

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

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

The special meeting of the Rolling Hills CSD held on October 19, 2023, was called to order at 6:00 pm by President Brenda Collette. The meeting was held at 3098 Montrose Way, El Dorado Hills, CA. In addition to President Collette, Director Adam Olson was present at the meeting location and Director Gordon Fawkes was present via Zoom. A quorum of the Board was physically present at the meeting location. Also present at the meeting location were General Manager Mark Magee, Board Clerk Linda Stone, and one resident of the District.

**2. Teleconference Participation Due to Emergency Circumstance.**

In accordance with a Board member's request to participate in the meeting by teleconference, the posted Agenda included a listing of the means by which the public may access the meeting and offer public comment. President Collette made a motion to approve Director Fawkes' teleconference participation using both audio and visual due an emergency circumstance. The motion was seconded by Director Fawkes. During discussion, he advised the Board generally of his emergency circumstance and disclosed that no other individuals over the age of 18 or otherwise were present in the room at the remote location with him. The Clerk took a roll call vote; the motion carried as follows:

AYES: Collette, Olson, and Fawkes

NOES: None

ABSENT: None

ABSTAIN: None

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

None.

**4. General Manager Monthly Report**

Mark Magee presented an oral and written report dated October 11 about activities over the last month, copy attached. In addition to the listed items, staff will check on the supply of Parking Citations forms. Director Fawkes suggested they may have been stored by the prior GM in the storage unit. As requested by the Board, included in the GM Report is a spreadsheet showing the adopted budget for FY24 and the expenditures made to date by expense category.

**5. Consent Items**

Consent items including a. Minutes of the regular meeting held on September 19, 2023; b. the month-end financial reports for September 2023 prepared by the County Auditor-Controller's office; and c. correspondence including an 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, and Capra Environmental Services, Corp Certificate of Insurance 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

## 6. Old Business

**a. Revenue Options; Need for Increased Revenue for Future Sustainability.** The Board was provided additional information to address questions raised by Director Adam Olson as to the anticipated time and schedule to complete the scope of services, more detailed information about the estimated fees for the work, and once a recommendation is made as to the funding options which appear most viable, the next steps of the process and a general estimate for those costs. The Secretary advised that she spoke with all of the references listed in the NBS proposal had received only positive feedback. Comments included for example that NBS offered creative ideas for a parcel tax based on different criteria applicable to different parcels. All agreed that the polling was extremely important and helped shape the final requests presented to the voters. The polling was conducted by a subcontractor of NBS and not included in its proposal for that phase, a cost factor to keep in mind, but that the polling made the difference in the successful ballot outcome. In light of the information received, Director Adam Olson made a motion to approve an expenditure of not to exceed \$12,500 from the approved budget for the cost of the Revenue Options Analysis with NBS Consulting and execute documents necessary to carry out the work. The motion was seconded by President Collette. The Clerk took a roll call vote; the motion carried as follows:

AYES: Collette, Olson, and Fawkes

NOES: None

ABSENT: None

ABSTAIN: None

Director Adam Olson made a subsequent motion to rescind the motion approved on September 19, 2023, for an updated Reserve Study as the services from NBS Consulting encompass those services and there is no need for a separate study. The motion was seconded by President Collette. The Clerk took a roll call vote; the motion carried as follows:

AYES: Collette, Olson, and Fawkes

NOES: None

ABSENT: None

ABSTAIN: None

### **b. Culvert Maintenance.**

President Collette presented this item and said that it is clear many of the District's culverts need to be cleared out, and a representative of Fish & Wildlife has confirmed that fact. The Board discussed various locations needing work, including the area near the Stonebriar entrance, the beaver issue, and culverts parallel to Haddington. All Board members agreed that the District needs to proceed with obtaining the permit to take care of the beaver and potential flooding issue. Secondly, the Board asked that the GM talk with the Department of Transportation about clean-out of the right of way/easement areas. And, simultaneously, talk further with the landscape provider about its intentions for some of this work. The status of culvert maintenance will be followed-up at the next Board meeting.

## 7. New Business

### **a. Irrigation Work Along White Rock Road.**

General Manager Mark Magee provided an update about the irrigation issues along White Rock Road sidewalks, the potential slippery condition it is creating (as demonstrated in the photographs included with the GM Report), and the specific locations for the valve maintenance needed. Director Adam Olson made a motion to approve an expenditure of funds from the approved budget for not to exceed \$2,000

for replacement and maintenance at four valve locations along White Rock Road. The motion was seconded by President Collette. The Clerk took a roll call vote; the motion carried as follows:

AYES: Collette, Olson, and Fawkes

NOES: None

ABSENT: None

ABSTAIN: None

**b. Date and Location for November 21, 2023 Board Meeting.**

As a result of scheduling conflicts the week of Thanksgiving and the unavailability of the Raley's Market Gather Room on November 21, the Board discussed a revision to its regular Board meeting schedule for November. President Collette made a motion to change the regular meeting date from November 21 to November 14, starting at 7:00 p.m., to be held at the Raley's Gather Room if available, and if not available, held at her home. The motion was seconded by Director Olson. The Clerk took a roll call vote; the motion carried as follows:

AYES: Collette, Olson, and Fawkes

NOES: None

ABSENT: None

ABSTAIN: None

**c. Dead Trees Within the District.**

The issue of dead trees throughout the District was discussed. Some information was provided by a resident who would like to see the trees removed. The resident obtained a bid from her landscape provider who quoted prices for cutting off flat, pulling out, or chipping the stump. It was noted that the District as a public agency is bound by different rules for maintenance services than which apply to individual residents. The areas discussed included three trees at the Stonebriar entrance where the gate was damaged, five trees up against the pumphouse, a tree in Stonebriar Park, any many trees along Dunnwood Drive. Director Olson said he would like the GM to take the lead on this project, mapping the dead trees, numbering them, and obtaining bids for the work. He commented that in his opinion the Board with its limited budget needs to focus on safety issues, rather than beautification. For example, the potential for falling trees or branches is more important than an unsightly tree. President Collette made a motion to approve \$100 from the approved budget to remove the dead tree in Stonebriar Park. The motion failed to get a second. This issue will be placed on the next Board meeting agenda for follow-up.

A suggestion for a Community Beatification Day to get residents involved was mentioned.

**8. Adjournment.** Upon motion and second, President Collette adjourned the meeting at 7:00 pm.

Submitted by:

/s/

Linda Stone, Board Clerk/Secretary

Approved by Board: November 14, 2023

- 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.





