

**AGENDA**  
**Board of Directors Regular Meeting**  
**ROLLING HILLS COMMUNITY SERVICES DISTRICT**

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**Date:** July 11, 2023

**Time:** 7:00 p.m.

**Location:** 3098 Montrose Way, El Dorado Hills, CA 95762

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*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.*

*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](mailto: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 prior month.
- b. Long Range Funding Ad Hoc Committee Report – The Committee did not meet.

**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 meeting held on June 13, 2023
- b. Correspondence accept and file:
  - Nationwide Bond renewal correspondence
  - SDRMA 2023-24 Property/Liability Renewal correspondence and invoices notification
  - El Dorado County Notification regarding fiscal year 2023 Year-End Close Instructions
  - Umpqua Bank Statement for the period through June 30, 2023

Consent Items Pulled for Discussion: \_\_\_\_\_

## 5. Old Business

- a. **Further Discussion of Wetland Areas and Vegetation Growth** – Board to discuss any new information received regarding wetland areas located within the District; resident concerns about vegetation growth; inquiries from El Dorado Hills Fire Department related to wetlands within the District; and next steps to address the issues. *(Discussion/Possible Action Item)*
- b. **Discussion of Scope of Work for Updated Reserve Study** - Board to discuss development of the Scope of Work needed to seek proposals/quotations for these services *(Discussion Item)*

## 6. New Business

- a. **Public Hearing – Open Public Hearing Regarding Authorizing the Continued Collection of the Direct Charge Assessment for Fiscal Year 2023-2024** - Public Comment, Close Hearing. Proposed Action: Adoption of Resolution 23-01 Authorizing Continued Collection of the Direct Charge Assessment of \$200 for FY24 for the purposes of maintaining and improving community infrastructure and for other lawful purposes of the District. *(Discussion/Possible Action Item)*
- b. **Public Hearing – Open Public Hearing regarding Establishing the Appropriation Limit for Fiscal Year 2023-2024 for RHCS D as Described in Article XII B of the State Constitution.** The proposed appropriation limit is \$131,103.33; Public Comment; Close Hearing. Proposed Action: Adoption of Resolution 23-02 Establishing the Appropriation Limits for FY24 for the Rolling Hills Community Services District as described in Article XII B of the State Constitution in the amount of \$131,103.33 calculated as follows: \$126,012.43 (FY23 limit) x 1.0404 = \$131,103.33. *(Discussion/Possible Action Item)*

- c. **Public Hearing – Open Public Hearing Regarding Approval and Adoption of Final Budget for Fiscal Year 2023-2024** - Public Comment, Close Hearing. Proposed Action: Adoption of Resolution 23-03 adopting the final budget for FY2023-2024. The adopted preliminary budget is in the amount of \$197,031.03. *(Discussion/Possible Action Item)*
- d. **Notice of Vacancy on the Board of Directors; Consider Appointment to the Board of Directors to Consider Filling the Expired Term of Ed McGowan which Runs Through December 4, 2026** – Continued from June meeting; The Notice of Vacancy was posted by the District Clerk to its website and community bulletin boards on May 26, 2023. Normal Bechler expressed interest in serving on the Board of Directors. *(Discussion/Possible Action Item)*
- e. **Irrigation Maintenance** – Board to consider approval of expenditure of funds from approved budget to: (1) Replace broken valve and rotor in Stonebriar Park at a cost of \$550; (2) Replace broken valve and filter on Dunnwood Drive at a cost of \$550; and (3) Replace main drop hose and feeders where needed on Dunnwood Drive at a cost of \$850. *(Discussion/Possible Action Item)*

**7. Closed Session**

**Public Employee Appointment and Employment - Position to be Filled: General Manager.** Subject to Government Code section 54957, the Board shall meet in Closed Session to consider the appointment and employment of a General Manager. Pursuant to this section, Employee shall include an officer or an independent contractor who functions as an officer or an employee of the District.

**8. Adjournment**

**Linda Stone**

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**Subject:** FW: Rolling Hills CSD- Nationwide Bond Renewal - Effective 8/18  
**Attachments:** RollingHill\_Bond.pdf

From: **Bryn Vollenweider** <[bryn@addlins.com](mailto:bryn@addlins.com)>  
Date: Wed, Jun 21, 2023 at 3:28 PM  
Subject: Rolling Hills CSD- Nationwide Bond Renewal - Effective 8/18  
To: [csdclerk@gmail.com](mailto:csdclerk@gmail.com) <[csdclerk@gmail.com](mailto:csdclerk@gmail.com)>

Good Afternoon,

Please see attached bond transaction report from Nationwide regarding Your bond renewal.

Please remit the renewal premium of directly to Nationwide before 08/17/2023 if you wish to continue coverage for the bond.

See Nationwide contact information top right corner of bond for contact info to make payment.

RShould you have any questions, please let me know.

Thanks,

*Bryn Vollenweider*

Commercial Account Manager- CA License # 0H86432

Albano, Dale, Dunn & Lewis Insurance Services Inc. - License # 0442296

9197 Greenback Lane, Suite E

Orangevale, CA 95662

Phone: 916-988-0214 | Fax: 916-989-4719

Email: [bryn@addlins.com](mailto:bryn@addlins.com)



Nationwide Mutual Insurance Company  
Bond Department  
1100 Locust Street, Department 2006  
Des Moines, IA 50391-2006  
Phone: 866-387-0457  
Email: [bondcomm@nationwide.com](mailto:bondcomm@nationwide.com)

Agency: ALBANO DALE DUNN AND LEWIS  
PO BOX 2470  
ORANGEVALE, CA 95662-7417

Agency State: CA  
Agency Code: 06176

### Bond Transaction Summary

<b>Bond No:</b> 7900672001	<b>Prior Bond No:</b>	<b>Transaction Type:</b> Renewal
<b>Transaction Effective Date:</b> August 18, 2023		<b>Term of Bond:</b> 08/18/2023 to 08/17/2025

<b>Principal Name &amp; Physical Address:</b> Rolling Hills CSD PO Box 5266 El Dorado Hills, CA 95762	<b>Obligee Name &amp; Address:</b>
<b>Principal Billing Address:</b> PO Box 5266 El Dorado Hills, CA 95762	

**Bond Type:** CA Govt Employee Theft Per Loss

<b>Contract Price:</b> \$0	<b>Project State:</b>
<b>Bond/Project Description:</b>	<b>Class Code:</b> 681

<b>Bond Amount</b> \$5,000.00	<b>Gross Premium</b> \$200.00
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**Renewal Procedure:** Continuous  
**Bill Type:** Direct\_Billed

If this bond is DIRECT billed, please remit GROSS premium.  
If this bond is AGENCY billed, please remit NET premium.

**Comments:**

**Linda Stone**



**Subject:** FW: New Correspondence: 2023-24 PL Renewal Invoices now available

From: Ellen Doughty <[memberplus@sdrma.org](mailto:memberplus@sdrma.org)>

Date: Mon, Jun 19, 2023 at 4:30 PM

Subject: New Correspondence: 2023-24 PL Renewal Invoices now available

To: <[csdclerk@gmail.com](mailto:csdclerk@gmail.com)>



SDRMA  
SPECIAL DISTRICTS RISK MANAGEMENT ALLIANCE  
CSDA  
CALIFORNIA SPECIAL DISTRICTS ALLIANCE

RISK MANAGEMENT NEWS

## 2023-24 Property/Liability Renewal Invoices

The 2023-24 Property/Liability renewal invoices are now posted in [MemberPlus™](#). We sincerely appreciate your patience while the program reinsurers finalized the 2023-24 renewal costs for the SDRMA Property/Liability Program over the past few months.

If your agency is waiting to finalize any stand-alone coverages, the 2023-24 renewal invoice will not be available until coverage is confirmed.

Also, If your agency has an insurance broker for Property/Liability coverage, you may receive a separate invoice from your broker agency.




To view your agency's 2023-24 Property/Liability invoice, please login to [MemberPlus™](#). Under the **NOTIFICATIONS** dropdown, the **MEMBER LETTERS** section includes the following documents:

- 2023-24 Property/Liability Renewal Notice
- 2023-24 Property/Liability Renewal Invoice
- 2023-24 CIP Criteria

To ensure accurate and timely processing of your coverages, **please submit payment for the total contribution amount shown on the invoice by July 15, 2023.**

Automated Clearing House (ACH) payments are accepted for your convenience. ACH information can be found in [MemberPlus™](#) under **QUICK LINKS**. If you have any questions, please contact us at [memberplus@sdrma.org](mailto:memberplus@sdrma.org) or 800-537-7790.

From the SDRMA Board of Directors and entire risk management team, we thank you for your continued partnership!



**NEED FINANCING?**  
**CSDA Finance Corporation**  
CLICK HERE to  
get a free quote!

A proud California Special  
Districts Alliance Partner

ALWAYS MEMBER FOCUSED.

800.537.7790 | [www.sdrma.org](http://www.sdrma.org)

SDRMA | 1112 I Street Suite 300, Sacramento, CA 95814

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Sent by [memberplus@sdrma.org](mailto:memberplus@sdrma.org) powered by



Try email marketing for free today!





SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

1112 I Street, Suite 300  
Sacramento, California 95814-2865  
T 916.231.4141 or 800.537.7790 \* F 916.231.4111

Maximizing Protection. Minimizing Risk. \* [www.sdrma.org](http://www.sdrma.org)

June 19, 2023

Ms. Linda Stone  
Board Secretary/Clerk  
Rolling Hills Community Services District  
Post Office Box 5266  
El Dorado Hills, California 95762-5266

Dear Ms. Stone,

We sincerely appreciate your patience while the program reinsurers finalized the 2023-24 renewal costs for the SDRMA Property/Liability Program over the past few months. As expected, the program final renewal costs have been impacted by the challenging conditions of the current insurance market.

The initial program renewal estimates were projected to be a 15%-20% increase in early 2023. Since then, the market renewal pricing for public entities are increasing between 35-70% due to global losses, natural disasters, inflation and limited carriers providing coverage within the state of California. The American Property Casualty Insurance Association (APCIA) announced the United States Property & Casualty Insurers are facing the hardest market in a generation with the following Inflation and Financial Results:

- 2022 was the eighth consecutive year where the U.S. suffered at least 10 catastrophes causing over a billion dollars in losses.
- A.M. Best noted auto and homeowners incurred an estimated underwriting loss of \$34.9 billion in 2022, nearly tripling the prior-year level and driving an industry five-year high underwriting loss.
- The price of residential home construction materials have climbed 33.9% since the start of the pandemic, while trade services are up 27 percent.
- The U.S. property casualty insurance industry's policyholder surplus fell 9.4% in 2022, according to A.M. Best, and is likely to be the largest drop since early 2009, according to S&P.

Given these difficult market conditions and challenging renewal terms, in addition to your agency's loss experience, scheduled item changes, budget updates and exposure changes that were reported to SDRMA since July 1, 2022, your agency may see an increase greater than the estimated 15-20%.

Your agency's 2023-24 Property/Liability Program renewal invoice is now available on MemberPlus Online™ as an attachment to this letter. If your agency has an insurance broker for property/liability coverage, you may receive a separate invoice from your broker agency.



Your invoice may include the following adjustments:

- The annual contribution for the Property/Liability Package Program may vary compared to the 2022-23 renewal invoice due to scheduled item changes, updates submitted through the renewal questionnaire, and any optional coverages selected by your agency.
- The Limit of Liability selected by your agency is also indicated on the invoice.
- For members belonging to both SDRMA Property/Liability and Workers' Compensation Programs, a 5% Multi-Program Discount has been deducted from the invoice total.
- Credit Incentive Program (CIP) discounts, if earned, have been applied to your invoice.
- In addition, a \$75 credit has been applied if your agency used MemberPlus Online™ to submit your 2023-24 Renewal Questionnaire by the February 15 deadline.
- No Longevity Distribution is declared for the Property/Liability Program this year.

To ensure accurate and timely processing of your coverages, **please submit payment for the total contribution amount shown on the invoice by July 15, 2023.** If you would like to receive a hard copy invoice, please contact us at [memberplus@sdrma.org](mailto:memberplus@sdrma.org) or 800-537-7790.

Please note that any balance due on **August 15, 2023** will begin to accrue interest charges of 1% per month regardless of any payment arrangements.

From the SDRMA Board of Directors and entire risk management team, we thank you for your continued partnership! If you have any questions, please contact us at [memberplus@sdrma.org](mailto:memberplus@sdrma.org) or 800-537-7790.

Sincerely,  
Special District Risk Management Authority



Brian Kelley  
Chief Executive Officer

**Linda Stone**

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**Subject:** FW: FY22/23 Year-End Close Instructions  
**Attachments:** FY22.23 AP YEAR-END PROCESS.pdf

From: **AP Interfaces** <[apinterfaces@edcgov.us](mailto:apinterfaces@edcgov.us)>

Date: Wed, Jun 14, 2023 at 2:50 PM

Subject: FY22/23 Year-End Close Instructions

To: [ggagnoninbox@gmail.com](mailto:ggagnoninbox@gmail.com) <[ggagnoninbox@gmail.com](mailto:ggagnoninbox@gmail.com)>, [jjurrens@gmail.com](mailto:jjurrens@gmail.com) <[jjurrens@gmail.com](mailto:jjurrens@gmail.com)>, [ian\\_landset@yahoo.com](mailto:ian_landset@yahoo.com) <[ian\\_landset@yahoo.com](mailto:ian_landset@yahoo.com)>, Cameron Estates <[cecsd@att.net](mailto:cecsd@att.net)>, [manager@cameronparkairport.com](mailto:manager@cameronparkairport.com) <[manager@cameronparkairport.com](mailto:manager@cameronparkairport.com)>, [twarecatherine@yahoo.com](mailto:twarecatherine@yahoo.com) <[twarecatherine@yahoo.com](mailto:twarecatherine@yahoo.com)>, [dboucke57@gmail.com](mailto:dboucke57@gmail.com) <[dboucke57@gmail.com](mailto:dboucke57@gmail.com)>, [hjerpef@gmail.com](mailto:hjerpef@gmail.com) <[hjerpef@gmail.com](mailto:hjerpef@gmail.com)>, Lori Tuthill <[ltuthill@diamondfire.org](mailto:ltuthill@diamondfire.org)>, [jreiner963@gmail.com](mailto:jreiner963@gmail.com) 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Cc: Melanie Young <[melanie.young@edcgov.us](mailto:melanie.young@edcgov.us)>, Michael Harkov <[Michael.Harkov@edcgov.us](mailto:Michael.Harkov@edcgov.us)>


Good Afternoon-

The General Ledger close for Fiscal Year (FY) 22/23 is scheduled for September 1, 2023. The attached memo contains specific instructions and deadlines that must be met to close FY 22/23 as scheduled. Please let me know if you have any questions regarding the attachment.

Thank you,

CL

County of El Dorado  
Office of Auditor-Controller

To: All Special Districts   
From: Melanie Young, Accounting Division Manager  
Date: 06/14/23  
Subject: FY22/23 AP Year-end Process

The General Ledger close for Fiscal Year (FY) 22/23 is scheduled for September 1, 2023. The following memo contains specific instructions and deadlines that must be met to close FY 22/23 as scheduled.

1. **AP Year-end Due Dates and Schedule for FY22/23 Documents:**

To close the fiscal year as scheduled, it is imperative to adhere to the due dates outlined below. Please note that the Auditor's Office reserves the right to change these dates if modifications are necessary to complete the fiscal year-end process. In order to assist in a smooth fiscal year-end close, please submit documents for processing as soon as possible. **Please do not wait until the due dates to submit FY22/23 documents. NOTE: DUE DATES ARE WHEN DOCUMENTS ARE REQUIRED TO BE IN THE AUDITOR'S OFFICE WORKFLOW.**

**FY22/23 CLOSE: IMPORTANT DATES:**

Payroll Split (100/0)	7/05/23
FY22/23 Invoices	8/04/23 5PM
FY22/23 Journals	8/04/23 5PM
FY 22/23 Soft Close (AU complete all 22/23 postings)	8/28/23 8PM
Report General Ledger errors by	8/30/23 5PM
FY 22/23 CLOSE	9/01/23 6AM

Every attempt should be made to submit all FY22/23 AP documents to the Auditor's Office **prior** to the due dates identified above. If too many AP documents are submitted close to the due dates, the close may be delayed. **Please plan and submit your FY 22/23 work to the Auditor's Office as soon as reasonably possible.**

If your department will be late with any FY22/23 AP documents, please have your department contact both Joe Harn and me in writing.

Claim forms should be clear as to which fiscal year they need to be processed in. The easiest way is to write at the top of the claim form either "FY22/23" or "FY23/24."

**Processing of FY23/24 Accounts Payable Documents:**

All services provided after June 30, 2023 are to be recorded in FY23/24. If any of these payments are due before the end of June, such as rent, please process the invoice in FY22/23 and accrue the expenditure as a "prepay". **Please identify all prepays when processing invoices by inputting "PREPAY" in the description.**

For those districts using EDC Payroll, please refer to the following information below regarding the payroll split.

**PAYROLL SPLIT:**

The Auditor's Office will be processing pay period 14 utilizing a 100/0 percentage split. Pay period 14 will process on 7/5/23. The system will automatically process the payroll journal into two fiscal years utilizing a 100/0 percentage split. Specifically, the split will automatically accrue 100% of your expenses to FY22/23 as liabilities and record the cash disbursement in FY23/24.

**DEPOSITS:**

Deposits are always processed on the day they are received so it is important to indicate which FY the funds are for. If a deposit is for FY23/24 but being deposited in June, please include "FY23/24" in the description. They will be accrued if needed and journaled to the correct year based on the information entered on the deposit. In the month of July, if the revenue should be recorded in FY22/23, please include "FY22/23" in the description. The Auditor's Office will journal the revenue from 23/24 to 22/23.

**Close is scheduled for September 1, 2023. This means that June's monthly reports will not be sent out until at least September 5th or shortly after the FY close.**

**I hope everyone has a smooth close!**



June 30, 2023 Page: 1 of 1

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: May 31, 2023  
This statement: June 30, 2023

## PUBLIC FUNDS CHECKING

Account number	[REDACTED]	Beginning balance	\$4,389.12
Low balance	\$3,991.23	Deposits/Additions	\$0.00
Average balance	\$4,094.51	Withdrawals/Subtractions	\$397.89
Interest earned	\$0.00	Ending balance	\$3,991.23

## Card Transactions/Withdrawals

Date	Description	Subtractions
06-02	POS Purchase Terminal 00010001 Istorage-el Dorado Hil 916-93399 CA XXXXXXXXXXXX4549	205.00
06-16	POS Purchase Terminal Vbase2 Homedepot.Com 800-430-3 Ga XXXXXXXXXXXX4531	192.89
<b>Total Card Transactions/Withdrawals</b>		<b>\$397.89</b>

## Daily Balances

Date	Amount	Date	Amount	Date	Amount
05-31	4,389.12	06-02	4,184.12	06-16	3,991.23
				06-30	3,991.23

## Overdraft Fee Summary

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$35.00
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**

**Linda Stone**

New  
communication  
Item 5a.  
7/11/2023

**Subject:** FW: Vacant lot: APN 117220063  
**Attachments:** Outlook-x0yai041.png

**From:** Alex Bourriague <[abourriague@edhfire.com](mailto:abourriague@edhfire.com)>  
**Date:** Thu, Jul 6, 2023, 8:51 AM  
**Subject:** Vacant lot: APN 117220063  
**To:** [csdclerk@gmail.com](mailto:csdclerk@gmail.com) <[csdclerk@gmail.com](mailto:csdclerk@gmail.com)>

Morning Linda,

My name is Alex Bourriague and I am a defensible space inspector with the El Dorado Hills Fire Department. We have had multiple people call in and also have had complaints filed regarding the property between Summerfield way, and Belhaven Way APN:117220063. We understand that this vacant lot is a protected area, however after seeing this area in person the overgrown vegetation does need to be addressed. I would like someone from the Rolling Hills to reach out to me so we can setup a time to meet at this property and discuss a plan to have this worked on. Thank you, Linda.

Sincerely,

**Alex Bourriague**

Defensible Space Inspector



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

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

**Mobile:** (916) 597-3244

**Office:** (916) 933-6623 ext 1044

**Fax:** (916) 933-5983

**Website:** [www.edhfire.com](http://www.edhfire.com)

**Connect with Us:** [Facebook](#), [Instagram](#), [Twitter](#)

*This e-mail and any files transmitted with "@" are confidential and are intended solely for the use of the individual or entity to which they are addressed. If you are not the intended recipient or the individual responsible for delivering the e-mail to the intended recipient, then please be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, then please immediately notify Alex Bourriague by telephone at (916)597-3244. You will be reimbursed for reasonable costs incurred in notifying us.*

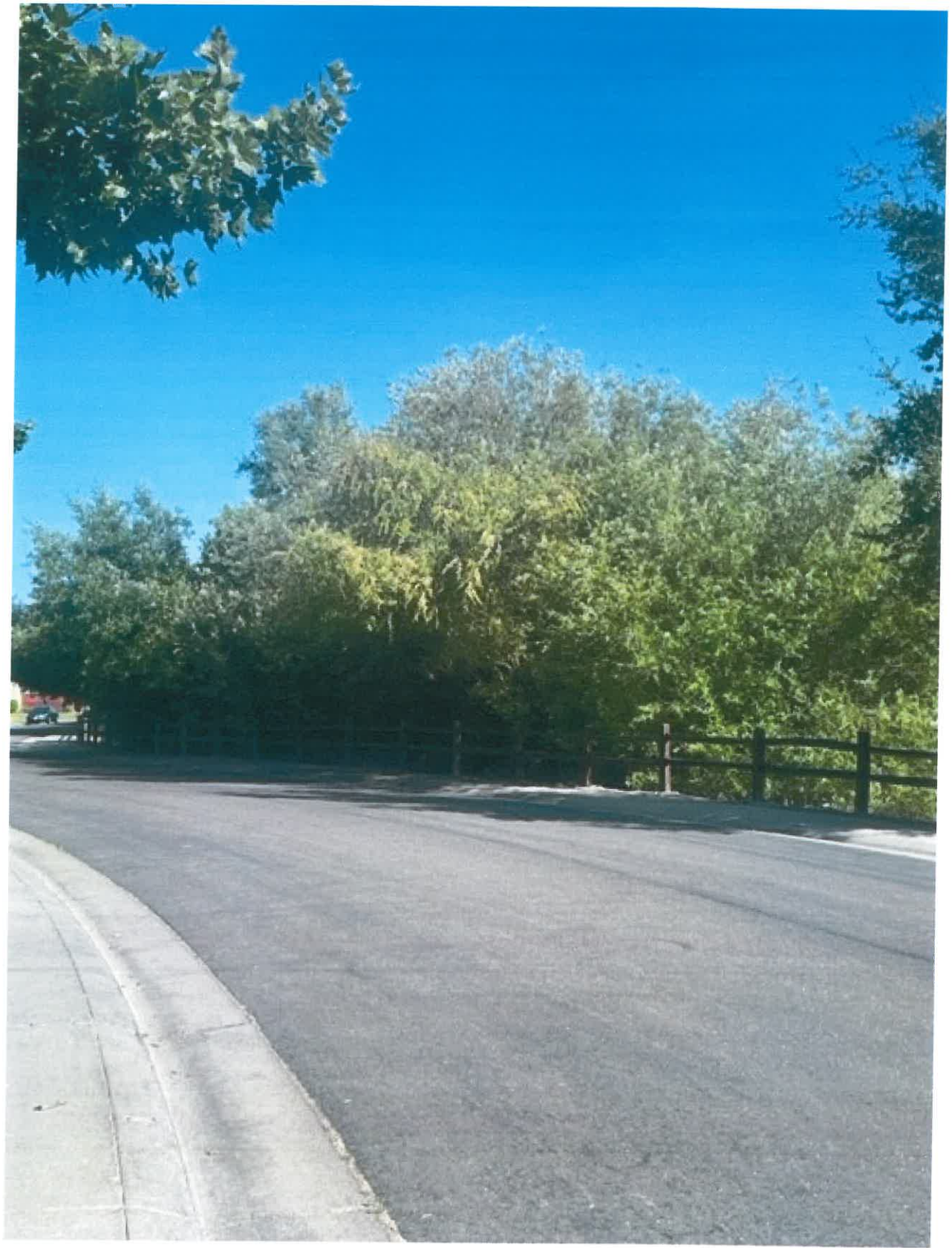


Item 5a  
7/11/2023

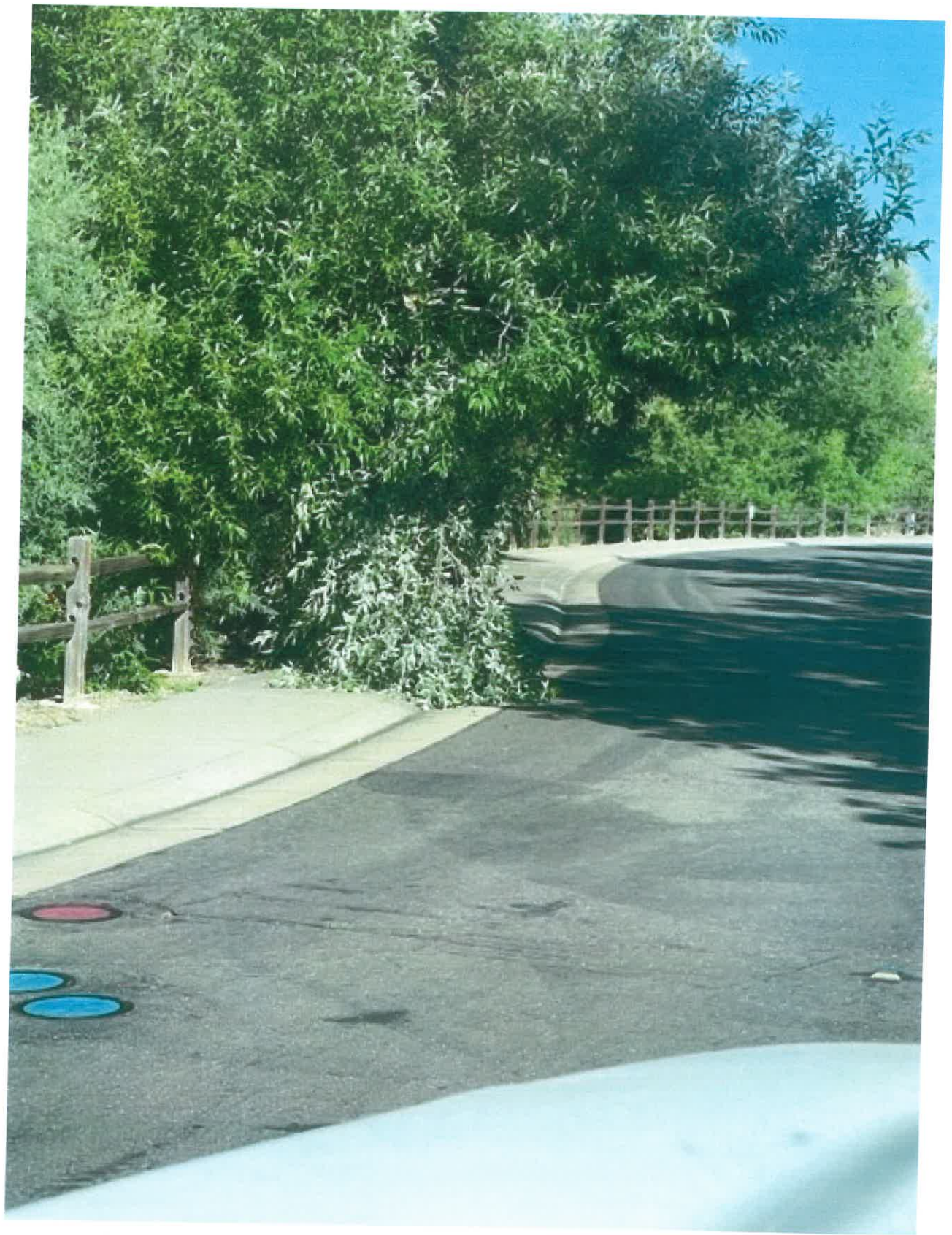
New Photographs Received Regarding Overgrowth:











Items 6a.-b.c.  
7/11/2023

**ROLLING HILLS COMMUNITY SERVICES DISTRICT  
NOTICE OF PUBLIC HEARINGS**

**NOTICE IS HEREBY GIVEN** that the Rolling Hills Community Services District will hold public hearings on Tuesday, July 11, 2022, at 7:00 p.m., or as soon thereafter as the matters described herein may be heard, during the meeting of the Board of Directors of Rolling Hills Community Services District, held at 3098 Montrose Way, El Dorado Hills, CA 95762, concerning:

1. Authorizing, by Resolution, the continued collection of the Direct Charge Assessment of \$200 for the purpose of maintaining and improving community infrastructure and for other lawful purposes of the District;
2. Establishing, by Resolution, the appropriation limits for the 2023-24 fiscal year for the Rolling Hills Community Services District (RHCS D) as described in article XIII B of the State Constitution. The proposed appropriation limit is \$131,103.33; and
3. Authorizing, by Resolution, adoption of the Final Budget for the Rolling Hills Community Services District for Fiscal Year 2023-2024. A copy of the adopted preliminary budget in the amount of \$197,031.03 is attached for reference.

Information on these matters is available from the District. The Board will consider all comments by interested persons submitted on these matters. The Board, thereafter, shall take whatever final action it determines necessary and appropriate on these matters.

Date: June 24, 2023

/s/ Linda Stone  
RHCS D Board Secretary/Clerk

JRM b.u.  
7/11/2023

RESOLUTION NO. 23-01

**Rolling Hills Community Services District**

Authorizing Continued Collection of Direct Charge Assessment of \$200

WHEREAS, the Board of Directors of the Rolling Hills Community Services District, hereinafter referred to as "RHCS D" or "District", conducted a hearing concerning the Direct Charge assessment for the District;

WHEREAS, it is the intent of the Board of Directors of the RHCS D to authorize the continued collection of the Direct Charge Assessment of \$200 for the purposes of maintaining and improving community infrastructure and for other lawful purposes of the District;

WHEREAS, in accordance with California state law, RHCS D may provide for the collection of special taxes or assessments in the same manner and subject to the same penalty as or with, other charges and taxes fixed and collected by the local agency, or by the county via the secured tax roll on behalf of the local agency. If such special taxes or assessments are collected by the county on behalf of the local agency, the county may deduct its reasonable costs incurred for such service before remittal of the balance to the local agency;

WHEREAS, pursuant to Government Code section 26911, whenever a special district has elected to have its assessments collected by the county on the property tax roll, the district shall transmit to the County Auditor, no later than August 10 of each year, a statement of the rates fixed for assessments;

NOW THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the RHCS D that the District will direct the Auditor-Controller of the County of El Dorado to place on the Secured Property Tax Roll for fiscal year 2023-2024, the special assessment for the purposes of maintenance per the standing agreement between the RHCS D and the County of El Dorado based on the information delivered to the Auditor-Controller by the RHCS D by the statutory deadline.

PASSED AND ADOPTED by the Board of Directors of Rolling Hills Community Services District on July 11, 2023 at a regular meeting, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Brenda Collette, President  
Rolling Hills Community Services District

ATTEST: \_\_\_\_\_  
Linda Stone, District Clerk





# 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

TSUNG-KUEI HSU  
Assistant Auditor-Controller

Date: May 23, 2023  
To: All Districts Placing Direct Charges on the 2023/24 Secured Tax Roll  
From: Property Tax Division  
RE: **2023/24 Direct Charge Information/Instructions/Checklist**

### **\*\*\* AUGUST 10 (5PM) DEADLINE \*\*\***

The Assessor is expected to deliver his 2023/24 assessment roll on July 1, 2023, thereby opening the timeframe for districts to add direct charge levies to the 2023/24 tax bills. Any additions/changes/deletions subsequent to the deadline may occur if authorized by state statute (\$15 cost recovery per parcel).

This courtesy letter provides a checklist of items necessary for districts to place direct charge levies on the tax bills. Forms, links, lookups, and the Direct Charges Manual are available online at:

[https://www.edcgov.us/Government/Auditor-Controller/PropTax/Pages/direct\\_charge\\_information\\_for\\_districts.aspx](https://www.edcgov.us/Government/Auditor-Controller/PropTax/Pages/direct_charge_information_for_districts.aspx)

The district may deliver (email/fax/mail/hand deliver) the necessary items, in their entirety, to the Auditor's Office beginning July 1 (the data file can't be faxed). Early submission following July 1 is suggested because no additional time is allotted beyond August 10, regardless of reason.

### **\*\*\* DISTRICT DELIVERABLES TO AUDITOR BY AUGUST 10 \*\*\***

<sup>1</sup>Districts should review each form's Background and Instructions page

#### **Checklist of items to be prepared and delivered to the Auditor's office:**

1. **Governing Authorization Certification** fillable PDF form<sup>1</sup>.
2. **Proposition 218 Certification** fillable PDF form<sup>1</sup>.
3. **Local Agency Special Tax and Bond Accountability Act – Response** fillable PDF form<sup>1</sup>.
4. **Secured/Unsecured Tax Roll Certification** fillable PDF form<sup>1</sup>.
5. **Direct Charge Information Sheet** fillable PDF form<sup>1</sup>.
6. **Annual Certification of Levy and Data Submission** fillable PDF form<sup>1</sup>.
7. **Electronic Data File.** Use one of the four format options as shown in the online Exhibits ("tab delimited" option is generally the easiest).
  - Since procedures and calculations vary from district to district, the Auditor's office is unavailable to assist the district with this process.
  - For districts using ParcelQuest's software, information from the Auditor's purchased copy is available by calling (530) 621-5470 ext. 4.

After compiling the entire package (all 7 items above), submit it directly to the staff member shown on the Direct Charge Information Sheet form. The Auditor's office will process once the entire compiled package is received.

The Auditor's office will load the district's direct charge levies to the property tax system. If the district has more than one tax code, the levies may either be placed on one large file or broken into separate files for each tax code; however, all levies with the same tax code must be on the same file. The auditor will notify the district of the results via email. Any updated submissions overwrite the previous submission and may be made as late as August 10 (5pm).

For questions, please contact the specific direct charge tax code's assigned "contact person" in the Auditor's office via email or phone as noted on the Direct Charge Information Sheet.

Date: May 23, 2023  
RE: 2023/24 Direct Charge Information/Instructions/Checklist  
Page: 2

**\*\*\* Additional DIRECT CHARGE INFORMATION \*\*\***

Districts should review the information contained in the online Direct Charges Manual. This document details the entire life cycle of direct charges on the tax roll, information regarding the 12-digit AN, and various responsibilities.

“Parcel split/combine” reports are available online that will greatly assist many districts:

- Compares the most recent actual direct charge levies to determine if the ANs remain valid for the upcoming tax roll year. This report is updated monthly and is applicable as of its run date.
- Particularly helpful for those districts that have a “set list” of ANs levied (e.g., a 1915 bond or Mello-Roos district).
- If ParcelQuest is used to determine a fresh set of ANs each year, the reports’ value is more limited.

There is a cost recovery for placing the Direct Charges levies on the tax roll. Information regarding the cost recovery can be located online at the website address noted above and in the Direct Charges Manual section *Cost Recovery Amounts*. The amount will be deducted from the district’s general ledger account after the December 10 posting of property tax collections to ensure that the district’s fund doesn’t earn negative interest.

Item 6.b.  
7/11/2023

RESOLUTION NO. 23-02

**Rolling Hills Community Services District**

2023-2024 Proposition 4 – Appropriation Limitation

WHEREAS, Article XIII B of the California Constitution (Proposition 4) provides for an annual appropriations limit for state and local governmental entities, as adjusted for the changes in the cost of living or per capita personal income, population and other specified factors; and

WHEREAS, Notice of the public hearing was advertised and posted as required by law; and

WHEREAS, the Board of Directors of the Rolling Hills Community Services District, hereinafter referred to as "RHCS D", conducted a public hearing on the appropriation limitation for the District on July 11, 2023, at which time interested persons desiring to be heard were given such opportunity in accordance with law; and

WHEREAS, the Board received evidence regarding the appropriation limitation to be established for the RHCS D;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rolling Hills Community Services District that the appropriation limit for the 2023-2024 fiscal year, as described in Article XIII B of the State Constitution and implemented by Chapter 1205, Statutes of 1980 is the sum of \$131,103.33, computed as follows: \$126,012.43 [2022-23 Appropriation Limit] x 1.0404 [Change] = \$131,103.33 [2023-24 Appropriation Limit].

PASSED AND ADOPTED by the Board of Directors of Rolling Hills Community Services District on July 11, 2023 at a regular scheduled meeting, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Brenda Collette, President  
Rolling Hills Community Services District

ATTEST: \_\_\_\_\_  
Linda Stone, District Clerk



July Mtg.  
Item 6.b.  
7/11/2023



**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

**TSUNG-KUEI HSU**  
Assistant Auditor-Controller

**May 4, 2023**

**To: All Special Districts**

**From: Andreja Saich, Principal Financial Analyst**

**Subject: 2023-2024 Proposition 4 - Appropriation Limitation**

**Your district needs to calculate and adopt the new tax spending limit for FY 2023-24 in accordance with the provisions of the spending limitation legislation implementing Proposition 4 (the 1979 Gann Spending Limit Initiative). Government Code Section 7910 requires that: "... the governing body of each local jurisdiction to establish appropriation limits by resolution for the following fiscal year at a regular or special meeting."**

**The district's new limit for the 2023-2024 year will be calculated on the basis of the prior year's limit increased by a growth factor. The growth factor results from combining the change in Per Capita Personal Income and the change in population for your district (as certified by the State's Department of Finance) or the change reported for "unincorporated areas" for our County.**

**The change in the "cost of living" factor (Per Capita Personal Income) has been reported to be 4.44% and reported change in population in the County's unincorporated areas to be a decrease of -.38%. Therefore, the ratio of change to be applied to last year's limit is:**

$$1.0444 \quad (X) \quad 0.9962 \quad = \quad 1.0404$$

**Attached is a sample format for the required "NOTICE OF PUBLIC HEARING" and a sample resolution (which includes the calculation formula).**

Item 6, c.  
7/11/2023

RESOLUTION NO. 23-03

Rolling Hills Community Services District

Approval of Final Budget for Fiscal Year 2023-2024

WHEREAS, the Rolling Hills Community Services District staff has submitted estimates of budget requirements for Fiscal Year 2023-2024 and those estimates have been reviewed by the Board of Directors of the Rolling Hills Community Services District, hereinafter referred to as "District"; and

WHEREAS, the Preliminary Budget was approved by the Board of Directors for the Rolling Hills Community Services District at a regular meeting held on June 13, 2023, in the amount of \$197,031.03, which includes no discretionary spending, to meet the Board's objective to keep expenses in line with the District's revenue. Copies of the proposed final budget have been posted and are available for inspection by the public; and

WHEREAS, a Notice of the public hearing was advertised and posted as required by law; a public hearing was held regarding adoption of the proposed final Budget on July 11, 2023, at which time interested persons desiring to be heard were given such opportunity in accordance with law; and

WHEREAS, after the conclusion of the public hearing, the Board further considered the proposed operating Budget to be adopted for fiscal year 2023-2024 for the District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rolling Hills Community Services District that the Final Budget for the District for fiscal year 2024 in the amount of \$197,031.03, is hereby adopted and approved, and shall be filed with the Office of the Auditor Controller of the County of El Dorado in accordance with law. A copy of the Final Budget is incorporated herein by reference.

PASSED AND ADOPTED by the Board of Directors of Rolling Hills Community Services District on July 11, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Brenda Collette, President  
Rolling Hills Community Services District

ATTEST: \_\_\_\_\_  
Linda Stone, District Clerk

**ROLLING HILLS COMMUNITY SERVICES DISTRICT  
PRELIMINARY BUDGET APPROVED JUNE 13, 2023**

LHM b.c.  
7/11/2023

<b>ROLLING HILLS CSD</b>		<b>Proposed Budget FY 2024 (no discretionary spending)</b>	
<b>Revenues</b>			
Property Taxes	\$	113,174.92	
Interest	\$	5,156.18	
Special Assessment	\$	78,699.93	
Subtotal	\$	197,031.03	
Various Other	\$	-	
Revenue Income	\$	197,031.03	
Transfer From Reserve Fund Balance		-	
Total Revenue	\$	197,031.03	
<b>Expenditures</b>			
<b>Services/Supplies - Routine O&amp;M</b>			
3000 Payroll Expenses	\$	-	
4040 Telephone	\$	365.00	
4041 Communications	\$	-	
4060 Food and Food Products	\$	500.00	
4100 Insurance	\$	5,800.00	
4183 Maint. Grounds	\$	10,000.00	
4185 Maint. Parks	\$	75,000.00	
4189 Maint. Water System	\$	4,500.00	
4190 Maint. Drainage	\$	20,000.00	
4191 Maint. Roads	\$	-	
4192 Maint. Lighting	\$	400.00	
4197 Bldg. Supplies	\$	100.00	
4220 Memberships	\$	1,500.00	
4240 Misc. Expense	\$	-	
4260 Office Expense	\$	250.00	
4261 Postage	\$	600.00	
4266 Printing Services	\$	1,000.00	
4267 On-Line Subscriptions	\$	550.00	
4300 Prof. Services	\$	23,580.00	
4304 Admin Fee Agency	\$	325.00	
4305 Accounting serv.	\$	3,000.00	
4313 Legal Services	\$	10,000.00	
4345 Director Services	\$	5,625.00	
4400 Publication Not.	\$	500.00	
4420 Rent/Lease Exp.	\$	2,600.00	
4440 Rent Bldgs.	\$	500.00	
4505 Educa. Training	\$	-	
4602 Private Auto	\$	250.00	
4620 (4700) Utilities	\$	30,000.00	
Subtotal Routine O&M	\$	196,945.00	
Special Projects	\$	-	
Fixed Assets			
6020 Bldg. Improvements	\$	-	
Total Expenditures	\$	196,945.00	
	\$	86.03	Contingency
	\$	197,031.03	