

**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:

/s/

Linda Stone, Board Clerk/Secretary

Approved by Board: August 16, 2022

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.