



## MEMORANDUM

Date: October 18, 2023  
To: Rolling Hills CSD Board Members  
From: Brenda Collette, President  
Subject: **Notice of October 19, 2023 RHCS D SPECIAL BOARD MEETING**

**PLEASE TAKE NOTICE** that pursuant to Government Code section 54956, a special meeting of the Rolling Hills Community Services District is hereby called for **Thursday, October 19, 2023, at 6:00 p.m.** to discuss those matters listed on the attached Agenda. The meeting will be held in accordance with the Brown Act now in effect.

A handwritten signature in cursive script that reads "Brenda Collette".

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Brenda Collette, RHCS D President/Chair



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

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**Date:**        **October 19, 2023**  
**Time:**        **6:00 p.m.**  
**Location:**   **3098 Montrose Way, El Dorado Hills, CA 95762**

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**This meeting is being held in accordance with the Brown Act as currently in effect that allows attendance by a Board Member and the public to participate and conduct public meetings by teleconference.**

**You may participate in the meeting via teleconference (audio-visual) hosted through Zoom by:**

**Dial: 1-669-900-6833**

**Meeting ID: 837 6680 3256**

**Or Join by Computer:** <https://us06web.zoom.us/j/83766803256>

*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. Teleconference Participation Due to Emergency Circumstance** – Pursuant to AB 2449, Brown Act Procedures for Remote Meetings, now in effect, seeking Board approval for teleconference participation due to emergency circumstance. *(Discussion/Action Item)*

**3. 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.*

#### **4. Monthly Reports**

- a. General Manager Report

#### **5. 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
  - SDRMA Change in Special Evens Liability Coverage Program
  - CSDA /Advocacy News – AB 557 (Hart) Signed into Law related to Ralph M. Brown Act
  - CSDA Message from Public Affairs Field Coordinator
  - Capra Environmental Services, Corp Certificate of Insurance

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

#### **6. 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)*
- b. **Culvert Maintenance** – Discussion of culverts and potential maintenance needs at various locations throughout the District. Bids have not yet been obtained by the District for any potential work. *(Discussion/Possible Action Item)*

#### **7. 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. **Date and Location for November 21, 2023 Board 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 date and/or location for that meeting. *(Discussion/Possible Action Item)*
- c. **Dead Trees Within the District** – Discussion of dead trees within the District at various locations including but not limited to at the Stonebriar entrance and at Stonebriar Park. Bids have not yet been obtained by the District for any potential work. *(Discussion/Possible Action Item)*

## 8. 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.







# BUDGET TRACKING REPORT - Updated 10/18/2023

		Final Budget FY2024 Adopted 7/11/2023	7/10/23 Voucher	8/1/23 Voucher	8/15/24 Voucher	9/8/23 Voucher	10/17/23 Voucher	Expense Totals To Date
<b>ROLLING HILLS CSD</b>								
<b>Revenues</b>								
Property Taxes	\$	113,174.92						
Interest	\$	5,156.18						
Special Assessment	\$	78,699.93						
Subtotal	\$	197,031.03						
Various Other	\$	-						
<b>Revenue Income</b>	\$	<b>197,031.03</b>						
Transfer From Reserve Fund Balance	\$	-						
<b>Total Revenue</b>	\$	<b>197,031.03</b>						
<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	200.00					200.00
4183 Maint. Grounds	\$	10,000.00					6,142.50	6,142.50
4185 Maint. Parks	\$	75,000.00	6,895.00		6,895.00	6,895.00	6,895.00	27,580.00
4189 Maint. Water System	\$	4,500.00				1,550.00	493.10	2,043.10
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 - Contingency	\$	86.03						
4260 Office Expense	\$	250.00						
4261 Postage	\$	600.00		2.55			2.07	4.62
4266 Printing Services	\$	1,000.00						
4267 On-Line Subscriptions	\$	550.00						
4300 Prof. Services	\$	23,580.00						
General Manager						480.00	315.00	795.00
Clerk/Secretary				1,110.00		1,044.00	825.00	2,979.00
Website Security Services								
4304 Admin Fee Agency	\$	325.00						
4305 Accounting serv.	\$	3,000.00		3,000.00				3,000.00
4313 Legal Services	\$	10,000.00						
4345 Director Services	\$	5,625.00		300.00	225.00		225.00	750.00
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						
Power - PG&E					511.01	468.42	484.05	1,463.48
Water - EID						8,774.77		8,774.77
<b>Subtotal Routine O&amp;M</b>	\$	<b>197,031.03</b>	7,095.00	4,412.55	7,631.01	19,212.19	15,381.72	
<b>Special Projects</b>	\$	-						
<b>Fixed Assets</b>								
6020 Bldg. Improvements	\$	-						
<b>Total Expenditures</b>	\$	<b>197,031.03</b>						

**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 FUND**Printed 10/5/2023  
11:18:20 AM**General Ledger****Summary for the Accounting Period Ended: September 30, 2023**

	Debit	Credit	Balance
<b>80280280 ROLLING HILLS</b>			
<b>ASSETS</b>			
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
<b>LIABILITIES</b>			
201 VOUCHERS PAYABLE	52,724.84	52,724.84	0.00
LIABILITIES	52,724.84	52,724.84	0.00
<b>FUND BALANCE</b>			
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 FUND**Printed 10/5/2023  
11:18:21 AM**General Ledger**

Details for the Accounting Period Ended: September 30, 2023

	Debit	Credit	Balance
<b>80280280 ROLLING HILLS</b>			
<b>ASSETS</b>			
<b>100 EQUITY IN POOLED CASH</b>			
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
<b>100 EQUITY IN POOLED CASH</b>	<b>494,572.87</b>	<b>52,897.27</b>	<b>441,675.60</b>
<b>102 IMPREST (PETTY) CASH</b>			
9/1/2023 BEGINNING BALANCE	5,000.00	0.00	5,000.00
<b>102 IMPREST (PETTY) CASH</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>
<b>162 BUILDING AND IMPROVEMENTS</b>			
9/1/2023 BEGINNING BALANCE	61,340.00	0.00	61,340.00
<b>162 BUILDING AND IMPROVEMENTS</b>	<b>61,340.00</b>	<b>0.00</b>	<b>61,340.00</b>
<b>165 ACCUM DEPR: EQUIPMENT</b>			
9/1/2023 BEGINNING BALANCE	0.00	61,340.00	-61,340.00
<b>165 ACCUM DEPR: EQUIPMENT</b>	<b>0.00</b>	<b>61,340.00</b>	<b>-61,340.00</b>
<b>ASSETS</b>	<b>560,912.87</b>	<b>114,237.27</b>	<b>446,675.60</b>
<b>LIABILITIES</b>			
<b>201 VOUCHERS PAYABLE</b>			
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
<b>201 VOUCHERS PAYABLE</b>	<b>52,724.84</b>	<b>52,724.84</b>	<b>0.00</b>
<b>LIABILITIES</b>	<b>52,724.84</b>	<b>52,724.84</b>	<b>0.00</b>
<b>FUND BALANCE</b>			
<b>310 FND BAL: RSVD GENERAL</b>			
9/1/2023 BEGINNING BALANCE	0.00	53,834.00	-53,834.00
<b>310 FND BAL: RSVD GENERAL</b>	<b>0.00</b>	<b>53,834.00</b>	<b>-53,834.00</b>
<b>313 FND BAL: RSVD IMPREST CASH</b>			
9/1/2023 BEGINNING BALANCE	0.00	5,000.00	-5,000.00
<b>313 FND BAL: RSVD IMPREST CASH</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>

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

	Debit	Credit	Balance
<b>350 FND BAL: UNRSVD UNDESIGNATED</b>			
9/1/2023 BEGINNING BALANCE	0.00	421,115.01	-421,115.01
<b>350 FND BAL: UNRSVD UNDESIGNATED</b>	<b>0.00</b>	<b>421,115.01</b>	<b>-421,115.01</b>
<b>411 ACTUAL REVENUES</b>			
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
<b>411 ACTUAL REVENUES</b>	<b>0.00</b>	<b>5,049.77</b>	<b>-5,049.77</b>
<b>431 EXPENDITURES</b>			
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
<b>431 EXPENDITURES</b>	<b>38,323.18</b>	<b>0.00</b>	<b>38,323.18</b>
<b>FUND BALANCE</b>	<b>38,323.18</b>	<b>484,998.78</b>	<b>-446,675.60</b>
<b>80280280 ROLLING HILLS</b>	<b>651,960.89</b>	<b>651,960.89</b>	<b>0.00</b>

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

Summary For the Month ended: September 30, 2023

	Estimated / Budget	Actual Amount	Balance
<b>8028280 CSD: ROLLING HILLS CSD</b>			
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  
11:18:22 AM

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**

	<b>Estimated / Budget</b>	<b>Actual Amount</b>	<b>Balance</b>
<b>8028280 CSD: ROLLING HILLS CSD</b>			
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 CSD**Printed 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**

	<b>Estimated / Budget</b>	<b>Actual Amount</b>	<b>Balance</b>
<b>4345 SPECIAL DISTRICT DIRECTOR SRVS</b>			
9/1/2023 BEGINNING BALANCE	0.00	525.00	
<b>4345 SPECIAL DISTRICT DIRECTOR SRVS</b>	0.00	525.00	-525.00
<b>4700 UTILITIES</b>			
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	
<b>4700 UTILITIES</b>	0.00	9,754.20	-9,754.20
<b>40 Services &amp; Supplies</b>	0.00	38,323.18	-38,323.18
<b>Total Expense</b>	0.00	38,323.18	-38,323.18
<b>8028280 CSD: ROLLING HILLS CSD</b>	0.00	-33,273.41	33,273.41
<b>Report Total</b>			
<b>Total Revenue</b>	0.00	5,049.77	-5,049.77
<b>Total Expense</b>	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](mailto: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](mailto: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](mailto:8053@nsabrands.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

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](mailto: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

---

To: Central Files - McDiarmid  
Subject: FW: Change in Special Events Liability Coverage Program

From: Ellen Doughty <[memberplus@sdrma.org](mailto:memberplus@sdrma.org)>  
Subject: Change in Special Events Liability Coverage Program  
To: <[csdclerk@gmail.com](mailto:csdclerk@gmail.com)>

Member  
Notifications

SDRMA  
Special Districts Regional  
Mutual Alliance

---

## **Change in Special Events Liability Coverage Program**

SDRMA *MemberPlus* Services include access to a Special Events Liability Coverage Program. This program is available to all SDRMA members, offering coverage to constituents that rent out member facilities. SDRMA is now partnering with Alliant Insurance Services, Inc. to provide Special Events Liability coverage to SDRMA members.

If your agency has used the Special Events Liability Coverage Program (SELIP) serviced by Merriwether & Williams Ins. in the past, you will now contact Alliant Insurance Services, Inc. directly for your special events coverage needs.


If your agency rents or allows constituents or groups to conduct business or activities on your property, risk control best practices suggest that the renter/user provide proof of coverage and name your agency as an additional insured for their event/activity. If they do not have insurance coverage for their event/activity, they can obtain coverage through our property coverage provider Alliant Insurance Services, Inc.


The Alliant Special Events Liability Coverage Program is divided into three sections;


- Tenant/User is for individuals or groups that rent Entity facilities
- Instructor is for instructors who contract with the Entity to teach classes
- The nominee program is for Entity sponsored events.

The Program information and enrollment instructions can be found in [MemberPlus™](#) under the **REPORTS/FORMS/ARCHIVES**, in the MISC FORMS section. If you have any questions, please contact Member Services at [memberplus@sdrma.org](mailto:memberplus@sdrma.org) or 800-537-7790.

---

  
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## Advocacy News

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### CSDA-Sponsored AB 557 (Hart) Signed into Law



By Kristin Withrow posted 7 days ago

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By @Marcus Detwiler

On October 8, Governor Newsom signed [Assembly Bill 557 \(Hart\)](#) into law, a bill sponsored by CSDA related to the Ralph M. Brown Act (the Brown Act) and emergency remote meeting procedures.

AB 557 builds on the success of [Assembly Bill 361 \(R. Rivas, 2021\)](#), an earlier bill also sponsored by CSDA that was widely used by public agencies during the height of the COVID-19 pandemic and other emergencies. AB 361 allowed local agencies to meet remotely during certain states of emergency using revised Brown Act meeting procedures; while this made it possible to conduct the people's business during emergency situations, the authority provided by AB 361 was set to expire at the end of 2023 due to the inclusion of a sunset date in the original legislation. In light of this sunset date, CSDA and other local government stakeholders sponsored AB 557, which struck the sunset date from the emergency remote meeting procedures, thereby extending them indefinitely. Following the passage of the earlier bill, AB 361, CSDA had heard from some of its members and other public agencies that the 30-day renewal process involved in the AB 361 framework was too cumbersome, as some agencies with fixed meeting schedules had times throughout the calendar year when greater than 30 days would elapse between each public meeting. AB 557 remedies this by changing the 30-day duration of AB 361 resolutions to 45 days, providing agencies with an additional two weeks before it will be necessary for the agency to renew its resolution under the AB 361 process in order to continue meeting remotely under the modified Brown Act procedures.

CSDA was joined by the California State Association of Counties, the League of California Cities, and the California School Boards Association in sponsoring AB 557. Each of these local government stakeholder associations had members affected by the operation of the emergency remote meeting procedures, meaning each had reason to support the bill. By coming together to support AB 557, the bill had clear and obvious local

government support. Additionally, the bill's author, Assembly Member Gregg Hart (D-Santa Barbara), was previously a county supervisor for Santa Barbara County and a council member for the City of Santa Barbara. In Assembly Member Hart's capacity as a county supervisor, he played a vital role in navigating the county's response to the COVID-19 pandemic, meaning he was exceptionally well-versed in the specifics of local government emergency response and well-suited to author the bill.

AB 557 managed to pass through the Legislature without a single "no" vote, though it was not without some trial and tribulation. Confusion about some specific wording in the portion of the California Government Code section that the bill was amending ultimately was resolved by striking all references to "social distancing" within the bill's text, though that change did not meaningfully affect the operation of the underlying emergency remote meeting procedures. Adding some further drama to the process was the fact that a slew of other bills seeking to amend the Brown Act, also in relation to remote meetings, were introduced this year. That there were bills that intended to amend the same California Government Code section meant that AB 557 would be caught up in the double-jointing process, in order to avoid a situation where AB 557 or another Brown Act bill would be unintentionally chaptered-out and nullified. It also necessitated educating stakeholders that AB 557 was distinct and unique from the other bills.

Nevertheless, AB 557 managed to overcome the obstacles in order to make its way to the Governor's desk, where it managed to get Newsom's signature and become law. The volume of support from CSDA members – stretching to multiple pages in committee analyses – made clear just how important this legislation was, and proved instrumental in the bill's passage. CSDA will continue to advocate on behalf of its members on this and related matters.

#BrownAct

#COVID-19

#AdvocacyNews

#FeatureNews

0 comments

110 views

## Permalink

<https://www.csdanet.org/blogs/kristin-withrow1/2023/10/09/csdanet-sponsored-ab-557-hart-signed-into-law>



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### CALIFORNIA SPECIAL DISTRICTS ALLIANCE



### SPECIAL DISTRICT LEADERSHIP FOUNDATION

### DISTRICTS MAKE THE DIFFERENCE



Linda Stone

---

**Subject:** FW: Your Network News, Updates, and New Take Action Brief are Here!

From: Dane Wadle <[danew@csla.net](mailto:danew@csla.net)>

Date: Wed, Oct 4, 2023 at 10:12 AM

Subject: Your Network News, Updates, and New Take Action Brief are Here!

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



## Network News



Greetings to everyone in the network,

CSDA has some exciting opportunities coming up that you won't want to miss:

Our Take Action Brief for September/October includes details on our one-day training event, "*Working with the Media*" on November 2.

We have updated information on the \$1 billion **Community Wildfire Defense Grant** program and how you can apply. Note: The application window opens October 31. There are things you need to know now to be ready when the window opens!

[See the October Take Action Brief Here](#)

**Thank You for ACA 13 Advocacy**

I want to recognize the work of many districts over the past month to support CSDA's advocacy efforts in support of ACA 13. Facing a short time frame to act, the following Sierra Network districts responded with phone calls and/or letters to state legislators to secure passage of ACA 13.

Thank you specifically to: Arcade Creek Recreation and Park District; Arden Park Recreation and Park District; Bear Valley Water District; Cosumnes Community Services District; El Dorado Irrigation District; Fulton-El Camino Recreation and Park District; Groveland Community Services District; Mammoth Community Water District; Nevada County Consolidated Fire District; Olympic Valley Public Service District; Rio Linda-Elverta Recreation and Park District; Sacramento Metropolitan Fire District; Sacramento Suburban Water District; San Joaquin County Mosquito and Vector Control District; South Placer Fire District; South San Joaquin Irrigation District; Strawberry Fire Protection District; Tahoe City Public Utility District; Truckee Sanitary District; and Twain Harte Community Services District.

### **Request: Complete Sierra Network Chapter Survey**

Each year, I survey CSDA's Sierra Network Chapters. This survey is designed to review my performance as your Field Coordinator for the current year and provide an opportunity for districts to make recommendations for the upcoming year. It will only take a few minutes, I promise!

[Please Complete the 2023 Survey Here](#)

### **Register for Special Districts Recognition Act Call**

The National Special Districts Coalition (NSDC) is hosting a briefing call on the Special Districts Recognition Act this **Thursday, October 5, at 11:00 a.m.** CSDA is a founding member of NSDC.

The Recognition Act is priority legislation for special districts. The bill would federally codify a definition for "special district," which is intended to benefit our mutual special district members with greater opportunities for future inclusion in federal programs for local governments. Additional information will be provided on the call.

[Register for the Special District Recognition Call](#)

## **Sierra Network News**

### **Local Legislator Ribbon-Cutting on October 5**

State Senator Marie Alvarado-Gil is hosting a ribbon-cutting for her El Dorado Hills Office location on October 5. The office will host an open house from 12:00 - 3:00 p.m. with the ribbon cutting occurring from 3:00 -5:00 p.m.

Senator Alvarado-Gil represents most of the Sierra Network in the state Senate. As your CSDA Field Coordinator, I will attend to represent the Association and special districts. Additional details about the event and how to RSVP are available [HERE](#).

[See Flyer](#)

### **Recap of Recent Federal Legislative Office Meetings**

I organized two meetings with local federal legislative offices recently to highlight special districts federal priorities.

On September 20, I met with Representative Tom McClintock's district staff to highlight the Special District Recognition Act and the need for federal funding for water infrastructure for firefighting purposes.

On September 25, I attended a district roundtable with Congressman Kevin Kiley and his staff. Representatives from the Placer County Water Agency and the South Placer Fire Protection District highlighted their local issues for the Congressman. I concluded with a recap of special districts' federal priorities.

I am scheduling additional meetings before the end of 2023 and will provide updates when available.

### **Upcoming Sierra Network Chapter Meetings**

The Tuolumne County Special Districts Association will meet on **October 9 from 2:00 - 4:00 p.m.** at the Tuolumne County Board of Supervisors Chambers (County Administration Center, 4th Floor, 2. Green Street, Sonora).

The Stanislaus-San Joaquin Bi-County Chapter will meet on **November 16 from 9:30 - 11:00 a.m.** at the Modesto Irrigation District office (1231 11th Street, Modesto).

Please watch the [Chapter pages](#) for additional meeting updates.

[Visit Chapter Pages](#)

### **Opportunity: Share Your Knowledge with Special District Leaders**

It's your time to shine! CSDA is looking for the best and brightest in presentation proposals to help special district leaders excel in their communities. Submit your presentation ideas for any or all of our conferences scheduled in 2024. Preference is given to proposals that incorporate a special district perspective, presenter, and/or case studies. Presentations should be educational and not focused on sales or specific products. Submission deadline is Friday, December 1.

Pitch Us Your Idea



## New! Recommended Reading List

Check out some of CSDA's favorite books, recommended by special district leaders statewide. This list has something for everyone: governance training, leadership advice, CSDA publications, and even our upcoming book club selections!

List of Favorites

Best Regards,

**Dane Wadle**

*Senior Public Affairs Field Coordinator*

California Special Districts Association

Sierra Network

[danew@csda.net](mailto:danew@csda.net)

916-947-6432 cell

[www.csda.net](http://www.csda.net)



California Special Districts Association  
1112 I Street, Suite 200, Sacramento CA, 95814  
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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

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10833

INSURER B : United Financial Casualty Company

11770

INSURER C : Zenith Insurance Company

13269

INSURER D :

INSURER E :

INSURER F :

License#: 0757776  
CAPRENV-01

INSURED  
Capra Environmental Services, Corp.  
11171 Sun Center Dr., Ste. 200B  
Rancho Cordova CA 95670

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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
A	<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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	VIGP024714	9/7/2023	9/7/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 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 \$
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		04373864	9/8/2023	3/8/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		VIFX002300	9/7/2023	9/7/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
C	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 <input type="checkbox"/> N/A	Z134575107	10/21/2023	10/21/2024	<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)

\*(\$5,000 deductible per occurrence applies to General Liability. Excess Liability is Following Form over the General Liability and Workers' Compensation.)

RE: Work performed by the named insured under written contract for the certificate holder.

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

Forms: CG2010 0413, CG2037 0413

## 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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Policy Number: VIGP024714  
Insured Name: Capra Environmental Services Corp

CG 20 37 04 13

Effective Date: 09/07/2023

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES OR  
CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

Commercial General Liability Coverage Part

SCHEDULE	
Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
Any person or organization when you have agreed in a written and executed contract, prior to an "occurrence", that such person or organization be added as an additional insured on your policy.	All locations and completed operations for which you have agreed in a written and executed contract prior to an "occurrence."
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**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" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

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 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.

Policy Number: VIGP024714  
Insured Name: Capra Environmental Services Corp

CG 20 10 04 13

Effective Date: 09/07/2023

**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

SCHEDULE	
Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Any person or organization when you have agreed in a written and executed contract prior to an "occurrence", that such person or organization be added as an additional insured on your policy.	All locations for which you have agreed in a written and executed contract prior to an "occurrence."
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**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.

## Linda Stone

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

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

From: **Sara Mares** <[smares@nbsgov.com](mailto: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](mailto:csdclerk@gmail.com)>, Danielle Wood <[dwood@nbsgov.com](mailto: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](mailto:smares@nbsgov.com)

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

**From:** csd clerk <[csdclerk@gmail.com](mailto:csdclerk@gmail.com)>

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

**To:** Sara Mares <[smares@nbsgov.com](mailto:smares@nbsgov.com)>; Danielle Wood <[dwood@nbsgov.com](mailto: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](http://www.nbsgov.com)

August 24, 2023

Linda Stone  
Board Clerk  
Rolling Hills Community Services District  
*Submitted electronically via [csdclerk@gmail.com](mailto: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](mailto:smares@nbsgov.com).

Sincerely,

  
Sara Mares  
Director

## **SCOPE OF SERVICES**

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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](mailto: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.

Stonebriar Park

