

AGENDA
Board of Directors Regular Meeting
ROLLING HILLS COMMUNITY SERVICES DISTRICT

Date: October 17, 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

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 September 19, 2023
- b. Approve and file the month-end financial reports for September 2023 prepared by the County Auditor-Controller's office
- c. Correspondence accept and file:
 - Announcement of iStorage new Tenant Portal for account management
 - SDRMA letter dated September 21, 2023 re No Paid Property/Liability Claims in 2022-23

Consent Items Pulled for Discussion: _____

5. Old Business

- a. **Revenue Options; Need for Increased Revenue for Future Sustainability** – Discussion of proposal received from NBS Consulting for a Revenue Options Analysis and supplemental information received. The proposed services include a kick-off meeting, data collection, cost estimate of projected costs for identified services to be considered in the analysis, review funding options, a funding options memo, and meetings and presentations to support District staff to review the options. Board to consider approval of an expenditure of not to exceed \$12,500 from the approved budget for the cost of the Revenue Options Analysis. NBS Consulting advises that the following stage of services could include polling and surveying to gauge the community's support for various funding options. The range of fees for public engagement services is \$15,000 - \$40,000. *(Discussion/Possible Action Item)*

6. New Business

- a. **Irrigation Work Along White Rock Road** - Consider proposal for replacement of two valves along White Rock Road as soon as possible at a cost of \$500 each, for a total expenditure of funds from approved budget of \$1,000. See also, information and photographs included in GM Report. *(Discussion/Possible Action Item)*
- b. **Location for November 21, 2023 Regular Meeting** – The Raley's Market Gather Room is not available on November 21, or any other day that week. The Board to discuss an alternate location or plans for that meeting. *(Discussion/Possible Action Item)*

7. Adjournment

- Emptying and filling doggie stations, walking park and driving grounds and meeting with landscaper weekly.
- Continue looking for parked vehicles.
 - 1 car removed
 - 1 RV and Trailer need to be addressed
- Talking with residents about water in street and on sidewalk, dead trees and cars parked
 - Looking for volunteers we might need for projects.
- Talked with Alex, fire inspector about low hanging trees.
- Continue working with landscapers on issues and projects.
 - Flowers planted in Springfield Meadow entrance.
 - Trees and scrubs cut along Summerfield roadway, Haddington roadway by park and Montrose (park area).
 - Four valves need to be replaced on White Rock, 1 is stuck open but manually turned off to prevent flooding.
 - 2 are making the sidewalk wet (valve box flooded) and 2 watering trees and bushes are flooded.
 - Would like permission to replace 2 valves for now.







**ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES OF SEPTEMBER 19, 2023 MEETING OF THE BOARD OF DIRECTORS**

1. Call to Order/Roll Call.

The meeting of the Rolling Hills CSD held on September 19, 2023, was called to order at 7:04 pm by President Brenda Collette. The meeting was held at the Gather Room at Raley's Market, 3935 Park Drive, El Dorado Hills, CA. In addition to President Collette, Directors Adam Olson and Gordon Fawkes were present at roll call. Also present were General Manager Mark Magee, Board Clerk Linda Stone, Dane Wadle of the California Special Districts Association, and residents of the District.

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

Dane Wadle spoke about CSDA's advocacy at both the capital in Sacramento and in Washington D.C. and specifically about a bill CSDA is sponsoring. The Board commented that its most pressing issue is the requirement for the payment of prevailing wages on all maintenance work. Mr. Wadle said CSDA is very aware of the issue, especially as it impacts the very small districts. A resident commented about issues with homes in the District which are not maintained. The Board commented that it does not have jurisdiction over that issue. Another resident commented about the dead trees at the entrance to Stonebriar and the fence issue at Berkshire Park.

3. Monthly Reports

a. Report Regarding General Manager Duties. Mark Magee presented a written and oral report about activities over the last month, copy attached. He said the Fire Marshal granted the District another month to complete the fire abatement work. Mark said he is looking to find a licensed and insured handyman who charges reasonable rates to assist with maintenance issues. Director Adam Olson requested that Mark include in the GM Report some general information about the time he spends. Mark asked if the Board would like him to prepare the map showing the irrigation system valves. The Board agreed that map would be useful.

4. Consent Items

a. Consent items including the Minutes of the regular Board meeting held on August 15, 2023; the FY23 year-end financial reports prepared by the County Auditor-Controller's office; and correspondence including the Umpqua Bank Statement for the period through August 31, 2023, Property Tax Revenue Estimates for FY24 Lien Date Tax Rolls from County Auditor-Controller, Property Tax Division, 2023 Memo regarding FY23 Year-End Close—new target date September 7, 2023, September 11, 2023 Memo regarding FY23 Year-End Close Delay—new date September 14, 2023, Pioneer Community Energy/PGE postcard, and County of El Dorado Notice of Defensible Space Inspection were considered. Director Adam Olson moved to approve and accept/file all Consent items; Director Gordon Fawkes seconded. The Clerk took a roll call vote; the motion carried as follows:

AYES: Collette, Olson, and Fawkes

NOES: None

ABSENT: None

ABSTAIN: None

5. Old Business

a. Revenue Options; Need for Increased Revenue for Future Sustainability. The Board discussed the proposal received from NBS Consulting for a Revenue Options Analysis. The proposed services include a kick-off meeting, data collection, cost estimate of projected costs for identified services to be considered in the analysis, review funding options, a funding options memo, and meetings and presentations to support District staff to review the options. Before considering approval of an expenditure to fund the

cost of the Revenue Options Analysis, Director Adam Olson said he would like some additional information, including the anticipated time and schedule to complete the scope of services, a better understanding of the basis for the fees, including a breakdown of anticipated hours spent by various titled staff members, an estimate of fees for services to get to the funding options and funding options memo stages, what types of additional services under this scope/phase of the project might the District ask for that is not included, and once a recommendation is made as to the funding options which appear most viable, a better understanding of what happens next and the associated timing. In addition, the District would like an estimate of the costs associated with the following phases of work. The Board asked that contact be made with the references listed in the proposal and the EDHCSD.

6. Adjournment. Upon motion and second, President Collette adjourned the meeting at 7:48 pm.

Submitted by:

Linda Stone, Board Clerk/Secretary

Approved by Board:

- Resident (Liz) call about watering in park and I asked her to join us at next meeting.
- Issued notice to landscapers about requirements on service agreement not being meet.
- Looking for correct receptacle doggie bags or metal retractable.
- Looking for handyman to work on sidewalk and future items.
- Need to know authorization limits on items that come up, ie. Broken sprinkler heads...
- Fire inspection notice for APN: 117-220-063

Memo:

New Gen Landscaping Service Agreement - Corrective Action Needed

Date: 8/28/2023

To: Ismael Castro

From: Rolling Hills CSD Board

Subject: Landscaping Service Agreement Requirements

Landscaping services are not being provided as required by our contract. These include:

- Exhibit A Item 3.1 (page 12):
 - Pruning: Tree and shrub branches are hanging over sidewalks and roadways throughout the district (for example: Summerfield and Haddington Area). **Prune vegetation to no more than 8' over sidewalks and 12' over roadways.**
- Exhibit A Item 4.3 (pages 12 & 13):
 - Watering schedule: Irrigation watering is not completed prior to 6am. **Adjust irrigation watering schedule to complete prior to 6am.**
- Exhibit A Item 1.1 Mowing (page 12):
 - All grass shall be mowed weekly. **Mow Stonebriar Park, Berkshire Park and White Rock Rd weekly.**
- Item Miscellaneous (page 15):
 - Proactive maintenance of all open space, culverts and riparian corridors adjacent to sidewalks, streets and parks. **Prune vegetation intruding into roadway along Montrose Way, Summerfield Way and Haddington Dr.**
- Exhibit A Item 8.2 (page 14):
 - Replacement: **Please install 4 flats of annuals in Summerfield entrance.**

Please provide us a schedule when these issues will be corrected.

Thank you,

Rolling Hills CSD General Manager

Mark Magee

8028280 - 8028280 GENERAL FUNDPrinted 10/5/2023
11:18:20 AM**General Ledger****Summary for the Accounting Period Ended: September 30, 2023**

	Debit	Credit	Balance
80280280 ROLLING HILLS			
ASSETS			
100 EQUITY IN POOLED CASH	494,572.87	52,897.27	441,675.60
102 IMPREST (PETTY) CASH	5,000.00	0.00	5,000.00
162 BUILDING AND IMPROVEMENTS	61,340.00	0.00	61,340.00
165 ACCUM DEPR: EQUIPMENT	0.00	61,340.00	-61,340.00
ASSETS	560,912.87	114,237.27	446,675.60
LIABILITIES			
201 VOUCHERS PAYABLE	52,724.84	52,724.84	0.00
LIABILITIES	52,724.84	52,724.84	0.00
FUND BALANCE			
310 FND BAL: RSVD GENERAL	0.00	53,834.00	-53,834.00
313 FND BAL: RSVD IMPREST CASH	0.00	5,000.00	-5,000.00
350 FND BAL: UNRSVD UNDESIGNATED	0.00	421,115.01	-421,115.01
411 ACTUAL REVENUES	0.00	5,049.77	-5,049.77
431 EXPENDITURES	38,323.18	0.00	38,323.18
FUND BALANCE	38,323.18	484,998.78	-446,675.60
80280280 ROLLING HILLS	651,960.89	651,960.89	0.00

8028280 - 8028280 GENERAL FUNDPrinted 10/5/2023
11:18:21 AM**General Ledger**

Details for the Accounting Period Ended: September 30, 2023

	Debit	Credit	Balance
80280280 ROLLING HILLS			
ASSETS			
100 EQUITY IN POOLED CASH			
9/1/2023 BEGINNING BALANCE	490,684.92	33,512.65	457,172.27
9/6/2023 GNI 202403 271	29.84	0.00	457,202.11
9/6/2023 GNI 202403 275	77.92	0.00	457,280.03
9/12/2023 GEN 202403 14	989.45	0.00	458,269.48
9/19/2023 GNI 202403 1305	5.54	0.00	458,275.02
9/19/2023 GNI 202403 1307	479.77	0.00	458,754.79
9/19/2023 GNI 202403 1308	268.49	0.00	459,023.28
9/19/2023 GNI 202403 1310	1,689.65	0.00	460,712.93
9/19/2023 GNI 202403 1311	189.39	0.00	460,902.32
9/19/2023 GNI 202403 1312	3.13	0.00	460,905.45
9/19/2023 GNI 202403 1313	151.09	0.00	461,056.54
9/19/2023 GNI 202403 1314	3.68	0.00	461,060.22
9/21/2023 GNI 202403 1502	0.00	172.43	460,887.79
9/28/2023 APP 202403 2065	0.00	19,212.19	441,675.60
100 EQUITY IN POOLED CASH	494,572.87	52,897.27	441,675.60
102 IMPREST (PETTY) CASH			
9/1/2023 BEGINNING BALANCE	5,000.00	0.00	5,000.00
102 IMPREST (PETTY) CASH	5,000.00	0.00	5,000.00
162 BUILDING AND IMPROVEMENTS			
9/1/2023 BEGINNING BALANCE	61,340.00	0.00	61,340.00
162 BUILDING AND IMPROVEMENTS	61,340.00	0.00	61,340.00
165 ACCUM DEPR: EQUIPMENT			
9/1/2023 BEGINNING BALANCE	0.00	61,340.00	-61,340.00
165 ACCUM DEPR: EQUIPMENT	0.00	61,340.00	-61,340.00
ASSETS	560,912.87	114,237.27	446,675.60
LIABILITIES			
201 VOUCHERS PAYABLE			
9/1/2023 BEGINNING BALANCE	33,512.65	33,512.65	0.00
9/28/2023 API 202403 2041	0.00	19,212.19	-19,212.19
9/28/2023 APP 202403 2065	19,212.19	0.00	0.00
201 VOUCHERS PAYABLE	52,724.84	52,724.84	0.00
LIABILITIES	52,724.84	52,724.84	0.00
FUND BALANCE			
310 FND BAL: RSVD GENERAL			
9/1/2023 BEGINNING BALANCE	0.00	53,834.00	-53,834.00
310 FND BAL: RSVD GENERAL	0.00	53,834.00	-53,834.00
313 FND BAL: RSVD IMPREST CASH			
9/1/2023 BEGINNING BALANCE	0.00	5,000.00	-5,000.00
313 FND BAL: RSVD IMPREST CASH	0.00	5,000.00	-5,000.00

8028280 - 8028280 GENERAL FUNDPrinted 10/5/2023
11:18:21 AM**General Ledger****Details for the Accounting Period Ended: September 30, 2023**

	Debit	Credit	Balance
350 FND BAL: UNRSVD UNDESIGNATED			
9/1/2023 BEGINNING BALANCE	0.00	421,115.01	-421,115.01
350 FND BAL: UNRSVD UNDESIGNATED	0.00	421,115.01	-421,115.01
411 ACTUAL REVENUES			
9/1/2023 BEGINNING BALANCE	0.00	1,161.82	-1,161.82
9/6/2023 GNI 202403 271	0.00	29.84	-1,191.66
9/6/2023 GNI 202403 275	0.00	77.92	-1,269.58
9/12/2023 GEN 202403 14	0.00	989.45	-2,259.03
9/19/2023 GNI 202403 1305	0.00	5.54	-2,264.57
9/19/2023 GNI 202403 1307	0.00	479.77	-2,744.34
9/19/2023 GNI 202403 1308	0.00	268.49	-3,012.83
9/19/2023 GNI 202403 1310	0.00	1,689.65	-4,702.48
9/19/2023 GNI 202403 1311	0.00	189.39	-4,891.87
9/19/2023 GNI 202403 1312	0.00	3.13	-4,895.00
9/19/2023 GNI 202403 1313	0.00	151.09	-5,046.09
9/19/2023 GNI 202403 1314	0.00	3.68	-5,049.77
411 ACTUAL REVENUES	0.00	5,049.77	-5,049.77
431 EXPENDITURES			
9/1/2023 BEGINNING BALANCE	18,938.56	0.00	18,938.56
9/21/2023 GNI 202403 1502	172.43	0.00	19,110.99
9/28/2023 API 202403 2041	19,212.19	0.00	38,323.18
431 EXPENDITURES	38,323.18	0.00	38,323.18
FUND BALANCE	38,323.18	484,998.78	-446,675.60
80280280 ROLLING HILLS	651,960.89	651,960.89	0.00

**Revenues and
Expenditures****8028280 CSD: ROLLING HILLS CSD**

Summary For the Month ended: September 30, 2023

	Estimated / Budget	Actual Amount	Balance
8028280 CSD: ROLLING HILLS CSD			
Revenue			
01 Taxes			
0100 PROP TAX: CURR SECURED	0.00	185.31	-185.31
0110 PROP TAX: CURR UNSECURED	0.00	1,958.14	-1,958.14
0120 PROP TAX: PRIOR SECURED	0.00	2.09	-2.09
0130 PROP TAX: PRIOR UNSECURED	0.00	31.21	-31.21
0140 PROP TAX: SUPP CURRENT	0.00	347.29	-347.29
0150 PROP TAX: SUPP PRIOR	0.00	150.54	-150.54
01 Taxes	0.00	2,674.58	-2,674.58
03 Fines & Penalties			
0360 PEN & COST DELINQUENT TAXES	0.00	19.94	-19.94
03 Fines & Penalties	0.00	19.94	-19.94
04 Rev Use Money/Prop			
0400 REV: INTEREST	0.00	2,055.25	-2,055.25
04 Rev Use Money/Prop	0.00	2,055.25	-2,055.25
13 Service Charges			
1310 SPECIAL ASSESSMENTS	0.00	300.00	-300.00
13 Service Charges	0.00	300.00	-300.00
Total Revenue	0.00	5,049.77	-5,049.77
Expense			
40 Services & Supplies			
4185 MAINT: PARK	0.00	20,685.00	-20,685.00
4189 MAINT: WATER SYSTEM	0.00	1,550.00	-1,550.00
4261 POSTAGE	0.00	2.55	-2.55
4300 PROFESSIONAL & SPECIAL SRVS	0.00	2,634.00	-2,634.00
4304 AGENCY ADMINISTRATION FEE	0.00	172.43	-172.43
4305 AUDIT & ACCOUNTING SERVICES	0.00	3,000.00	-3,000.00
4345 SPECIAL DISTRICT DIRECTOR SRVS	0.00	525.00	-525.00
4700 UTILITIES	0.00	9,754.20	-9,754.20
40 Services & Supplies	0.00	38,323.18	-38,323.18
Total Expense	0.00	38,323.18	-38,323.18
8028280 CSD: ROLLING HILLS CSD	0.00	-33,273.41	33,273.41

Revenues and Expenditures

8028280 CSD: ROLLING HILLS CSD
Summary For the Month ended: September 30, 2023

Printed 10/5/2023
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Report Total			
Total Revenue	0.00	5,049.77	-5,049.77
Total Expense	0.00	38,323.18	-38,323.18
	0.00	-33,273.41	33,273.41

**Revenues and
Expenditures****8028280 CSD: ROLLING HILLS CSD**
Details For the Accounting Period ended: September 30, 2023

	Estimated / Budget	Actual Amount	Balance
8028280 CSD: ROLLING HILLS CSD			
Revenue			
01 Taxes			
0100 PROP TAX: CURR SECURED			
9/1/2023 BEGINNING BALANCE	0.00	0.00	
9/19/2023 GNI 010 CS ROLL 14321 1% GENERAL TAX CS B+S	0.00	5.54	
9/19/2023 GNI 011 CS ROLL 14321 1% GENERAL TAX CS B+S	0.00	179.77	
0100 PROP TAX: CURR SECURED	0.00	185.31	-185.31
0110 PROP TAX: CURR UNSECURED			
9/1/2023 BEGINNING BALANCE	0.00	0.00	
9/19/2023 GNI 012 CU ROLL 14321 1% GENERAL TAX CU-U	0.00	268.49	
9/19/2023 GNI 013 CU ROLL 14321 1% GENERAL TAX CU-U	0.00	1,689.65	
0110 PROP TAX: CURR UNSECURED	0.00	1,958.14	-1,958.14
0120 PROP TAX: PRIOR SECURED			
9/1/2023 BEGINNING BALANCE	0.00	2.09	
0120 PROP TAX: PRIOR SECURED	0.00	2.09	-2.09
0130 PROP TAX: PRIOR UNSECURED			
9/1/2023 BEGINNING BALANCE	0.00	11.01	
9/6/2023 GNI 004 DU ROLL 14321 1% GENERAL TAX DU-K+Y	0.00	20.20	
0130 PROP TAX: PRIOR UNSECURED	0.00	31.21	-31.21
0140 PROP TAX: SUPP CURRENT			
9/1/2023 BEGINNING BALANCE	0.00	0.00	
9/19/2023 GNI 006 SS ROLL 14321 1% GENERAL TAX SUPP SS-C	0.00	189.39	
9/19/2023 GNI 007 SU ROLL 14321 1% GENERAL TAX SUPP SU-Q	0.00	3.13	
9/19/2023 GNI 008 SS ROLL 14321 1% GENERAL TAX SUPP SS-C	0.00	151.09	
9/19/2023 GNI 009 SU ROLL 14321 1% GENERAL TAX SUPP SU-Q	0.00	3.68	
0140 PROP TAX: SUPP CURRENT	0.00	347.29	-347.29
0150 PROP TAX: SUPP PRIOR			
9/1/2023 BEGINNING BALANCE	0.00	73.73	
9/6/2023 GNI 004 DU ROLL 14321 1% GENERAL TAX SUPP DU-G	0.00	9.64	
9/6/2023 GNI 005 DS ROLL 14321 1% GENERAL TAX SUPP DS-E	0.00	67.17	
0150 PROP TAX: SUPP PRIOR	0.00	150.54	-150.54
01 Taxes	0.00	2,674.58	-2,674.58
03 Fines & Penalties			
0360 PEN & COST DELINQUENT TAXES			
9/1/2023 BEGINNING BALANCE	0.00	9.19	
9/6/2023 GNI 005 DS ROLL 14321 PENALTIES SUPP DS-E	0.00	10.75	
0360 PEN & COST DELINQUENT TAXES	0.00	19.94	-19.94
03 Fines & Penalties	0.00	19.94	-19.94

8028280 CSD: ROLLING HILLS CSDPrinted 10/5/2023
11:18:22 AM**Revenues and
Expenditures**

Details For the Accounting Period ended: September 30, 2023

	Estimated / Budget	Actual Amount	Balance
04 Rev Use Money/Prop			
0400 REV: INTEREST			
9/1/2023 BEGINNING BALANCE	0.00	1,065.80	
9/8/2023 GEN INT AUG 23 Interest Allocation Entry	0.00	989.45	
0400 REV: INTEREST	0.00	2,055.25	-2,055.25
04 Rev Use Money/Prop	0.00	2,055.25	-2,055.25
13 Service Charges			
1310 SPECIAL ASSESSMENTS			
9/1/2023 BEGINNING BALANCE	0.00	0.00	
9/19/2023 GNI 011 CS ROLL 64801 DIRECT CHARGE-S	0.00	300.00	
1310 SPECIAL ASSESSMENTS	0.00	300.00	-300.00
13 Service Charges	0.00	300.00	-300.00
Total Revenue	0.00	5,049.77	-5,049.77
Expense			
40 Services & Supplies			
4185 MAINT: PARK			
9/1/2023 BEGINNING BALANCE	0.00	13,790.00	
9/28/2023 API 1023413 RHCSO landscape service Septem	0.00	6,895.00	
4185 MAINT: PARK	0.00	20,685.00	-20,685.00
4189 MAINT: WATER SYSTEM			
9/1/2023 BEGINNING BALANCE	0.00	0.00	
9/28/2023 API 1023414 RHCSO Irrigation Whiterock Rd	0.00	1,550.00	
4189 MAINT: WATER SYSTEM	0.00	1,550.00	-1,550.00
4261 POSTAGE			
9/1/2023 BEGINNING BALANCE	0.00	2.55	
4261 POSTAGE	0.00	2.55	-2.55
4300 PROFESSIONAL & SPECIAL SRVS			
9/1/2023 BEGINNING BALANCE	0.00	1,110.00	
9/28/2023 API 1023412 RHCSO Clerk services August 20	0.00	1,044.00	
9/28/2023 API 1023415 RHCSO GM services August 2023	0.00	480.00	
4300 PROFESSIONAL & SPECIAL SRVS	0.00	2,634.00	-2,634.00
4304 AGENCY ADMINISTRATION FEE			
9/1/2023 BEGINNING BALANCE	0.00	0.00	
9/21/2023 GNI LAFCOBILLING FY 23/24 LAFCO BILL GC56381	0.00	172.43	
4304 AGENCY ADMINISTRATION FEE	0.00	172.43	-172.43
4305 AUDIT & ACCOUNTING SERVICES			
9/1/2023 BEGINNING BALANCE	0.00	3,000.00	
4305 AUDIT & ACCOUNTING SERVICES	0.00	3,000.00	-3,000.00

**Revenues and
Expenditures****8028280 CSD: ROLLING HILLS CSD**
Details For the Accounting Period ended: September 30, 2023

	Estimated / Budget	Actual Amount	Balance
4345 SPECIAL DISTRICT DIRECTOR SRVS			
9/1/2023 BEGINNING BALANCE	0.00	525.00	
4345 SPECIAL DISTRICT DIRECTOR SRVS	0.00	525.00	-525.00
4700 UTILITIES			
9/1/2023 BEGINNING BALANCE	0.00	511.01	
9/28/2023 API 1023410 RHCSO power no. 4570858285-8	0.00	369.96	
9/28/2023 API 1023411 RHCSO power no. 1857646705-6	0.00	98.46	
9/28/2023 API 1023416 RHCSO water no. 118388-001	0.00	104.93	
9/28/2023 API 1023417 RHCSO water no. 118386-001	0.00	184.13	
9/28/2023 API 1023418 RHCSO water no. 084490-002	0.00	3,833.87	
9/28/2023 API 1023419 RHCSO water no. 126908-002	0.00	490.36	
9/28/2023 API 1023420 RHCSO water no. 083214-001	0.00	1,243.81	
9/28/2023 API 1023421 RHCSO water no. 126932-002	0.00	2,917.67	
4700 UTILITIES	0.00	9,754.20	-9,754.20
40 Services & Supplies	0.00	38,323.18	-38,323.18
Total Expense	0.00	38,323.18	-38,323.18
8028280 CSD: ROLLING HILLS CSD	0.00	-33,273.41	33,273.41
Report Total			
Total Revenue	0.00	5,049.77	-5,049.77
Total Expense	0.00	38,323.18	-38,323.18
	0.00	-33,273.41	33,273.41

Linda Stone

Subject: FW: Welcome to the new iStorage - 8053 - El Dorado Hills CA Tenant Portal
Attachments: Welcome to the New Tenant Portal.pdf

----- Forwarded message -----

From: <8053@nsabrands.com>
Date: Fri, Oct 6, 2023, 3:19 PM
Subject: Welcome to the new iStorage - 8053 - El Dorado Hills CA Tenant Portal
To: <csdclerk@gmail.com>

Welcome to the New NSA Brands Tenant Portal

Hello Linda Stone,

Welcome to the new NSA Brands Customer Portal. We've enhanced our portal to give you more control over your account. You'll have access to your balance, due date, make payments, see your payment history, schedule a move out, change your contact information, and sign up for Autopay. If you would like to sign up for convenient and secure monthly automatic payments by using Autopay, click the dropdown menu next to Action and select Autopay Set Up.

Your Portal access information is below. Don't forget to save the new link! You will be able to change your password once you login. We hope you enjoy the freedom of being able to conveniently access your account anytime.

The NEW NSA Brands Customer Portal: <https://nsabrands-payment.ssm-erp.com>

(Note: Previous URL is no longer valid. Please save this link.)

Login ID is [REDACTED]

Temporary Password is your numeric gate code, no *'s or #'s.

If you have any questions, please reach out to us at 916-520-6515.

Thank you,

iStorage - 8053 - El Dorado Hills CA

5110 Hillsdale Circle
El Dorado Hills, CA 95762
916-520-6515
8053@nsabrands.com



Welcome to the New NSA Brands Tenant Portal

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Thank you,
iStorage - 8053 - El Dorado Hills CA

5110 Hillsdale Circle
El Dorado Hills, CA 95762
(916)520-6515
8053@nsabrands.com

September 21, 2023

Mr. Matt Sites
Board President
Rolling Hills Community Services District
Post Office Box 5266
El Dorado Hills, California 95762-5266

Re: No Paid Property/Liability Claims in 2022-23

Dear Mr. Sites,

This letter is to formally acknowledge the dedicated efforts of the Rolling Hills Community Services District's Governing Body, management, and staff towards proactive risk management and loss prevention training. Your agency's efforts have resulted in no "paid" property/liability claims for program year 2022-23. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year and excludes property claims. This is a great accomplishment!

In addition to this annual recognition, members with no "paid" claims during 2022-23 earned one credit incentive point (CIP), thereby reducing their annual contribution amount.

As SDRMA is dedicated to serving its members and preventing claims, we would appreciate your agency taking a moment and sharing with us what made your District successful in preventing property/liability losses. Our goal is to incorporate your successful ideas and suggestions into our loss prevention programs to benefit all members of SDRMA. Please forward any comments or suggestions to us at memberplus@sdrma.org.

On behalf of the SDRMA Board of Directors and staff, it is my honor to congratulate the Governing Body, management, and staff for their commitment to proactive risk management and loss prevention training.

Sincerely,
Special District Risk Management Authority



Sandy A. Seifert-Raffelson, President
Board of Directors

Linda Stone

Subject: FW: NBS Proposal for Revenue Options Analysis for Rolling Hills CSD

----- Forwarded message -----

From: **Sara Mares** <smares@nbsgov.com>

Date: Fri, Oct 6, 2023, 7:17 AM

Subject: RE: NBS Proposal for Revenue Options Analysis for Rolling Hills CSD

To: csd clerk <csdclerk@gmail.com>, Danielle Wood <dwood@nbsgov.com>

Good morning Linda,

I have provided responses to your questions below in red. Please let me know if it would be helpful to follow up with a call.

Thank you,

Sara

SARA MARES | director

800.676.7516 | smares@nbsgov.com

NBS is a registered municipal advisor ([click](#) for info)

From: csd clerk <csdclerk@gmail.com>

Sent: Tuesday, October 3, 2023 5:16 PM

To: Sara Mares <smares@nbsgov.com>; Danielle Wood <dwood@nbsgov.com>

Good afternoon Sara,

Our Board has now had an opportunity to review and discuss the NBS proposal for a Revenue Options Analysis dated August 24, 2023. They understand the Scope of Services proposed with a not-to-exceed fee of \$12,500. The Board has requested some additional information, as follows:

- Please advise of the anticipated time and schedule to complete the Scope of Services; **Approximately 4-6 weeks depending on how quickly data can be gathered- and meetings can be scheduled.**
- The Board would like to understand the basis for the fees the District would be paying, including a breakdown of anticipated hours spent by the various titled staff member levels and what services that level person would provide; **5 hours @ \$130 for Project Resource Analyst, 40 hours @ \$200 for Senior Consultant, 15 hours @ \$250 for Director.**
- What is the estimate of fees for services to get to the Funding Options and Funding Options Memo stages; **The project would be materially complete with these deliverables, aside from perhaps additional meeting attendance to present results. I estimate that the fee would be close to the \$12,500 limit when these are completed.**
- What type of additional services under this scope/phase of the project might we ask for that are not included; and **The scope presented is a comprehensive first step.**
- Finally, once NBS makes a recommendation(s) as to what funding options appear most viable, the District would like a better understanding of what generally happens next and the associated timing. **Next steps would include**

modeling specific rates for the selected funding option (4-6 weeks), developing a public engagement strategy (2-3 weeks), deploying public engagement and surveying/polling as needed while simultaneously preparing documents/analysis for the selected funding option (4-9 months depending on the level of engagement and the required timing related to the funding option).

We understand from Danielle Wood's presentation in August, that the NBS services are presented in phases, the next being the polling and surveying to determine what the community will or will not support, how much community education, and the level of boots-on-the-ground effort are needed. The Board would like a ballpark cost for the range of services that phase would cover, to have a better understanding of the overall costs. They understand that range is dependent, in part, on which funding option is selected. Having more of an idea of the cost for the bigger scope for these two phases of the project will be very helpful to the Board. The range of fees for public engagement services is \$15k-\$40k.

We meet next on October 17 and will be discussing this item. As you know, time is of the essence since the target is the fall 2024 ballot. I'm hopeful you can provide some additional information on the first phase which we understand falls under you, and that Danielle or other staff who would handle phase two can provide information as well. I'm happy to have a call as may be necessary. I'm available on Friday of this week, or next week also.

Thank you,

Linda Stone
Board Secretary
Rolling Hills Community Services District

(916) 600-8818



870 Market Street, Suite 1223
San Francisco, CA 94102
Toll free: 800.434.8349
www.nbsgov.com

August 24, 2023

Linda Stone
Board Clerk
Rolling Hills Community Services District
Submitted electronically via csdclerk@gmail.com

RE: Proposal for a Revenue Options Analysis

Dear Ms. Stone:

Thank you for the opportunity to address the Rolling Hills Community Services District's (CSD) needs to explore revenue options. We at NBS collectively have decades of funding experience and specialize in revenue tools for California local governments and have completed similar analyses for many public agencies. To follow you will find our scope of service, references, and commensurate fee for your review and consideration.

Please feel free to reach out to me at any time with questions about our proposal or to move forward with a professional services agreement. I can be reached at 800.434.8349 or via email at smares@nbsgov.com.

Sincerely,


Sara Mares
Director

SCOPE OF SERVICES

The following describes the proposed Work Plan for completion of this Scope of Services:

Revenue Options Analysis

KICK-OFF MEETING, PROJECT SCHEDULE

NBS will meet with CSD staff and other interested parties. The goals are to:

- Establish lines of communication.
- Clarify the specific project goals and criteria that will meet the CSD's preference.
- Identify and resolve any special circumstances regarding the use of the funding mechanisms.
- Establish meeting dates consistent with the schedule to achieve project milestones.

DATA COLLECTION

NBS will gather and review data relevant to the project goals. Data will be obtained from various sources, including the CSD, Assessor's parcel maps, and County Assessor information. NBS may utilize GIS mapping and data to assist with the process.

COST ESTIMATE

NBS will work with the CSD to review an estimate of projected costs for identified services to be considered in this analysis.

FUNDING OPTIONS

NBS will review the funding options, providing pros and cons of each available option for identified services. Funding options will focus on the use of property related fees, special taxes, and special assessments. Consideration of the rate setting, approval process and various property factors will be considered. Discussion of impacts to voters, property owners and other stakeholder groups will be discussed.

FUNDING OPTIONS MEMO

NBS will compile the aforementioned research, analysis, and review into a memorandum to be presented to CSD staff and other interested parties. Recommendations as to which options appear most viable along with an overview of next steps in the decision-making process will also be included.

MEETINGS AND PRESENTATIONS

NBS will provide support to staff to review the funding options throughout the project. We have the tools to accomplish all aspects of the project's work plan remotely from NBS offices. We utilize video conferencing, email and telephone to coordinate on the project and review deliverables in an effective manner.

For purposes of developing a project budget, we have assumed all meetings and presentations will be conducted remotely. However, should Rolling Hills CSD request or require attendance of NBS staff at on-site meetings or presentation of results, we can accommodate in-person meetings at the fee proposed below.

CLIENT REFERENCES

Below is a sampling of projects and references similar in scope and magnitude to the CSD's needs.

ALTADENA LIBRARY DISTRICT CFD FORMATION & BOND ISSUANCE DISCLOSURE Service Dates: 2020 – Present



Contact Information

Nikki Winslow
Library District Director
600 E Mariposa Street
Altadena, CA 91001
P: 626.798.0833
E: nwinslow@altadenalibrary.org

NBS Project Team:

Sara Mares, Nick Dayhoff

In 2020, the need for significant updates to aging facilities led the District to engage NBS to form a CFD to finance infrastructure needs. Additionally, with the District's current parcel tax sunset on the horizon, NBS worked to craft a CFD that would replace those services revenues and provide for a perpetual, stable funding source into the future. The CFD has been formed and was approved by 71% of votes cast in the election. The first series of bonds was issued in 2022 and the District is contemplating issuing an additional series of bonds due to recent construction price increases.

Client Testimonial:

"Thank you so much for being available tonight and participating as needed. I agree that it was smooth and know that is because of what a strong team we have put together and how easily we are all collaborating." – Nikki Winslow, Library District Director

MARIN WILDFIRE PREVENTION AUTHORITY PARCEL TAX ANALYSIS AND FORMATION CONSULTING Project Dates: August 2019 – Present



Contact Information

Matthew H. Hymel
County Administrator
3501 Civic Center Dr, Ste 325
San Rafael, CA 94903
P: 415.473.6358
E: MHymel@marincounty.org

NBS Project Team:

Sara Mares

The Marin Wildfire Prevention Authority (the "MWPA") retained NBS to prepare modeling and develop a parcel tax methodology to fund needed fire services in the region. The parcel tax measure was approved by voters on the March 2020 ballot.

UNITED WATER CONSERVATION DISTRICT, CA
FUNDING SUITABILITY AND RATE MODELING
Project Dates: 2020 – 2022



Contact Information

Anthony Emmert
Assistant General Manager
1701 N. Lombard St, Suite 200
Oxnard CA 93030
P: 805.525.4431
E: tonye@unitedwater.org

NBS Project Team:

Sara Mares, Greg Ghironzi

For this two phased project NBS performed a funding suitability analysis to finance the District's \$330M Capital Improvement Program. The Program consisted of 27 individual capital projects located throughout the District's 330+ square mile boundary, with debt supported by General Obligation, Limited Obligation, Special Tax, Special Assessment, and Revenue Bonds was evaluated in addition to "pay-go" funding options.

The Phase I analysis considered the interoperability of potential new revenue sources with existing revenues funding each capital project together with the potential participation of multiple overlapping jurisdictions consisting of a county, five cities, two US Government installations, seven groundwater basins, and three groundwater sustainability agencies.

Each capital project was evaluated for specific suitability of the available funding instruments consisting of special assessments, special taxes, property related fees, development impact fees, and user fees.

For Phase II, NBS created debt issuance and debt service models to determine the annual revenue requirements associated with the suitable funding options for each capital project. The work also involved a review of the legal proceedings and findings required to approve each funding option together with an analysis of the associated risks.

Individual rate methodologies were developed and then per parcel charges were calculated for each of the various options associated with each project. NBS also identified the top rate payors in each project modeling scenario and made recommendations for next steps addressing the key legal, procedural, timing, and political hurdles to securing the required funding.

PROFESSIONAL FEES

Our proposed fees below are based upon our understanding of the project. As with all of our engagements, we fully expect to collaborate with the CSD to refine the final scope and fee if selected for this effort.

Revenue Options Analysis Fees

Revenue Options Analysis Not to Exceed \$12,500
Expenses Per In-Person Meeting \$2,000

ADDITIONAL SERVICES

The following table shows our current hourly rates. Additional services authorized but not included in the scope of services will be billed at this rate or the then applicable hourly rate.

Title	Hourly Rate
Director / Senior Review	\$250
Associate Director / Engineer	\$225
Senior Consultant	\$200
Consultant	\$175
Project Analyst	\$150
Project Resource Analyst	\$130
Clerical / Support	\$110

TERMS

Services will be invoiced monthly. Fees for all other services will be invoiced monthly for work completed. Expenses will be itemized and included in the next regular invoice. If the project is prematurely terminated by either party, NBS shall receive payment for work completed. Payment shall be made within 30 days of submittal of an invoice. If payment is not received within 90 days, simple interest will begin to accrue at the rate of 1.5% per month. Either party can cancel consulting contract with 30 days' written notice.