Election. The Elections Department advised that as of the August 12th deadline, no one had submitted paperwork declaring candidacy for the two seats up for election currently held by Matt Sites and Ed McGowan. **The DEADLINE HAS BEEN EXTENDED TO AUGUST 17, 2022.** (See attached additional information).
3. Folsom Heights Development Project and EVA Road – The board has no new information on this project. Board member Brenda Collette reported that she observed work being done on Stonebriar Drive across from the houses with the private road behind and said she will try to find out about this.
4. Sidewalk Issues – Replacement of section(s) and grinding down of other areas. On August 12, 2022 the Clerk sent a request to two vendors in the El Dorado Hills area who appear skilled to perform this work. Director Mark Magee is meeting with a vendor on August 15, and has already received a bid from another. He third vendor declined to bid if the work is less than \$10,000.
5. Resident Reported Streetlight Issue in Springfield Meadows. On August 11, 2022, a resident reported a streetlight is staying on 24/7 on Manchester. It appears to be a faulty photocell. On August 12, 2022, the Clerk contacted the electrician who routinely provides this maintenance. A technician will be out for the repair on August 30. She has checked and this is a different streetlight than two others that had this same issue in 2021 so it is not under warranty. Last year the cost of the photocell maintenance was approximately \$175 per occurrence.
6. Resident Reservation Request for use of Stonebriar Park on August 13, 2022. Director Mark Magee handled a resident's request for use of Stonebriar Park, reviewing the application, obtaining documentation confirming the insurance coverage naming the District as an additional insured, and coordinating the effort on that date.
7. Save Our Sign Committee Further Volunteer Efforts to make repairs to Monument Sign. Since the last meeting, Director Collette was advised of repairs needed to the Monument sign. Director Mark Magee met the volunteers on August 3rd to assist.
8. Missing Sign at Berkshire Park. Two Board members reported that a sign is down at the south west corner of Berkshire Park. Director Ed McGowan secured the sign and reported that the wood post has rotted and needs to be replaced. He offered to perform the replacement. Director Fawkes offered to assist. (Photo attached)
9. White Rock Road Work - Digging Holes and Disruption of Traffic. Director Gordon Fawkes advised that he learned from workers on site that maintenance is being done on the PG&E gas line which runs along White Rock Road.
10. Flyer for GM Recruitment within the District. The Clerk prepared a flyer for distribution within the District as requested by the Board in July. (Copy attached)

11. Any Issues with Landscapers?

- Additional Tree Trimming Needed to Maintain Road Clearances? Is there any follow up needed? (Gordon Fawkes)

Other Resident Requests or Issues **Still Pending:**

- Consideration of Installation of Doggie Bag Station and Trash Can on White Rock Road near Bailey Circle – for future discussion.



Elections

[Home](#) > [Government](#) > [Elections](#)

November 8, 2022 Gubernatorial Ger

IMPORTANT ELECTION INFORMATION LINKS

- [Districts Being Extended to August 17, 2022](#)
- [Randomized Alphabet Drawing Notice](#)
- [Seats Eligible for this election](#)
- [Districts Currently Going to Election](#) (Will be updated as it changes)
- [Candidate Filing Documents and Information](#)
- [Candidates that have filed Declaration of Candidacy](#)
- [Measure Questions](#)
- [Measures Impartial Analysis \(8/8/22\)](#)

Important Dates

- July 6, 2022 - [Measures Due](#) - [Measure Information and Calendar](#)
- July 22, 2022 - [Late Measure Submission Calendar](#)
- August 2, 2022 - Change of Ballot Designation (June Primary)

Ballots will be

Use our Locator Tool to f

Vote Center Location

11 Day Centers (October 29-1

- California Welcome Cen
- Placerville Library 845 - 1
- Lake Tahoe Community

4 Day Centers (November 5-1

- Cameron Park CSD - 250
- Fire Station 85 - 1050 W
- El Dorado Hills Library -
- California Conservation
- Town Hall - 549 Main St.
- Union Mine High School
- Pollock Pines Communit

DISTRICTS BEING EXTENDED
NOVEMBER 8, 2022

SCHOOL DISTRICTS

County Office of Education – TA 4
Lake Tahoe Unified – TA 2
Pioneer
Placer County Office of Ed – TA 7
Rescue
Sierra Joint Community College
Silver Fork
Tahoe Truckee – Area 5

FIRE PROTECTION DISTRICTS

Lake Valley
Meeks Bay
Pioneer
Rescue

COMMUNITY SERVICE DISTRICTS

Arroya Vista
Audubon Hills
Cameron Estates
Cameron Park
Connie Lane
Cosumnes River
Cosumnes River (unexpired short term)
East China Hill
Fallen Leaf Lake
Garden Valley Ranch Estates
Golden West
Greenstone Country
Grizzly Flats
Hickok Road
Hillwood
Holiday Lake
Knolls Property Owners
Mortara Circle
Nashville Trail
Rising Hill
Rolling Hills
Showcase Ranches
Sierra Oaks
West El Largo



Ed.

#8 GM Report

Get involved

**ROLLING HILLS COMMUNITY SERVICES DISTRICT (RHCS D)
(YOUR NEIGHBORHOOD DISTRICT)
IS RECRUITING FOR A GENERAL MANAGER!**

Do YOU have the skills needed to do this job? Do you know anyone who does?

Part-time position approximately 30 hours per month with salary range of \$30-\$50 DOE

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

Essential Duties and Responsibilities:

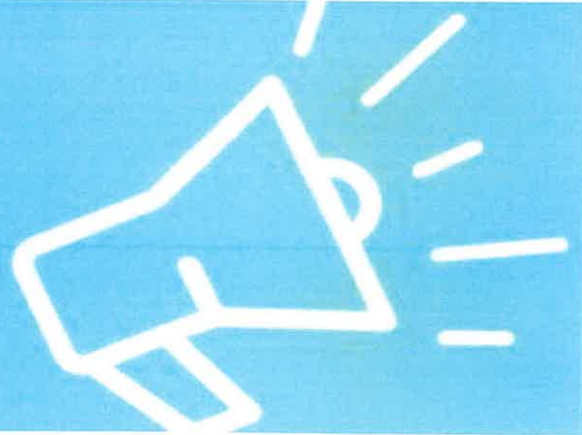
- Attends all meetings of the District's Board of Directors and such other meetings as the Board specifies from time to time.
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she shall encourage citizen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

**For more information or to express interest in the position,
Contact Linda Stone, District Clerk at csdclerk@gmail.com**

For more information about the position, visit the website at: rollinghillscsd.org



**We need
your *voice*.**



**PARTICIPATE IN THE MONTHLY BOARD MEETINGS
HELD THIRD TUESDAY OF EACH MONTH AT 7:00 P.M.
CURRENTLY VIA ZOOM**

RHCSD Monthly Board Meetings by Teleconference

Until further notice, RHCSD Regular Board meetings are being held on the third Tuesday of every month at 7:00 pm 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.

We encourage you to login from a computer or dial in from a cell phone.
Please see Agenda for teleconference number and access code each month.
Everyone welcome!

Agendas may be accessed on the website at: rollinghillscsd.org
and are posted on the neighborhood bulletin boards.

**OPPORTUNITIES TO SERVE ON THE BOARD OF DIRECTORS
ROLLING HILLS COMMUNITY SERVICES DISTRICT (RHCSD)**

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

1. Call to Order/Roll Call.

The teleconference meeting of the Rolling Hills CSD held on July 19, 2022, was called to order at 7:03 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 Secretary Linda Stone were present at roll call. President Matt Sites and Board member Ed McGowan were absent.

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

None.

3. Monthly Reports

a. General Manager Report. 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.

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

4. Consent Items

The Clerk advised that the copy of the Umpqua Bank statement for June 2022 inadvertently was not included in the scan of the compiled meeting materials. She brought it up on the screen for review. Director Gordon Fawkes made a motion to include the bank statement with the monthly consent items as all board members present acknowledged they had an opportunity to review it. Director Collette seconded the motion. The Clerk took a roll call vote as follows; motion carried by the following vote:

AYES: Collette, Fawkes, and Magee

NOES: None

ABSENT: Sites and McGowan

ABSTAIN: None

The Consent Items consisting of the minutes of the June 21, 2022, regular board meeting; the minutes of the June 30, 2022 special board meeting, and correspondence including Umpqua bank statement for the period ending June 30, 2022; NewGen Integrated Services Inc. current Certificate of Insurance, EID Irrigation Water Use Notice re prohibition on non-functional turf, and SDRMA letter regarding 2022-23 renewal were considered. Director Fawkes made a motion to approve and accept/file the Consent items, Director Collette seconded. The Clerk took a roll call vote as follows; motion carried by the following vote:

AYES: Collette, Fawkes, and Magee

NOES: None

ABSENT: Sites and McGowan

ABSTAIN: None

5. Old Business

a. Recruitment for General Manager Position. The Clerk advised the Board that no additional interest has been received from residents in the community for the General Manager position. She said the best option she has for further recruitment is to post on the CSDA list serve as it is targeted to special districts. In discussion, Director Collette said she hopes to find a replacement that resides within the District. Resident Stephanie Haley agreed, and commented that the Board should consider holding a community event to inspire interest. Another idea presented was to distribute flyers through the neighborhoods to advise and generate interest. The Board asked that the Clerk prepare a flyer.

b. Fire Mitigation Perimeter Scraping. The Clerk advised she requested a quote for this work from the successful vendor in past years, Veerkamp. She received the bid today and advised the board. It asked that Director Magee endeavor to obtain additional bids for the work. The Clerk will send the map showing the scope of work to Director Magee so the bids are comparing apples to apples. The matter will be continued to the August regular meeting.

c. Speed Bumps Installed in Springfield Meadows without District Knowledge or Approval. The Board discussed this issue with varying comments. Director Collette asked if the El Dorado Hills Fire Department (EDH Fire) is aware and accepting of the new installation. All agreed safety is a critical factor and efforts to deter speeding are important. After Board discussion, it was the consensus of the board members that if EDH Fire has no objection to the installation of the two speed bumps, then the Board also would not object. Resident Butch Arietta spoke on his own behalf saying he had discussed the installation with the former General Manager, Chaney Hicks, and she told him the Board had no money for this project. The Board advised that Chaney reported the installation after it had been done and there is no record in her oral or written reports of this request. The records show that after she became aware of the installation, she talked with Butch and he told her he had the right to install them because he believes he owns the road as he owns property on both side and each parcel owns to the middle of the street. The Board said that does not account for road easements, etc. and in any event, he should have requested permission before installing the speed bumps. Resident Stephanie Haley took the opposite position, commenting that the additional speed bumps should be removed for safety reasons.

Director Gordon Fawkes made a motion that the District send a communication to EDH Fire advising of the installation without Board knowledge or approval, noting the strong desire of the residents in Springfield Meadows for safety and to deter speeding on its roads, especially for the children, and advising of the Board's shared concerns for safety in the District. The motion was seconded by Director Brenda Collette, saying she hopes EDH Fire has no objection. There was no further discussion. The Clerk took a roll call vote as follows; motion carried by the following vote:

AYES: Collette, Fawkes, and Magee

NOES: None

ABSENT: Sites and McGowan

ABSTAIN: None

The Board asked the Clerk to prepare a draft communication to EDH Fire for review by Directors Collette and Fawkes, and upon approval, dispatch the letter.

6. New Business

a. Remote Teleconference Meetings of the Board for the 30-Day Period July 20, 2022 through August 18, 2022 per AB 361. Director Brenda Collette made a motion to adopt Resolution 22-11 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 Community Services District during the period July 20, 2022 through August 18, 2022. Director Gordon Fawkes said he seconds the motion, especially in light of the new Covid variants and monkey pox. The Clerk took a roll call vote as follows; motion carried by the following vote:

AYES: Collette, Fawkes, and Magee

NOES: None

ABSENT: Sites and McGowan

ABSTAIN: None

b. Public Hearing – Open Public Hearing Regarding Authorizing the Continued Collection of the Direct Charge Assessment for Fiscal Year 2022-2023. Director Collette opened the public hearing for this item. She asked if there is any public comment. Resident Adam Olson said he fully supports the assessment. Director Collette closed the hearing. Director Collette made a motion to approve Resolution 22-12 authorizing continued collection of the Direct Charge Assessment of \$200 for FY23 for the purposes of maintaining and improving community infrastructure and for other lawful purposes of the District. Director Gordon Fawkes seconded the motion. There being no further discussion, the Clerk took a roll call vote as follows; motion carried by the following vote:
AYES: Collette, Fawkes, and Magee
NOES: None
ABSENT: Sites and McGowan
ABSTAIN: None

c. Public Hearing – Open Public Hearing regarding Establishing the Appropriation Limit for Fiscal Year 2022-2023 for RHCS D as Described in Article XII B of the State Constitution. Director Collette opened the public hearing for this item. She asked if there is any public comment. Resident Adam Olson said that at the rate the District is spending the reserves will be depleted in three or four years. He urged the Board consider a lower threshold for spending and more stringent budgets for future years. Director Collette closed the hearing. Director Collette made a motion to approve Resolution 22-13 Establishing the Appropriation Limits for FY23 for the Rolling Hills Community Services District as described in Article XII B of the State Constitution in the amount of \$126,012.43 calculated as follows: \$117,384.66 (FY22 limit) x 1.0735 = \$126,012.43. Director Fawkes seconded the motion. There being no further discussion, the Clerk took a roll call vote as follows; motion carried by the following vote:
AYES: Collette, Fawkes, and Magee
NOES: None
ABSENT: Sites and McGowan
ABSTAIN: None

d. Public Hearing – Open Public Hearing Regarding Approval and Adoption of Final Budget for Fiscal Year 2022-2023. Director Collette opened the public hearing for this item. She asked if there is any public comment. Resident Adam Olson said he believes the proposed budget includes discretionary expenses and things the budget should be kept to a bar minimum, balancing equities. He said he appreciates the hard work done by the Board to develop a budget. Director Brenda Collette made a motion to approve Resolution 22-14 adopting the final budget for FY2022-2023 in the amount of \$246,307.00. There was no second to the motion. Resident Olson said the board needs to carefully look at discretionary vs. mandatory spending. He offered to mark up the proposed budget. He said he is happy to go over the budget with the Clerk to discern additional information about the spending. The budget item will be continued to the next meeting of the Board.

e. Resident Request for Installation of Doggie Bag Station/Trash Can at Grassy Area on White Rock Road near Bailey Circle. The item as introduced. During discussion resident Adam Olson said he thinks the Board should be presented with the information as to who made the request and what problem they are trying to solve. Given the late hour and the fact that the estimated cost for this request is currently unknown, the item was continued to a future meeting of the Board.

f. Informational Campaign Development to Educate the District's Property Owners of the Financial Needs and Status of the RHCS D. This item was continued to a future meeting of the Board

7. Adjournment. Upon motion and second, the meeting was adjourned at 9:24 pm.

Submitted by:

Linda Stone, Board Clerk/Secretary

Approved by Board:

July 19, 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 divided various of the General Manager duties to Board Members. The following activities will be discussed at the July 19, 2022 meeting: Green font indicates discussion had during the meeting.

1. Status of Weed Abatement required by EDH Fire Department. Has the district received confirmation that the work was completed successfully to EDH Fire requirements? (Mark Magee) Mark reported he advised EDH Fire that the work was completed.
2. Replacement of Locks on Fire Access Gates (NOT referring to replacement of the Fire Department's NOX locks). Have the two new locks been purchased, coded with District's combinations, and replaced, as discussed on June 21st? (Brenda Collette) Brenda accomplished putting the District's combination in the locks and Director Gordon Fawkes replaced at Haddington and Manchester. With the existing NOX locks and replacement combination locks, there is no need for any additional keyed locks and both the Fire Department and the District will be able to open gates at any time in the event of an emergency.
3. Any Issues with Landscapers?
 - a. Summerfield Wetlands and Brush Clearing – Status of cost estimates for revised scope of work from New Gen? (Mark Magee) The Board requested this item will be placed on the August agenda for discussion.
 - b. Lead on company who may perform these services (Brenda Collette) Brenda reported that the contact person has COVID so she has not yet been able to make contact with him.
 - c. Additional Tree Trimming Needed to Maintain Road Clearances? (Gordon Fawkes) Director Mark Magee was asked to communicate to the landscapers to please do additional trimming of trees in accordance with the statement of work in their agreement with the District to maintain 12' clearance over the pavement.
 - d. Shadow Hills Entrance – Has the entrance been cleaned up and refreshed a bit as discussed on June 21st? (Mark Magee) It was reported that excess debris was cleaned up in the Shadow Hills entrance area and that additional water would added at the entrances to enhance the appearance.
4. Sidewalk Issues – Replacement of section(s) and grinding down of other areas. Status update? (Mark Magee) Mark reported NewGen provided a verbal quote of \$900 for replacement of the section of sidewalk that was raised about 2".
5. Encroachment installation of stairs on District property at 5047 Winterfield. Status update after Board member review? (Gordon Fawkes) Gordon reported that the installed stair is 41" high and 49" wide. His concern is about code requirements and exposure to liability. The Board requested this item be placed on the August agenda for discussion.
6. November Election – Two Board Seats up for Election – The paperwork was delivered to the County Elections Department by the deadline. Two seats are up for election including that held by Matt Sites and Ed McGowan. Declaration of Candidacy Forms are available from the Election's Department starting July 18 - August 12, 2022. The DEADLINE for submission of Declaration of Candidacy Form to Elections Department is 5:00 p.m. on August 12, 2022.

7. Ordinance Violations – Parking, encroachment, or other issues within the District? The parking violations noted in Springfield Meadows and Shadow Hills were resolved.
8. Roadwork – Is there an interest in issuing an RFP for road maintenance in Springfield Meadows this season since it has not been done since 2012? The Board members present indicated they are interested in issuing a Request for Proposals (RFP) for road maintenance in Springfield Meadows. The Board asked that the item be placed on the August agenda to discuss the scope of work and timing for issuance of the RFP.

On the July Agenda:

- Consideration of Perimeter Scraping for Additional Fire Mitigation Measure
 - Speedbumps installed in Springfield Meadows without District Knowledge or Approval
 - Consideration of Installation of Doggie Bag Station and Trash Can on White Rock Road near Bailey Circle. This request still pending.
-
9. Resident Issues:
The Clerk reported that an inquiry was received about the acceptability of Accessory Dwelling Units (ADUs) within the District. She referred the vendor (inquiring on behalf of an unidentified resident) to the CC&Rs applicable to the neighborhood where the property is located and the County Building and Permitting Departments. Other than the possible need for an encroachment permit, the issue is outside the jurisdiction of the Board.
 10. Folsom Heights Development – The Board members and staff present had no new information on the development project.
 11. Doggie Bags – The doggie bags were received and Directors Mark Magee and Gordon Fawkes restocked all three of the dispensers in the District.

8028280 - 8028280 GENERAL FUNDPrinted 8/4/2022
11:12:17 AM**General Ledger****Summary for the Accounting Period Ended: July 31, 2022**

	Debit	Credit	Balance
80280280 ROLLING HILLS			
ASSETS			
100 EQUITY IN POOLED CASH	0.00	6,285.63	-6,285.63
ASSETS	0.00	6,285.63	-6,285.63
LIABILITIES			
201 VOUCHERS PAYABLE	6,285.63	0.00	6,285.63
LIABILITIES	6,285.63	0.00	6,285.63
80280280 ROLLING HILLS	6,285.63	6,285.63	0.00

8028280 - 8028280 GENERAL FUNDPrinted 8/4/2022
11:12:21 AM**General Ledger****Details for the Accounting Period Ended: July 31, 2022**

	Debit	Credit	Balance
80280280 ROLLING HILLS			
ASSETS			
100 EQUITY IN POOLED CASH			
7/1/2022 BEGINNING BALANCE	0.00	0.00	0.00
7/11/2022 APP 202301 471	0.00	6,285.63	-6,285.63
100 EQUITY IN POOLED CASH	0.00	6,285.63	-6,285.63
ASSETS	0.00	6,285.63	-6,285.63
LIABILITIES			
201 VOUCHERS PAYABLE			
7/1/2022 BEGINNING BALANCE	0.00	0.00	0.00
7/11/2022 APP 202301 471	6,285.63	0.00	6,285.63
201 VOUCHERS PAYABLE	6,285.63	0.00	6,285.63
LIABILITIES	6,285.63	0.00	6,285.63
80280280 ROLLING HILLS	6,285.63	6,285.63	0.00

**Revenues and
Expenditures**

Summary For the Month ended: July 31, 2022

	Estimated / Budget	Actual Amount	Balance
Report Total			

**Revenues and
Expenditures**

Details For the Accounting Period ended: July 31, 2022

	Estimated / Budget	Actual Amount	Balance
Report Total			



UMPQUA BANK

July 31, 2022 Page: 1 of 2

Customer Service:
1-866-486-7782

ROLLING HILLS COMMUNITY SERVICES DIST
CSD REVOLVING ACCOUNT
PO BOX 5266
EL DORADO HILLS CA 95762-0005

Last statement: June 30, 2022
This statement: July 31, 2022

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

PUBLIC FUNDS CHECKING

Account number	██████████	Beginning balance	\$3,573.13
Low balance	\$3,229.13	Deposits/Additions	\$0.00
Average balance	\$3,255.58	Withdrawals/Subtractions	\$344.00
Interest earned	\$0.00	Ending balance	\$3,229.13

Card Transactions/Withdrawals

Date	Description	Subtractions
07-01	POS Purchase Terminal 50039863 Terrabound Solutio Ns I 877-85729 Tx XXXXXXXXXXXX4549	139.00
07-05	POS Purchase Terminal 00010001 Istorage-el Dorado Hil 916-93399 CA XXXXXXXXXXXX4549	205.00
Total Card Transactions/Withdrawals		\$344.00

Daily Balances

Date	Amount	Date	Amount	Date	Amount
06-30	3,573.13	07-01	3,434.13	07-05	3,229.13
				07-31	3,229.13

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**



County of El Dorado
OFFICE OF AUDITOR-CONTROLLER

360 FAIR LANE
PLACERVILLE, CALIFORNIA 95667
Phone: (530) 621-5487 FAX: (530) 295-2535

JOE HARN, CPA
Auditor-Controller

BOB TOSCANO
Assistant Auditor-Controller

Date: August 4, 2022
To: Rolling Hills CSD
Attn: Linda Stone, District Clerk
Via email @ gm@rollinghillscsd.org, csdclerk@gmail.com

From: Joy Shaw, Property Tax Division
RE: 2022/23 Direct Charge Levy Enrollment Confirmation-Reject Memo
For Direct Charge Tax Code **64801**

The District's Annual Certification of Levy and Data Transmission form dated 08/03/2022 ☐ am ☒ pm
has been received and processed with the following results.

- ☒ The submitted direct charge levies for the tax code processed successfully.
- ☒ The direct charge levies for the tax code will be enrolled on the 2022/23 secured tax roll. No further action is needed from the district unless the district determines additions/deletions/changes are needed, in which case the district may submit a new data upload file for the tax code (which includes all levies for the direct charge tax code to overwrite the levies previously uploaded for the tax code) by August 10.
- ☐ The direct charge levies will be enrolled on the 2022/23 unsecured tax roll.
- ☐ The data upload for the tax code was rejected in its entirety for one or more of the following reasons. At this time, \$0 and zero ANs are levied on the direct charge tax code. Any known errors are indicated below; however, additional errors could exist. To remedy, submit a new/corrected data upload file (with all levies for the tax code, not just the rejected levies) along with a new Annual Certification of Levy and Data Submission form for the tax code by August 10.
- ☐ Duplicated ANs on the data upload file for the same direct charge tax code.
- ☐ Invalid ANs. This may include invalid ANs for the current tax year which were valid last year.
- ☐ \$0 amount(s).
- ☐ Amount(s) not divisible into two equal installments (amount ending in odd cent).
- ☐ Total amount on the data upload file doesn't equal the total amount as shown on the *Annual Certification of Levy and Data Submission* form. This could be for a variety of reasons including duplicated ANs with the same amount.
- ☐ Invalid direct charge tax code.
- ☐ AN appears to be outside of district's boundary. Please contact the Auditor if it is inside.
- ☐ Total number of records on the data upload file doesn't equal the total number of records as shown on the *Annual Certification of Levy and Data Submission* form. This could be for a variety of reasons including duplicated ANs with the same amount.
- ☐ Record(s) in the wrong format. Possibilities include extra spaces/headers/footers/etc.
- ☐ Format not consistent throughout entire data upload file.
- ☐ Unreadable record(s).
- ☐ Other:

cc: direct charge tax code annual file

Form **941 for 2022: Employer's QUARTERLY Federal Tax Return**
(Rev. June 2022) Department of the Treasury — Internal Revenue Service

950122
OMB No. 1545-0029

Employer identification number (EIN) **12-34567890**

Name (not your trade name) **Rolling Hills Community Services District**

Trade name (if any)

Address **360 FAIR LANE**
Number Street Suite or room number

PLACERVILLE **CA** **95667**
City State ZIP code

Foreign country name Foreign province/country Foreign postal code

Report for this Quarter of 2022
(Check one.)

☐ 1: January, February, March

☒ 2: April, May, June

☐ 3: July, August, September

☐ 4: October, November, December

Go to www.irs.gov/Form941 for instructions and the latest information.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)	1	0
2	Wages, tips, and other compensation	2	0 . 00
3	Federal income tax withheld from wages, tips, and other compensation	3	0 . 00
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input checked="" type="checkbox"/>	Check and go to line 6.

	Column 1		Column 2
5a Taxable social security wages*	0 . 00	$\times 0.124 =$	0 . 00
5a (i) Qualified sick leave wages*	0 . 00	$\times 0.062 =$	0 . 00
5a (ii) Qualified family leave wages*	0 . 00	$\times 0.062 =$	0 . 00
5b Taxable social security tips	0 . 00	$\times 0.124 =$	0 . 00
5c Taxable Medicare wages & tips	0 . 00	$\times 0.029 =$	0 . 00
5d Taxable wages & tips subject to Additional Medicare Tax withholding	0 . 00	$\times 0.009 =$	0 . 00
5e Total social security and Medicare taxes. Add Column 2 from lines 5a, 5a(i), 5a(ii), 5b, 5c, and 5d	5e 0 . 00		
5f Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)	5f 0 . 00		
6 Total taxes before adjustments. Add lines 3, 5e, and 5f	6 0 . 00		
7 Current quarter's adjustment for fractions of cents	7 0 . 00		
8 Current quarter's adjustment for sick pay	8 0 . 00		
9 Current quarter's adjustments for tips and group-term life insurance	9 0 . 00		
10 Total taxes after adjustments. Combine lines 6 through 9	10 0 . 00		
11a Qualified small business payroll tax credit for increasing research activities. Attach Form 8974	11a 0 . 00		
11b Nonrefundable portion of credit for qualified sick and family leave wages for leave taken before April 1, 2021	11b 0 . 00		
11c Reserved for future use	11c .		

*Include taxable qualified sick and family leave wages paid in this quarter of 2022 for leave taken after March 31, 2021, and before October 1, 2021, on line 5a. Use lines 5a(i) and 5a(ii) only for taxable qualified sick and family leave wages paid in this quarter of 2022 for leave taken after March 31, 2020, and before April 1, 2021.

▶ You MUST complete all three pages of Form 941 and SIGN it.

Next ▶▶

Name (not your trade name)

Employer identification number (EIN)

Rolling Hills Community Services District

11-0000001

Part 1: Answer these questions for this quarter. (continued)

11d	Nonrefundable portion of credit for qualified sick and family leave wages for leave taken after March 31, 2021, and before October 1, 2021	11d	0 . 00
11e	Reserved for future use	11e	
11f	Reserved for future use		
11g	Total nonrefundable credits. Add lines 11a, 11b, and 11d	11g	0 . 00
12	Total taxes after adjustments and nonrefundable credits. Subtract line 11g from line 10	12	0 . 00
13a	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter	13a	0 . 00
13b	Reserved for future use	13b	
13c	Refundable portion of credit for qualified sick and family leave wages for leave taken before April 1, 2021	13c	0 . 00
13d	Reserved for future use	13d	
13e	Refundable portion of credit for qualified sick and family leave wages for leave taken after March 31, 2021, and before October 1, 2021	13e	0 . 00
13f	Reserved for future use	13f	
13g	Total deposits and refundable credits. Add lines 13a, 13c, and 13e	13g	0 . 00
13h	Reserved for future use	13h	
13i	Reserved for future use	13i	
14	Balance due. If line 12 is more than line 13g, enter the difference and see instructions	14	0 . 00
15	Overpayment. If line 13g is more than line 12, enter the difference		

Check one: ☐ Apply to next return. ☐ Send a refund.

Part 2: Tell us about your deposit schedule and tax liability for this quarter.

If you're unsure about whether you're a monthly schedule depositor or a semiweekly schedule depositor, see section 11 of Pub. 15.

- 16** Check one: ☒ **Line 12 on this return is less than \$2,500 or line 12 on the return for the prior quarter was less than \$2,500, and you didn't incur a \$100,000 next-day deposit obligation during the current quarter.** If line 12 for the prior quarter was less than \$2,500 but line 12 on this return is \$100,000 or more, you must provide a record of your federal tax liability. If you're a monthly schedule depositor, complete the deposit schedule below; if you're a semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

- ☐ **You were a monthly schedule depositor for the entire quarter.** Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

Tax liability: Month 1

Month 2

Month 3

Total liability for quarter **Total must equal line 12.**

- ☐ **You were a semiweekly schedule depositor for any part of this quarter.** Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941. Go to Part 3.

▶ **You MUST complete all three pages of Form 941 and SIGN it.**

Next ▶

Name (not your trade name)

Employer identification number (EIN)

Rolling Hills Community Services District

44-0000001

Part 3: Tell us about your business. If a question does NOT apply to your business, leave it blank.

- 17 If your business has closed or you stopped paying wages ☐ Check here, and enter the final date you paid wages / / ; also attach a statement to your return. See instructions.
- 18 If you're a seasonal employer and you don't have to file a return for every quarter of the year . . . ☐ Check here.
- 19 Qualified health plan expenses allocable to qualified sick leave wages for leave taken before April 1, 2021 19 0 . 00
- 20 Qualified health plan expenses allocable to qualified family leave wages for leave taken before April 1, 2021 20 0 . 00
- 21 Reserved for future use 21 .
- 22 Reserved for future use 22 .
- 23 Qualified sick leave wages for leave taken after March 31, 2021, and before October 1, 2021 23 0 . 00
- 24 Qualified health plan expenses allocable to qualified sick leave wages reported on line 23 24 0 . 00
- 25 Amounts under certain collectively bargained agreements allocable to qualified sick leave wages reported on line 23 25 0 . 00
- 26 Qualified family leave wages for leave taken after March 31, 2021, and before October 1, 2021 26 0 . 00
- 27 Qualified health plan expenses allocable to qualified family leave wages reported on line 26 27 0 . 00
- 28 Amounts under certain collectively bargained agreements allocable to qualified family leave wages reported on line 26 28 0 . 00

Part 4: May we speak with your third-party designee?

Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See the instructions for details.

☐ Yes. Designee's name and phone number

Select a 5-digit personal identification number (PIN) to use when talking to the IRS.

 ☐ No.**Part 5: Sign here. You MUST complete all three pages of Form 941 and SIGN it.**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Sign your name here

Print your name here

TIM MOORE

Print your title here

PAYROLL MANAGER

Date / / Best daytime phone 530-621-5485**Paid Preparer Use Only**Check if you're self-employed . . . ☐Preparer's name

PTIN

Preparer's signature

Date

 / / Firm's name (or yours if self-employed)

EIN

Address

Phone

City

State

ZIP code

This page intentionally left blank

Form 941-V, Payment Voucher

Purpose of Form

Complete Form 941-V if you're making a payment with Form 941. We will use the completed voucher to credit your payment more promptly and accurately, and to improve our service to you.

Making Payments With Form 941

To avoid a penalty, make your payment with Form 941 only if:

- Your total taxes after adjustments and nonrefundable credits (Form 941, line 12) for either the current quarter or the preceding quarter are less than \$2,500, you didn't incur a \$100,000 next-day deposit obligation during the current quarter, and you're paying in full with a timely filed return; or
- You're a monthly schedule depositor making a payment in accordance with the Accuracy of Deposits Rule. See section 11 of Pub. 15 for details. In this case, the amount of your payment may be \$2,500 or more.

Otherwise, you must make deposits by electronic funds transfer. See section 11 of Pub. 15 for deposit instructions. Don't use Form 941-V to make federal tax deposits.



Use Form 941-V when making any payment with Form 941. However, if you pay an amount with Form 941 that should've been deposited, you may be subject to a penalty. See Deposit Penalties in section 11 of Pub. 15.

Specific Instructions

Box 1—Employer identification number (EIN). If you don't have an EIN, you may apply for one online by visiting the IRS website at www.irs.gov/EIN. You may also apply for an EIN by faxing or mailing Form SS-4 to the IRS. If you haven't received your EIN by the due date of Form 941, write "Applied For" and the date you applied in this entry space.

Box 2—Amount paid. Enter the amount paid with Form 941.

Box 3—Tax period. Darken the circle identifying the quarter for which the payment is made. Darken only one circle.

Box 4—Name and address. Enter your name and address as shown on Form 941.

• Enclose your check or money order made payable to "United States Treasury." Be sure to enter your EIN, "Form 941," and the tax period ("1st Quarter 2022," "2nd Quarter 2022," "3rd Quarter 2022," or "4th Quarter 2022") on your check or money order. Don't send cash. Don't staple Form 941-V or your payment to Form 941 (or to each other).

• Detach Form 941-V and send it with your payment and Form 941 to the address in the Instructions for Form 941.

Note: You must also complete the entity information above Part 1 on Form 941.

✂ **Detach Here and Mail With Your Payment and Form 941.** ✂

Form 941-V Department of the Treasury Internal Revenue Service		Payment Voucher		OMB No. 1545-0029 2022	
1 Enter your employer identification number (EIN). 		2 Enter the amount of your payment. ▶ Make your check or money order payable to "United States Treasury"		Dollars	Cents
3 Tax Period		4 Enter your business name (individual name if sole proprietor). <u>Rolling Hills Community Services District</u> Enter your address. Enter your city, state, and ZIP code; or your city, foreign country name, foreign province/county, and foreign postal code.			
<input type="radio"/> 1st Quarter	<input type="radio"/> 3rd Quarter				
<input type="radio"/> 2nd Quarter	<input type="radio"/> 4th Quarter				

Item 5.a.
8/16/2022

ROLLING HILLS CSD	Proposed Final Budget FY2022-2023	Alternative Proposal
Revenues		
Property Taxes	\$ 102,010.00	
Interest	\$ 1,836.00	
Special Assessment	\$ 78,438.00	
Subtotal	\$ 182,284.00	
Various Other	\$ 1,020.00	
Revenue Income	\$ 183,304.00	
Transfer From Reserve Fund Balance	\$ 63,003.00	
Total Revenue	\$ 246,307.00	
Expenditures		
Services/Supplies - Routine O&M		
3000 Payroll Expenses		
4040 Telephone	\$ 385.00	
4041 Communications	\$ 150.00	
4060 Food and Food Products		
4100 Insurance	\$ 5,995.00	
4183 Maint. Grounds	\$ 13,000.00	
4185 Maint. Parks	\$ 83,000.00	
4189 Maint. Water System	\$ 15,000.00	
4190 Maint. Drainage	\$ 7,500.00	
4191 Maint. Roads	\$ 30,000.00	
4192 Maint. Lighting	\$ 500.00	
4197 Bldg. Supplies	\$ 500.00	
4220 Memberships	\$ 1,102.00	
4240 Misc. Expense	\$ 300.00	
4260 Office Expense	\$ 200.00	
4261 Postage	\$ 450.00	
4266 Printing Services	\$ 500.00	
4267 On-Line Subscriptions	\$ 500.00	
4300 Prof. Services	\$ 30,000.00	
4304 Admin Fee Agency	\$ 325.00	
4305 Accounting serv.	\$ 3,000.00	
4313 Legal Services	\$ 7,500.00	
4345 Director Services	\$ 5,400.00	
4400 Publication Not.	\$ 200.00	
4420 Rent/Lease Exp.	\$ 800.00	
4440 Rent Bldgs.	\$ 3,800.00	
4505 Educa. Training		
4602 Private Auto	\$ 200.00	
4620 (4700) Utilities	\$ 36,000.00	
Subtotal Routine O&M	\$ 246,307.00	
Special Projects	\$ -	
Fixed Assets		
6020 Bldg. Improvements	\$ -	
Total Expenditures	\$ 246,307.00	



Item 5.b.
8/16/2022

Board of Directors
P. O. Box 5266
El Dorado Hills, CA 95672

July 28, 2022

El Dorado Hills Fire Department
Station 87
4680 Golden Foothill Parkway
El Dorado Hills, California 95762

El Dorado Hills Fire Department
Administration Headquarters
1050 Wilson Boulevard
El Dorado Hills, CA 95762

RE: Springfield Meadows - Rolling Hills Community Services District

Dear Sirs:

It has recently come to the attention of the RHCSO Board of Directors that a resident of the Springfield Meadows neighborhood in the District has taken it upon himself to install what he describes as additional safety measures to protect against speeding. Butch Arietta, a resident on Manchester Drive in Springfield Meadows, advises that he moved forward with additional speed measures due to the strong desire of the residents in his neighborhood for more safety. Specifically, he had installed two additional undulations near the entrance on Manchester Drive. This action was taken without the prior knowledge or consent of the Board of Directors.

As you are aware, the roads in Springfield Meadows had speed calming measures in place which were installed many years ago. Safety concerns have increased with excessive speeding and the fact that the school bus drops children off at the Manchester entrance and they must walk up the narrow road which has no shoulder and no sidewalks. Speeding is an increasing problem, both there and throughout the District. The Board shares its residents' concerns about safety. If you have any concerns in this regard, please let us know.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Brenda Collette".

Brenda Collette, RHCSO Vice Chair

Cc: Mr. Butch Arietta

Linda Stone

To: 8/16/2022 ITEM NO. 5.b.
Subject: FW: Traffic Calming Devices - Manchester Dr
Attachments: image001.png; image001.png

From: Carl Arietta <barietta57@aol.com>
Date: Thu, Aug 4, 2022, 6:01 AM
Subject: Fwd: Traffic Calming Devices - Manchester Dr
To: csd clerk <csdclerk@gmail.com>

Sent from my iPhone

-----Original Message-----

From: Butch Arietta <butch@folsomlakerealty.com>
To: barietta57@aol.com
Sent: Thu, Aug 4, 2022 5:26 am
Subject: Fwd: Traffic Calming Devices - Manchester Dr

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

From: Vincent Kauppi <vkauppi@edhfire.com>
Date: Wed, Aug 3, 2022 at 4:24 PM
Subject: Traffic Calming Devices - Manchester Dr
To: butch@folsomlakerealty.com <butch@folsomlakerealty.com>
Cc: Chrishana Fields <cfields@edhfire.com>, brenda@rollinghillscsd.org <brenda@rollinghillscsd.org>, matt@rollinghillscsd.org <matt@rollinghillscsd.org>

Good Afternoon Mr. Arietta,

Wanted to follow up with additional information after our call earlier this afternoon. Here is the link the El Dorado Hills Fire Protection District Traffic Calming Standard.

[Traffic Calming Standard Addendum 12-06-2016.pdf \(edhfire.com\)](#)

It is the position of the El Dorado Hills Fire Department (EDHFD) that the two new traffic calming devices installed on Manchester Drive between White Rock Road and Sterling Court, shall be removed. The traffic calming devices were installed without first applying appropriate traffic calming measures, as outlined in the Standard, and without approval from the EDHFD.

Please note that all traffic calming devices shall be removed at proponent's expense if project proponent fails to comply with the authorized process contained in this Standard.

Let me know if you have any questions.

Thank you,

Vince Kauppi
Fire Inspector

El Dorado Hills Fire Department

"Serving the communities of El Dorado Hills, Latrobe and Rescue"

Administrative Office: 1050 Wilson Boulevard, El Dorado Hills, CA 95762

Phone: (916) 933-6623 ext. 1047

Fax: (916) 933-5983

Website: www.edhfire.com

COUNTY OF EL DORADO

Am b.a

8/16/2022



REGISTRAR OF VOTERS

Bill O'Neill

2850 Fairlane Court
PO Box 678001
Placerville CA 95667
www.edcgov.us/elections/
Phone: 530.621.7480 Fax: 530.626.5514
Linda Webster - Assistant Registrar of Voters

June 2022

TO: All Districts in El Dorado County

FROM: Bill O'Neill
Registrar of Voters

RE: Conflict-of-Interest Code Review for the Year 2022

Read this entire document before board adopts the districts 2022 Conflict of Interest

IMPORTANT NOTE: "ALL" Statement of Economic Interests are required to be provided for public access Monday-Friday, 8:00 am to 5:00 pm.

The Political Reform Act requires every local special district to review its conflict-of-interest code every even-numbered year. Enclosed is a 2022 Local Agency Biennial Notice that must be completed and returned to the Elections Department **no later than Friday, August 19, 2022**. Please indicate on the Notice whether or not a revision to your district's code is necessary. If a revision is required, the amended conflict-of-interest code should follow within 90 days.

If you answer yes, to any of the questions below, your agency's code needs to be amended.

- *Is the current code more than five years old?*
- *Have there been any substantial changes to the district's organizational structure since the last code was approved?*
- *Have any positions been eliminated or re-named since the last code was approved?*
- *Have any new positions been added since the last code was approved?*
- *Have there been any substantial changes in duties or responsibilities for any positions since the last code as approved?*

Upon receipt of an amended conflict-of-interest code, the Elections Department will submit the amended code to County Counsel for review and subsequent presentation to the Board of Supervisors for approval. Please remember your agency's amended code is not effective until it is approved by the Board of Supervisors.

Enclosed is a sample Notice of Intention to Adopt or Amend a Conflict-of-Interest Code and a sample of a district's Conflict-of-Interest Code.

Attend a Workshop or Webinar: Schedules and information about seminars and webinars are available at www.fppc.ca.gov.

As always, if we can provide further information, please contact Kim Smith at (530) 621-7490.

Very truly yours,

Bill O'Neill

2022 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

☐ **An amendment is required. The following amendments are necessary:**

(Check all that apply.)

☐ Include new positions

☐ Revise disclosure categories

☐ Revise the titles of existing positions

☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions

☐ Other (describe)

☐ The code is currently under review by the code reviewing body.

☐ No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice **no later than August 19, 2022**, or by the date specified by your agency, if earlier, to:

Election Department
PO Box 678001, Placerville, CA 95667

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

CONFLICT OF INTEREST CODE FOR ROLLING HILLS COMMUNITY SERVICES DISTRICT

The Political Reform Act (Government Code Section 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code that can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the ROLLING HILLS COMMUNITY SERVICES DISTRICT.

Designated employees shall file statements of economic interests ("Form 700") with the ROLLING HILLS COMMUNITY SERVICES DISTRICT, and the District will make the statements available for public inspection and reproduction. [Government Code Section 81008.] Statements for all designated employees will be retained by the ROLLING HILLS COMMUNITY SERVICES DISTRICT.

APPENDIX A

PART I – DESIGNATED EMPLOYEES

<u>Position</u>	<u>Disclosure Category</u>
Board Members	1-5
General Manager	1-5
Consultants	1-5

PART II – DISCLOSURE CATEGORIES

1. Investments, business positions in any business entity, and sources of income, including gifts, loans and travel payments, from persons or entities which provide services, facilities, materials, supplies, machinery or equipment of the type utilized by the District, including the list specified in Appendix B.
2. All interests in real property located within the jurisdiction of the District and/or within a two mile radius of any property owned by the District.
3. Investments, business positions in any business entity, sources of income, including gifts, loans and travel payments, and interests in real property related to persons or businesses which provide services similar to those provided by the District including, but not limited to acquisition, construction, improvement and maintenance of streets, roads, rights of way, bridges, culverts, drains, curbs, gutters, sidewalks; the provision of park and recreational services; and the regulation of traffic and parking on District streets and rights of way.
4. Investments, business positions in any business entity, sources of income, and/or interests in real property related to business entities or persons who are:
 - a. Owners of interests in real property located within the District; or
 - b. Engaged in the real estate sales and/or development business within the jurisdictional boundaries of the District.
5. Investments and business positions in business entities and sources of income, including gifts, loans and travel payments, from persons or entities which provide financial services of the type utilized by the District, including but not limited to financial institutions and/or

investment vehicles that are of the type in which this District is empowered to invest its funds.

The General Manager of the District may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and locations as this conflict of interest code.

APPENDIX B

All interests in real property as well as investments and business positions in business entities and income from sources which provide facilities, services, supplies, or equipment of the type utilized by the District, including but not limited to:

- Construction and building materials
- Park maintenance equipment or supplies, playground equipment
- Architectural services
- Construction contractors
- Safety equipment and facilities
- Hardware tools and supplies
- Freight and hauling
- Motor vehicles
- Petroleum products
- Photographic services, supplies and equipment
- Pesticides and herbicides
- Communications equipment
- Electrical equipment
- Computer hardware and software
- Appraisal services
- Printing, reproduction, record keeping, etc.
- Office equipment
- Accounting services
- Real estate agents/brokers and investment firms
- Title companies
- Public utilities
- Insurance companies

Amended: August 21, 2018

2998226.2

Item 6.b.
8/16/2022

RESOLUTION NO. 22-15

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 AUGUST 17, 2022 THROUGH SEPTEMBER 15, 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, 22-09, 22-10, and 22-11 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 September 15, 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 ____ day of August, 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Brenda Collette, Vice President

ATTEST: _____
Linda Stone, District Clerk