

**ROLLING HILLS COMMUNITY SERVICES DISTRICT  
MINUTES OF SEPTEMBER 20, 2022 MEETING OF THE BOARD OF DIRECTORS**

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

The teleconference meeting of the Rolling Hills CSD held on September 20, 2022, was called to order at 7:02 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, Ed McGowan, and Gordon Fawkes, and Board Clerk Linda Stone were present at roll call. Director Matt Sites was absent. A member of the public joined the meeting during discussion of the GM duties.

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

None.

**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.

**b.** The Long-Range Funding Ad Hoc committee did not meet.

**4. Consent Items**

Consent items 4.a. including various monthly minutes were pulled from the Consent calendar. Consent items 4.b. including the monthly financial reports prepared by the El Dorado County Auditor Controller’s office for the monthly period ended June 30, 2022, the fiscal year 2021-2022 period ended June 30, 2022, and the monthly period ended August 31, 2022; and correspondence items 4.c. including Umpqua Bank statement for the period ending August 2022, and Memo from the Auditor-Controller dated August 31, 2022 re Property Tax Revenue Estimates for FY 2022/23 Lien Date Tax Rolls were considered. Director Gordon Fawkes made a motion to approve and accept/file Consent items 4.b. and 4.c., Director Brenda Collette seconded. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, McGowan and Magee

NOES: None

ABSENT: Sites

ABSTAIN: None

**5. Old Business**

**a. Folsom Heights Development Project Update.** The Board reported that it has received no new information on the project since last reported. The item was placed on the agenda at the request of a resident, Stephanie Haley, who is very dedicated to the issue. The Board recapped generally the matter for a new resident attending the meeting and noted that the road at issue was approved by the Folsom City Council as an emergency vehicle only road. The Board agreed it needs to hear from Matt Sites who was formerly handling the communications between the Board and the new owner of the project, Elliott Homes.

**5.b. Sidewalk Issues on White Rock Road near Bailey Circle.** This item was listed as a follow-up of action taken on August 16, 2022 approving a cost of not-to-exceed \$999 for the work needed for replacement and/or maintenance of portions of the sidewalk on White Rock Road near Bailey Circle. Now that the Board has received written bids for the work, it appears \$999 is not sufficient funding to complete the entire scope of work. After discussion, Director Gordon made a motion to accept the

proposal from NewGen in the amount of \$850 and authorize expenditure from the approved budget in that amount for removal and replacement of the designated sidewalk section closest to the Shadow Hills entrance to eliminate the hazard caused by the lifted section from roots and realign the new section with the existing sidewalk, which motion will replace the prior August 16, 2022, motion; Director Brenda Collette seconded the motion. Discussion included the fact that the District's budget is lean and the Board wants to remove the most hazardous of the conditions first. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, McGowan and Magee

NOES: None

ABSENT: Sites

ABSTAIN: None

Director Mark Magee will let NewGen know of the acceptance of that bid.

**c. Encroachment Issue 5047 Winterfield – Installation of Stairs at Rear of Property.** The Board discussed its observations after having looked at the stairs installed by the owner without permission and which encroach on District property. Director Gordon Fawkes made a motion that the District direct the homeowner to remove the stairs constructed at the rear of his property at his own expense as they are an illegal encroachment on Rolling Hills CSD property and are unsafe. Further, the Board recognizes that the El Dorado Hills Fire Department advised it has no requirement for an access at the back of the owner's property. Director Ed McGowan seconded the motion. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, and McGowan

NOES: None

ABSENT: Sites

ABSTAIN: Magee

The Board asked the Clerk to prepare a draft of a letter for Directors Fawkes and McGowan's review before dispatch.

**d. Summerfield Wetlands/Culvert Maintenance – Further Discussion.** Director Brenda Collette requested that this item be listed on the agenda for further discussion because she had communications with a community volunteer who may be able to assist with the needed work in a cost-effective way. Brenda reiterated her concern that the work needs to be addressed. Brenda will put her contact in touch with Director Gordon Fawkes to discuss the specific scope of work and project.

## **6. New Business**

**a. Irrigation Maintenance.** Director Mark Magee requested this item be added to the agenda because the landscape provider identified irrigation issues requiring maintenance, including the supply and replacement of a valve at Berkshire Park at a cost of \$450, and to perform maintenance on Dunnwood Drive at a cost of \$350. During discussion, Mark reported that he and the landscapers were able to get the valve at Berkshire Park working, and stop the water loss on Dunnwood Drive. Therefore, due to budget constraints, the Board members present unanimously determined to delay these maintenance items until next year and revisit them after the rainy season. However, Director Gordon Fawkes said he plans to look at the valve issues to get fully educated.

**b. Director Appointments Due to Insufficient Nominees for Election.** In light of the fact that no persons filed for the two Board seats which expire on December 2, 2022, the Board discussed the option to submit nominees to fill the four-year term positions by appointment. To date, no residents of the District have expressed a firm desire to serve on the Board. In the interests of time and to aid the process, Director Brenda Collette made a motion to nominate Adam Olson as a Board member if he is

willing to serve for a four-year term which will become available in December. The motion was seconded by Director Gordon Fawkes. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, McGowan and Magee

NOES: None

ABSENT: Sites

ABSTAIN: None

**c. Remote Teleconference Meetings of the Board for the 30-Day Period September 21, 2022, through**

**October 20, 2022.** Vice President Brenda Collette made a motion to approve Resolution No. 22-17 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 September 21, 2022, through October 20, 2022. Director Gordon Fawkes seconded the motion. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, McGowan and Magee

NOES: None

ABSENT: Sites

ABSTAIN: None

**7. Adjournment.** The Board thanked the new resident of the District for attending the meeting and welcomed her back. Upon motion and second, the meeting was adjourned at 8:16 pm.

Submitted by:

/s/

Linda Stone, Board Clerk/Secretary

Approved by Board: October 18, 2022

### September 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 several of the General Manager duties to Board Members. The following activities were discussed at the September 21, 2022 meeting: **Note: Additions in green font reflect information presented during the meeting.**

1. To do item per Board member Gordon Fawkes – need to assess and replace the stakes on trees on the west side of the Stonebriar entrance as they are no longer providing support to the trees. **Directors Fawkes and Magee discussed this with the landscapers. The stakes cost \$8. each and eight stakes are estimated as needed. This item is of very low priority as compared to the concrete work needed. Director Fawkes is willing to wait on the staking of the trees. Director Magee will send an email to the landscapers about holding off on the stakes.**
2. Resident reported a car parked illegally and with flat tire in Springfield Meadows for months near 380 Haddington. Neighbor's requests that the vehicle be removed/relocated have been unsuccessful. The vehicle was cited with a Warning Sticker on September 6, 2022, per policy. **We will advise the resident who reported the vehicle issue that the District is taking the steps called for by its policies.** Board member Mark Magee is following up for issuance of citation if not removed.
3. GM Recruitment-Get Involved flyers printed and ready for distribution. How would the Board like to approach this task? **The Clerk reported that she had created the flyer for dissemination throughout the District advising residents of the upcoming opportunities to serve on the Board of Directors for the District, and also recruitment for the GM position. The Board asked that a Reply By date be added to the flyer. The Clerk will make the change, print sufficient copies, and deliver them to Director Collette's home. The Board agreed it would divide the labor in distributing the flyers.**
4. The two speed bumps near the entrance to Springfield Meadows were removed by the resident who installed them at the direction of the El Dorado Hills Fire Department. "Slow" painted on the street to deter speeding. **Director Fawkes commented that he likes the yellow strips painted where the speed bumps were removed and the yellow slow on the street. He plans to ask the resident the name of the contractor who performed the painting work. He commented that all of the speed bumps in Springfield Meadows need a coat of paint as they are very hard to see.**
5. Streetlight in Springfield Meadows across from the mouth of Dover Circle (nearest to 1281 Manchester) was repaired on August 30, 2022. It had a defective photocell which was replaced at a cost of \$187. **Noted.**
6. Any issues with Landscapers? **None other than as noted in the Minutes or this list.**