



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

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**Date:** August 20, 2024

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

**Location:** El Dorado Hills Fire Department Conference Room, Station 85,  
1050 Wilson Blvd., El Dorado Hills, CA 95762

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*The Board may act on any of the items listed on this Agenda regardless of whether the matter appears on the Consent Calendar or is described as an action item, a report, a discussion item, or an information item.*

*In compliance with the Americans with Disabilities Act, a person with a disability who requires a modification or accommodation in order to participate in the public meeting may contact the District at (916) 235-8671 or [GenMgr@RollingHillsCSD.org](mailto:GenMgr@RollingHillsCSD.org). Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.*

**1. Call to Order/Announcements**

Pledge of Allegiance, Roll Call

**2. Public Comment - Items Not on Agenda**

*At this time, members of the public may address the Board of Directors regarding any item within the subject matter jurisdiction of the Board, not set forth as an agenda item. No action may be taken on items raised during Public Comment as they are not on the agenda. Issues presented in Public comments may be referred to staff or scheduled on a future board agenda. Please limit your comments to three minutes or less. The public comment portion of the meeting will not exceed 15 minutes. In addition, members of the public may address the Board of Directors regarding an agenda item after that item has been called but before the Board entertains its discussion of the item. Please limit your comments to three minutes or less.*

**3. Monthly Reports**

- a. General Manager Report
- b. District Budget Report – Updated monthly to supplement County financial reports

**4. Consent Items**

*All items on the Consent Calendar are considered routine and will be approved without discussion by a single roll call vote. Any Board Member or member of the public may remove any item from the Consent Calendar. If an item is removed, it will be discussed separately following approval of the remainder of the Consent Calendar. Any Board Member may abstain from one or more items on the Consent Calendar.*



- a. Approve and file Minutes of the regular meeting held on July 16, 2024
- b. Correspondence accept and file:
  - El Dorado Hills Fire Department Final Notice to Abate Fire Hazard and Destroy Weeds
  - PG&E Customer Service Notice re Prepare for Potential Power Outages
  - SDRMA Notice 2025-26 Renewal Questionnaire Available with Credit Incentive
  - Association Reserves-Communicating Reserve Study Results to Homeowners
  - Certificate of Liability Insurance for Bailey Tree Company, Inc.
  - County of El Dorado Auditor Controller Letter re 2024/25 Direct Charge Levy Enrollment Confirmation-Submitted Direct Charge levies processed successfully for 2024-25 secured tax roll
  - SMDRA confirmation 2025-26 Renewal Questionnaire submitted
  - Email re Fraud Purchase from Amazon

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

## 5. Old Business

### a. Folsom Heights Development Project

- (1) Update the Board regarding any new information received regarding the project in light of Folsom Planning Commission meeting planned for August 28, 2024, to consider removal of Conditions no. 174 and 182 for Project (*Discussion Item*)
- (2) Board to consider Right of Entry and Use Agreement proposed by Elliott Homes regarding upgrade of the existing Sewer Lift Station. (*Discussion/Possible Action Item*)

### b. Revenue Options; Need for Increased Revenue for Future Sustainability – NBS Consulting presentation of proposed final Revenue Modeling Scenarios Memo for Board consideration; discussion of next steps for project, need for a Five-Year Improvement Plan and consideration of approval of invoices for service rendered to date. (*Discussion/Possible Action Item*)

## 6. New Business

- a. **Future Need for Zoom Services** – Board Member requested discussion of whether the Board sees a need for Zoom services in the future. Cost consideration is annual fee of \$159.90. (*Discussion/Possible Action Item*)

## 7. Adjournment

Item 3.a  
8/20/24

General Manager Report for ~~July~~ <sup>August</sup> Meeting

08/15/2024

- Parks
  - Stonebriar Park watering on nights only.
  - New wire replaced to 3 valves at Stonebriar Park.
  - Water build up in culverts by Prima Dr. and Stonebriar exit has been released.
  - Need to remove tree branches by lift station and Prima.
  - Need to replace 1 valve at Stonebriar Park.
  - More irrigation leaks reported. Spent 2 hours fixing.
  -
  
- Vender Working Along Stonebriar
  - Comcast working along Stonebriar Dr. Replacing 5G with 10G for our neighborhood.
  
- Fire Department Notice, Abatement
  - Met with Fire Dept, Alec Dietrich and went over areas of concern.
  - Goats returned and did a re-clearing.
  - Alec gave us the all clear till next year, but agreed culverts need work.
  - Alec gave me a website to look at for Abatement Grants.
  -

Item 3.b.  
3/20/24

ROLLING HILLS CSD	Final Budget FY2025 Adopted 6/18/2024	8/01/24 Voucher	8/16/24 Voucher	Expense Totals To Date
<b>Revenues</b>				
Property Taxes	\$ 114,000.00			
Interest	\$ 7,300.00			
Special Assessment	\$ 78,700.00			
Subtotal	\$ 200,000.00			
Various Other	\$ -			
<b>Revenue Income</b>	<b>\$ 200,000.00</b>			
Transfer From Reserve Fund Balance	\$ -			
<b>Total Revenue</b>	<b>\$ 200,000.00</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	5,686.15		5,686.15
4183 Maint. Grounds	\$ 10,000.00			
4185 Maint. Parks	\$ 84,000.00	6,895.00	6,895.00	13,790.00
4189 Maint. Water System	\$ 7,000.00	870.00		870.00
4190 Maint. Drainage	\$ 20,000.00			
4191 Maint. Roads	\$ -			
4192 Maint. Lighting	\$ 400.00			
4197 Bldg. Supplies	\$ 100.00			
4220 Memberships	\$ 1,500.00			
4240 Misc. Expense - Contingency	\$ 100.00			
4260 Office Expense	\$ 250.00			
4261 Postage	\$ 600.00		4.89	489.00
4266 Printing Services	\$ 1,000.00		421.51	421.51
4267 On-Line Subscriptions	\$ 550.00			
4300 Prof. Services	\$ 23,580.00			
General Manager			540.00	540.00
Clerk/Secretary			840.00	840.00
Website Security Services				
4304 Admin Fee Agency	\$ 325.00			
4305 Accounting serv.	\$ 3,000.00			
4313 Legal Services	\$ 6,500.00			
4345 Director Services	\$ 5,625.00	375.00		375.00
4400 Publication Not.	\$ 500.00			
4420 Rent/Lease Exp.	\$ 2,600.00			
4440 Rent Bldgs.	\$ 455.00			
4505 Educa. Training	\$ -			
4602 Private Auto	\$ 250.00			
4620 (4700) Utilities	\$ 25,000.00			
Power - PG&E			614.00	614.00
Water - EID				
<b>Subtotal Routine O&amp;M</b>	<b>\$ 200,000.00</b>	13,826.15	9,315.40	23,625.66
<b>Special Projects</b>				
<b>Fixed Assets</b>				
6020 Bldg. Improvements	\$ -			
<b>Total Expenditures</b>	<b>\$ 200,000.00</b>	13,826.15	9,315.40	23,625.66

**ROLLING HILLS COMMUNITY SERVICES DISTRICT  
MINUTES OF JULY 16, 2024 MEETING OF THE BOARD OF DIRECTORS**

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

The meeting of the Rolling Hills CSD held on July 16, 2024, was called to order at 7:03 pm by President Brenda Collette. The in-person meeting was held at the El Dorado Hills Fire Station No. 85 Conference Room, 1050 Wilson Blvd., El Dorado Hills, CA. In addition to President Collette, Directors Adam Olson, Gordon Fawkes, Bill Grava, and David Gagetta were present at roll call. Also present were General Manager Mark Magee, Clerk Linda Stone, and two members of the public.

**2. Public Comment (Items not on the agenda).** None.

**3. Monthly Reports**

**a. General Manager Report.** The General Manager reported that two boats, one RV, and one trailer illegally parked were removed. He also reported that a Spring Meadows resident has requested that the District install plantings at the entrance to the neighborhood. The Board requested that this item be placed on the next agenda for discussion. Discussion was had about a realty sign placed near the entrance to the HOA area and whether that falls under the District's sign prohibition policy.

**b. District Budget Report.** The Clerk presented a written updated monthly report to supplement the financial reports for fiscal year 2024 prepared by the County, a copy of which was included in the meeting materials.

**4. Consent Items.** The draft Minutes of the June 18, 2024 regular meeting and updated District map were considered. Director Adam Olson moved to approve and accept/file the Consent items; Director Gordon Fawkes seconded. A roll call vote was taken; the motion carried as follows:

AYES: Collette, Olson, Fawkes, Grava and Gagetta

NOES: None

ABSENT: None

ABSTAIN: None

**Old Business**

**5.a. Folsom Heights Development Project.** The Board was advised that the Folsom Planning Commission will meet on August 28 and discuss the Folsom Heights development project. Resident Tim Haley updated the Board that since the meeting in June, proposed amendments to the Folsom Heights plan have been submitted to remove conditions no. 174 and 182 because apparently the El Dorado Hills Fire Department and Folsom Fire Department met and agreed that an EVA only road is no longer needed. Mr. Haley said Folsom Planner Josh Kincaid will write the staff report for the meeting and that things appear to be moving in the right direction. He urged people to attend the Folsom Planning Commission meeting to ensure this is the fact. During discussion, Stephanie Haley questioned what will happen to the gates? Bill Grava said he will check into the current status in light of the Planning Commission meeting. All present agreed one of the Board members should be present at the August 28 meeting. Directors Olson and Grava will be out of town, but Director Gagetta said he can attend and President Collette may also be available.

**5.b. Revenue Options; Need for Increased Revenue for Future Sustainability.** The final draft report was discussed which included some edits requested by the Board. Director Olson noted it does not include a five-year Capital Improvement Plan. NBS Consulting advised that task was not included in the agreed upon scope of work. The Board's discussion revisited potential increase using either a special tax, special assessment, adding the distinctions among neighborhood, or combination of mechanisms. Director Olson asked that NBS participate in the August board meeting to present its final report. At that time, NBS should also be prepared to answer questions about the invoice amounts and hours worked on the project.

**New Business**

**6.a. Conflict of Interest Code Review for 2024.** The Clerk presented this item noting that every local special district is required to review its conflict of interest code every even-numbered year. The District's Code is more than five years old so review is necessary. Director Olson reviewed the 2024 Local Agency Biennial Notice and the District's Code. The Board proceeded to discussion. Director Olson noted his opinion that no amendment is required in 2024. Director Olson moved that the Board confirm no amendment is required and authorize execution of the 2024 Local Agency Biennial Notice. The motion was seconded by Director David Gagetta. A roll call vote was taken; the motion carried as follows:

AYES: Collette, Olson, Fawkes, Grava and Gagetta

NOES: None

ABSENT: None

ABSTAIN: None

Vice President Adam Olson executed the 2024 Local Agency Biennial Notice and directed the Clerk to submit the form to the El Dorado County Registrar of Voters office before the August 9, 2024, deadline.

**6.b. Overgrown Tree Branches.** General Manager Mark Magee presented the issue submitted by a resident about overgrown tree branches in the area of Stonebriar Park which are growing into the resident's yard over a fence shared with her property and the park. The cost estimated for tree trimming at the area in Stonebriar Park is \$400. The Board discussed this request, noting it is not a claimed fire hazard, as was the case in a prior situation. Director Gordon Fawkes made a motion that the District landscaper shall remove the vegetation and branches overhanging the north hedge row of 1109 Berkshire and remove the accumulated debris from the ground at a cost not to exceed \$400. President Brenda Collette seconded the motion. During discussion, the General manager was asked to prepare a list of priority needs for the District as a whole. A roll call vote was taken; as follows. The motion **failed**.

AYES: Collette and Fawkes

NOES: Olson, Grava, and Gagetta

ABSENT: None

ABSTAIN: None

**6.c. Irrigation Maintenance.**

General Manager Mark Magee briefed the Board about irrigation issues and costs to repair or replace including: (1) three valves in Stonebriar Park between the baseball diamond and play equipment that are not working due to broken wires - cost \$1,800; (2) six valves in Stonebriar Park that are leaking – cost \$3,000; and (3) five valves along White Rock Road that are leading – cost \$2,500. Director Adam Olson repeated his request that the General Manage prepare a map of the District's valves so the repair, replacement, and maintenance of various valves can be tracked. After discussion, Director Bill Grava made a motion to approve expenditure of not to exceed \$1,800 to fix the wiring for the three valves in Stonebriar Park between the baseball diamond and play equipment and get them operational; motion second by Director David Gagetta. A roll call vote was taken; the motion carried as follows:

AYES: Collette, Fawkes, Grava and **Gagetta**

NOES: None

ABSENT: None

ABSTAIN: Olson

**7. Adjournment.** Upon motion and second, the President adjourned the meeting at 8:56 p.m.

Submitted by:

Linda Stone, Clerk

Approved by Board:

Revised 8/3/24



# EL DORADO HILLS FIRE DEPARTMENT

*"Serving the Communities of El Dorado Hills, Rescue and Latrobe"*

## FINAL NOTICE TO ABATE FIRE HAZARD AND DESTROY WEEDS

APN: 117220063  
SPRINGFIELD MEADOWS CSD  
P.O. BOX 5266  
EL DORADO HILLS CA 95762

Dear Property Owner(s):

APN: 117260060  
SPRINGFIELD MEADOWS CSD  
P.O. BOX 5266  
EL DORADO HILLS CA 95762

APN: 117260061  
SPRINGFIELD MEADOWS CSD  
P.O. BOX 5266  
EL DORADO HILLS CA 95762

APN: 117150010  
SPRINGFIELD MEADOWS CSD  
P.O. BOX 5266  
EL DORADO HILLS CA 95762

Notice is hereby given that on the 25<sup>th</sup> day of April, 2023, the Governing Board of the El Dorado Hills County Water District, also known as the El Dorado Hills Fire Department, passed Ordinance 2023-01 declaring that noxious weeds or dangerous weeds pose a fire hazard and as such are considered a public nuisance. *Your unimproved parcel has been identified as a property located in the District that currently contains weeds that are considered by the Fire Department to be a fire hazard that shall be abated.* As of 7/3/24, an inspection of your property has determined that a public nuisance condition remains.

**This public nuisance is scheduled to be abated in accordance with Ordinance 2023-01 by the Fire Department no sooner than June 1, 2024 and no later than June 15, 2024, unless you contact us immediately to discuss your efforts to reduce this fire hazard concern. As a property owner you are responsible to meet the following minimum fire safe standards by no later than 7/17/24:**

- A. Parcels less than one acre:** Total abatement of the parcel is required.
  1. All dry grass and other weeds shall be removed or cut to a maximum height of two (2) inches.
  2. Tree limbs within six (6) feet of the ground that permit fire spread into the tree canopy and promote ember distribution shall be removed.
  3. All downed trees, branches or woody debris smaller than eight (8) inches in diameter shall be removed.
  4. Debris piles that contain combustible material that can easily support fire ignition and spread shall be removed.
  
- B. Parcels greater than one acre:** All hazardous vegetation shall be removed to provide defensible space within one hundred (100) feet from real property and twenty (20) feet along roadways.
  1. All dry grass and other weeds located within the designated defensible space zone shall be removed or cut to a maximum height of two (2) inches.



### EL DORADO HILLS FIRE - Inspection Report

#### Inspection Details

**Inspection Number:** 2024070104154

**Inspection Date:** 07/01/2024

**Inspection Type:** INSPECTION - Vacant Lot (VL)

**Inspected By:** Dietrich, Alec

**Passed (Yes / No):** No

**Violation Count:** 4

#### Location Information

**Name:** >1

**APN:** 117260060

**Street Number:** 0

**City:** El Dorado Hills

**Street Name:**

**Zip:** 95762

#### Primary Contact

**First Name** SPRINGFIELD MEADOWS  
CSD

**Work Phone**

**Last Name**  
**Email**

**Cell Phone**

#### Violations

##### Violations

Code Set	Violation Code	Days to Correct	Repaired Date
CCR Title 19	Title 19, Section 3.07	16	
CCR Title 19	Title 19, Section 3.07	16	
CCR Title 19	Title 19, Section 3.07	16	
CCR Title 19	Title 19, Section 3.07	16	

#### Signatures

##### Signatures









### EL DORADO HILLS FIRE - Inspection Report

#### Inspection Details

**Inspection Number:** 2024070104155

**Inspection Date:** 07/01/2024

**Inspection Type:** INSPECTION - Vacant Lot (VL)

**Inspected By:** Dietrich, Alec

**Passed (Yes / No):** No

**Violation Count:** 3

#### Location Information

**Name:** >1

**APN:** 117260061

**Street Number:** 0

**City:** El Dorado Hills

**Street Name:**

**Zip:** 95762

#### Primary Contact

**First Name** SPRINGFIELD MEADOWS  
CSD

**Work Phone**

**Last Name**  
**Email**

**Cell Phone**

#### Violations

##### Violations

Code Set	Violation Code	Days to Correct	Repaired Date
CCR Title 19	Title 19, Section 3.07	16	
CCR Title 19	Title 19, Section 3.07	16	
CCR Title 19	Title 19, Section 3.07	16	

#### Signatures

##### Signatures

Name	Contact/Inspector	Date	Signature
Dietrich, Alec	Inspector	07/01/2024	







### EL DORADO HILLS FIRE - Inspection Report

#### Inspection Details

**Inspection Number:** 2024070104156

**Inspection Date:** 07/01/2024

**Inspection Type:** INSPECTION - Vacant Lot (VL)

**Inspected By:** Dietrich, Alec

**Passed (Yes / No):** No

**Violation Count:** 6

#### Location Information

**Name:** 117220063

**APN:** 117220063

**Street Number:** 0

**City:** El Dorado Hills

**Street Name:** Summerfield

**Zip:** 95762

#### Primary Contact

**First Name** SPRINGFIELD MEADOWS  
CSD

**Work Phone**

**Last Name**  
**Email**

**Cell Phone**

#### Violations

#### Violations

Code Set	Violation Code	Days to Correct	Repaired Date
CCR Title 19	Title 19, Section 3.07	15	
CCR Title 19	Title 19, Section 3.07	15	
CCR Title 19	Title 19, Section 3.07	15	
CCR Title 19	Title 19, Section 3.07	15	
CCR Title 19	Title 19, Section 3.07	15	
CCR Title 19	Title 19, Section 3.07	15	

#### Signatures

#### Signatures

Name	Contact/Inspector	Date	Signature
Dietrich, Alec	Inspector	07/01/2024	









### EL DORADO HILLS FIRE - Inspection Report

#### Inspection Details

**Inspection Number:** 2024070304284

**Inspection Date:** 07/03/2024

**Inspection Type:** INSPECTION - Vacant Lot (VL)

**Inspected By:** Dietrich, Alec

**Notes:** Grass has been mitigated. Limb trees at least 6 ft off the ground to reach compliance.

**Passed (Yes / No):** No

**Violation Count:** 3

#### Location Information

**Name:** >1

**APN:** 117150010

**Street Number:** 1061

**City:** El Dorado Hills

**Street Name:** Berkshire

**Zip:** 95762

#### Primary Contact

**First Name** SPRINGFIELD MEADOWS  
CSD

**Work Phone**

**Last Name**  
**Email**

**Cell Phone**

#### Violations

##### Violations

Code Set	Violation Code	Days to Correct	Repaired Date
CCR Title 19	Title 19, Section 3.07	14	
CCR Title 19	Title 19, Section 3.07	14	
CCR Title 19	Title 19, Section 3.07	14	

#### Signatures

##### Signatures

Name	Contact/Inspector	Date	Signature
Dietrich, Alec	Inspector	07/03/2024	

**Linda Stone**

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**To:** Mail  
**Subject:** Prepare for potential power outages

From: **PG&E Customer Service** <[pgecustomerservice@notifications.pge.com](mailto:pgecustomerservice@notifications.pge.com)>  
Date: Sat, Jul 27, 2024 at 1:46 PM  
Subject: Prepare for potential power outages  
To: null null <[CSDCLERK@gmail.com](mailto:CSDCLERK@gmail.com)>



**Be prepared for power outages  
with these tips and resources**

GET MORE TIPS AND  
RESOURCES

Dear Valued Customer:

## **How can you prepare for potential power outages?**

Every day we're working hard to respond to our state's changing climate, reduce wildfire risk and make our system safer. Our crews and emergency response teams do everything they can to keep the lights on, but outages can happen at any time.

To help stay safe safe during a power outage, consider these tips:

- Keep important phone numbers, such as numbers of hospitals, fire departments, police, friends and relatives in a convenient location in case you need emergency help or other assistance.
- Have a backup plan to maintain any life support equipment.

- Keep a charged cellphone or hardwired, single-line telephone on hand. Cordless phones don't work without electricity.
- Keep a flashlight with extra, fresh batteries in a convenient place. Avoid using candles because of the fire risk. If you must light candles, use extreme caution.
- Turn off heat-producing appliances such as ovens, stovetops and irons during an outage. This practice helps eliminate fire hazards that can occur when power is restored.
- Protect sensitive electronic equipment such as televisions and computers with surge suppressors. Unplug any such equipment that is in use when the power goes out.
- Ensure that food stays cold by keeping your refrigerator and freezer doors closed. You can keep the refrigerator cold by placing ice in plastic containers inside it. A full freezer stays colder, longer.
- Keep nonperishable food that doesn't require cooking on hand. Ensure that you have a manual can opener.
- Inform us if you have a generator and avoid using it unless you're sure that it was installed safely and correctly. An incorrectly installed generator can damage your property. It can endanger you, and potentially harm our line workers who may be working on nearby power lines. Read about the safe installation of generators. [Visit Electric Generator Safety](#).

For public safety, it may be necessary for us to temporarily turn off electricity when severe weather may put you at risk of wildfires. This safety outage is called a Public Safety Power Shutoff (PSPS). [Get prepared with more PSPS tips and resources.](#)

We will attempt to contact customers in advance of a PSPS to ensure there's enough time to prepare. Make sure your email, phone number, language preference and mailing address are current in your online account. For business customers. We'll contact all phone numbers and email addresses on file. [Update your contact information.](#)

For more power outage preparedness tips and resources, [visit our Outage and Safety page.](#)

Stay safe,  
PG&E Customer Care Team

PG&E

Para assistência em mais de 240 idiomas, entre em contato com a PG&E.

240 से अधिक भाषाओं में सहायता के लिए, कृपया PG&E से संपर्क करें।

Para obtener asistencia traducida en más de 240 idiomas adicionales, por favor contacte a PG&E.

如需要超過240種語言翻譯支援，可聯絡PG&E。

Để giúp đỡ dịch bằng hơn 240 ngôn ngữ, xin vui lòng liên lạc với PG&E.

Para sa tulong sa pagsasalín sa higit sa 240 karadagan wika mangyaring makipag-ugnayan sa PG&E.

Для языковой поддержки на более 240 языках, пожалуйста, свяжитесь с PG&E.

240 개 이상의 추가 언어로 번역 된 지원을 받으려면 PG & E에 문의하십시오.

Linda Stone

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To: Mail  
Subject: FW: 2025-26 Renewal Questionnaire – Available Now!

From: SDRMA <[memberplus@sdrma.org](mailto:memberplus@sdrma.org)>  
Date: Fri, Aug 2, 2024 at 9:17 AM  
Subject: 2025-26 Renewal Questionnaire – Available Now!  
To: <[csdclerk@gmail.com](mailto:csdclerk@gmail.com)>



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MemberPlus Login

**DISTRICT DIGEST**  
YOUR SOURCE FOR IMPORTANT NEWS & INFORMATION



## 2025-26 Renewal Questionnaire

Starting August 1, 2024, members can begin filling out the 2025-26 Renewal Questionnaire (RQ). For your convenience, the RQ can be accessed through the *RENEWAL QUESTIONNAIRE* drop down via the **MemberPlus** online portal. A copy of the RQ can be viewed or printed while online, along with helpful instructions for each section. Please be sure to review the instructions carefully as some requirements may have changed from prior years. **REMINDER: the deadline to submit the 2025-26 RQ is September 16, 2024.** If an agency does not submit their completed RQ in time, they may be subject to a cap in coverage and penalty charge.

**Credit Incentive:** If your agency's RQ is completed and submitted electronically through [MemberPlus](#) by August 15, 2024, a \$75 credit will be applied on each program's 2025-26 renewal invoice. Any RQ submissions received after August 15, 2024 will be ineligible to receive the credit incentive.

Please do not hesitate to contact Member Services at [memberplus@sdrma.org](mailto:memberplus@sdrma.org) or 800.537.7790 for assistance.

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

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)



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Linda Stone  
Board Secretary  
Rolling Hills Community Services District



# COMMUNICATING RESERVE STUDY RESULTS TO HOMEOWNERS



by Robert M. Nordlund, PE, RS  
CEO/Founder  
Association Reserves, Inc.

July 2024

[www.reservestudy.com](http://www.reservestudy.com)

*Board members and managers sometimes ask us how to effectively communicate the results of their Reserve Study to homeowners, or how to “sell” the value of a Reserve Study to their homeowner members. We’ve spent decades focusing on preparing Reserve Studies for our clients, but appreciate now that boards and managers often need some help to “cross the finish line” and effectively deliver these results to their homeowners. So please see the template “open letter” we’ve created for you below. Copy it, edit it, and use it effectively at your association! It’s just part of our desire to help “improve your future”!*

As a board member, our fiduciary duty is to protect, maintain, and enhance the value of our property. This requires we responsibly care for our physical and financial assets. To accomplish this, we commissioned a Reserve Study, which identifies the current condition of our physical assets and recommends a mutli-yr Funding Plan to prepare financially for our upcoming repair and replacement projects. Since the physical condition of our association and our financial resources are in a continual state of change, we expect to follow national Best Practice by having our Reserve Study updated at least every third year.

A Reserve Study is a budget planning tool that identifies three things:

- the predictable and major repair or replacement projects a community association is responsible to accomplish,
- the status of the reserve fund,
- a stable and equitable funding plan to provide the financial resources to accomplish these anticipated projects in a timely manner.

Deterioration of our common area assets is unavoidable and expensive, but fortunately it is very predictable. Ongoing Reserve funding “pays the bill” of this ongoing deterioration, and is as real as any other bill we are responsible to pay. Thus we transfer the recommended portion of assessment income to the reserve fund each month. Ignoring this obligation unfairly shifts this predictable financial burden onto future owners who did not enjoy the full use of these common area assets. Note that Reserve funding does not create a savings account “for a rainy day”. These funds are set aside for specific projects.

Reserve Components are chosen based on national standards which require that the useful life and remaining useful life can be reasonably predicted and the cost can be reasonably estimated. Components usually include infrequent major projects like roof replacement, major painting projects, elevator modernization, roadway care, etc. that are too large to be absorbed within our annual Operating Budget.

The Reserve Study suggests a schedule for repair or replacement of the identified components. This schedule guides our spending and helps us make sure funds are available when needed, keeping our property in the best possible condition. We use the “Cash Flow Method” of Reserve Funding, which gives our Reserve Study provider the greatest flexibility to craft a multi-yr Funding Plan that is smooth, stable, and equitable for our owners.

The result for owners is that the need for special assessments is virtually eliminated, because everyone pays their fair share of the cost of ongoing deterioration each month during their years of ownership. Because funds are available when needed, owners will enjoy a great looking property throughout their entire time of ownership. And when the time comes to sell, owners should recoup the funds they have transferred to Reserves over the years because a strong Reserve Fund leads to maximized home values.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/29/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

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

PRODUCER: HUB International Insurance Services Inc. CONTACT NAME: Taylor Green. INSURER(S) AFFORDING COVERAGE: INSURER A: Indian Harbor Insurance Company, INSURER B: Insurance Company of the West.

COVERAGES CERTIFICATE NUMBER: 1262416424 REVISION NUMBER:

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

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include COMMERCIAL GENERAL LIABILITY, AUTOMOBILE LIABILITY, UMBRELLA LIAB, EXCESS LIAB, and WORKERS COMPENSATION AND EMPLOYERS' LIABILITY.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
\*(\$1,000 Property Damage deductible applies to General Liability. Per Project Aggregate applies only when required by written contract.)

RE: 1001 Berkshire, El Dorado Hills, CA.
Additional Insured: Rolling Hills Community Services District where required by written contract.
Forms: CG2001 1219, CG2010 1219, CG2037 1219, CG2503 0509, XIL436 1208

CERTIFICATE HOLDER CANCELLATION

Rolling Hills Community Services District
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 [Signature]

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
Blanket as required by written contract.	Blanket as required by written contract.
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;  
whichever is less.

This endorsement shall not increase the applicable limits of insurance.



# County of El Dorado

OFFICE OF AUDITOR-CONTROLLER

362 FAIR LANE  
PLACERVILLE, CALIFORNIA 95667  
Phone: (530) 621-6487 FAX: (530) 295-2636  
Property Tax Division (530) 621-6470, ext. 4

JOE HARN, CPA  
Auditor-Controller

TSUNG-KUEI HSU  
Assistant Auditor-Controller

Date: August 5, 2024  
To: Rolling Hills CSD  
Attn: Linda Stone, District Clerk  
Via email @ gm@rollinghillscsd.org/csdclerk@gmail.com

From: Joy Shaw, Property Tax Division  
RE: 2024/25 Direct Charge Levy Enrollment Confirmation-Reject Memo  
For Direct Charge Tax Code 64801

The District's Annual Certification of Levy and Data Transmission form dated 08/05/2024  am  
has been received and processed with the following results.  pm

- The submitted direct charge levies for the tax code processed successfully.
  - The direct charge levies for the tax code will be enrolled on the 2024/25 secured tax roll. No further action is needed from the district unless the district determines additions/deletions/changes are needed, in which case the district may submit a new data upload file for the tax code (which includes all levies for the direct charge tax code to overwrite the levies previously uploaded for the tax code) by August 12.
  - The direct charge levies will be enrolled on the 2024/25 unsecured tax roll.
- The data upload for the tax code was rejected in its entirety for one or more of the following reasons. At this time, \$0 and zero ANs are levied on the direct charge tax code. Any known errors are indicated below; however, additional errors could exist. To remedy, submit a new/corrected data upload file (with all levies for the tax code, not just the rejected levies) along with a new Annual Certification of Levy and Data Submission form for the tax code by August 12.
  - Duplicated ANs on the data upload file for the same direct charge tax code.
  - Invalid ANs. This may include invalid ANs for the current tax year which were valid last year.
  - \$0 amount(s).
  - Amount(s) not divisible into two equal installments (amount ending in odd cent).
  - Total amount on the data upload file doesn't equal the total amount as shown on the *Annual Certification of Levy and Data Submission* form. This could be for a variety of reasons including duplicated ANs with the same amount.
  - Invalid direct charge tax code.
  - AN appears to be outside of district's boundary. Please contact the Auditor if it is inside.
  - Total number of records on the data upload file doesn't equal the total number of records as shown on the *Annual Certification of Levy and Data Submission* form. This could be for a variety of reasons including duplicated ANs with the same amount.
  - Record(s) in the wrong format. Possibilities include extra spaces/headers/footers/etc.
  - Format not consistent throughout entire data upload file.
  - Unreadable record(s).
  - Other:

cc: direct charge tax code annual file

Direct Charge Enrollment Confirmation-Reject Memo, revised 5/1/2024

~~~~~

Joy Shaw

Auditor-Controller, Property Tax Division

County of El Dorado

**Linda Stone**

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**To:** Mail  
**Subject:** FW: Renewal Questionnaire Submittal for Rolling Hills CSD

From: <[memberplus@sdrma.org](mailto:memberplus@sdrma.org)>  
Date: Wed, Aug 14, 2024 at 5:49 AM  
Subject: Renewal Questionnaire Submittal for Rolling Hills CSD  
To: <[csdclerk@gmail.com](mailto:csdclerk@gmail.com)>  
Cc: <[memberplus@sdrma.org](mailto:memberplus@sdrma.org)>

Dear Linda,

Thank you for submitting your 2025-26 Renewal Questionnaire for Rolling Hills Community Services District.  
No further action is required at this time.

While your Renewal Questionnaire is being reviewed by SDRMA staff, it will not be editable. If you need to make corrections to your submitted Renewal Questionnaire, please contact SDRMA Member Services at [memberplus@sdrma.org](mailto:memberplus@sdrma.org) or by phone at 800.537.7790.

To view the Report for your Renewal Questionnaire, please click the link below.  
[Renewal Questionnaire Report](#)

Thank you,  
SDRMA Member Services

## Linda Stone

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**To:** Mail  
**Subject:** FW: Recent charges from Amazon.com

From: <[gfawkes@me.com](mailto:gfawkes@me.com)>  
Date: Thu, Aug 15, 2024, 9:49 AM  
Subject: Fwd: Recent charges from Amazon.com  
To: Linda Stone <[csdclerk@gmail.com](mailto:csdclerk@gmail.com)>  
Cc: Brenda Collette <[brendacollette@gmail.com](mailto:brendacollette@gmail.com)>

Here is the latest regarding the Fraud purchase from Amazon. I will continue to work to get us reiombrused. (spell check ?).

Begin forwarded message:

**From:** [no-reply@amazon.com](mailto:no-reply@amazon.com)  
**Subject:** Recent charges from Amazon.com  
**Date:** August 15, 2024 at 9:20:19 AM PDT  
**To:** [gfawkes@me.com](mailto:gfawkes@me.com)  
**Reply-To:** [no-reply@amazon.com](mailto:no-reply@amazon.com)

Hello,

We believe that an unauthorized party has registered an account with your Visa ending in 49. To protect your information, we have closed this account and canceled any open orders.

If the card was used without your authorization, we suggest that you contact immediately the financial institution that issued the card and cancel the card immediately. Note that we recently processed the following charges on your card:  
-- \$368.04 on 04/18/2024

We recommend that you review all recent activity on this card and report any unauthorized charges, including those mentioned above, with your financial institution. The financial institution will send you forms to formally dispute the unauthorized charges, the applicable merchants will be notified and charged back, and your account credited. You may should consider reporting this matter to the applicable law enforcement agency.

If we have any additional information, we will provide it to any law enforcement agency investigating this issue. We cannot provide you with any details about this unauthorized activity.

If this account was closed in error, please let us know by submitting the form in the following link:  
<https://account-status.amazon.com/authorize-payment-usage>

We do not know how this person got your card information because that happened away from our websites. Some techniques include using malicious software to capture a user's keystrokes and sending fraudulent emails that request account information (known as "phishing").

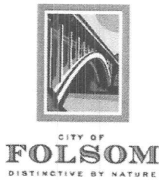
To learn more about safe online shopping, visit the "Security & Privacy" section of our Help pages.

Account Specialist

Amazon.com

<https://www.amazon.com>





## NOTICE OF PUBLIC HEARING

### CITY OF FOLSOM PLANNING COMMISSION

**DATE OF HEARING:** August 28, 2024  
**TIME OF HEARING:** 6:30 P.M.  
**PLACE OF HEARING:** City Council Chambers, 50 Natoma Street, Folsom, CA 95630

NOTICE IS HEREBY GIVEN THAT: A public hearing will be held by the Planning Commission of the City of Folsom to consider the merits of the following:

**PROJECT NAME** Folsom Heights Small-Lot Vesting Tentative Subdivision Map Amendment  
**Property Owner/Applicant:** Price Walker o/b/o Elliott Homes, Inc.  
**Project Location/APN:** Eastern Border of the Folsom Plan Area/072-3460-001 through - 023  
**Planning No.:** SUBPM24-00139  
**Staff Contact:** Josh Kinkade, Associate Planner, 916-461-6209, [jkinkade@folsom.ca.us](mailto:jkinkade@folsom.ca.us)

Entitlements: a. Small-Lot Vesting Tentative Subdivision Map Amendment

The proposed project includes an application for a Small-Lot Vesting Tentative Subdivision Map Amendment for the Folsom Heights Subdivision project proposing the removal of two conditions of approval requiring and describing an emergency vehicle access at Prima Drive from the adjacent El Dorado Hills subdivision into Folsom Heights. The site is in the SP-OS2 (Passive Open Space-Folsom Plan Area Specific Plan) zoning district and has General Plan designation of OS (Open Space). The Planning Commission will take final action unless the decision is appealed to the City Council.

**Environmental Review:** The Folsom Heights Subdivision Addendum to the Folsom Plan Area Specific Plan EIR/EIS was approved on July 25, 2017. The proposed project would not constitute substantial changes to this approved project, and therefore does not require further California Environmental Quality Act (CEQA) review under CEQA Guidelines Sections 15162(a), 15163(a) and 15164(a).

All persons interested in these matters are invited to present and submit statements orally or in writing during the public hearing. The environmental documents are available for review at, and further information may be obtained from the Community Development Department, 50 Natoma Street, during regular business hours. The Community Development Department can be reached by phone at (916) 461-6202. A staff report will be available to the public at City Hall or at [www.folsom.ca.us](http://www.folsom.ca.us) on the Thursday preceding the Public Hearing.

Pursuant to all applicable laws and regulations, including without limitation, California Government Code Section 65009 and/or California Public Resources Code Section 21177, if you wish to challenge in court any of the above decisions (regarding planning, zoning and/or environmental decisions), you may be limited to raising only those issues you or someone else raised at the public hearing(s) described in this notice/agenda, or in written correspondence delivered to the City at, or prior to, the public hearing. An appeal to the City Council from any action of the Planning Commission may be brought by any interested party within then (10) days of the Public Hearing date.

PAM JOHNS  
 COMMUNITY DEVELOPMENT DIRECTOR

Item 5.a  
8/20/24

**Linda Stone**

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**To:** Mail - Agenda Item August  
**Subject:** ROE  
**Attachments:** ROE-Use\_Agrmt\_EHI-RHCSD.pdf

From: **Price Walker** <[p.walker@elliotthomes.com](mailto:p.walker@elliotthomes.com)>

Date: Wed, Jul 24, 2024 at 9:17 AM

Subject: FW: ROE

To: Brenda Collette <[brendacollette@gmail.com](mailto:brendacollette@gmail.com)>, Mark Magee <[dmagee@farmersagent.com](mailto:dmagee@farmersagent.com)>, William Grava <[wgfly@sbcglobal.net](mailto:wgfly@sbcglobal.net)>

Cc: Price Walker <[p.walker@elliotthomes.com](mailto:p.walker@elliotthomes.com)>

Brenda, Mark , William: attached is a very simple draft agreement for your review. I decided to keep it very simple and did not include attorneys. We can do that if you so choose. Please review and provide your comments. Thank you

**Price Walker**

Vice President, Project Development

**Elliott Homes, Inc.**

[340 Palladio Parkway, Suite 521, Folsom CA 95630-8775](#)

c: (916) 600-8427 p: (916) 984-1300 x1223 | f: (916) 984-1322

[p.walker@elliotthomes.com](mailto:p.walker@elliotthomes.com) | [www.elliotthomes.com](http://www.elliotthomes.com)

From: Teresa Garcia <[T.Garcia@elliotthomes.com](mailto:T.Garcia@elliotthomes.com)>

Sent: Wednesday, July 24, 2024 9:04 AM

To: Price Walker <[p.walker@elliotthomes.com](mailto:p.walker@elliotthomes.com)>

Cc: Teresa Garcia <[T.Garcia@elliotthomes.com](mailto:T.Garcia@elliotthomes.com)>

Subject: ROE

**Teresa Garcia**

Project Development & Construction Administrator

**Elliott Homes, Inc.**

[340 Palladio Parkway, Suite 521, Folsom CA 95630](#)

p: (916) 984-1300 x1215 | f: (916) 984-1322

[t.garcia@elliotthomes.com](mailto:t.garcia@elliotthomes.com) | [www.elliotthomes.com](http://www.elliotthomes.com)

## RIGHT OF ENTRY AND USE AGREEMENT

Elliott Homes, Inc., and its contractors (“Elliott Homes”) intend to use property owned by Rolling Hills CSD (“Rolling Hills”) that is located directly adjacent to the existing Briarwood Sewer Lift Station (see attached Exhibit 1). Elliott, in coordination with the El Dorado Irrigation District (“EID”), intends to upgrade the existing Sewer Lift Station. The area owned by Rolling Hills is to be used on a temporary basis for the staging of materials during construction.

Elliott agrees to the following in exchange for use of the property as shown on Exhibit 1:

- A. Payment of Five Hundred Dollars (\$500.00) per month to Rolling Hills for the duration of the work, which will last approximately eight months.
- B. Two weeks’ notice prior to the first use of the site. The approximate start date is July 17, 2025.
- C. Fencing the entire site with slatted fencing.
- D. Gated access to the staging site.
- E. Replacement of removed shrubs and trees once work is complete.
- F. Providing pre-construction and post-construction photos indicating the site is in “better condition” after completion of work.

Agreed to:

\_\_\_\_\_  
Elliott Homes, Inc.  
Price Walker  
Vice President, Project Development

\_\_\_\_\_  
Rolling Hills CSD  
\_\_\_\_\_  
Printed Name, Title

NOTES

1. CONTRACTOR TO REMOVE SHRUBBERY AS NECESSARY FOR STAGING AREA AND REPLACE LANDSCAPING TO EXISTING CONDITION OR BETTER AT THE COMPLETION OF WORK. AS DETERMINED BY THE HOME OWNERS ASSOCIATIONS (HOA).
2. CONTRACTOR TO REMOVE AND GRIND EXISTING DEAD OR DYING TREES.
3. CONTRACTOR TO PROVIDE AND INSTALL TEMPORARY FENCING AROUND STAGING AREA THAT SCREENS VIEW FROM PUBLIC.



STAGING AREA PLAN  
NTS

## ROLLING HILLS COMMUNITY SERVICES DISTRICT MEMORANDUM

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**TO:** Linda Stone, Board Clerk/Secretary  
**FROM:** Sara Mares, Director  
**DATE:** July 11, 2024  
**SUBJECT:** Revenue Modeling Scenarios

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### Executive Summary

NBS' review and analysis finds that current revenues are insufficient to allow the Rolling Hills Community Services District (the "CSD") to continue to provide the services for which it was established at a satisfactory level.

- Current revenues allow for only very basic levels of service and do not allow for needed repairs, capital improvements or reserves.
- Approximately 40% of the CSD's revenue remains static with no annual inflator since 1987.
- Costs continue to increase with costs increasing cumulatively by approximately 158% since 1987.
- Significant repairs are required to keep the CSD's infrastructure in a safe and satisfactory condition.
- Additional revenue is required for the CSD to make needed repairs and continue to provide services to the community.
- Available revenue mechanisms are summarized in Appendix A and the recommended special tax analysis is shown below.

### Purpose

The CSD has requested a comprehensive evaluation of options to increase revenue to support the CSD's forecasted budget deficits in the near term. The CSD currently receives revenue from general property tax, a benefit assessment and some interest earnings on funds. The benefit assessment was approved in 1987 and is a fixed \$200 rate per parcel that does not have an inflator. Revenue from the benefit assessment has remained mostly static over time. Previous attempts to increase the benefit assessment have failed. Costs, however, have increased considerably over time, outpacing increases in CSD revenues. This has led to maintenance of improvements throughout the CSD being deferred, infrastructure needing repair and replacement. The CSD has "lived within its means" for many years, utilizing cost saving/avoidance strategies to maintain a balanced budget.

The CSD is empowered to provide road maintenance services, drainage, street lighting and landscaping, weed abatement, and parks and recreation services. Portions of the CSD contain privately owned roads which are maintained by a Homeowners' Association. The CSD is surrounded on three sides by the El Dorado Hills Community Services District which provides park and recreation services but not road maintenance services. The El Dorado County Local Agency Formation Commission last conducted a municipal services review of the CSD in 2018.

## Revenue Needs

The CSD responsibilities include maintenance and operation of streets and roads, bridges, open space, lighting and culverts and parks and recreation services. The CSD currently funds these activities through revenue consisting of property taxes, a benefit assessment and interest earned on funds. For fiscal year 2023/24, the CSD budgeted revenue and expenditure was approximately \$197,000. The budget currently allows the CSD to provide very basic levels of operations and maintenance with no funds going towards capital improvements or reserves.

With aging infrastructure and ongoing maintenance needs along with the increased costs of labor, services and materials, the CSD must first identify the revenue needed to sustain its mission. To help with identifying the overall revenue need, the CSD engaged Association Reserves to perform a "Full" Reserve Study in August 2018 (the "Reserve Study"). While it expired in June 2019, it is worth noting that the recommendation in the Reserve Study was to contribute \$216,000 to reserve in 2018 and make an ongoing and increasing reserve contribution over the following 30 years to arrive at a fully funded reserve. With current CSD revenues at approximately \$197,000, and no funds yet contributed to reserves, the revenue need is approximately \$220,000 initially with a 3% annual escalator. This would allow the CSD to begin building needed reserves as well as fund periodic capital replacement and needed repairs as reserves are accumulated over time. If CSD revenues are not augmented from their current level, maintenance will be deferred further, and the improvements will fall into a state of disrepair.

Bringing forward the estimated reserve expenses from the Reserve Study to begin in fiscal year 2025/26 when a parcel tax might first be collected ( ), the table below illustrates potential reserve accumulation over a 30 year term should a new parcel tax generating \$220,000 initially with a 3% annual escalator be approved by voters in November 2024:

| Revenue Need       |                          |                     |                                           |
|--------------------|--------------------------|---------------------|-------------------------------------------|
| Fiscal Year Ending | Reserve Starting Balance | Parcel Tax Revenue  | Estimated Reserve Expenses <sup>(1)</sup> |
| 2026               | \$0                      | \$220,000           | \$426,950                                 |
| 2027               | (206,950)                | 226,600             | 50,419                                    |
| 2028               | (30,769)                 | 233,398             | 59,410                                    |
| 2029               | 143,219                  | 240,400             | 315,252                                   |
| 2030               | 68,367                   | 247,612             | 46,146                                    |
| 2031               | 269,833                  | 255,040             | 41,734                                    |
| 2032               | 483,139                  | 262,692             | 163,227                                   |
| 2033               | 582,604                  | 270,572             | 245,298                                   |
| 2034               | 607,878                  | 278,689             | 595,952                                   |
| 2035               | 290,615                  | 287,050             | 107,252                                   |
| 2036               | 470,413                  | 295,662             | 675,856                                   |
| 2037               | 90,219                   | 304,531             | 60,837                                    |
| 2038               | 333,914                  | 313,667             | 109,071                                   |
| 2039               | 538,510                  | 323,077             | 73,794                                    |
| 2040               | 787,793                  | 332,770             | 597,397                                   |
| 2041               | 523,166                  | 342,753             | 142,944                                   |
| 2042               | 722,975                  | 353,035             | 143,541                                   |
| 2043               | 932,469                  | 363,626             | 1,369,384                                 |
| 2044               | (73,288)                 | 374,535             | 165,987                                   |
| 2045               | 135,260                  | 385,771             | 71,894                                    |
| 2046               | 449,137                  | 397,344             | 65,020                                    |
| 2047               | 781,462                  | 409,265             | 307,042                                   |
| 2048               | 883,685                  | 421,543             | 116,882                                   |
| 2049               | 1,188,345                | 434,189             | 132,724                                   |
| 2050               | 1,489,810                | 447,215             | 1,455,481                                 |
| 2051               | 481,544                  | 460,631             | 85,845                                    |
| 2052               | 856,330                  | 474,450             | 225,256                                   |
| 2053               | 1,105,524                | 488,684             | 203,803                                   |
| 2054               | 1,390,405                | 503,344             | 637,989                                   |
| 2055               | 1,255,760                | 518,444             | 84,836                                    |
| <b>Total</b>       |                          | <b>\$10,466,591</b> | <b>\$8,777,223</b>                        |

(1) From the "Full" Reserve Study prepare by Association Reserves. Amounts moved to begin in FY 2025/26 but have not otherwise been updated to reflect current costs of work.

### Property Data Summary

The CSD is comprised of residential subdivisions south of Highway 50 and north of White Rock Road between approximately where Carson Crossing Drive intersects White Rock Road on the southwest and slightly west of where Town Center West Way intersects White Rock Road on the southeast. Based on the latest El Dorado County Assessor’s secured roll data from July 2023, there are a total of 423 parcels within

the CSD. A summary of the parcels, their land uses, building square footage and lot square footage is shown in the table below:

| Parcel Summary            |              |                      |                  |
|---------------------------|--------------|----------------------|------------------|
| Land Use                  | # of Parcels | Building Square Foot | Lot Square Foot  |
| Single Family Residential | 395          | 1,268,825            | 6,739,434        |
| Vacant                    | 2            | 0                    | 104,543          |
| Exempt                    | 26           | 0                    | 0                |
| <b>Total</b>              | <b>423</b>   | <b>1,268,825</b>     | <b>6,843,977</b> |

The parcels classified as Exempt are parcels owned by public agencies, homeowner’s associations or are private roadways. These parcels do not typically receive a property tax bill and would not usually be taxed as part of either a parcel tax.

### Revenue Targets

According to the CSD’s Full Reserve Study completed in 2018, the CSD had \$0 in starting reserves and a recommendation was made to set annual reserve contributions at \$216,000. However, the CSD’s fiscal year 2023/24 budget shows total revenue of \$197,031.03 with no funds available to either contribute to revenue from reserves or contribute to reserves as an expenditure. Additional revenue must be generated for the CSD to continue to provide services and consider possible expenditures on deferred maintenance and infrastructure improvements as well as establishing and funding reserves.

As identified above, a new parcel tax of \$220,000 would allow for both the funding of reserves as well as the ability to address repairs and maintenance of the CSD’s aging infrastructure. Recognizing that the rate associated with the \$220,000 revenue target is likely higher than would be approved by voters, NBS evaluated revenue targets ranging from \$80,000 to \$220,000 in \$20,000 increments. Polling and/or voter surveys would help to inform what rate voters would be likely to approve at the required two-thirds threshold.

### Parcel Tax Modeling

As a community services district, the CSD is limited when it comes to structuring a parcel to a “uniform” rate, with the only allowable differential being different rates for developed and undeveloped property. With only two of the parcels being undeveloped the opportunity or usefulness of identifying a reduced rate for undeveloped property is limited. All of the parcel tax scenarios below are based on the parcel tax being applied at a uniform rate per parcel on each parcel of developed property.

#### *Flat Rate per Parcel*

One option within the uniform rate context, is to levy a flat rate per parcel. The rates that would generate revenue at the modeled revenue targets are shown in the following table:



| Flat Rate per Parcel |                 |
|----------------------|-----------------|
| Revenue Target       | Rate Per Parcel |
| \$80,000             | \$202.53        |
| 100,000              | 253.16          |
| 120,000              | 303.79          |
| 140,000              | 354.43          |
| 160,000              | 405.06          |
| 180,000              | 455.69          |
| 200,000              | 506.32          |
| 220,000              | 556.96          |

**Flat Rate per Building Square Foot**

Another option within the uniform rate context, is to levy a flat rate per building square foot. Note that two of the single family residential parcels are missing building square footage data in the data set. The average building square footage was used for those two parcels for purposes of modeling rates. The rates that would generate revenue at the modeled revenue targets are shown in the following table:

| Flat Rate per Bldg Sq Ft |                     |                        |
|--------------------------|---------------------|------------------------|
| Revenue Target           | Rate Per Bldg Sq Ft | Tax for Average Parcel |
| \$80,000                 | \$0.063             | \$202.36               |
| 100,000                  | 0.079               | \$253.75               |
| 120,000                  | 0.095               | \$305.14               |
| 140,000                  | 0.110               | \$353.32               |
| 160,000                  | 0.126               | \$404.71               |
| 180,000                  | 0.142               | \$456.10               |
| 200,000                  | 0.158               | \$507.50               |
| 220,000                  | 0.173               | \$555.68               |

The average single family building square footage in the CSD is 3,212, which was used to calculate the tax for an average parcel in the above table. The tax based on building square footage is very similar to the flat rate per parcel modeled for the average parcel, however the total tax would vary according to each parcel's building square footage.

**Flat Rate per Lot Square Foot**

A final option within the uniform rate context, is to levy a flat rate per lot square foot. The rates that would generate revenue at the modeled revenue targets are shown in the following table:

| Flat Rate per Lot Sq Ft |                    |                        |
|-------------------------|--------------------|------------------------|
| Revenue Target          | Rate Per Lot Sq Ft | Tax for Average Parcel |
| \$80,000                | \$0.012            | \$206.87               |
| 100,000                 | 0.015              | \$258.59               |
| 120,000                 | 0.018              | \$310.30               |
| 140,000                 | 0.020              | \$344.78               |
| 160,000                 | 0.023              | \$396.50               |
| 180,000                 | 0.026              | \$448.21               |
| 200,000                 | 0.029              | \$499.93               |
| 220,000                 | 0.032              | \$551.65               |

The average single family lot square footage in the CSD is 17,239, which was used to calculate the tax for an average parcel in the above table. The tax based on lot square footage is very similar to the flat rate per parcel modeled for the average parcel, however the total tax would vary according to each parcel's lot square footage.

**Bonding Capacity**

Should a parcel tax be approved that provides the CSD with additional revenue, it may be helpful to consider issuing debt, which would allow for more work to be completed more quickly. The cash infusion of bond financing means not waiting for funds to be collected each year to fund work on a pay as you go basis. With a parcel tax used as a dedicated revenue stream (either partially or fully), the CSD may issue revenue bonds. Parcel tax revenue (either a portion or all) would repay the bonded indebtedness, and bond proceeds would fund project work. While the parcel tax must be approved by a two-thirds affirmative vote, there is no additional authorization from voters required for the revenue bond, only authorization by the CSD Board.

Should the CSD wish to leverage the parcel tax revenue for capital projects by dedicating that funding to a revenue bond, the following estimated bond amounts may be realized. This analysis assumes a bond term of 30 years, an interest rate of 5.5%, annual administration costs of 5% and bond coverage of 110%. It also assumes the parcel tax revenue has a 3% annual inflator.

| Bonding Capacity |                         |
|------------------|-------------------------|
| Revenue Target   | Estimated Bond Proceeds |
| \$80,000         | \$1,100,000             |
| 100,000          | 1,500,000               |
| 120,000          | 1,900,000               |
| 140,000          | 2,300,000               |
| 160,000          | 2,700,000               |
| 180,000          | 3,100,000               |
| 200,000          | 3,500,000               |
| 220,000          | 3,900,000               |

### Recommendation

Based on all of the documentation and information we have reviewed, it is clear to NBS that the CSD must augment current revenues to continue to operate and provide the services for which it was established at a satisfactory level. Given the relatively homogenous composition of the property within the CSD, the parcel tax is the most straightforward funding tool that would allow for either funding needed work on a pay as you go basis or issuing debt to complete some larger projects in a shorter time period.

NBS recommends polling or surveying the community to better understand voters willingness to pay for the services. Doing so would inform the tax rate that has the potential to be approved by the requisite two-thirds of ballots cast in the election. The poll or survey can also be used to gather information about which work is the highest priority for the community.

## APPENDIX A

### Revenue Mechanisms Overview

In comparison to a City, the CSD has rather limited options when it comes to revenue tools. Special taxes (parcel tax and Community Facilities District), special assessments (a variety of special assessments acts are included), fees for service and standby charges for water and/or sewer service are allowable revenue raising options beyond any share of general property tax allocated to the CSD.

#### ***Special Taxes***

A special tax is a charge imposed for a specific service or improvement. The tax is calculated via a special tax formula and is levied annually for a defined period. Special taxes have the most flexibility in terms of improvements and services financed. The criteria to levy a special tax is not limited to the relative benefit it provides to property (as described below for special assessments) or taxpayers. Typically, the special tax is levied on a per parcel basis or according to a selected set of property characteristics such as parcel area, land use, building square footage or a combination of these and/or other characteristics. Special Taxes cannot be imposed on a property value basis. Publicly owned property is typically exempt. The successful establishment of a special tax requires approval of 2/3 of the registered voters voting in the election. Each voter has one vote regardless of their weighted share of the proposed special tax levy.

#### ***Special Assessments***

Special Assessments, also known as a Special Benefit Assessments, describes a family of charges levied against a parcel of land related to the proportional special benefit that is generated by the underlying public service or improvement project. By law, benefit assessments cannot be based on the value of property. Instead, each district establishes a benefit formula and each parcel in the service area is assessed according to the special benefit it receives from the services and/or improvements. The governing body of the entity levying the assessment, as well as an engineer, must make a finding of special benefit in order to validate this process. The assessment amount is limited to the proportional special benefit of the improvement or service provided to each assessed property and benefiting publicly owned property is not exempt from assessments.

Special Assessments are approved by a protest ballot proceeding. Each property owner's ballot is weighted by the amount of the assessment assigned to that owner's property. Of the property owner ballots returned, if a majority of the weighted ballots oppose the assessment, a majority protest exists, and the assessment may not be imposed.

#### ***User/Regulatory Fees***

User fees are for the use of public goods and services, while regulatory fees are those fees paid to enforce certain powers of the public agency for the public good. User fees are charges collected for a service provided or required due to the request or voluntary action of an individual/entity, while regulatory fees are those imposed to recover costs associated with a local government agency's power to govern certain activities. Examples of common types of fees include recreational classes and community sports programs. In most cases, the only legal limitation to the establishment of user and regulatory fees is that they may

not exceed the estimated and reasonable costs incurred to provide the service for which the fee is charged.

These fees represent cost recovery opportunities entirely within CSD's control. Fees can be implemented or modified upon public hearing.

***Funding Mechanism Considerations***

In order to evaluate and model a special assessment with precision, a full general and special benefit analysis must be completed, which is an involved process outside the scope of service of this engagement. However, in reviewing the general location of the improvements to be operated and maintained along with the property and land uses it is estimated that the share of total general benefit would be relatively small. Further, an assessment methodology would typically use multiple factors such as trip generation which take into account land use and proximity to improvements as examples, which is likely to result in the ultimate assessment per parcel being different for various parcels within the assessment district. CSD and other public agency owned-property, unless it is the actual improvement being operated and maintained, would also generally be subject the special assessment.

Modeling for the parcel tax and CFD would look substantially similar given the homogenous nature of the land uses within the CSD, with the exception that utilizing a CFD would allow for zones to be created wherein different rates may be charged. Modeling for the parcel tax, which is also representative of a CFD without zones, is shown below. An important consideration for the special tax is the relatively high hurdle of obtaining a yes vote from 2/3 of registered voters who vote in the election.

NBS notes that the CSD has a fee schedule posted on its agency website, however neither the budget or recent audited financial statements show revenue related to collection of fees. While this is not likely to generate a significant amount of revenue, it may be a component of an overall program to increase CSD funding.