



AGENDA
Board of Directors Special Meeting
ROLLING HILLS COMMUNITY SERVICES DISTRICT

Date: February 19, 2025

Time: 7:00 p.m.

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

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

NOTICE TO THE DISABLED AND VISUALLY OR HEARING IMPAIRED: In compliance with the Americans with Disabilities Act, a person with a disability who requires a modification or accommodation to participate in the public meeting may contact the District at (916) 235-8671 or GenMgr@RollingHillsCSD.org. Notification at least 48 hours before 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. General Manager Report on Tracking Items
- c. 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 Board of Directors meeting held on January 21, 2025
- b. File the Financial Reports for the District prepared by the El Dorado County Auditor Controller's office for the month ending January 2025
- c. Correspondence accept and file:
 - Umpqua bank statements for months ended December 2024 and January 2025
 - PGE notice re Work Done in 2024 to Prevent Wildfire Safety Outages
 - 2/10/25 CSDA Board of Directors Call for Nominations Seat B

Consent Items Pulled for Discussion: _____

5. Old Business

- a. **Grant Opportunities to Support Beaver Deterrents Recommended by California Department of Fish and Wildlife** – General Manager to present an update regarding available grant opportunities, applications, and cost estimates obtained in furtherance of District funding needs to implement the recommendations and options for beaver deterrents prepared by the California Department of Fish and Wildlife, Wildlife and Fisheries Division. The recommendations were presented at the January 2025 meeting. *(Discussion/ Possible Action Item)*

6. New Business

- a. **Capital Southeast Connector Expressway Project with Potential Impacts to Properties Within the District for a Class I Multi-Use Path Parallel to White Rock Road from East of East Bidwell Street in the City of Folsom to Stonebriar Drive in El Dorado County (the Project)** – A meeting is scheduled for February 25, 2025, at 9:15 a.m. at the entrance to Sierramonte among representatives of the Capital Southeast Connector Joint Powers Authority (JPA); Sierramonte Home Owners Association; Jamie Formico, Right of Way Manager for Dokken Engineering; and other interested parties in the District to discuss the JPA's anticipated need for acquisition of a portion of some properties adjacent to the Sierramonte development required for the Project, and to discuss expected use and development of the bike trail. The JPA, in conjunction with Sacramento County, El Dorado County, and the City of Folsom, reports that it is advancing engineering design for a Class I Multi-Use Path parallel to White Rock Road and is an initial phase of part of the Capital Southeast Connector Expressway that will widen White Rock Road from two to four lanes. *(Magee-Information and Discussion Item)*

- b. Tree Removal at Stonebriar Entrance** - Two trees are reported down at the Stonebriar entrance, one on each side of the road. The Board to consider an expenditure of funds from the approved budget for removal of the fallen trees at a cost not to exceed \$2,500. (*Magee-Discussion/Possible Action Item*)

- c. Streamline Platform Request** – Board to consider migrating the RHCS D website to the Streamline Website Hosting solution to ensure compliance, internal operations, and community outreach while providing increased security and a more user-friendly experience. If approved, the cost for the new platform would be \$210 per month, an increase of \$135 per month over the current platform hosting cost, plus a one-time initial set up fee of \$500. (*Grava-Discussion/Possible Action Item*)

- d. Annual Organizational Meeting; Selection of President and Vice President of the Board** - Board to consider and select the President and Vice President to serve through 2025. The gavel will pass to newly elected officers at the next meeting of the Board. (*Clerk-Discussion/Possible Action Item*)

7. Adjournment

February 2025 Monthly Reports will be provided
separately

**ROLLING HILLS COMMUNITY SERVICES DISTRICT
MINUTES OF JANUARY 21, 2025 MEETING OF THE BOARD OF DIRECTORS**

1. Call to Order/Roll Call.

The meeting of the Rolling Hills CSD held on January 21, 2025, was called to order at 7:00 pm by Vice President Adam Olson. The in-person meeting was held at the Stokes Music Conference Room, 5011 Golden Foothill Parkway, Suite 2, El Dorado Hills, CA. In addition to Vice President Olson, Directors Bill Grava, Gordon Fawkes, and Brenda Collette were present at roll call. Also present were General Manager Mark Magee, Clerk Linda Stone, and members of the public.

2. Public Comment (Items not on the agenda). Resident Liz Kniec reported that a truck was broken into sitting on White Rock Road near the entrance to Stonebriar and wondered who is responsible to clean up the debris. As a member of the public, Gordon Fawkes commented about the damaged mail boxes located at Stonebridge and Haddington. He has had conversations with the USPS to clarify that the mail boxes are **not** located in an HOA and that the USPS must prioritize getting it repaired or replaced.

3. Swearing in of Board Members and Oaths of Office. Three persons were appointed in lieu of election to the office of Director for the District, as confirmed by the official records on file in the office of the Registrar of Voters of El Dorado County. The Clerk of the Board administered the Oaths of Office, as follows, to: Brenda Collette for the full term of December 6, 2024, through December 1, 2028; Gordon Fawkes for the full term of December 6, 2024, through December 1, 2028; and William Grava for the full term of December 6, 2024, through December 1, 2028. The sworn Directors executed their respective Certificate of Election and Oath of Office. The Clerk will return the original documents to the Registrar of Voters.

4. Monthly Reports (item b. taken first)

b. General Manager Report. The General Manager presented his written report and spoke on the items listed, a copy of which was attached to the meeting materials.

a. GM Report on Action Items. The General Manager reported on the status of Action Items listed on a new Project Tracking Report and exchanged discussion with the Board. The written tracking report will be updated on a monthly basis.

c. District Budget Report. The Clerk presented a written updated monthly report for fiscal year 2025. There was no discussion.

5. Consent Items. The consent items including the Minutes of the regular Board of Directors meetings held on October 15, 2024, and November 17, 2024; financial reports prepared by the County Auditor-Controller's office for the months of November 2024 and December 2024; and correspondence including bank statements for the months ended September 2024, October 2024, and November 2024; Pioneer Community Energy 2023 Power Content Label required by the CPUC; 12/19/24 DMV letter confirming renewal application for Direct access information re Data Ticket processing; 1/8/2025 letter from PG&E CEO Patti Poppe; 1/15/25 PG&E Memo updates to your energy bills; and 1/14/2025 email from Jamie Formico of Dokken Engineering and attached map of bike trail to be constructed along White Rock Road in front of Sierramonte neighborhood were considered. Director Bill Grava requested that the GM contact Dokken Engineering to discuss the email received. Bill requested that he be included in the communications regarding this matter and that it be listed on the next Board meeting for discussion. Director Grava moved to accept and file the minutes, file the financial reports prepared by the County and accept and file the correspondence items; Director Gordon Fawkes seconded. A roll call vote was taken; the motion carried as follows:

AYES: Collette, Olson, Grava, and Fawkes

NOES: None

ABSENT: Gagetta

ABSTAIN: None

Old Business

6.a. Beaver Deterrents Prepared by California Department of Fish and Wildlife. Director Bill Grava discussed with the Board the meeting he and Mark Magee had with Lee A. Margadant, Environmental Scientist, Beaver Restoration Program, for the California Department of Fish & Wildlife (CDFW) and the detailed letter sent to the District following the site visit. The letter outlined the areas of concern looked at during the site visit including (1) bridge and lower wetland with the beaver dam and lodge just off Stonebriar Drive, (2) the Berkshire box culvert, and (3) the low, dammed wetland lying near the backyards of several properties before it goes subsurface beneath Prima Drive. The letter discussed possible deterrents and coexistence strategies for each situation. A copy of the letter was included in the meeting materials. The Board discussed the findings and the consensus of all present was that there is a clear path forward of how the District can proceed with mitigation processes to keep the water flowing, maintain the critical infrastructure, while finding a way to co-exist with the beavers. All agreed this will cost money. The Board assigned action items to the General Manager to follow up on the available funding opportunities listed in the CDFW report, and specifically obtain grant applications, get cost proposals to address both dams and storm drains needed to provide justification, and begin writing the applications. The Board requested this item be brought back for further discussion in February.

6.b. Meeting Locations for 2025. Due to the fact that the District does not have firm meeting locations secured for all meetings in 2025, President Collette said she has continued to look for a routine and stable location. Stokes Music offered use of its conference room for this January meeting at no cost to try out the facility. If the Board wished to utilize the conference space, the cost would be \$100 per meeting. Discussion included comments that the music recital conference area is not conducive to a public board meeting.

New Business

7.a. Shadow Hills Request for Purchase of Replacement Plants for Entrance to Development. The Board considered the request to purchase carpet roses to replace existing dead rose plants at the entrance to the Shadow Hills development in an amount not to exceed \$300 from the approved budget. After discussion, Director Olson made a motion to approve expenditure of not to exceed \$300 to purchase the plants, with the understanding that the residents will install the plants as a volunteer project; second by President Collette. A roll call vote was taken; the motion carried as follows:

AYES: Collette, Olson, Grava, and Fawkes

NOES: None

ABSENT: Gagetta

ABSTAIN: None

7.b. Replacement of Split Rail Fencing at Stonebriar Park. The General Manager acknowledged that repair of the fence is on his to do list, the cost for which should fall within his budget authority. The Board suggested the repair be done before the roses begin actively growing this season.

7.c. Data Ticket Contract Addendum for Security and Permissible Use Provisions. The Clerk presented the proposed addendum to the Data Ticket contract. Director Olson said he reviewed it and has no issues with its execution. After discussion, the consensus of all Board members present is that the General Manager will execute the Addendum on behalf of the District to support the District's citation process.

7.d. Annual Organizational Meeting; Selection of President and Vice President of the Board. This item was deferred to the next meeting of the Board.

8. Adjournment. Upon motion and second, the President adjourned the meeting at 8:16 p.m.

Submitted by: Linda Stone, Clerk

Approved by Board:

8028280 - 8028280 GENERAL FUNDPrinted 2/3/2025
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General Ledger

Summary for the Accounting Period Ended: January 31, 2025

	Debit	Credit	Balance
80280280 ROLLING HILLS			
ASSETS			
100 EQUITY IN POOLED CASH	645,814.89	118,695.61	527,119.28
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	712,154.89	180,035.61	532,119.28
LIABILITIES			
201 VOUCHERS PAYABLE	116,034.02	116,034.02	0.00
LIABILITIES	116,034.02	116,034.02	0.00
FUND BALANCE			
310 FND BAL: RSVD GENERAL	0.00	53,834.00	-53,834.00
313 FND BAL: RSVD IMPREST CASH	0.00	5,000.00	-5,000.00
350 FND BAL: UNRSVD UNDESIGNATED	0.00	453,866.31	-453,866.31
401 ESTIMATED REVENUE	200,000.00	0.00	200,000.00
411 ACTUAL REVENUES	2,492.51	121,853.77	-119,361.26
420 ORIGINAL BUDGET (APPROPTNS.)	0.00	200,000.00	-200,000.00
431 EXPENDITURES	99,942.29	0.00	99,942.29
FUND BALANCE	302,434.80	834,554.08	-532,119.28
80280280 ROLLING HILLS	1,130,623.71	1,130,623.71	0.00

8028280 - 8028280 GENERAL FUND

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General Ledger

Details for the Accounting Period Ended: January 31, 2025

		Debit	Credit	Balance
80280280 ROLLING HILLS				
ASSETS				
100 EQUITY IN POOLED CASH				
1/1/2025	BEGINNING BALANCE	637,918.76	101,813.27	536,105.49
1/6/2025	GNI 202507 386	9.72	0.00	536,115.21
1/6/2025	GNI 202507 387	245.35	0.00	536,360.56
1/6/2025	GNI 202507 389	5,830.00	0.00	542,190.56
1/6/2025	GNI 202507 390	8.97	0.00	542,199.53
1/6/2025	GNI 202507 394	9.51	0.00	542,209.04
1/6/2025	GNI 202507 397	4.63	0.00	542,213.67
1/8/2025	GEN 202507 174	1,530.49	0.00	543,744.16
1/8/2025	APP 202507 724	0.00	16,882.34	526,861.82
1/13/2025	GNI 202507 925	257.46	0.00	527,119.28
	100 EQUITY IN POOLED CASH	645,814.89	118,695.61	527,119.28
102 IMPREST (PETTY) CASH				
1/1/2025	BEGINNING BALANCE	5,000.00	0.00	5,000.00
	102 IMPREST (PETTY) CASH	5,000.00	0.00	5,000.00
162 BUILDING AND IMPROVEMENTS				
1/1/2025	BEGINNING BALANCE	61,340.00	0.00	61,340.00
	162 BUILDING AND IMPROVEMENTS	61,340.00	0.00	61,340.00
165 ACCUM DEPR: EQUIPMENT				
1/1/2025	BEGINNING BALANCE	0.00	61,340.00	-61,340.00
	165 ACCUM DEPR: EQUIPMENT	0.00	61,340.00	-61,340.00
	ASSETS	712,154.89	180,035.61	532,119.28
LIABILITIES				
201 VOUCHERS PAYABLE				
1/1/2025	BEGINNING BALANCE	99,151.68	99,151.68	0.00
1/6/2025	API 202507 700	0.00	16,882.34	-16,882.34
1/8/2025	APP 202507 724	16,882.34	0.00	0.00
	201 VOUCHERS PAYABLE	116,034.02	116,034.02	0.00
	LIABILITIES	116,034.02	116,034.02	0.00
FUND BALANCE				
310 FND BAL: RSVD GENERAL				
1/1/2025	BEGINNING BALANCE	0.00	53,834.00	-53,834.00
	310 FND BAL: RSVD GENERAL	0.00	53,834.00	-53,834.00
313 FND BAL: RSVD IMPREST CASH				
1/1/2025	BEGINNING BALANCE	0.00	5,000.00	-5,000.00
	313 FND BAL: RSVD IMPREST CASH	0.00	5,000.00	-5,000.00
350 FND BAL: UNRSVD UNDESIGNATED				
1/1/2025	BEGINNING BALANCE	0.00	453,866.31	-453,866.31
	350 FND BAL: UNRSVD UNDESIGNATED	0.00	453,866.31	-453,866.31

8028280 - 8028280 GENERAL FUND

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General Ledger

Details for the Accounting Period Ended: January 31, 2025

	Debit	Credit	Balance
401 ESTIMATED REVENUE			
1/1/2025 BEGINNING BALANCE	200,000.00	0.00	200,000.00
401 ESTIMATED REVENUE	200,000.00	0.00	200,000.00
411 ACTUAL REVENUES			
1/1/2025 BEGINNING BALANCE	2,492.51	113,957.64	-111,465.13
1/6/2025 GNI 202507 386	0.00	9.72	-111,474.85
1/6/2025 GNI 202507 387	0.00	245.35	-111,720.20
1/6/2025 GNI 202507 389	0.00	5,830.00	-117,550.20
1/6/2025 GNI 202507 390	0.00	8.97	-117,559.17
1/6/2025 GNI 202507 394	0.00	9.51	-117,568.68
1/6/2025 GNI 202507 397	0.00	4.63	-117,573.31
1/8/2025 GEN 202507 174	0.00	1,530.49	-119,103.80
1/13/2025 GNI 202507 925	0.00	257.46	-119,361.26
411 ACTUAL REVENUES	2,492.51	121,853.77	-119,361.26
420 ORIGINAL BUDGET (APPROPTNS.)			
1/1/2025 BEGINNING BALANCE	0.00	200,000.00	-200,000.00
420 ORIGINAL BUDGET (APPROPTNS.)	0.00	200,000.00	-200,000.00
431 EXPENDITURES			
1/1/2025 BEGINNING BALANCE	83,059.95	0.00	83,059.95
1/6/2025 API 202507 700	16,882.34	0.00	99,942.29
431 EXPENDITURES	99,942.29	0.00	99,942.29
FUND BALANCE	302,434.80	834,554.08	-532,119.28
80280280 ROLLING HILLS	1,130,623.71	1,130,623.71	0.00

8028280 CSD: ROLLING HILLS CSD

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Revenues and Expenditures

Summary For the Month ended: January 31, 2025

	Estimated / Budget	Actual Amount	Balance
8028280 CSD: ROLLING HILLS CSD			
Revenue			
01 Taxes			
0100 PROP TAX: CURR SECURED	114,000.00	62,922.09	51,077.91
0110 PROP TAX: CURR UNSECURED	0.00	2,202.55	-2,202.55
0120 PROP TAX: PRIOR SECURED	0.00	-11.87	11.87
0130 PROP TAX: PRIOR UNSECURED	0.00	58.51	-58.51
0140 PROP TAX: SUPP CURRENT	0.00	739.50	-739.50
0150 PROP TAX: SUPP PRIOR	0.00	201.26	-201.26
01 Taxes	114,000.00	66,112.04	47,887.96
03 Fines & Penalties			
0360 PEN & COST DELINQUENT TAXES	0.00	93.00	-93.00
03 Fines & Penalties	0.00	93.00	-93.00
04 Rev Use Money/Prop			
0400 REV: INTEREST	7,300.00	8,888.49	-1,588.49
04 Rev Use Money/Prop	7,300.00	8,888.49	-1,588.49
05 IG Rev - State			
0820 ST: HOMEOWNER PROP TAX RELIEF	0.00	367.80	-367.80
05 IG Rev - State	0.00	367.80	-367.80
13 Service Charges			
1310 SPECIAL ASSESSMENTS	78,700.00	43,899.93	34,800.07
13 Service Charges	78,700.00	43,899.93	34,800.07
Total Revenue	200,000.00	119,361.26	80,638.74
Expense			
40 Services & Supplies			
4040 TELEPHONE VENDOR PAYMENTS	365.00	0.00	365.00
4060 FOOD AND FOOD PRODUCTS	500.00	0.00	500.00
4100 INSURANCE: PREMIUM	5,800.00	5,686.15	113.85
4183 MAINT: GROUNDS	10,000.00	2,977.89	7,022.11
4185 MAINT: PARK	84,000.00	41,370.00	42,630.00
4189 MAINT: WATER SYSTEM	7,000.00	3,667.50	3,332.50
4190 MAINT: DRAINAGE	20,000.00	0.00	20,000.00

8028280 CSD: ROLLING HILLS CSD

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Revenues and Expenditures

Summary For the Month ended: January 31, 2025

	Estimated / Budget	Actual Amount	Balance
4192 MAINT: LIGHTING	400.00	0.00	400.00
4197 MAINT: BUILDINGSUPPLIES	100.00	184.04	-84.04
4220 MEMBERSHIPS	1,500.00	1,312.00	188.00
4240 MISC: EXPENSE	100.00	0.00	100.00
4260 OFFICE EXPENSE	250.00	0.00	250.00
4261 POSTAGE	600.00	14.97	585.03
4266 PRINTING SERVICES	1,000.00	421.51	578.49
4267 ON-LINE SUBSCRIPTIONS	550.00	512.48	37.52
4300 PROFESSIONAL & SPECIAL SRVS	23,580.00	10,938.00	12,642.00
4304 AGENCY ADMINISTRATION FEE	325.00	169.08	155.92
4305 AUDIT & ACCOUNTING SERVICES	3,000.00	0.00	3,000.00
4313 LEGAL SERVICES	6,500.00	0.00	6,500.00
4345 SPECIAL DISTRICT DIRECTOR SRVS	5,625.00	1,650.00	3,975.00
4400 PUBLICATION & LEGAL NOTICES	500.00	0.00	500.00
4420 RENT & LEASE: EQUIPMENT	2,600.00	0.00	2,600.00
4440 RENT & LEASE: BUILD & IMPRV	455.00	1,096.00	-641.00
4602 MILGE: EMPLOY AUTO (NO OVERNT)	250.00	0.00	250.00
4700 UTILITIES	25,000.00	29,942.67	-4,942.67
40 Services & Supplies	200,000.00	99,942.29	100,057.71
Total Expense	200,000.00	99,942.29	100,057.71
8028280 CSD: ROLLING HILLS CSD	0.00	19,418.97	-19,418.97
Report Total			
Total Revenue	200,000.00	119,361.26	80,638.74
Total Expense	200,000.00	99,942.29	100,057.71
	0.00	19,418.97	-19,418.97

8028280 CSD: ROLLING HILLS CSD

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Revenues and Expenditures

Details For the Accounting Period ended: January 31, 2025

	Estimated / Budget	Actual Amount	Balance
8028280 CSD: ROLLING HILLS CSD			
Revenue			
01 Taxes			
0100 PROP TAX: CURR SECURED			
1/1/2025 BEGINNING BALANCE	114,000.00	59,392.09	
1/6/2025 GNI 147 CS ROLL 14321 1% GENERAL TAX CS B+S	0.00	3,420.85	
1/6/2025 GNI 147 CS ROLL 14321 1% UNITARY TAX CS-S	0.00	109.15	
0100 PROP TAX: CURR SECURED	114,000.00	62,922.09	51,077.91
0110 PROP TAX: CURR UNSECURED			
1/1/2025 BEGINNING BALANCE	0.00	2,193.04	
1/6/2025 GNI 149 CU ROLL 14321 1% GENERAL TAX CU-U	0.00	9.51	
0110 PROP TAX: CURR UNSECURED	0.00	2,202.55	-2,202.55
0120 PROP TAX: PRIOR SECURED			
1/1/2025 BEGINNING BALANCE	0.00	-11.87	
0120 PROP TAX: PRIOR SECURED	0.00	-11.87	11.87
0130 PROP TAX: PRIOR UNSECURED			
1/1/2025 BEGINNING BALANCE	0.00	55.10	
1/6/2025 GNI 150 DU ROLL 14321 1% GENERAL TAX DU-K+Y	0.00	3.41	
0130 PROP TAX: PRIOR UNSECURED	0.00	58.51	-58.51
0140 PROP TAX: SUPP CURRENT			
1/1/2025 BEGINNING BALANCE	0.00	484.43	
1/6/2025 GNI 145 SS ROLL 14321 1% GENERAL TAX SUPP SS-C	0.00	245.35	
1/6/2025 GNI 146 SU ROLL 14321 1% GENERAL TAX SUPP SU-Q	0.00	9.72	
0140 PROP TAX: SUPP CURRENT	0.00	739.50	-739.50
0150 PROP TAX: SUPP PRIOR			
1/1/2025 BEGINNING BALANCE	0.00	192.95	
1/6/2025 GNI 148 DS ROLL 14321 1% GENERAL TAX SUPP DS-E	0.00	7.09	
1/6/2025 GNI 150 DU ROLL 14321 1% GENERAL TAX SUPP DU-G	0.00	1.22	
0150 PROP TAX: SUPP PRIOR	0.00	201.26	-201.26
01 Taxes	114,000.00	66,112.04	47,887.96
03 Fines & Penalties			
0360 PEN & COST DELINQUENT TAXES			
1/1/2025 BEGINNING BALANCE	0.00	91.12	
1/6/2025 GNI 148 DS ROLL 14321 PENALTIES SUPP DS-E	0.00	1.88	
0360 PEN & COST DELINQUENT TAXES	0.00	93.00	-93.00
03 Fines & Penalties	0.00	93.00	-93.00

8028280 CSD: ROLLING HILLS CSD

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Revenues and Expenditures

Details For the Accounting Period ended: January 31, 2025

	Estimated / Budget	Actual Amount	Balance
04 Rev Use Money/Prop			
0400 REV: INTEREST			
1/1/2025 BEGINNING BALANCE	7,300.00	7,358.00	
1/8/2025 GEN INT DEC 24 Interest Allocation Entry	0.00	1,530.49	
0400 REV: INTEREST	7,300.00	8,888.49	-1,588.49
04 Rev Use Money/Prop	7,300.00	8,888.49	-1,588.49
05 IG Rev - State			
0820 ST: HOMEOWNER PROP TAX RELIEF			
1/1/2025 BEGINNING BALANCE	0.00	110.34	
1/13/2025 GNI 151 HO EXMPT 14321 1% HOMEOWNER EXEMPTN 35%	0.00	257.46	
0820 ST: HOMEOWNER PROP TAX RELIEF	0.00	367.80	-367.80
05 IG Rev - State	0.00	367.80	-367.80
13 Service Charges			
1310 SPECIAL ASSESSMENTS			
1/1/2025 BEGINNING BALANCE	78,700.00	41,599.93	
1/6/2025 GNI 147 CS ROLL 64801 DIRECT CHARGE-S	0.00	2,300.00	
1310 SPECIAL ASSESSMENTS	78,700.00	43,899.93	34,800.07
13 Service Charges	78,700.00	43,899.93	34,800.07
Total Revenue	200,000.00	119,361.26	80,638.74
Expense			
40 Services & Supplies			
4040 TELEPHONE VENDOR PAYMENTS			
1/1/2025 BEGINNING BALANCE	365.00	0.00	
4040 TELEPHONE VENDOR PAYMENTS	365.00	0.00	365.00
4060 FOOD AND FOOD PRODUCTS			
1/1/2025 BEGINNING BALANCE	500.00	0.00	
4060 FOOD AND FOOD PRODUCTS	500.00	0.00	500.00
4100 INSURANCE: PREMIUM			
1/1/2025 BEGINNING BALANCE	5,800.00	5,686.15	
4100 INSURANCE: PREMIUM	5,800.00	5,686.15	113.85
4183 MAINT: GROUNDS			
1/1/2025 BEGINNING BALANCE	10,000.00	1,477.89	
1/8/2025 API 1241180 RHCSD EMG TREE FALL & REMOVE 3	0.00	1,500.00	
4183 MAINT: GROUNDS	10,000.00	2,977.89	7,022.11
4185 MAINT: PARK			
1/1/2025 BEGINNING BALANCE	84,000.00	34,475.00	
1/6/2025 API 1240766 RHCSD landscape service Decemb	0.00	6,895.00	
4185 MAINT: PARK	84,000.00	41,370.00	42,630.00

8028280 CSD: ROLLING HILLS CSD

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11:29:12 AM

Revenues and Expenditures

Details For the Accounting Period ended: January 31, 2025

	Estimated / Budget	Actual Amount	Balance
4189 MAINT: WATER SYSTEM			
1/1/2025 BEGINNING BALANCE	7,000.00	3,667.50	
4189 MAINT: WATER SYSTEM	7,000.00	3,667.50	3,332.50
4190 MAINT: DRAINAGE			
1/1/2025 BEGINNING BALANCE	20,000.00	0.00	
4190 MAINT: DRAINAGE	20,000.00	0.00	20,000.00
4192 MAINT: LIGHTING			
1/1/2025 BEGINNING BALANCE	400.00	0.00	
4192 MAINT: LIGHTING	400.00	0.00	400.00
4197 MAINT: BUILDINGSUPPLIES			
1/1/2025 BEGINNING BALANCE	100.00	184.04	
4197 MAINT: BUILDINGSUPPLIES	100.00	184.04	-84.04
4220 MEMBERSHIPS			
1/1/2025 BEGINNING BALANCE	1,500.00	1,312.00	
4220 MEMBERSHIPS	1,500.00	1,312.00	188.00
4240 MISC: EXPENSE			
1/1/2025 BEGINNING BALANCE	100.00	0.00	
4240 MISC: EXPENSE	100.00	0.00	100.00
4260 OFFICE EXPENSE			
1/1/2025 BEGINNING BALANCE	250.00	0.00	
4260 OFFICE EXPENSE	250.00	0.00	250.00
4261 POSTAGE			
1/1/2025 BEGINNING BALANCE	600.00	14.97	
4261 POSTAGE	600.00	14.97	585.03
4266 PRINTING SERVICES			
1/1/2025 BEGINNING BALANCE	1,000.00	421.51	
4266 PRINTING SERVICES	1,000.00	421.51	578.49
4267 ON-LINE SUBSCRIPTIONS			
1/1/2025 BEGINNING BALANCE	550.00	512.48	
4267 ON-LINE SUBSCRIPTIONS	550.00	512.48	37.52
4300 PROFESSIONAL & SPECIAL SRVS			
1/1/2025 BEGINNING BALANCE	23,580.00	9,618.00	
1/6/2025 API 1240756 RHCS D Clerk services December	0.00	630.00	
1/6/2025 API 1240758 RHCS D GM services December 202	0.00	690.00	
4300 PROFESSIONAL & SPECIAL SRVS	23,580.00	10,938.00	12,642.00
4304 AGENCY ADMINISTRATION FEE			
1/1/2025 BEGINNING BALANCE	325.00	169.08	
4304 AGENCY ADMINISTRATION FEE	325.00	169.08	155.92
4305 AUDIT & ACCOUNTING SERVICES			
1/1/2025 BEGINNING BALANCE	3,000.00	0.00	
4305 AUDIT & ACCOUNTING SERVICES	3,000.00	0.00	3,000.00

8028280 CSD: ROLLING HILLS CSD

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Revenues and Expenditures

Details For the Accounting Period ended: January 31, 2025

	Estimated / Budget	Actual Amount	Balance
4313 LEGAL SERVICES			
1/1/2025 BEGINNING BALANCE	6,500.00	0.00	
4313 LEGAL SERVICES	6,500.00	0.00	6,500.00
4345 SPECIAL DISTRICT DIRECTOR SRVS			
1/1/2025 BEGINNING BALANCE	5,625.00	1,275.00	
1/6/2025 API 1240767 RHCSD 11/19/2024 mtg stipend	0.00	75.00	
1/6/2025 API 1240768 RHCSD 11/19/2024 mtg stipend	0.00	75.00	
1/6/2025 API 1240769 RHCSD 11/19/2024 mtg stipend	0.00	75.00	
1/6/2025 API 1240770 RHCSD 11/19/2024 mtg stipend	0.00	75.00	
1/6/2025 API 1240771 RHCSD 11/19/2024 mtg stipend	0.00	75.00	
4345 SPECIAL DISTRICT DIRECTOR SRVS	5,625.00	1,650.00	3,975.00
4400 PUBLICATION & LEGAL NOTICES			
1/1/2025 BEGINNING BALANCE	500.00	0.00	
4400 PUBLICATION & LEGAL NOTICES	500.00	0.00	500.00
4420 RENT & LEASE: EQUIPMENT			
1/1/2025 BEGINNING BALANCE	2,600.00	0.00	
4420 RENT & LEASE: EQUIPMENT	2,600.00	0.00	2,600.00
4440 RENT & LEASE: BUILD & IMPRV			
1/1/2025 BEGINNING BALANCE	455.00	876.00	
1/6/2025 API 1240757 Reimburse iStorage November 20	0.00	220.00	
4440 RENT & LEASE: BUILD & IMPRV	455.00	1,096.00	-641.00
4602 MILGE: EMPLOY AUTO (NO OVERNT)			
1/1/2025 BEGINNING BALANCE	250.00	0.00	
4602 MILGE: EMPLOY AUTO (NO OVERNT)	250.00	0.00	250.00
4700 UTILITIES			
1/1/2025 BEGINNING BALANCE	25,000.00	23,370.33	
1/6/2025 API 1240748 RHCSD power no. 1857646705-6	0.00	126.55	
1/6/2025 API 1240749 RHCSD power no. 4570858285-8	0.00	417.45	
1/6/2025 API 1240750 RHCSD water no. 118388-001 8/2	0.00	130.82	
1/6/2025 API 1240751 RHCSD water no. 118386-001 8/2	0.00	370.30	
1/6/2025 API 1240752 RHCSD water no. 084490-002 8/2	0.00	535.43	
1/6/2025 API 1240753 RHCSD water no. 126908-002 8/	0.00	1,932.96	
1/6/2025 API 1240754 RHCSD water no. 083214-001 8/	0.00	148.91	
1/6/2025 API 1240755 RHCSD water no. 126932-002 8/	0.00	2,365.88	
1/6/2025 API 1240764 RHCSD power no. 1857646705-6	0.00	126.57	
1/6/2025 API 1240765 RHCSD power no. 4570858285-8	0.00	417.47	
4700 UTILITIES	25,000.00	29,942.67	-4,942.67
40 Services & Supplies	200,000.00	99,942.29	100,057.71
Total Expense	200,000.00	99,942.29	100,057.71
8028280 CSD: ROLLING HILLS CSD	0.00	19,418.97	-19,418.97
Report Total			


Revenues and Expenditures

8028280 CSD: ROLLING HILLS CSD

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Details For the Accounting Period ended: January 31, 2025

Total Revenue	200,000.00	119,361.26	80,638.74
Total Expense	200,000.00	99,942.29	100,057.71
	0.00	19,418.97	-19,418.97

AUTO5-DIGIT 95762 11 PS5 150156AA03-A-1
 2362 1 AV 0.540

 ROLLING HILLS COMMUNITY SERVICES DIST
 CSD REVOLVING ACCOUNT
 PO BOX 5266
 EL DORADO HILLS CA 95762-0005

Customer Service:
 1-866-486-7782



Last statement: November 30, 2024
 This statement: December 31, 2024

PUBLIC FUNDS CHECKING

Account number	XXXXXX3585	Beginning balance	\$1,546.75
Low balance	\$1,252.76	Deposits/Additions	\$2,866.37
Average balance	\$1,373.67	Withdrawals/Subtractions	\$306.49
Interest earned	\$0.00	Ending balance	\$4,106.63

Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
12-31	Deposit	2,866.37
Total Additions		\$2,866.37

Card Transactions/Withdrawals

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
12-04	POS Purchase Terminal 58789062 Istorage 8053 916-52065 CA XXXXXXXXXXXX5033	289.00
12-04	POS Purchase Terminal 29283000 Dnh*godaddy#344835 3368 480-50588 AZ XXXXXXXXXXXX4531	4.99
Total Card Transactions/Withdrawals		\$293.99

Other Withdrawals/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
12-31	Service Charge For Maintenance Fee	12.50
Total Other Withdrawals/Subtractions		\$12.50

Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
11-30	1,546.75	12-04	1,252.76	12-31	4,106.63

Overdraft Fee Summary

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Checks

(* Skip in check sequence, R-Check has been returned, + Electronified check)

Total Checks paid: 0 for -\$0.00






 ROLLING HILLS COMMUNITY SERVICES DIST UB
 CSD REVOLVING ACCOUNT
 PO BOX 5266
 EL DORADO HILLS CA 95762-0005

Customer Service:
1-866-486-7782

Last statement: December 31, 2024
This statement: January 31, 2025

PUBLIC FUNDS CHECKING

Account number	XXXXXX3585	Beginning balance	\$4,106.63
Low balance	\$3,530.10	Deposits/Additions	\$220.00
Average balance	\$3,772.13	Withdrawals/Subtractions	\$796.53
Interest earned	\$0.00	Ending balance	\$3,530.10

Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
01-21	Deposit	220.00
Total Additions		\$220.00

Card Transactions/Withdrawals

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
01-02	POS Purchase Terminal 1 Terrabound Solutio Ns I 877-85729 Tx XXXXXXXXXXXX5033	139.00
01-06	POS Purchase Terminal 58789062 Istorage 8053 916-52065 CA XXXXXXXXXXXX5033	289.00
01-29	POS Purchase Terminal Vbase2 Ringcentral Inc. 888-898-4 CA XXXXXXXXXXXX5033	368.53
Total Card Transactions/Withdrawals		\$796.53

Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
12-31	4,106.63	01-06	3,678.63	01-29	3,530.10
01-02	3,967.63	01-21	3,898.63	01-31	3,530.10

Overdraft Fee Summary

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Checks

(* Skip in check sequence, R-Check has been returned, + Electronified check)

Total Checks paid: 0 for **-\$0.00**

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Linda Stone

To: Mail
Subject: FW: Work Done in 2024 to Prevent Wildfire Safety Outages

----- Forwarded message -----
From: **Pacific Gas and Electric Company** <noreply@em.pge.com>
Date: Fri, Feb 14, 2025, 7:04 AM
Subject: Work Done in 2024 to Prevent Wildfire Safety Outages
To: <CSDCLERK@gmail.com>

Improving Your Reliability While Keeping You Safe



We prioritize work in high fire-risk communities, like yours, to prevent wildfires and reduce safety outages

Your powerlines are protected by Enhanced Powerline Safety Settings (EPSS).

These settings prevent wildfires by shutting off power in one-tenth of a second, or faster, if a hazard is detected on a powerline.



Keeping You Safe and Reducing Wildfire Safety Outages

We know how difficult it is to be without power. That is why last year we completed the following work to reduce potential outages in areas protected by EPSS:



8,433 Devices Installed

Enabling us to quickly locate the outage cause and restore power



1,967 Animal Guards Installed

Keeping animals safe by stopping them from contacting powerlines and causing outages



1,174 Fault Indicators Installed

Pinpointing where an outage happened so our crews can restore power faster



9 Drone Inspections Conducted

Allowing us to identify work to be done to help prevent future outages

We Have Resources Available to Help Customers Prepare and Stay Safe

In 2024, we provided:

- ~4,000 backup batteries**
- ~1,500 free, permanent battery storage systems**

[Learn more about the resources available to you »](#)

You can look up your address on our Progress Map to see safety work in your neighborhood.

[View our Progress Map »](#)

We Are Committed to Keeping You Informed



If a safety outage happens, we will keep you updated via call, text and/or email about when power will return and your outage cause.

[Update your contact information to ensure you get alerts »](#)

[Learn more about EPSS »](#)



[Reach out to us with your questions »](#)

For translation support in 240+ languages, or to request a print material in Braille, large print or audio, call **1-800-743-5000**.



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Some of the measures included in this email are contemplated as additional precautionary measures intended to further reduce the risk of wildfires.

For inquiries, please do not reply to this email. [Contact Us](#) for more information. "PG&E" refers to Pacific Gas and Electric Company, a subsidiary of PG&E Corporation.

[300 Lakeside Dr. Oakland, CA 94612](#)

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CCC-0225-5094 NTP01506



**California Special
Districts Association**

Districts Stronger Together

DATE: February 10, 2025

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2026 - 2028 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations in the Northern Network is April 21, 2025. The deadline for receiving nominations in all other Networks is April 11, 2025. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 10, 2025. All votes must be received through the system no later than 5:00 p.m. July 25, 2025. The successful candidates will be notified no later than July 29, 2025. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2025.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat B – Kim Seney, Director, Gold Mountain Community Services District
Sierra Network	Seat B – Jerry Gilmore, Director, Truckee Sanitary District*
Bay Area Network	Seat B – Ryan Clausnitzer, General Manager, Alameda County Mosquito Abatement District*
Central Network	Seat B – Lorenzo Rios, CEO, Clovis Veterans Memorial District*
Coastal Network	Seat B – Scott Duffield, General Manager, Heritage Ranch Community Services District*
Southern Network	Seat B – Don Bartz, General Manager, Phelan Pinon Hills Community Services District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 10, 2025. All votes must be received through the system no later than 5:00 p.m. July 25, 2025.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net by **April 25, 2025** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 10, 2025 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



**California Special
Districts Association**
Districts Stronger Together

2026-2028 TERM BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

**Return this form, a Board resolution/minute action supporting the candidate, and
Candidate Information Sheet by mail or email to:**

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS:

Northern Network - Extended due to vacancy: April 21, 2025 at 5:00 p.m.

All other networks: April 11, 2025 at 5:00 p.m.



2026-2028 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



California Special Districts Association

DISTRICT NETWORKS





February 12, 2025

GLS Tracking: 562630783

Sierramonte Community Association
3200 Douglas Blvd, Ste 121
Roseville, CA 95661

RE: Capital Southeast Connector Expressway Project
Notice of Decision to Inspect
Site Addresses: Vacant Lands at Folsom Heights Dr, Folsom, CA 95630
APNs: 117-650-028-000, 117-660-023-000, and 117-660-025-000

Dear Property Owner:

The Capital SouthEast Connector Joint Powers Authority (Connector JPA), in conjunction with Sacramento County, El Dorado County, and the City of Folsom, is advancing engineering design work for a Class I Multi-Use Path parallel to White Rock Road from just east of East Bidwell in the City of Folsom to Stonebriar Drive within El Dorado County (hereinafter referred to as "Project"). The Project is an initial phase of part of the Capital SouthEast Connector Expressway that will widen White Rock Road from two to four lanes and include the Class I Multi-Use Path within the Project limits. Additional project information can be found on the Connector JPA website: <https://connectorjpa.com>

Your properties (APNs 117-650-028-000, 117-660-023-000, and 117-660-025-000), located adjacent to White Rock Road, is within the Project area and the Connector JPA anticipates a portion of your properties may be required for the project. Dokken Engineering (Dokken) has been retained by the Connector JPA to provide a valuation of these properties to aid in establishing just compensation. Dokken has engaged Pattison & Associates, Inc., a licensed real estate appraisal firm, to perform the valuation of your property.

As part of the valuation process, it will be necessary for the appraiser to conduct an inspection of your properties to aid in the determination of just compensation. You or your representative have the right and are encouraged to accompany the appraiser on this inspection if you wish to do so. You may have information that could be valuable to the appraiser. Dokken will call you within a week to schedule a mutually agreeable time to meet and inspect your property.

While the Connector JPA has decided to value your properties, the decision to acquire your properties has not yet been made. This notice does not constitute an offer to purchase your properties, nor does it establish eligibility for you or your occupant for relocation assistance or relocation payments. Only those in occupancy at the time of the first written offer to purchase the properties may be eligible for relocation payments.

Enclosed for your information is a summary of the Caltrans acquisition procedures the Connector JPA will be utilizing along with information related to Title VI.

Elliott Homes, Inc.
APN: 072-3460-023
Page 2

The parties to this contract shall, pursuant to Section 21.7(a) of Title 49, Code of Federal Regulations, comply with all elements of Title VI of the Civil Rights Act of 1964. This requirement under Title VI and the Code of Federal Regulations is to complete the USDOT-Non-Discrimination Assurance requiring compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21 and 28 C.F.R. Section 50.3.

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that is the subject of this contract.

Should you have any questions regarding the potential acquisition of your property, please feel free to contact Jamie Formico at jformico@dokkenengineering.com or (916) 847-4554. Upon completion of the valuation, a Connector JPA representative will contact you to discuss the acquisition in detail. Thank you in advance for your cooperation on this important regional project.

Sincerely,

A handwritten signature in blue ink that reads "Matt Lampa". The signature is written in a cursive style and is positioned above a horizontal line.

Matt Lampa
Principal Civil Engineer

Enclosures:
Summary of acquisition procedures - Informational Brochure
Title VI Brochure

INFORMATIONAL BROCHURE

INTRODUCTION

This booklet was prepared for you as a person who may potentially be affected by a proposed public project. If it is your property that is affected, you may have wondered what will happen. Who will contact you? What will you be paid for your property? Who will pay your moving costs? Will the Capital SouthEast Connector JPA (Agency) help you find a new place to live? Important questions like these require specific answers. We hope this booklet will answer some of your questions and present a better picture of our overall procedures.

WHY DOES A PUBLIC AGENCY HAVE THE RIGHT TO BUY MY PROPERTY?

Our State and federal constitutions recognize the need for public agencies to purchase private property for public use, and provide appropriate safeguards to accomplish this purpose. State and federal constitutions and the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act, as amended, authorize the purchase of private property for public use and assure full protection of the rights of each citizen. The responsibility for studying potential sites for a transportation project rests with a team of specially trained individuals selected to do this important job. Many months or even years are spent in preliminary study and investigation to consider possible locations for a project. Consideration of the environmental and social impacts are as much a part of location determination as engineering and cost. Participation by private citizens and public agencies is actively sought so that various views can be considered in the study process. The process may include public hearings and/or workshops, which give persons an opportunity to express their views on the locations being considered. The California Agency of Transportation is composed of many specialists. Among these are:

Transportation Planners

These individuals determine methods and routes for the traveling public. This includes studies of existing traffic patterns, "origin-destination" surveys and user benefits. They also determine whether the proposed project location is economically sound. They research and analyze the effects produced by similar projects upon other communities.

Environmental Planners

These individuals evaluate the socio-economic and/or environmental impacts, including traffic, noise and visual impacts of the proposed project.

Design Engineers

These individuals recommend the type of transportation project which will be of the most benefit to the public. They prepare design plans which determine the properties needed for the project.

Relocation Specialists

These individuals perform early studies of the general needs of persons who may need to be relocated and the kind of replacement properties which may be required. A relocation impact analysis will be completed before the Agency requires anyone to move from their property. As a result of this team effort, the best possible location for a transportation facility is selected after thorough social, economic, engineering, and environmental analyses, as well as consideration of expressed public concerns and desires. The goal is that the project provide the greatest public good and the least private injury or inconvenience while rendering the best possible service.

Transportation Surveyors

These individuals perform field surveys and monument property lines to delineate and map the Agency's right of way needs. They are also authorized by law to enter real property to perform such tasks. It is the Agency's policy that owners and tenants of property will be notified prior to such surveys.

WHO WILL CONTACT ME?

One of the first persons you will meet is a Right of Way Agent performing the staff appraisal. You will be afforded the opportunity to accompany the appraiser on the inspection of your property. At the time of the inspection the appraiser will also provide you with general project information. The appraiser will analyze your property and examine all of the features which contribute to its market value. Information about improvements you have made and any other special features that you believe may affect the market value of your property should be given to the appraiser to ensure he/she has all the information you feel is relevant. It is the duty of the Agency to ensure that you receive fair market value as if you sold your property privately in the open market. The Agency cannot buy your property for more than it is worth, but it **can** and **will** assure you that you do not have to sell your property for less than its fair market value. California law provides that the owner shall receive a copy of the appraisal or a summary of the valuation upon which the Agency's offer is based. At the time the offer is made to purchase your property, you may obtain your own appraisal and the Agency will reimburse you up to \$5,000 for the actual, reasonable costs of obtaining an independent appraisal. A licensed State appraiser must perform your appraisal. Your Right of Way Agent will provide more information concerning this reimbursement at the time of the offer.

WHAT ADVANTAGE IS THERE IN SELLING YOUR PROPERTY TO THE AGENCY?

A real estate purchase by the Agency of Transportation is handled in the same way as any private sale of property. However, there can be financial advantages in selling to the Agency. The Agency will pay fair market value for your property. The Agency will also pay for the preparation of all documents, all title and escrow fees, a policy of title insurance, recording fees and such other fees as may be required for the conveyance of title to the Agency. Since this is a direct conveyance of real property from the property owner to the Agency, there are no real estate commissions involved, and the Agency will not recognize or pay any such real estate commissions. A private sale will usually cost thousands of dollars in sales expenses. There are no seller's expenses in a purchase by the Agency. Additionally, depending on your specific circumstances, you may be eligible for relocation payments and benefits when you move. These benefits are described in supplemental booklets which will be provided to you, should the Agency's acquisition actually cause you to be displaced from your property.

WILL I BE PAID FOR LOSS IN VALUE TO MY REMAINING PROPERTY?

When only a part of your property is needed for a project, every reasonable effort is made to ensure that you do not suffer damages to the remainder of your property. The total payment by the Agency will be for the property the Agency actually purchases and for any loss in market value to your remaining property. The determination of any loss in market value is an appraisal problem involving many variables. When this situation occurs, the Right of Way Agent will explain the effect of a partial acquisition on your remaining property.

MAY I RETAIN AND MOVE MY HOME, BUSINESS BUILDING, MACHINERY, OR EQUIPMENT?

If your house is movable and you wish to make such an arrangement, the Agency will pay you on the basis of the market value of your present lot including landscaping, plus the reasonable cost of moving the building. There are cases where, because of age, size or condition of the house, the cost of moving it would exceed its present market value, less its salvage value. In such a case, payment of moving costs would, of course, be an unwise expenditure of public funds. If you operate a farm or business, you may wish to keep and move fixed machinery and equipment. Additionally, as an owner of a business conducted on the property to be purchased, you may be entitled to compensation for a loss of business goodwill. Your specific circumstances will need to be analyzed on a case-by-case basis. If any of these concepts are applicable to your situation, they will be explained by the Right of Way Agent assigned to purchase your property.

WILL I HAVE TIME TO SELECT ANOTHER HOME AFTER THE AGENCY MAKES ITS PURCHASE?

The Agency starts to appraise properties early enough so that you will have ample time to move prior to project construction. Like any other real estate transaction, it requires time to close an escrow after a right of way contract and deed have been signed. You will not be required to move until reasonable, decent, safe and sanitary replacement housing is available. Once you have received the written offer to purchase your property from the Agency, it is in your best interest to look for a new place to live as soon as possible. Finding a home early that best suits your needs before you are required to move will minimize your personal inconvenience and will avoid having to make a choice of housing under pressure. In some instances you may be able to sell your property to the Agency and rent back temporarily pending construction. The Agency also offers to provide you with assistance in finding a new place in which to live. The Agency will give you at least 90 days notice in writing before you are required to move.

WHAT HAPPENS TO THE LOAN ON MY PROPERTY?

After you and the Agency have agreed upon a price, a Right of Way Agent and/or a title company will contact all other parties having an interest in the property. Payment to satisfy outstanding loans or liens will be made through a title company escrow as in the case in any real estate transaction.

WHAT WILL HAPPEN TO MY GI OR CAL-VET LOAN?

The Veterans Administration and the California Department of Veterans Affairs allow your veteran loan privileges to be transferred and to become available for coverage on another property. Your Right of Way Agent will assist you in the transfer. However, it is to your benefit and your responsibility to check with the Veterans Administration or the California Department of Veterans Affairs for procedural instructions.

IF THE VALUE OF MY PROPERTY IS HIGHER TODAY THAN WHEN I PURCHASED IT, DO I HAVE TO PAY INCOME OR CAPITAL GAINS TAX ON THIS DIFFERENCE WHEN I SELL/CONVEY TO THE AGENCY?

According to the Internal Revenue Service, the sale of property to a governmental agency for public purposes comes under the definition of an "involuntary conversion". In these cases, it is not necessary to pay income tax or capital gains tax if the money you receive is used to buy a similar property within a limited period of time. In every case, however, you should check with your local Internal Revenue Service office and/or accountant.

WILL I LOSE THE FAVORABLE PROPERTY TAX BASIS THAT I NOW HAVE UNDER THE PROVISIONS OF PROPOSITION 13?

Section 2(d) of Article XIII-A of the California Constitution and Section 68, Rule 462.5 of the Revenue and Taxation Code generally provide that property tax relief shall be granted to any real property owner who acquires comparable replacement property after having been displaced by governmental acquisition or eminent domain proceedings. You will be given a copy of Rule 462.5 with an attached page showing examples of how to calculate estimates of the tax relief you may be eligible for. These are only approximations. You must see your county Tax Assessor for a final determination.

Note: Revenue and Taxation Code Section 68, Rule 462.5, G. 1 through G.4, set forth time limits that may affect your eligibility to retain your favorable current real property tax status.

THE AGENCY'S RIGHT OF EMINENT DOMAIN.

An owner's rights are guaranteed by the federal and State constitutions and applicable federal and State laws. The principal right is that "Just Compensation" must be paid. The vast majority of our transactions are settled by contract. However, if the owner and the Agency cannot agree on the terms of sale, the Agency may resort to the eminent domain process to avoid delaying the project, and will ultimately initiate condemnation proceedings. The Agency will request authority from the California Transportation Commission (Commission) to file a condemnation action in court. You will be given an opportunity to appear before the Commission to question whether public interest, necessity, planning and location require the proposed project and your property. The Commission does not hear arguments regarding valuation or just compensation. Condemnation lawsuit documents are prepared by the Agency and filed with the court in the county where the property is located. The Summons and Complaint will then be served on all persons having a property interest in the parcel. The persons served must Answer the lawsuit within 30 days. Counsel for the parties will then prepare for trial, and the court will set dates for preliminary motions and the trial.

WHAT HAPPENS IN A CONDEMNATION TRIAL?

The purpose of the trial is to determine the amount of Just Compensation. Usually the trial is conducted before a judge and jury. Both the property owner and Agency will have the opportunity to present evidence of value. The jury will determine the amount of compensation after being instructed as to the law by the judge. In those cases where the parties choose not to have a jury, the judge will decide the amount of compensation. The Judgment is then prepared by counsel and signed by the judge. It will state that, upon payment of the amount of the verdict for the benefit of the property owner, title will be transferred to public ownership. When the Agency makes the payment as required by the Judgment, the Final Order of Condemnation is signed by the judge and recorded with the County Recorder's office. This finalizes the actual transfer of title.

WHO PAYS THE CONDEMNATION TRIAL COSTS?

The Agency pays the costs of its attorney and its engineering and appraisal witnesses. It will also pay the jury fees and your recoverable costs allowed by law. The fee for filing your Answer with the court is an example of such costs. If the judge determines that the Agency's offer of settlement was unreasonable, while the demand of the property owner was reasonable as viewed in light of the evidence admitted at trial and the verdict, the property owner may receive litigation expenses such as their attorney's fees. The Judgment is then prepared by counsel and signed by the judge.

IF I WANT A TRIAL, MUST I HAVE AN ATTORNEY AND EXPERT WITNESSES?

Most property owners will be represented by an attorney, although they have the right to represent themselves. You may wish to consult your family attorney. If you do not have one, in many communities the yellow pages of the telephone directory will refer you to an attorney reference service. The local bar association may also provide a list of attorneys who may offer services in eminent domain proceedings. You and your attorney must decide what type of case you will present and what witnesses will be needed.

WILL I BE PAID ANY RELOCATION ASSISTANCE BENEFITS EVEN THOUGH I GO TO COURT?

A decision to go to court has no effect on your right to relocation benefits. Payment of relocation benefits is administered separately from the condemnation action. You will be provided details of additional assistance to help displaced persons, businesses, farms or nonprofit organizations in finding, purchasing or renting, and moving to a new location. These are explained in various booklets prepared for homeowners, tenants, and business and farm operators and are made available by the Agency.

HOW LONG CAN I KEEP MY PROPERTY?

Continued use of your property usually depends on when construction must begin, including utility relocations, and the demolition and/or clearance of buildings. If construction must begin before the trial, the Agency will seek a court order for early possession of your property. In this regard the Agency will be required to deposit with the State Treasurer, the probable amount of just compensation, as determined by an appraisal as security for the value of the property rights it is seeking. The court will determine if the amount of money deposited is adequate. Once the deposit is made the owner may withdraw all or a portion of it at any time during the condemnation proceedings. The court may then grant to the Agency an order for early possession allowing the Agency to use the property for construction of the project. To obtain an Order for Possession, the Agency will file a motion with the court and schedule a hearing 90 days after you and all occupants of the property are served with the motion papers (60 days if the property is unoccupied). You and the occupants, if any, will have 30 days to oppose the motion. Once the court grants an Order for Possession of the property, the Agency may

obtain possession of the property 30 days after the owner and any occupants are served with the Order. Subject to the rights of any other persons having an interest in the property, you may withdraw all or part of the pre-Judgement deposit. If you do not make a withdrawal, the Agency will pay interest on the eventual court award, or agreed settlement sum from the time it legally occupied your property until the date of final payment to you. Interest will accrue at the applicable statutory rate until paid at the time of final settlement.

The Agency's Right of Way Agent assigned to purchase your property will assist you in the transaction and will be available to answer any additional questions you may have.

DEFINITIONS

The language used in relation to eminent domain proceedings may be new to you. These are some terms you may hear and their general meaning.

Acquire - To purchase

Answer - The property owner's written reply, in appropriate legal form, filed with the court in response to the eminent domain complaint and as requested by the summons.

Compensation - The amount of money to which a property owner is entitled under the law for the purchase of their property and any related damages.

Complaint - The document filed with the court by the Agency which initiates an eminent domain proceeding.

Condemnation - The legal process by which a proceeding in eminent domain is accomplished.

Counsel - An attorney or attorneys.

Eminent Domain - The right of government to purchase private property for public use.

Fair Market value - The fair market value of the property taken is the highest price on the date of valuation that would be agreed to by a seller, being willing to sell but under no particular or urgent necessity for so doing, nor obliged to sell, and a buyer, being ready, willing and able to buy but under no particular necessity for so doing, each dealing with the other with full knowledge of all the uses and purposes for which the property is reasonably adaptable and available.

Final Order of Condemnation - The instrument which, when recorded, transfers title to public ownership.

Judgment - The court's formal decision based on applicable law and the verdict.

Just Compensation - The measure of Just Compensation is Fair Market Value.

Loss of business goodwill - A loss in the value of a business caused by the Agency's acquisition of property that cannot be reasonably prevented by relocation of the business or the owner adopting prudent or reasonable steps that preserve the value of the business goodwill.

Parcel - Usually means the property that is being acquired.

Plaintiff - The public agency that desires to purchase the property.

Possession - Legal control; to have the right to use.

Property - The right or interest which an individual has in land, including the rights to use or possess. Property is ownership; the exclusive right to use, possess or dispose of a thing.

Right of Entry - An agreement between an owner and the Agency which allows the Agency to utilize the property while continuing to negotiate the terms of settlement.

Interest, calculated at the statutory rate, is included in the settlement upon conclusion of the transaction.

Summons - Notification of filing of a lawsuit in eminent domain and of the necessity to file answer or other responsive pleading.

Title - Legal ownership.

Trial - The hearing of the facts from a plaintiff and defendant in court of law, either with or without a jury.

Verdict - The amount of just compensation to be paid for a property including any damages to the remainder, if applicable.

**CAPITAL SOUTHEAST CONNECTOR JPA
CAPITAL SOUTHEAST CONNECTOR EXPRESSWAY PROJECT**

TITLE VI PACKAGE

The Project proposed by the Capital SouthEast Connector JPA will be receiving federal financial assistance. Pursuant to Title VI of the Civil Rights Act of 1964, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Other statutes provide protection against discrimination on the basis of sex, age or disability.

The enclosed Title VI Package is being provided for your information to further explain your rights. The Package includes the following documents:

- Title VI Booklet
- Title VI of the 1964 Civil Rights Act and Related Statutes
- The U.S. Department of Commerce of the Census, Language Identification Flashcard
- Right of Way Title VI Survey Form with Self-Addressed Stamped Envelope
- Right of Way Title VI Discrimination Complaint Form

It is requested the Right of Way Title VI Survey form be completed and returned in the self-addressed stamped envelope.

If you read or speak a language different than English, please write your name and address on the top of the page and check the appropriate box on the Language Identification Flashcard; or, if you believe you have been subjected to discrimination, please fill out the Right of Way Title VI Discrimination Complaint form and return to the following:

**Jamie Formico, SR/WA, R/W-RAC, R/W-NAC
DRE# 01445531
Senior Right of Way Agent
Dokken Engineering
110 Blue Ravine Road, Suite 200
Folsom, CA 95630**

District 1
Equal Employment
Opportunity
(EEO) Office
1656 Union Street
Eureka, CA 95501
(707) 445-5318

District 2
EEO Office
1657 Riverside Drive
Redding, CA 96001
(530) 225-3055

District 3
EEO Office
703 B Street
Marysville, CA 95901
(530) 741-7130

District 4
EEO Office
P.O. Box 23660, MS 6A
Oakland, CA 94623
(510) 286-5871

District 5
EEO Office
50 Higuera Street
San Luis Obispo, CA 93401
(805) 549-3037

District 6
EEO Office
1352 West Olive Avenue
Fresno, CA 93728
(559) 444-2522

District 7
EEO Office
100 S. Main Street
Los Angeles, CA 90012
(213) 897-0797

District 8
EEO Office
464 West 4th Street,
MS 1249
San Bernardino, CA 92401
(909) 383-6396

District 9
EEO Office
500 S. Main Street
Bishop, CA 93514
(760) 872-0752

District 10
EEO Office
1976 East Dr. Martin Luther
King Jr. Blvd.
Stockton, CA 95205
(209) 948-3911

District 11
EEO Office
4050 Taylor Street, MS 251
San Diego, CA 92110
(619) 688-4249

District 12
EEO Office
1750 East 4th Street,
Suite 100
Santa Ana, CA 92705
(657) 328-6595

Headquarters
Title VI Coordinator
1823 14th Street, MS 79
Sacramento, CA 95811
(916) 324-8379

This publication
will be made
available in
alternative formats:

Braille
Large print
Computer disc
Audio version or
in a different language
upon request by calling
the Caltrans Office of
Business & Economic
Opportunity
(916) 324-8379
711 (TTY)



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What is Title VI?

Title VI is a statute provision of the Civil Rights Act of 1964.

Title VI (Sec. 601) of the Civil Rights Act of 1964 provides:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."
(42 U.S.C. Sec. 2000d)

Additionally, Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations 1994 provides:

"Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations."

Related statutes provide protection against discrimination on the basis of sex, age, or disability by programs receiving federal financial assistance.

What does this mean?

That Caltrans strives to ensure that access to and use of all programs, services, or benefits derived from any Caltrans activity will be administered without regard to race, color, national origin, sex, age, disability or socioeconomic status.

Caltrans will not tolerate discrimination by a Caltrans employee or recipients of federal funds such as cities, counties, contractors, consultants, suppliers, universities, colleges, planning agencies, and any other recipients of federal-aid highway funds.

Caltrans prohibits all discriminatory practices, which may result in:

- **Denial to any individual of any service, financial aid, or benefit provided under the program to which he or she may be otherwise entitled;**
- **Different standards or requirements for participation;**
- **Segregation or separate treatment in any part of the program;**
- **Distinctions in quality, quantity, or manner in which the benefit is provided;**
- **Discrimination in any activities conducted in a facility built in whole or part with federal funds.**

To ensure compliance with Title VI, related statutes, and the Presidential Executive Order on Environmental Justice, Caltrans will:

- **Avoid or reduce harmful human health and environmental effects on minority and low-income populations;**
- **Ensure the full and fair participation by all communities including low-income and minority populations in the transportation decision-making process;**
- **Prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.**

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All of Caltran Caltrans Offi VI Program p and technica with Title VI Justice.

NONDISCRIMINATION STATUTES

- **Title VI of the Civil Rights Act of 1964**, 42 U.S.C. 2000, provides in Section 601 that:

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” (PROHIBITS DISCRIMINATION IN IMPACTS, SERVICES, AND BENEFITS OF, ACCESS TO, PARTICIPATION IN, AND TREATMENT UNDER A FEDERAL-AID RECIPIENT’S PROGRAMS OR ACTIVITIES)
 - **The Age Discrimination Act of 1975**, as amended 42 U.S.C. 6101, provides:

“No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” (PROHIBITS DISCRIMINATION BASED ON AGE)
 - **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, 42 U.S.C. 4601, provides:

“For the fair and equitable treatment of persons displaced as direct result of programs or projects undertaken by a Federal agency or with Federal financial assistance.” (PROVIDES FOR FAIR TREATMENT OF PERSONS DISPLACED BY FEDERAL AND FEDERAL-AID PROGRAMS AND PROJECTS)
 - **The Federal-aid Highway Act**, 49 U.S.C. 306

Outlines the responsibilities of the U.S. Department of Transportation and, at (c) outlines the Secretary’s authority to decide whether a recipient has not complied with applicable Civil Rights statutes or regulations, requires the Secretary to provide notice of the violation, and requires necessary action to ensure compliance.
 - **The 1973 Federal-aid Highway Act**, 23 U.S.C. 324, provides:

“No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this title.” (PROHIBITS DISCRIMINATION ON THE BASIS OF SEX)
-

- **The Civil Rights Restoration Act of 1987**, P.L. 100-209, provides:

Clarification of the original intent of Congress in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. (RESTORES THE BROAD, INSTITUTION-WIDE SCOPE AND COVERAGE OF THE NON-DISCRIMINATION STATUTES TO INCLUDE ALL PROGRAMS AND ACTIVITIES OF FEDERAL-AID RECIPIENTS, SUB-RECIPIENTS AND CONTRACTORS, WHETHER SUCH PROGRAMS AND ACTIVITIES ARE FEDERALLY ASSISTED OR NOT)

- **The Uniform Relocation Act Amendments of 1987**, P.L. 101-246, provides:

“For fair, uniform, and equitable treatment of all affected persons; ...(and) minimizing the adverse impact of displacement... (to maintain) ...the economic and social well-being of communities; and...to establish a lead agency and allow for State certification and implementation.” (UPDATED THE 1970 ACT AND CLARIFIED THE INTENT OF CONGRESS IN PROGRAMS AND PROJECTS WHICH CAUSE DISPLACEMENT)

- **The Americans with Disabilities Act**, P.L. 101-336, provides:

“No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a State or a local government.” (PROVIDED ENFORCEABLE STANDARDS TO ADDRESS DISCRIMINATION AGAINST PEOPLE WITH DISABILITIES)

- **The Civil Rights Act of 1991**, in part, amended Section 1981 of 42 U.S.C. by adding two new sections that provided:

“(b) For the purposes of this section, the term ‘make and enforce contracts’ includes the making, performance, modification, and termination of contracts and the enjoyment of all benefits, privileges, terms, and conditions of the contractual relationship.

(c) The rights protected by this section are protected against impairment by non-governmental discrimination and impairment under color of State law.”

- **Title VIII of the 1968 Civil Rights Act**, 42 U.S.C. 3601, provides that:

“(I) It shall be unlawful...to refuse to sell or rent after the making of a bona fide offer, or to refuse to negotiate for the sale or rental of, or otherwise make unavailable or deny a dwelling to any person because of race, color, religion or national origin.” (PROHIBITS DISCRIMINATION IN THE SALE OR RENTAL OF HOUSING – HUD is the primary interest agency, but FHWA and States under Title VI are responsible for preventing discrimination in the function of Right-of-Way)

- **The National Environmental Policy Act of 1969**, 42 U.S.C. 4321

Requires the consideration of alternatives, including the “no-build” alternative, consideration of social, environmental and economic impacts, public involvement, and use of a systematic interdisciplinary approach at each decision-making stage of Federal-aid project development.

- **Title IX of the Education Amendments of 1972**

Makes financial assistance available to institutions of higher education to: (1) strengthen, improve and, where necessary, expand the quality of graduate and professional programs leading to an advanced degree; (2) establish, strengthen, and improve programs designed to prepare graduate and professional students for public service; and (3) assist in strengthening undergraduate programs of instruction in certain instances.

- **Section 504 of the Rehabilitation Act of 1973**, 29 U.S.C. 790, provides that:

“(N)o qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from Federal financial assistance.” (PROHIBITS DISCRIMINATION BASED ON PHYSICAL OR MENTAL HANDICAP)

Source: U.S. Department of Transportation
Federal Highway Administration Title VI Handbook
Title VI Nondiscrimination in the Federal-Aid Highway Program
FHWA Publication No. FHWA-HCR-06-006

TITLE VI SURVEY

PERSONAL INFORMATION NOTICE

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to your IPA Office.

Expenditure Authorization (EA)

NON-DISCRIMINATION

All persons affected by State transportation projects are requested to provide information with regard to race, color, national origin, sex, disability, age or income status. Please check the items below which best describe you and return this form in the enclosed envelope.

The furnishing of this information is voluntary.

Head of household: Male Female

Age: Under 40 41-65 Over 65

Race/Ethnicity: White American Tribe
 Black Pacific islander
 Hispanic Other _____
 Asian Specify: _____

Language spoken, if other than English: _____

Are you or any member of your household suffering any physical disability or medical condition? Yes No

Are you a low-income family? Yes No

Enclosure

TITLE VI AND OTHER DISCRIMINATION COMPLAINT FORM

OCR-0002 (REV 04/2020)

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Section I - Applicability

Name:

Electronic Mail Address:

Phone Number (Include Area Code):

Work Phone Number (Include Area Code):

Address:

City, State, Zip:

Accessible Format Requirements: Large Print TDD Audio Tape Other

Are you filing this complaint on your own behalf? Yes (Go to Section II) No

If not, please supply the name and relationship of the person for whom you are complaining:

Briefly and clearly explain why you have filed for a third party.

Section II - Title VI

Discrimination Because of:

Race Color National Origin

Other Areas of Discrimination:

Sex Age Disability Retaliation

Name and Position of Person(s) That Discriminated Against You:

Location Including City, State, Zip:

Explain as briefly and clearly as possible what happened, and how you were discriminated against. Include date of alleged discrimination (Month, Day, Year). Indicate all persons who were involved. Be sure to describe how other persons were treated differently than you. Attach any written material pertaining to your case.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

TITLE VI AND OTHER DISCRIMINATION COMPLAINT FORM

OCR-0002 (REV 04/2020)

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The laws prohibit retaliation against anyone because he/she has taken action, or participated in an action, to secure rights protected by these laws. If you feel you have been retaliated against (separate from the discrimination alleged above), please explain briefly and clearly the circumstances below. Please explain what actions you took which you believe were the basis for the allegation of retaliation.

What remedy or action, do you seek for the alleged discrimination?

Have you previously filed a complaint with this agency? Yes No

Have you filed, or intend to file, a charge or complaint with the following?

U.S. Equal Employment Opportunity Commission

Federal Highway Administration/U.S. Department of Transportation

Federal or State Court

Federal Transit Administration/U.S. Department of Transportation

Department of Fair Employment and Housing

If you have already filed a charge or complaint, please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency/Court:

Address:

Telephone Number (Including Area Code):

Date Filed:

Case Number:

Date of Trial/Hearing:

Provide any additional information, including witnesses, that you believe would assist in the investigation.

Signature of Complainant:

Date:

FOR OFFICE USE ONLY

Location:

District/Division:

Case:

Date Complaint Received:

Date Referred:

Processed by:

Referred to: USDOT FHWA FTA OTHER _____

TITLE VI AND OTHER DISCRIMINATION COMPLAINT FORM

OCR-0002 (REV 04/2020)

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INSTRUCTIONS

Section I

Applicability – The complaint procedures apply to the beneficiaries of Caltrans programs, activities, and services, including but not limited to the public, contractors, subcontractors, consultants, and other sub-recipients of Federal funds.

All complaints must be in writing and signed by the complainant. Complaints must include the complainant's name, address, phone number, and specify all issues and circumstances of the alleged discrimination. In cases where the complainant is incapable of providing a written statement such as limited English proficient or having a disability, the complainant may be assisted in converting the verbal into a written complaint.

Section II

Title VI – Any person who believes he/she has been excluded from participation in or denied benefits or services of any program or activity administered by Caltrans, or its sub-recipients, consultants, and contractors.

Discrimination Because of – Allegations must be based on issues involving race, color, national origin for a Title VI complaint or sex, age, disability, or retaliation.

Filing Options and Time Limits – The use of the complaint form is not mandatory. You may submit your complaint in any form that includes your signature. Title VI discrimination complaints may be filed with Caltrans, the Federal Highway Administration, or other agencies that provide federal financial assistance to Caltrans.

Complaints must be filed no later than 180 days after the date of the alleged act of discrimination or retaliation unless the time for filing is extended. Failure to supply all information may be grounds for rejecting your complaint.

Submit Complaints – The original-signed complaint form or letter is mailed to:

California Department of Transportation
Office of Civil Rights
Attention: Title VI Branch Manager
1823 14th Street, MS 79
Sacramento, CA 95811

Information – Email: Title.VI@dot.ca.gov
Phone: (916) 324-8379
Website: <https://dot.ca.gov/programs/civil-rights/title-vi>

PERSONAL INFORMATION NOTICE

Pursuant to the Federal Privacy Act (Section 552 et seq.) and the Information Practices Act of 1977 (IPA) (Civil Code Sections 1798 et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular.

Request for Board Consideration and Discussion

Proposal to migrate RHCS D to Streamline Website Hosting

February 13, 2025

The existing Rolling Hills CSD website “Rollinghillscsd.org” was produced several years ago by a prior board member that had the knowledge, ability, and understanding on how to create such a platform. While it has sufficiently served our needs for community information sharing and engagement up to this point, it has not kept up with recent regulations that have been enacted and are required surrounding website content accessibility, compliance, security, and the like.

On February 5th, President Brenda Collette and I attended a Zoom meeting presented by Streamline that outlined their platform, pricing, support, etc. Their organization builds tools to help special districts with online compliance, internal operations, and community outreach. They produce and monitor websites to ensure that they remain accessible and compliant with current and any future requirements. They are headquartered locally here in Sacramento, and offer on-line and in-person support as needed. The managing of this new site would be more secure and more user friendly for RHCS D staff to manage.

They offer 3 plans for special districts, the one that would likely best serve our current and future needs would be the middle one, Community Pro. As Rolling Hills CSD is a CSDA member, we will receive a 30% discount, which reduces the normal monthly cost of \$300 down to \$210, equating to \$2520 per year. There is a one-time fee of \$500 for the initial website set up and migration of our existing website content and documents to the new server. The expected timeframe from beginning the site development process to completion is 60-90 days.

Attached is additional information that was presented at the meeting.

William Grava
Director
Rolling Hills CSD



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Streamline Blog

5 Things Special Districts Need to Know About the Latest DOJ Ruling

Posted by Mac Clemmens | June 26, 2024

The Department of Justice has issued new website accessibility guidelines that will significantly impact special districts nationwide. Here are the 5 biggest takeaways:

1. All special district websites must be accessible to WCAG 2.1 AA standards.
2. Automated scanning of your website HTML using tools, like Chrome Lighthouse, may leave gaps in compliance. checkmydistrict.org is the most comprehensive and popular scanner for special districts, backed by the National Special Districts Coalition.
3. Your website attachments (think PDFs, Word documents, videos, etc.) need to be accessible, too.
4. The provision for archived content means that only your current content (agendas, budgets, and any state-required public records content) needs to be made accessible. Old content that is not state-required can be archived.
5. DOJ Enforcement begins in 2026, but ADA is already the law, districts need to be accessible now.

Let's dive into what this means for your district and where to start.

Navigating the New DOJ Website Accessibility Ruling

In a digital age where inclusivity is no longer a luxury but a necessity, the Department of Justice (DOJ) has unveiled new website accessibility guidelines that will significantly impact special districts nationwide. With the clock ticking down to 2026, now is the time to ensure your online presence is accessible to all and meets the Web Content Accessibility Guidelines (WCAG) 2.1 AA standards.

Why It Matters

Your website is your digital front door, and just like your physical offices, it needs to be accessible to everyone, including people with disabilities. The new DOJ ruling mandates that special district websites and contents (including PDF files) conform to WCAG 2.1 AA standards.

Automated vs. Manual Testing: The Accessibility Duo

Automated scanning tools, like Google's Lighthouse, are a great starting point. They quickly analyze your HTML and highlight common issues. However, relying solely on automation can leave significant gaps. Automated tools catch about 30% of potential accessibility issues. That's where manual testing comes in, providing a comprehensive evaluation of your site's accessibility by real humans who can detect subtleties that machines might miss.

For special districts, checkmydistrict.org is a game-changer. This tool, backed by the National Special Districts Coalition and multiple state district associations, offers tailored scanning specifically designed to meet their unique needs. It's the go-to resource for checking if your website has accessibility shortcomings.

Beyond HTML: Inclusive Content Matters

Accessibility doesn't stop at your website's code. Attachments like PDFs, Word documents, and other digital files must also be accessible. This includes using text descriptions for images (alt text), ensuring documents can be navigated by screen readers, and using accessible fonts and colors.

Videos are another critical area. Closed captions are not just a nice-to-have; they are a must-have. They ensure that people with hearing impairments can access your video content, and they also benefit non-native speakers and those in noisy environments.

Current vs. Archived Content: A Silver Lining

One piece of good news in the DOJ's ruling is the provision for archived content. You are not required to remediate every piece of content ever published. The focus is on current content – agendas, budgets, and any state-required public records. This makes the task more manageable and allows you to prioritize the most important and frequently accessed information.

The Timeline: Don't Wait Until 2026

Although DOJ enforcement begins in 2026, the Americans with Disabilities Act (ADA) is already the law of the land. This means your obligation to provide accessible digital content is immediate. Being proactive not only helps you avoid potential legal pitfalls but also aligns with the broader goal of creating an inclusive digital environment for all community members.

Taking the First Step

Making your website accessible can seem daunting, but it's a crucial step in ensuring equity and inclusivity in your community. Start with automated scans, move to thorough manual testing, and keep accessibility at the forefront of your content creation process. By taking these steps, you're not just complying with the law – you're making a meaningful difference in the lives of your constituents.

Topics: [California compliance](#), [Website accessibility](#), [Website requirements](#)