

**ROLLING HILLS COMMUNITY SERVICES DISTRICT  
MINUTES OF JANUARY 17, 2023 MEETING OF THE BOARD OF DIRECTORS**

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

The teleconference meeting of the Rolling Hills CSD held on January 17, 2023, was called to order at 7:04 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, were present at roll call. Also present were Board Clerk Linda Stone and two members of the public.

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

None.

**3. Remote Teleconference Meetings of the Board for the 30-Day Period January 17, 2023 through February 16, 2023 per AB 361.** Director Brenda Collette made a motion to adopt Resolution 22-20 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 January 17, 2023 through February 16, 2023; second by Director Gordon Fawkes. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, and Magee

NOES: None

ABSENT: None

ABSTAIN: None

**4. 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.

**5. Consent Items**

Consent items 5.a. including the minutes of the regular Board of Directors meeting held on November 15, 2022, and meeting notes for December 13, 2022; 5.b. monthly financial reports prepared by the El Dorado County Auditor Controller’s office for the months ending November 30, 2022, and December 31, 2022; and 5.c. correspondence including Umpqua Bank statements for November 2022 and December 2022, United States Department of Commerce Notice Requesting participation in 2022 Census of Governments, Official State Social Security Administrator, California Public Employees’ Retirement System Annual Information Request, Employment Development Department Notice of Contribution Rates and Statement of UI Reserve Account for Calendar Year 2023, Certificates of Liability Insurance for vendor STC Tree Care Inc., CSDA 2022 Highlights, November 16, 2022 email from El Dorado Hills Community Council with attached Minutes of the November 14, 2022 meeting, November 18, 2022 email from El Dorado Local Agency Formation Commission (LAFCo) sending copy of the agenda for the December 7, 2022 meeting, December 7, 2022 email from El Dorado Hills Area Planning Advisory Committee providing notice of and Agenda for its meeting on December 14, 2022, December 1, 2022 letter from Albano Dale Dunn & Lewis, bonding company, re retirement and new contact at company, December 2, 2022 letter from Betty T. Yee, State Controller, regarding new data portal for Government Compensation in California Report submissions, December 9, 2022 letter from CSDA providing information for newly elected or appointed Board members were considered.

Director Gordon Fawkes made a motion to approve and accept/file all Consent items; Director Brenda Collette seconded. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, and Magee

NOES: None

ABSENT: None

ABSTAIN: None

## **6. Old Business**

**a. Folsom Heights Development Project Update.** The Board had no new formal updates regarding the project but said it heard from residents about flooding issues in and around the project area. This was noted under the Report of GM activities. Elliott Homes apparently said it will pay for cleaning or issues resulting from water issues from its project. The Clerk presented the article which appeared in the EID publication, The Waterfront, November-December 2022 issue about providing water to this project.

**6.b. Sidewalk Issues on White Rock Road near Bailey Circle.** Due to the extensive rain and weather, there is nothing further to report. Director Fawkes noted that a nearby neighbor does concrete work and he plans to talk with him about whether he can assist with the needed work. The board asked this again be placed on the agenda for next month.

**6.c. Tree and Shrub Overgrowth at 7965 Belhaven Drive.** The board reviewed the photos provided and said it appears there is adequate fee space at this address, however, follow up is still needed heading into the growing season. Director Fawkes said his concern is about the property nearest to Dunnwood. Depending on weather and availability, a meeting will be scheduled in the February-March timeframe.

## **7. New Business**

**7.a. Weed Abatement & Fire Mitigation Services for 2023 Utilizing Goats.** This item was continued to a future meeting of the Board when a proposal is received for consideration. Director Magee said he has provided an updated map to the vendor for review.

**7.b. Amendment to Policy Number 5010, entitled Board Meetings.** The Board discussed its existing policy number 5010 (amended February 21, 2017) entitled Board Meetings in possible contemplation of changing the regular monthly meeting date. After discussion, the Board determined to leave the meeting date on the third Tuesday of each month as that day does work for the schedules of existing Board members and others who have expressed an interest in serving on the Board. Resident Adam Olson offered a suggestion that the Board consider an amendment to the policy to allow that meeting may take place at the Holiday Inn Express, "or at such other location as the Board may direct." Director Brenda Collette made a motion to so amend Policy 5010; second by Director Gordon Fawkes. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Fawkes, and Magee

NOES: None

ABSENT: None

ABSTAIN: None

**7.c. Board Meeting Dates for Calendar year 2023 considered proposed regular monthly meeting dates for calendar year 2023.** After discussion, the Board did not consider a change in the regular meeting dates of the third Tuesday of each month at 7:00 p.m.

**7.d. Annual Organizational Meeting; Selection of President and Vice President of the Board.** This item was continued to the next regular meeting of the Board.

**8. 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 8:05pm.

Submitted by:

/s/

Linda Stone, Board Clerk/Secretary

Approved by Board: 2/21/2023

ATTACHMENT TO MINUTES

**Report of General Manager Activities continued from December 13, 2022, where a quorum was not achieved:**

1. Tree down at Entrance to Stonebriar. On Saturday, December 10, during the excessive rain storm, a tree went down at the entrance to Stonebriar and was blocking the road. The CHP was called but there was nothing they could. A big thank you to Bret Collette and another resident who graciously volunteered to cut up the tree and clear the roadway. Brenda Collette reported that the black metal fence at the site of the tree fall was damaged and that the wood is still on site. Mark Magee reported that the landscapers would haul the wood away. **The Board members noted half of the fallen tree remains, is causing no harm, and is close to the damaged fence. Director Fawkes said he will take photos and make them available. The board requested this matter be added to the February meeting agenda.**
2. Fire Mitigation for 2023. The goat company contacted Mark Magee about securing a spot for the 2023 goat fire mitigation weed clearing services. Recalling from prior years, former General Manager was concerned about making sure the District got on the calendar each year to secure a spot as requests for goat services have increased dramatically over the past years. Mark is working to obtain a proposal for the coming year for consideration at the first meeting in January. He commented about whether the area for services is reduced due to the new development. **This item will be on the agenda when a proposal for services is received.**
3. Landscape/Park Maintenance Issues.
  - a. Irrigation. Additional call and email received from residents about overwatering. References were made to Stonebriar Park and most recent report as to area on Dunnwood. Mark Magee checked the areas and found an additional area where the water was still on. Berkshire Parks being soggy, muddy, boggy, and concerns about damaging the turf walking on it in this condition. Mark discussed the water with the landscapers and the park water was turned off on Friday, November 11. The residents were advised.
  - b. Valve replacement maintenance work at Stonebriar Park. Mark Magee reported that the valve has been replaced.

**The board generally noted water issues reported by residents coming from the Elliott development project area. The noted the existence of an old drainage ditch and queried whether it is still functioning as designed. Director Collette said on December 31<sup>st</sup> people were on site trying to divert the water flow. She also mentioned that residents have photographs and that there are many water holding areas in the Elliott project. Mark Magee said he will take a look.**
4. Flyer for GM Recruitment and Get Involved. Updated flyers were delivered. Clerk received inquiry from one person potentially interested but has not yet made contact. This item will be on the January organizational agenda for discussion.

5. Ongoing Sidewalk Issue. This item is for discussion under an agenda business item.
6. Other issues - None

**Additional Activities added for January 17, 2023:**

7. **Fence Down at End of Dunnwood Drive in Cul-De-Sac.** On January 7, 2023, during the high winds and storm, the fence at the end of Dunnwood Drive blew down. Thanks to the volunteer efforts of resident, John Salmon, the fence was propped up and is now in the process of receiving proper repairs to replace rotted posts to extend the life of the fence a bit longer. Mr. Salmon graciously is doing the work for the betterment of the community. The board commented that they are happy to reimburse Mr. Salmon for costs he incurs for materials. The work is appreciated.

8. **Doggie Bag Locations.** All doggie bag locations have been refilled this past week. Director Magee reported that he has inventory for one or two more fills.