



AGENDA

Board of Directors Regular Meeting

ROLLING HILLS COMMUNITY SERVICES DISTRICT

Date: August 15, 2023

Time: 7:00 p.m.

Location: Raley's Market–Gather Room, 3935 Park Drive, El Dorado Hills, CA 95762

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. 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
- 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 July 11, 2023, and special meeting held on August 1, 2023
- b. Correspondence accept and file:
 - iStorage Rental Rate Increase Notice dated July 2, 2023; increase effective August 1, 2023 (increase results in additional cost for FY24 of \$143.00)
 - State Social Security Administrator for PERS – Annual Information Request dated July 3, 2023
 - Certificate of Insurance for Bailey Tree Company, Inc.
 - SDRMA letter dated August 1, 2023 re MemberPlus Services
 - Umpqua Bank Statement for the period through July 31, 2023

Consent Items Pulled for Discussion: _____

5. Old Business

a. Update Regarding Wetland Areas and Vegetation Growth *(Discussion/Possible Action Item)*

- (1) Landscape Maintenance Agreement – General Manager to lead discussion about the terms of the District’s agreement for landscape maintenance with New Gen Integrated Services, Inc. and specifically the tasks included in the Scope of Work.
- (2) Board to discuss any new information received regarding wetland areas located within the District; resident concerns about vegetation growth, and progress made in addressing issues; update regarding discussions with El Dorado Hills Fire Department related to wetlands/vegetation within the District; and next steps to address the issues.
- (3) Consideration of expenditure of funds from approved budget to address vegetation growth and/or wetlands work needed and not included in the scope of services of the landscape maintenance agreement.

b. Direct Charge Assessment; Discuss Need for Increased Revenue for Future Sustainability – Discussion with representatives of NBS Consulting to gain insight into the most feasible course of action to address the deficit gap between the District’s current assessment/revenue source and its regular maintenance, long-term maintenance, and infrastructure needs to put the District in a solid position for future sustainability. *(Discussion/Possible Action Item - NBS Consulting will join the meeting via conference call at 8:00 p.m.)*

6. New Business

- a. **Irrigation Maintenance** – Board to ratify approval of expenditure of funds from approved budget to address the issues along White Rock Road which resulted in a safety issue at a cost of not to exceed \$1,300 *(Discussion/Possible Action Item)*
- b. **Irrigation Schedule** – Discussion of watering schedule for irrigation systems *(Discussion Item)*

7. Adjournment

General Manager Report

8/15/2023

For Item 6.a.

- Walked White Rock with Francisco, 2 valves needed to stop slim on sidewalk, 4 more valves leaking and need to be replaced.
- Broken ½" line on White Rock by Shadow Hills, tie rapped both ends to stop leak.
- Removed Sign at entrance advertising house painting.
- Refilled and emptied doggie stations 2X.
- Talked with Don Neher (Black Stone resident) about Vinyard around EDH sign.

For Item 5.a.

- Reviewed Landscaping Service Agreement, highlighted and given to Francisco (landscaper) see attached.

For Item 5.a.

- Nancy call and wanted to know when bushes were going to be removed.
- Looking for mapping of all valves and area they control.



On March 24, 2023, Governor Newsom signed Executive Order N-5-23 ending the State’s voluntary 15% water conservation target and the requirement that local water agencies implement level 2 of their drought contingency plans. At its meeting on April 24, 2023, the EID Board of Directors voted to rescind the District’s Stage 1 Water Alert and return to normal water supply conditions.

The Board reaffirmed Stage 1 Water Alert at the May 23, 2022 Board meeting.

“Small voluntary adjustments reducing water use, implemented early, can positively impact the District’s carryover water storage,” said EID General Manager Jim Abercrombie. “This is especially important should precipitation levels during the 2021/2022 fall and winter season remain low. During the last drought, our customers and community came together and achieved significant conservation—some of that conservation became permanent. The small, voluntary changes we make now will have a significant effect on our water supplies.”

- Apply irrigation water during evening and early morning hours only (7 PM to 10 AM)
- Inspect irrigation system for leaks and then repair or replace
- Adjust sprinkler run times to avoid runoff

- [May 23, 2022 - EID Board Agenda Item Reaffirming Stage 1 Water Alert Requesting 15 Percent Voluntary Conservation](#)
- [State Water Resources Control Board \(SWRCB\) Resolution 2022-0018 To Adopt An Emergency Regulation to Reduce Water Demand and Improve Water Conservation](#)
- [EID Drought Action Plan - Updated 2021](#)
- [2020 Urban Water Management Plan](#)
- [2022 Water Supply and Demand Report](#)
- [Tips to Save 15% - Outdoor Water Usage](#)
- [Tips to Save 15% - Indoor Water Usage](#)
- [Help Your Trees Survive the Drought](#)



**ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES OF JULY 11, 2023 MEETING OF THE BOARD OF DIRECTORS**

1. Call to Order/Roll Call.

The meeting of the Rolling Hills CSD held on July 11, 2023, was called to order at 7:03 pm by President Brenda Collette. The meeting was held at 3098 Montrose Way, El Dorado Hills, CA. In addition to President Collette, Directors Adam Olson, Mark Magee, and Gordon Fawkes were present at roll call. Also present were Board Clerk Linda Stone and members of the public.

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

None.

3. Monthly Reports

a. Report Regarding General Manager Duties. Mark Magee presented an oral report about activities over the last month including status of the weed abatement performed by the goats and an abandoned car on Summerfield which was reported by a resident. The remaining items about vegetation issues will be discussed under item 5.a.

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

4. Consent Items

Consent items including the Minutes of the regular Board of Directors meeting held on June 13, 2023, and correspondence including 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, and Umpqua bank statement for the period through June 30, 2023, were considered. Director Gordon Fawkes moved to approve and accept/file all Consent items; Director Mark Magee seconded. The Clerk took a roll call vote; the motion carried as follows:

AYES: Collette, Olson, Fawkes, and Magee

NOES: None

ABSENT: None

ABSTAIN: None

Vice President Adam Olson suggested that the Board take the Public Hearing agenda items out of order and address them at this time.

6. New Business

6.a. Public Hearing – Open Public Hearing Regarding Authorizing the Continued Collection of the Direct Charge Assessment for Fiscal Year 2023-2024. President Brenda Collette opened the public hearing for this item. She asked if there was any public comment. There was none. President Collette closed the public hearing. Director Mark Magee made a motion to adopt 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. The motion was seconded by Director Adam Olson. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Olson, Fawkes, and Magee

NOES: None

ABSENT: None

ABSTAIN: None

6.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. President Brenda Collette opened the public hearing for this item. She asked if there was any public comment. There was none. President Collette closed the public hearing. Director Adam Olson made a motion to approve 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. The motion was seconded by Director Gordon Fawkes. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Olson, Fawkes, and Magee

NOES: None

ABSENT: None

ABSTAIN: None

6.c. Public Hearing – Open Public Hearing Regarding Approval and Adoption of Final Budget for Fiscal Year 2023-2024. President Brenda Collette opened the public hearing for this item. She asked if there was any public comment. There was none. President Collette closed the public hearing. The Board then discussed the proposed budget with respect to drainage costs and professional services. Director Adam Olson made a motion to approve Resolution 23-03 adopting the final budget for FY2023-2024 in the amount of \$197,031.03. President Brenda Collette seconded the motion. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Olson, Fawkes, and Magee

NOES: None

ABSENT: None

ABSTAIN: None

5. Old Business

5.a. Further Discussion of Wetland Areas and Vegetation Growth. The Clerk presented information about a further communication received from a second El Dorado Hills Fire Department Defensible Space Inspector stemming from complaints from the property owner on Summerfield Way. She also presented new and prior photographs of outstanding vegetation issues raised by residents and a copy of the Scope of Work for the contracted landscape maintenance provider.

Summerfield resident Nancy and her husband attended the meeting and she talked about her ongoing concerns about the growth behind her back fence, which runs parallel with a wetlands area, and said she thinks it is a fire danger. The Board discussed the Summerfield issues, and additional issues on Belhaven and Montrose, the beaver and mosquito issues near the Stonebriar entrance, and the communications received from EDH Fire. As a means for addressing each situation, Director Olson posed two questions for consideration: (1) is the issue on CSD property; and (2) is the issue included in the scope of work of the landscaper's contract with the district? If the answer to both questions is yes, then the landscapers need to be directed to complete the work as stated in the agreement and we need to communicate directly with them. For vegetation or growth issues above 12', the Board discussed that it would have to hire someone else to perform that work.

Following the discussion, Board members volunteered as follows: Director Olson will address the safety issue on Summerfield as to clearance, visibility and branches impeding the sidewalk; Director Collette will respond to Bonnie from mosquito control regarding the issues resulting from the beaver dams built near the entrance to Stonebriar; the Clerk will send the beaver information to Director Olson; and Director Fawkes will contact Alex Dietrich and Alex Bourriague, Defensible Space Inspectors.

5.b. Discussion of Scope of Work for Updated Reserve Study. The Board generally discussed the timeline for activities in order to be ready for an election in November of 2024. Discussion circled around about whether an updated Reserve Study is needed. Director Olson pointed out that at the June meeting the Board approved a motion to obtain an updated Reserve Study to identify the immediate critical maintenance needs, long term needs, and a plan for funding. He suggested that instead of revisiting the same issues, if a Board member wishes to move to rescind that motion, they may do so. President Collette made a motion to rescind last month's motion approving an updated reserve study and instead utilize the 2018 study. There was no second to the motion. After more discussion, the Board asked that the Clerk post on the CSDA listserve a request for recommendations, information, and strategy for help moving toward a successful ballot measure to increase the assessment. The Board agreed to hold a special meeting on August 1 to discuss the matter further.

The Board took item 6.e. out of order and item 6.d. will be addressed after Closed Session.

6.e. Irrigation Maintenance. Director Mark Magee discussed the cost information he received to address irrigation issues. After discussion, Director Magee made a motion to approve an expenditure of funds from approved budget to: (1) Replace broken valve and rotor in Stonebriar Park at a cost of \$550; and (2) Replace broker valve and filter on Dunnwood Drive at a cost of \$550. The motion did not include the third item. Director Olson seconded the motion. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Olson, Fawkes, and Magee

NOES: None

ABSENT: None

ABSTAIN: None

Director Collette requested that the irrigation issues on White Rock Road which are creating a slime issue on the sidewalks be added to next month's agenda with a cost estimate to address the issues.

7. Closed Session. The Board went into closed session to discuss Public Employee appointment and Employment – Position to be Filled: General Manager.

The Board reconvened to Open Session at 9:04 p.m. There was no reportable action.

After discussion, Director Olson made a motion to offer Mark Magee a contract to serve as the General Manager for the District contingent on first resigning from the Board, on terms and conditions to be negotiated. The motion was seconded by President Collette. The Clerk took a roll call vote; motion carried as follows:

AYES: Collette, Olson, and Fawkes

NOES: None

ABSENT: None

ABSTAIN: Magee

The Clerk will prepare an initial draft of the agreement as directed and forward it to Director Olson for review and input.

6.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. After discussion, Director Mark Magee made a motion to appoint Norman Bechler to fill the vacant position on the Board of Directors. There was no second to the motion. Although requested, the Board did not receive a letter, resume, or statement of interest from Mr. Bechler. The Board would like to see more of a commitment to attend the board meetings.

8. Adjournment. Upon motion and second, the President adjourned the meeting at 9:10 pm.

Submitted by:

Linda Stone, Board Clerk/Secretary

Approved by Board:

DRAFT

**ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES OF AUGUST 1, 2023 SPECIAL MEETING OF THE BOARD OF DIRECTORS**

1. Call to Order/Roll Call.

The special meeting of the Rolling Hills CSD held on August 1, 2023, was called to order at 7:04 pm by President Brenda Collette. The meeting was held at Raley's Market, Gather Room, 3935 Park Drive, El Dorado Hills, CA. In addition to President Collette, Directors Adam Olson, Mark Magee, and Gordon Fawkes were present at roll call. Also present was Board Clerk Linda Stone.

Mark Magee resigned from the Board of Directors, and then accepted the terms and conditions of the agreement to serve as the General Manager as presented.

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

None.

3. Old Business

3.a. Direct Charge Assessment. The Board discussed possible next steps to address the deficit between the District's current assessment/revenue source and its regular maintenance, operations, long-term maintenance, and infrastructure needs to put the District in a solid position for future sustainability. The Clerk presented information received in response to the District's post on the CSDA listserve. After discussion, the Board confirmed it is interested in speaking with the representative of NBS Consulting to identify the next steps, and to ultimately decide whether to pursue an assessment or special tax, and/or create different zones of benefit in the District. The Board discussed that it needs to have a clear idea of its priorities. The Clerk will provide information to the consultant and invite them to present to the Board at its next regular meeting.

4. Adjournment. Upon motion and second, the President adjourned the meeting at 7:45 pm.

Submitted by:

Linda Stone, Board Clerk/Secretary

Approved by Board:

iStorage - El Dorado Hills - 5110 Hillsd
5110 Hillsdale Circle
El Dorado Hills CA 95762
916-400-9981

iStorage

Rental Rate Increase Notice

1.1.54 1 AB 0.504 09451S21.p01 518478 1-1

|||||
LINDA STONE
P.O. BOX 5266
EL DORADO HILLS CA 95762-0005

Notice Date
Unit Number

JULY 2, 2023
H213

Dear Linda Stone:

Thank you for your business. We truly appreciate you choosing iStorage - El Dorado Hills - 5110 Hillsdale Circle for your self-storage needs.

Periodically, we find it necessary for us to increase rental rates. This letter serves as your thirty (30) day notice for a rate change on your unit noted above. Your monthly rent for the space will change from \$190.00 to \$203.00 per month.

Your Secure Lease Property Protection Premium will not change and is still due with your monthly rent.

Starting with your payment due on or after August 1, 2023, your new monthly payment will be \$218.00.

We value your business and look forward to serving you in the months ahead.

Sincerely,

iStorage Management
916-400-9981

\$13.00 monthly increase x 11 mos. in 2024 = \$143.00





**Official State Social Security Administrator
California Public Employees' Retirement System**

P.O.Box 720720
Sacramento, CA 94229-0720

Phone: (916) 795-0810 | Fax: (916) 795-3005
888 CalPERS (or **888-225-7377**) | TTY: (877) 249-7442
www.calpers.ca.gov/sssa

July 03, 2023

Linda Stone
Rolling Hills Community Services District
P.O. Box 5266
El Dorado Hills, CA 95762

Annual Information Request

CalPERS ID: 5000001366

Dear Linda Stone,

The California Public Employees' Retirement System (CalPERS) is the official California State Social Security Administrator (SSSA) for California's Section 218 Agreement. We assist governmental entities to properly withhold and report Social Security and Medicare. We are the liaison between the agency, the Social Security Administration (SSA) and the Internal Revenue Service (IRS) to address coverage-related issues and questions (Government Code Section 22000–22603).

You are receiving the **Annual Information Request** because you are a California governmental entity either with or without a Section 218 Social Security Agreement. Annual completion of this request is a federally mandated responsibility of both the SSSA and all California governmental entities.

Please complete the **Annual Information Request** within 30 days of this notice. Visit myCalPERS to complete the form online. The **Annual Information Request** is available in myCalPERS through your business partner profile. Once logged in, select the "Profile" global navigation tab, then expand the "Menu" tab on the left side navigation. Select "SSA Annual Information Request" under the menu tab, then select blue hyperlink under request date to access the **Annual Information Request**. For step-by-step instructions, please use the **Social Security and Medicare Agreement Student Guide** at www.calpers.ca.gov/docs/social-security-medicare-agreements.pdf

The SSSA is here to assist you. If you have any questions, please visit our website at www.calpers.ca.gov/sssa, or contact us by telephone at (916) 795-0810 or via email at sssa.air@calpers.ca.gov.

Sincerely,

State Social Security Administrator's Office






CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/17/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER HUB International Insurance Services Inc., #0757776 PO Box 255387 Sacramento CA 95865		CONTACT NAME: Taylor Green PHONE (A/C, No, Ext): 916-480-4156 FAX (A/C, No): 916-993-7256 E-MAIL ADDRESS: taylor.green@hubinternational.com
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Insurance Company of the West		27847
INSURER B: United Specialty Insurance Company		12537
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

License#: 0757776

BAILTRE-01

INSURED
Bailey Tree Company, Inc.
2664 Mercantile Drive, Suite E
Rancho Cordova CA 95742

COVERAGES**CERTIFICATE NUMBER:** 87207425**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> *See Below GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y Y	AUN2215211	10/1/2022	10/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y N/A	WSA 5027207 09	8/1/2023	8/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

*(\$10,000 Deductible BI & PD Combined) (Per Project Aggregate applies as required by written contract, \$5,000,000 Cap)

RE: 1001 Berkshire, El Dorado Hills, CA.

Additional Insured: Rolling Hills Community Services District where required by written contract.

Forms: CG2001 0413, CG2010 0413, CG2037 0413, CG2404 0509, VEN05100 0220, VEN07901 0318

CERTIFICATE HOLDER**CANCELLATION**

Rolling Hills Community Services District
PO Box 5266
El Dorado Hills CA 95762

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
As required by written contract, fully executed prior to the named insured's work.	All locations as required by written contract, fully executed prior to the named insured's work.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	



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

August 1, 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,

As one of our complimentary MemberPlus Services™, each year SDRMA provides all members and health benefit groups with an updated California Federal Employment Notices Poster that includes all the important state and federal laws and regulations. Recently, the U.S. Department of Labor signed into law the Pregnant Workers Fairness Act (PWFA) and PUMP for Nursing Mothers Act (PUMP Act).

The labor law updates reflecting the changes noted above must be printed and displayed alongside or over the sections on the current 2023 California Federal Employment Notices Poster. For your convenience, we have posted a PDF of each update along with two non-mandatory updates for Family Medical Leave Act (FMLA) and Employee Polygraph Protection Act (EPPA) in English and Spanish in [MemberPlus™](#) under QUICK LINKS in the LABOR LAW POSTER section.

Please contact us at memberplus@sdrma.org or 800-537-7790 if you would like to request a printed copy of the poster updates.

Sincerely,

Special District Risk Management Authority

Brian Kelley, MBA, ARM
Chief Executive Officer



UMPQUA BANK

July 31, 2023 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, 2023
This statement: July 31, 2023

To enhance security beginning August 1st, account numbers will be masked (hidden) on paper and electronic statements. Full account numbers can be viewed via online banking.

PUBLIC FUNDS CHECKING

Account number	XXXXXXXXXX	Beginning balance	\$3,991.23
Low balance	\$3,786.23	Deposits/Additions	\$0.00
Average balance	\$3,799.46	Withdrawals/Subtractions	\$205.00
Interest earned	\$0.00	Ending balance	\$3,786.23

Card Transactions/Withdrawals

Date	Description	Subtractions
07-03	POS Purchase Terminal 00010001 Istorage-el Dorado Hill 916-93399 CA XXXXXXXXXXXX4549	205.00

Total Card Transactions/Withdrawals **\$205.00**

Daily Balances

Date	Amount	Date	Amount	Date	Amount
06-30	3,991.23	07-03	3,786.23	07-31	3,786.23

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**

EXHIBIT A – DETAILED SCOPE OF WORK

Contractor shall furnish, at its own expense, all labor, equipment, materials and supervision required to properly maintain landscaped areas in an attractive condition throughout the term of this contract. The project will include all irrigated landscaped areas in the current contract, as follows:

1. LAWNS

1.1 Mowing

All grass shall be mowed weekly (every other week during slow growing periods) on a pre-scheduled basis weather and soil conditions permitting. Mowing height to be determined by season (i.e. shorter in winter months, higher in summer months)

1.2 FERTILIZATION

All lawns shall be fertilized according to their individual needs to maintain good health, vigor and color throughout the year. The cost of fertilizers and its application for (2) times a year are included in this contract.

1.3 Aerification/De-thatching/Over seeding

Lawns shall be aerated annually to improve penetration of water and fertilizers; to help eliminate compaction of soil and roots and to help prevent run-off. De-thatching and over seeding with Rye seed will be completed by October at customer's request.

2. GROUND COVER

2.1 Edging

All groundcover shall be kept within designated areas. Invasive groundcover shall be kept at least six inches from all buildings and other structures. Ground cover shall be prevented from invading shrubs or climbing trees. Ground cover shall be kept trimmed back from encroaching on sidewalks.

2.2 Fertilization

Plant material shall be fertilized twice annually and where there are signs of nutritional deficiencies or a desire for additional growth. *The cost for fertilizers and their applications are included in this contract.*

3. TREES & SHRUBS

3.1 Pruning

U.C. guidelines for tree training shall be followed as per publication.

Pruning shall promote structural strength and accentuate the plant's natural forms and features within limitations of space. All trees shall be pruned annually as necessary. For District controlled trees and shrubs, contractor will ensure that shrubs/plants are not encroaching onto sidewalk. All District maintained trees are trimmed to allow for 8' overhead clearance over sidewalks and 12' overhead clearance over the roadway.

3.2 Staking

Stakes and ties shall be adjusted to prevent girdling and chafing and shall be removed as soon as is possible. Plants that are not able to stand on their own in two to three years after planting, shall be removed upon approval of District/agent and replaced. Often times, wind, vandalism or the weight of the tree canopy will cause break age of the tree stakes.

4. IRRIGATION

4.1 Controllers

Contractor shall be in charge of operating the irrigation system at all times. It is Contractor's responsibility to adjust the system to apply water in accordance with plant requirements based on

weather and soil conditions. Watering program shall be such as to minimize run off at all times. Cleaning and adjusting of heads are the responsibility of Contractor. *Repairs of damages to irrigation system not caused by Contractor shall be considered extra work and charged accordingly.*

4.2 Power: Water and power to be supplied by District.

4.3 Watering schedule

Whenever possible, automatic controllers will be set to apply water during the early morning hours, prior to 6 am to help reduce the possibility of disease and to conform to periods of low traffic.

4.4 Repairs

In order for Contractor to provide the highest level of service for District's irrigation system, it is understood and agreed upon that all irrigation defects will be repaired by Contractor and charged to the District/agent accordingly. Prior approval will be sought from District/agent for repairs.

5. HORTICULTURAL PEST CONTROL

5.1 Insects

Contractor shall take reasonable steps necessary to maintain landscaped areas essentially free from harmful horticultural insects and disease infestations that customarily occur in the vicinity of the project and as preventable by application of available chemical or cultural practices.

5.2 All materials used in the landscape maintenance program must comply with local, state and federal laws. All pesticides must be applied by or under the supervision of a licensed QAL, Pest Control Operator. State law requires that all pesticides used must be reported to the County Agriculture Commissioner's Office.

5.3 Application of all materials shall be carefully timed to promote positive results and safety.

6.0 BROADLEAF/WEED ABATEMENT

6.1 Turf

Broadleaf weeds in turf areas will be controlled by application of an approved post emergent, selective herbicide.

6.2 Planter Beds

Weeds in shrub and groundcover areas shall be controlled by application of approved pre-emergent and post-emergent herbicides or by hoeing and hand pulling, whichever is deemed more beneficial to property.

6.3 Weeds in cracks, sidewalks and driveways will be removed by hand, mechanically or by spraying.

7.0 DEBRIS

7.1 All plant debris produced by landscape crews shall be removed from the site on service day.

7.2 All sidewalks and gutters will be cleaned of landscape debris and grass clippings on service day each week.

8.0 ANNUALS, PERENNIALS AND BULBS

8.1 Deadheading

Deadheading of annual color and annual cutting back of perennials is included in this contract.

8.2 Replacement

Replacement of annual color (recommended (4) times each year) shall be considered extra work and charged accordingly. All annuals (4" plants) shall be charged at the rate of \$35 per flat installed. Price also includes soil preparation, amendments, fertilizers and snail bait.

9.0 EXTRA WORK

9.1 Negotiated Work

Any products and/or services not covered in this contract shall be discussed and negotiated between Contractor and District or their agent at a price that is agreed upon by both parties.

10. ADDITIONAL CONTRACTOR COMMITMENTS

- a. Dig up and turn the bark weekly in the playground area so it looks fresh and provides maximum protection to the children under the swings and places where it gets moved away;

11.0 MATERIALS AND SUPPLIES

11.1 Contractor shall submit to District's representative a list of materials and supplies that Contractor proposes to use for the Work. This list shall include the chemical analysis, recommended usage, and any other pertinent data disclosed by the manufacturer of the material. Said list shall be submitted in duplicate before any use of any product pursuant to the provisions of this Agreement or any modification of this Agreement. Any changes in the materials proposed for use by Contractor shall also be listed and submitted to District prior to use of such material. Insecticides, fungicides, herbicides and rodenticides, when applied by Contractor, shall be properly labeled with guarantee analysis and brought to each job site in the manufacturer's original container. Replacement trees, shrubs, groundcover, sod, and other plants shall be of size, condition and variety specified and approved by District's designated representative prior to installation.

FREQUENCY OF TASKS TO BE PERFORMED

Contractor is to provide the following schedule of services throughout the District at the frequency indicated as a minimum requirement during each year that the contract is in effect.

Turf:

	Minimum Times per Year
Mowing and Blowing	44
Edging and Detail	22
Fertilize Turf Areas with Commercial Fertilizer	5
Spray Applications Turf Areas	2
Aerating of all Turf Areas	1
Proactive maintenance	12

Trees:

	Minimum Times per Year
Pruning Trees up to 12' - Specify time(s) of year to be done	1
Staking Trees - Specify time(s) of year to be checked	2
Fertilize Trees	1
Proactive maintenance	12

Ground Cover		Minimum Times per Year
Edging and Detail		12
Fertilize Ground Cover Areas with Commercial Fertilizer		1
Pre-Emergent Application for Ground Cover Areas with Commercial Pre-Emergent		2
Proactive maintenance		12
Irrigation and Storm Drains		Minimum Times per Year
Inspections/Adjust Irrigation System (Check every 2 weeks during growing season)		12
Irrigation Ditches – Weekly maintenance required		52
Storm Drains – Keep clear – proactive maintenance		Ongoing
Proactive maintenance		12
Shrubs:		Minimum Times per Year
Pruning Shrubs (Quarterly)		4
Fertilize Shrubs with Commercial Fertilizer – Specify time(s) of year to be done		1
Pre-Emergent Applications to Shrub Areas with Commercial Fertilizer		2
Proactive maintenance		12
Trash Pickup:		Minimum Times per Year
Policing of Trash		52
Empty Trash Receptacles in Park(s)		52
Weed Mitigation:		Minimum Times per Year
Proactive maintenance of all DOT Encroachment Areas		Ongoing
Cut firebreaks annually		1
Proactive maintenance of firebreaks		Ongoing
Miscellaneous:		Minimum Times per Year
General Clean-up of all areas (including streets, sidewalks, parking lots, parks, culverts and open space) free of vegetative debris, rocks, trash, glass and other foreign materials		Ongoing Weekly as Needed
Proactive maintenance of all open space, culverts and riparian corridors adjacent to sidewalks, streets and parks.		
Proactive maintenance of all community entrances to ensure an attractive appearance at all times		

Attachments:

Attachment A – All RHCSA Areas, Parks and Open Space. Joeger Park is not developed but the landscaped areas adjacent to Dunnwood Drive are included in the landscaping maintenance contract.

Attachment B – Defines scope of work for the maintenance of all Landscaping and DOT Encroachment areas along White Rock Road.

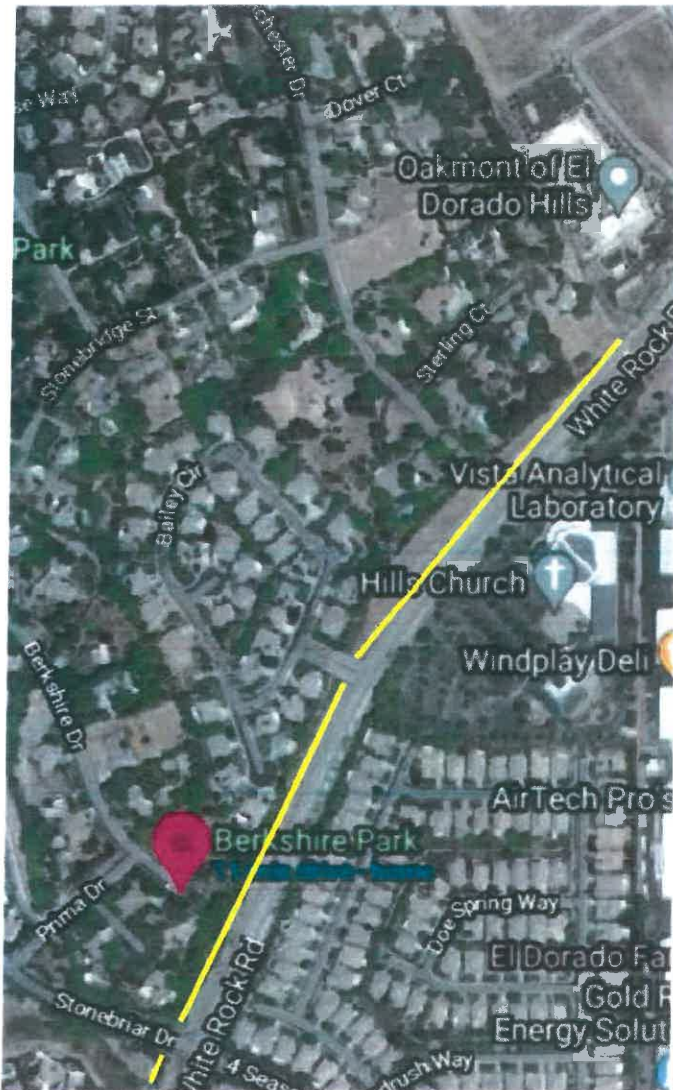
Attachment C – Denotes the locations of the storm drain inlets within the District which are to be maintained clear of all debris at all times.

Attachment D – Denotes the locations of the Irrigation Ditches which are to be maintained clear of all debris at all times.

Attachment A – All RHCSD Parks and Open Space. Joeger Park is not developed but the landscaped areas adjacent to Dunnwood Drive are included in the landscaping maintenance contract.



Attachment B – Defines scope of work for the maintenance of all DOT Encroachment areas along White Rock Road. (See, Exhibit C for fire break information.)



Landscaped areas: mow, weed, trim shrubs/trees and maintain irrigation
DOT Encroachment Areas: Weed abatement as needed

The map displays a network of waterways, including the Muskogee River, Sandy Creek, and Muskogee Creek. Numerous sampling points are indicated by red crosses along these waterways. A scale bar in the bottom right corner shows distances from 0 to 10 miles. A legend in the bottom left corner identifies the symbols used: a red cross for 'Sampling Point' and a blue line for 'Waterway'.

Attachment D – denotes the locations of the Irrigation Ditches which are to be maintained clear of all debris at all times

Stonebriar Drive and Prima Drive



Laguna Lane and Montrose Way



Stonebriar Drive near Winterfield Drive



Park near Haddington



Summerfield Way



Dunnwood Drive near Summerfield Way



Between Berkshire and Stonebriar Private Road



Item 6.a.
8/15/2023



On White Rock Road sidewalk near Stonebriar entrance.
Courtesy of Brenda Collette.