

REGULAR BOARD MEETING AGENDA
December 15, 2015 2:00 PM
Saddle Creek Lodge
1001 Saddle Creek Drive, Copperopolis, CA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. CHANGES TO ORDER OF AGENDA
5. **PUBLIC COMMENT** (Each speaker is limited to two (2) minutes)

Members of the public appreciated for taking the time to attend this meeting and provide comments on matters of District business. Any member of the public may address the Board relating to any matter within the Board's jurisdiction. This need not be related to any item on the agenda; however, the Board cannot act on an item unless it was noticed on the agenda.

6. CONSENT CALENDAR

Consent Calendar items are considered routine and will be acted upon by one motion. There will be no separate discussion on these items unless a member of the Board, Staff or a member of the Public requests specific items be set aside for separate discussion.

- a. Review of monthly financial report and approval of bills and claims for the month of November 2015.
- b. Approval of the minutes of the Regular Board Meeting of November 17, 2015.

7. OLD BUSINESS - None

8. NEW BUSINESS

Public Hearing: The Board will conduct a public hearing to receive public input regarding the 2016 fiscal year budget effective January 1, 2016. Following the public hearing, the Board may consider adoption of a Resolution approving the 2016 budget.

- a. Approval of a Resolution adopting the 2016 fiscal year budget effective January 1, 2016.
- b. Approval 2015 budget amendment in the amount of \$8000 for the purchase of a replacement mower attachment.
- c. Approval of appointment of replacement board members pursuant to the California Elections Code and District Notice of Board Vacancy dated November 19, 2015

9. STAFF AND DIRECTOR REPORTS:

Brief reports may be provided by District staff and/or Board members as information on matters of general interest. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future meeting agenda.

10. ADJOURNMENT



Saddle Creek Community Services District

Treasurer's Report

November 2015

Saddle Creek Comm Srvs District
Statement of Cash Flows

For the 11 Months Ending November 30, 2015

	Umpqua Bank Checking	Calaveras Co Fund 2188	Umpqua Bank CD #7405	Umpqua Bank CD #46165	Umpqua Bank CD #46207	Umpqua Bank CD #46249	Umpqua Bank CD #46124	YTD Total
OPERATING ACTIVITIES								
Net Income	71,270.49	(311,981.51)	100.94	31.40	31.39	30.12	30.12	(240,487.05)
Adjustments to reconcile Net Income to Net Cash provided by Operations:								-
IN03 JE 5.6 Interest Income			22.03					22.03
2000 Accounts Payable	5,091.43							5,091.43
2040 CSDA Bank of the West MC	401.05							401.05
2060 CSD Visa - MLB	-5,247.38							(5,247.38)
2110 Wage Garnishments Payable	0.00							
2100 Payroll Liabilities	-1,395.95							(1,395.95)
2150 Accrued Payroll	1,586.62							1,586.62
2201 Sales Tax Adjustment	0.22							0.22
Board of Equilization Payable	-11.17							(11.17)
Net cash provided by operating activities	71,695.31	(311,981.51)	122.97	31.40	31.39	30.12	30.12	(240,040.20)
Net cash increase for period	71,695.31	(311,981.51)	122.97	31.40	31.39	30.12	30.12	(240,040.20)
Cash at beginning of period	205,544.43	311,981.51	25,788.57	25,119.06	25,119.06	25,086.45	25,086.45	643,725.53
Cash at end of period	277,239.74	-	25,911.54	25,150.46	25,150.45	25,116.57	25,116.57	403,685.33

Prepared by: Dolores Baker
11-Dec-15

Saddle Creek Comm Srvs District
Balance Sheet
As of November 30, 2015

ASSETS

Current Assets

Bank Accounts

1000 Umpqua Bank Checking	277,239.74
1080 Umpqua Bank CD Accounts	
1081 CD #7405	25,911.54
1082 CD #46165	25,150.46
1083 CD #46207	25,150.45
1084 CD #46249	25,116.57
1085 CD #46124	25,116.57

Total 1080 Umpqua Bank CD Accounts **\$ 126,445.59**

Total Bank Accounts **\$ 403,685.33**

Total Current Assets **\$ 403,685.33**

Fixed Assets

1500 Capital Assets

1501 Equipment	267,138.76
1503 Roads	2,360,462.00
1504 Easements	10,344,000.00
1505 Buildings	79,000.00

Total 1500 Capital Assets **\$ 13,050,600.76**

1600 Accumulated Depreciation

1601 Equipment	(184,679.03)
1603 Roads	(616,865.62)
1605 Buildings	(16,590.00)

Total 1600 Accumulated Depreciation **(818,134.65)**

Total Fixed Assets **\$ 12,232,466.11**

TOTAL ASSETS \$ 12,636,151.44

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 Accounts Payable 14,534.36

Total Accounts Payable **\$ 14,534.36**

Credit Cards

2040 CSDA Bank of the West MC 401.05

Total Credit Cards **\$ 401.05**

Other Current Liabilities

2100 Payroll Liabilities (523.84)

2150 Accrued Payroll 11,363.95

2201 Sales Tax Adjustment 0.22

Board of Equalization Payable 13.95

Total Other Current Liabilities **\$ 10,854.28**

Total Current Liabilities **\$ 25,789.69**

Total Liabilities **\$ 25,789.69**

Equity

3800 Developer Capital Contributions 12,198,795.62

3900 Retained Earnings 652,053.18

Net Income (240,487.05)

Total Equity **\$ 12,610,361.75**

TOTAL LIABILITIES AND EQUITY \$ 12,636,151.44

SADDLE CREEK COMMUNITY SERVICES DISTRICT
BUDGET AND PROFIT & LOSS REPORT
 November 2015

		Current Year - 2015				Prior Year - 2014			
		Approved BUDGET	CURRENT MONTH	YEAR TO DATE	% of Budget	Adjusted BUDGET	CURRENT MONTH	YEAR TO DATE	% of Budget
EXPENSES									
Operating Expenses									
OE01	Audit Expense	\$ 7,500	\$ -	\$ 7,500	100%	\$ 7,500	\$ -	\$ 7,500	100%
OE02	Accounting & Bookkeeping	\$ 500	\$ 31	\$ 247	49%	\$ 6,000	\$ 675	\$ 6,475	108%
OE03	On-line Back-up/Notary Fees/Bonds	\$ 351	\$ -	\$ 361	103%	\$ 1,000	\$ -	\$ 351	35%
OE04	Legal Expenses	\$ 1,500	\$ -	\$ -	0%	\$ 1,500	\$ -	\$ 500	33%
OE05	Management Fees	\$ 57,000	\$ 5,225	\$ 54,625	96%	\$ -	\$ 4,750	\$ 23,750	
OE06	Insurance (Property Loss/Liability)	\$ 8,000	\$ -	\$ 8,000	100%	\$ 8,000	\$ -	\$ 6,359	79%
OE07	Miscellaneous/Contingency	\$ 2,000	\$ 352	\$ 1,454	73%	\$ 5,000	\$ 1,249	\$ 3,607	72%
OE08	Professional Development (Travel/Training)	\$ 6,000	\$ 770	\$ 6,745	112%	\$ 5,000	\$ 207	\$ 5,268	105%
OE09	Dues, Certifications & Subscriptions	\$ 4,000	\$ 324	\$ 3,709	93%	\$ 4,000	\$ 24	\$ 1,913	48%
OE10	Uniform Expenses	\$ 2,200	\$ 200	\$ 1,803	82%	\$ 1,600	\$ -	\$ 1,862	116%
OE11	Electric Power/Water/Sewer	\$ 6,000	\$ 252	\$ 4,173	70%	\$ 5,000	\$ 548	\$ 4,627	93%
OE12	Telephone/Pager Service	\$ 5,000	\$ 331	\$ 3,361	67%	\$ 5,000	\$ 335	\$ 3,881	78%
OE13	Internet Service	\$ 1,200	\$ 90	\$ 989	82%	\$ 1,200	\$ 98	\$ 946	79%
OE14	Office Supplies/Postage	\$ 5,000	\$ 32	\$ 4,843	97%	\$ 4,500	\$ 146	\$ 3,922	87%
OE15	Office Equipment Repair/Replacement	\$ 3,000	\$ -	\$ 3,054	102%	\$ 2,300	\$ 119	\$ 2,062	90%
OE16	Gate Maintenance & Opener Purchase	\$ 4,000	\$ -	\$ 3,794	95%	\$ 4,000	\$ 401	\$ 2,895	72%
OE17	Street & Main Gate Lighting Maint/Repair	\$ 13,500	\$ 6,412	\$ 13,443	100%	\$ 13,500	\$ 2,075	\$ 7,711	57%
OE18	Landscape Supplies & Repairs	\$ 21,000	\$ 67	\$ 19,582	93%	\$ 21,000	\$ 30	\$ 20,082	96%
OE19	Landscape Equipment Repair/Replacement	\$ 10,000	\$ -	\$ 11,284	113%	\$ 16,500	\$ -	\$ 16,466	100%
OE21	Landscape Equipment Gas & Oil	\$ 7,000	\$ -	\$ 4,446	64%	\$ 7,000	\$ 874	\$ 6,295	90%
OE26	County Fees/LAFCO	\$ 6,000	\$ -	\$ 3,412	57%	\$ 6,500	\$ -	\$ 2,897	45%
OE30	Reimbursable Maint/Repair Expense	\$ 10,000	\$ -	\$ 19,242	192%	\$ -	\$ -	\$ 4,204	
OE31	Records Management Services	\$ 2,400	\$ -	\$ -	0%	\$ -	\$ -	\$ -	
Total OE Expenses		\$ 183,151	\$ 14,086	\$ 176,067	96%	\$ 126,100	\$ 11,531	\$ 133,573	
OE22-1	Mosquito Control Products	\$ 14,513	\$ 3,619	\$ 14,807	102%	\$ 13,500	\$ 98	\$ 17,673	131%
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 3,000	\$ 478	\$ 2,450	82%	\$ 3,000	\$ -	\$ 1,473	49%
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 13,000	\$ 2,487	\$ 10,189	78%	\$ 13,000	\$ -	\$ 8,679	67%
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 5,890	\$ -	\$ 4,440	75%	\$ 5,000	\$ -	\$ 5,890	118%
Total Mosquito Abatement Expenses		\$ 36,403	\$ 6,584	\$ 31,886	88%	\$ 34,500	\$ 98	\$ 33,714	
Total Operational Expenses		\$ 219,554	\$ 20,670	\$ 207,953	95%	\$ 160,600	\$ 11,630	\$ 167,287	104%
Personnel Expenses									
PE01	Worker Compensation Insurance	\$ 14,241	\$ -	\$ 17,882	126%	\$ 16,000	\$ -	\$ 8,207	51%
PE02	Health Insurance	\$ 60,000	\$ 4,927	\$ 50,909	85%	\$ 58,780	\$ 5,384	\$ 44,607	76%
PE03	Payroll Taxes	\$ 23,972	\$ 1,604	\$ 18,735	78%	\$ 28,000	\$ 1,376.01	\$ 18,038	64%
PE04	Processing Fees	\$ 1,400	\$ 115	\$ 1,323	95%	\$ 1,400	\$ 111.00	\$ 1,253	90%
PE05	Directors Stipend	\$ 6,000	\$ -	\$ -	0%	\$ 6,000	\$ -	\$ 900	15%
PE06	Employee Wages	\$ 264,558	\$ 20,889	\$ 223,225	84%	\$ 310,000	\$ 16,454	\$ 206,981	67%
Total Personnel Expenses		\$ 370,171	\$ 27,535	\$ 312,074	84%	\$ 420,180	\$ 23,325	\$ 279,985	67%

SADDLE CREEK COMMUNITY SERVICES DISTRICT
BUDGET AND PROFIT & LOSS REPORT
 November 2015

	Current Year - 2015				Prior Year - 2014			
	Approved BUDGET	CURRENT MONTH	YEAR TO DATE	% of Budget	Adjusted BUDGET	CURRENT MONTH	YEAR TO DATE	% of Budget
Capital Outlay								
CO04 2015 Chevrolet Silverado (2014)					\$ 30,799			
CO04 (2) Workman MDX Cart (2014)					\$ 22,768			
CO04 Workman HD w/Bed (2014)	\$ -				\$ 17,499			
Total Capital Outlay	\$ -	\$ -	\$ -		\$ 71,066	\$ -	\$ -	
						\$ -	\$ -	
TOTAL EXPENSES	\$ 589,725	\$ 48,205	\$ 520,027	88%	\$ 651,846	\$ 34,954	\$ 447,272	69%

INCOME

<u>Assessment Income</u>	Rec'd 3 mos after Qtr End	Date Rec'd:	Amount:
Payment No. 1:	May		\$ 224,421
Payment No. 2:	Aug		\$ 28,053
Payment No. 3:	Feb next yr		
Total Assessment Income			\$ 252,474

IN30 <u>Reimbursement Income/Receivable</u>						
SDRMA	Gate Repairs	\$ 8,195				
Castle & Cooke	Street light Maint	\$ 2,561				
Employee - Personal portion	Lodging/Meals	\$ 248				
(1) SDRMA - Loss Prevention Allocation		\$ 2,472				
Castle & Cooke	Tractor/Equipment Repairs	\$ 5,842			\$ 4,204	
SDLF	Clerk Ed Scholarship	\$ 525	\$ 525			
Total Reimbursement Income		\$ 10,000	\$ 525	\$ 19,842	198%	\$ 4,204

<u>Miscellaneous Income</u>						
Castle & Cooke	Weed Abatement	\$ -	\$ -			\$ 2,500
Lot Owners	Weed Abatement	\$ 200	\$ 1,150			\$ 1,741
IN03 Lot Owners	Gate Openers/Cards	\$ -	\$ 400		\$ 177	\$ 453
IN05 Umpqua Bank	CD Interest	\$ 39	\$ 224		\$ 23	\$ 260
IN06 Calaveras County	Interest Received		\$ 400			\$ 314
Various	Other Miscellaneous					\$ 1,987
Total Miscellaneous Income		\$ 8,000	\$ 239	\$ 2,174	27%	\$ 199
TOTAL INCOME		\$ 590,275	\$ 764	\$ 279,540	47%	\$ 561,053

NET INCOME	\$ 550	\$ (47,441)	\$ (240,487)	\$ (90,793)	\$ (34,755)	\$ (183,339)
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Prepared by: D. Baker

12/11/2015

Saddle Creek Comm Srvs District

Check Detail

November 2015

Date	Num	Name	Amount
11/01/2015	1839	Kampa Community Solutions, LLC	(5,225.00)
11/02/2015	Auto Debit	Intuit Full Service Payroll	(115.00)
11/05/2015	1835	California State Disbursement Unit	(118.50)
11/05/2015	1836	COLLECTIONS	(50.00)
11/05/2015	DD	DOLORES C BAKER	(73.98)
11/05/2015	DD	Mark A. Dunlop	(917.59)
11/05/2015	DD	Gregory Hebard	(2,192.47)
11/05/2015	DD	HERNAN M HERNANDEZ	(967.59)
11/05/2015	DD	Ralph M. McGeorge	(1,494.27)
11/05/2015	DD	MICHELE L MENZIES	(290.84)
11/05/2015	DD	BRADLEY D NICKELL	(1,077.49)
11/05/2015	DD	CODY L PONDER	(972.14)
11/12/2015	CA EDD		(448.59)
11/12/2015	IRS		(2,978.20)
11/17/2015	1841	Bank +C15:C20of the West	(4,180.66)
11/17/2015	1842	Greg Hebard	(100.00)
11/17/2015	1843	SDRMA-Health Ins.	(4,926.60)
11/17/2015	1844	Shelby Masonry	(6,200.00)
11/17/2015	1845	VALLEY ENTRY SYSTEMS, INC.	(768.90)
11/20/2015	DD	DOLORES C BAKER	(195.87)
11/20/2015	DD	Mark A. Dunlop	(933.38)
11/20/2015	DD	Gregory Hebard	(2,192.48)
11/20/2015	DD	HERNAN M HERNANDEZ	(883.37)
11/20/2015	DD	Ralph M. McGeorge	(1,494.28)
11/20/2015	DD	MICHELE L MENZIES	(81.73)
11/20/2015	DD	BRADLEY D NICKELL	(993.26)
11/20/2015	DD	CODY L PONDER	(887.92)
11/20/2015	1846	California State Disbursement Unit	(118.50)
11/20/2015	1847	COLLECTIONS	(50.00)
11/23/2015	STMT PG&E - 7193		(252.20)
11/25/2015	CA EDD		(430.31)
11/25/2015	IRS		(2,864.04)
TOTAL			<u>(44,475.16)</u>

Saddle Creek Community Services District

Regular Meeting of December 15, 2015

AGENDA SUPPORTING DATA

8. NEW BUSINESS

- a. Adoption of a Resolution approving the 2016 Budget.

Background

The California Government Code requires that a community services district may adopt a preliminary budget annually before July 1, or every two years; with a final budget being adopted on or before September 1 of each year. The fact that the Saddle Creek CSD uses a calendar year does pose some timing challenges with regard to compliance with these and some other Government Code requirements, but budgeting on a calendar year is likely not prohibited by law. Our District has used a budgeting procedure of preliminary review of a draft budget in October and November of each year, with a final draft budget presented to the Board for final approval in December; to be effective January 1 of the following year.

The attached final draft budget contains the purchase of a new tractor used by District staff on a very frequent basis. The current tractor has failed beyond reasonable repair. The tractor is being purchased at a cost of \$72,200 with a zero interest, five-year lease-to-own financing. The total annual monthly payments of \$14,400 is shown in the final draft operating expenses. This tractor will be capitalized as a District fixed asset.

During the Board meeting of November 17, 2015, the Board reviewed the 2016 preliminary draft budget, and directed staff to make minor amendments including:

1. Budget Format:
 - a. Budget separately for Road and Mosquito Control services, and also consider a separate budget for the operation of the entrance gate, or
 - b. Since we have a single source of revenue, maintain the same budget format, and produce a regular management budget report separately identifying the expenses of Mosquito, Roads and entrance gate services
2. Budget items and amounts:
 - a. **Include \$15,000** to contract with a qualified firm to prepare an updated Pavement Condition Assessment to supplement the Road Report currently being prepared by management. The Road Report will evaluate the cost and options for current and future road maintenance, repair and upgrades, options and costs for various entrance gate operating scenarios, as well as funding and financing options to ensure that capital is available when the road work is necessary. The Pavement Assessment will validate current condition and estimate maintenance and repair costs.

- b. Include a budget item to contract with a qualified landscape design firm to evaluate and recommend options for renovation for some of the existing common area landscaping lost due to drought water restrictions, and a permanent conversion to a more drought tolerant landscape type. This report needs to provide detailed enough plans and specifications that the District may qualify for grant funds under Proposition 1, if available for drought tolerant landscape and associated irrigation system renovations. A preliminary **budget of \$12,000** is proposed and the Board will have two additional opportunities to consider proceeding with the project in 1) approval of the Request for Proposals from landscape design firms, and 2) consideration of contract award to the successful proposer.
- c. Include funding to contract with a municipal finance firm to prepare a recommendation on the most viable fee, special tax and/or benefit assessment options to fund necessary road improvements, the increasing cost of mosquito control services, and increased entrance gate operating costs if additional gates or added staffing options are chosen by the Board. This initial consultation will be **budgeted at \$7,300**.

Funding for the study projects detailed above is available by allocating the estimated fiscal year ending revenue over expenses in the amount of \$31,127 as shown in the attached final draft budget. Once again, with the excellent fiscal oversight of the Board and management provided by the District's excellent staff, we are presenting a balanced budget containing a solid operating budget and forward thinking study and preliminary assessment projects.

Recommendation

I move to approve Resolution _____, adopting and approving the 2016 budget as presented.

**SADDLE CREEK COMMUNITY SERVICES DISTRICT
DRAFT 2016 BUDGET-EXHIBIT "A"**

FY 2015 Actual Beginning Balance	\$304,035	FY 2015 Projected Assessment Revenue	\$ 578,571	FY 2015 Projected Expenditures	\$575,827
FY 2016 Projected Beginning Balance (3)	\$308,449	FY 2016 Projected Assessment Revenues	\$ 590,142	FY 2016 Projected Total Funds Available	\$898,591

LESS: FY 2016 Proposed Budget (Operational Expenses, Personnel & Capital Outlay) \$ 642,404

FY 2016 Projected Year End General Fund Balance (Unassigned Funds):

Stabilization Funds (Internal Info Only)	\$53,534
Other Unassigned Funds (Internal Info Only)	<u>\$202,654</u>
	<u>\$256,188</u>

REVENUE	Actual 2013	Budgeted 2014	Approved 2015	Projected FY 2015	Proposed FY 2016
Revenue allocated at close of prior Fiscal Year			\$ -	\$ -	\$ 31,127
Special Tax			\$ 572,275	\$ 578,571	\$ 590,142
Reimbursement for Maintenance and Repair			\$ 10,000	\$ 19,842	\$ 19,500
Other Revenue (Vacant Lot Mowing Fee)			\$ 8,000	\$ 8,541	\$ 1,634
TOTAL REVENUE			\$ 590,275	\$ 606,954	\$ 642,403

OPERATIONAL EXPENSES

Audit Expenses	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Accounting & Bookkeeping	\$ 6,152	\$ 6,000	\$ 500	\$ 279	\$ 500
On-line Back-up/Notary Fees/Bonds	\$ 936	\$ 1,000	\$ 351	\$ 361	\$ 361
Legal Expenses	\$ 406	\$ 1,500	\$ 1,500	\$ -	\$ 1,500
Management Fees	\$ -	\$ 28,500	\$ 57,000	\$ 59,850	\$ 62,700
Insurance (Property Loss/Liability)	\$ 6,065	\$ 8,000	\$ 8,000	\$ 8,185	\$ 8,000
Miscellaneous/Contingency	\$ 4,746	\$ 5,000	\$ 2,000	\$ 1,455	\$ 2,000
Professional Development (Travel/Training)	\$ 4,816	\$ 5,000	\$ 6,000	\$ 6,745	\$ 6,000
Dues, Certificates & Subscriptions	\$ 3,476	\$ 4,000	\$ 4,000	\$ 3,709	\$ 4,000
Uniform Expenses	\$ 1,555	\$ 1,600	\$ 2,200	\$ 2,125	\$ 2,200
Electric Power/Water/Sewer	\$ 4,826	\$ 5,000	\$ 6,000	\$ 4,707	\$ 5,200
Telephone Service	\$ 4,412	\$ 5,000	\$ 5,000	\$ 3,692	\$ 4,000
Internet Service	\$ 1,111	\$ 1,200	\$ 1,200	\$ 1,079	\$ 1,200
Office Supplies/Postage	\$ 4,395	\$ 4,500	\$ 5,000	\$ 4,843	\$ 5,000
Office Equipment Repair/Replacement	\$ 2,277	\$ 2,300	\$ 3,000	\$ 3,054	\$ 3,000
Gate Maintenance & Opener Purchase	\$ 16,922	\$ 4,000	\$ 4,000	\$ 3,794	\$ 4,000
Streets, Sidewalks & Lighting Maintenance	\$ 7,416	\$ 13,500	\$ 13,500	\$ 13,599	\$ 13,500
Landscape Supplies & Repairs	\$ 20,566	\$ 21,000	\$ 21,000	\$ 20,786	\$ 21,000
Landscape Equipment Repair/Replacement	\$ 16,270	\$ 16,500	\$ 10,000	\$ 11,284	\$ 16,500
Lease/Purchase Tractor	\$ 3,127	\$ -	\$ -	\$ -	\$ 14,440
Landscape Equipment Gas & Oil	\$ 6,933	\$ 7,000	\$ 7,000	\$ 4,538	\$ 5,000
Mosquito Control Products	\$ 10,970	\$ 13,500	\$ 14,513	\$ 14,807	\$ 11,500
Mosquito Abatement Monitoring & Testing	\$ 1,697	\$ 3,000	\$ 3,000	\$ 2,567	\$ 3,000
Mosquito Abatement Vehicle Gas & Oil	\$ 11,423	\$ 13,000	\$ 13,000	\$ 11,589	\$ 11,000
Mosquito Abatement Vehicle Maintenance	\$ 5,059	\$ 5,000	\$ 5,890	\$ 4,441	\$ 5,000
County Fees/LAFCO (1)	\$ 6,006	\$ 6,500	\$ 6,000	\$ 6,287	\$ 6,500
Reimbursable Maint/Repair Expense (2)	\$ 10,534	\$ -	\$ 10,000	\$ 19,242	\$ 19,500
Records Management Services	\$ -	\$ -	\$ 2,400	\$ -	\$ 2,400
Total Operational Expenses	\$ 169,596	\$ 189,100	\$ 219,554	\$ 220,518	\$ 246,501

PERSONNEL EXPENSES

Workers' Compensation Insurance (13)	\$ 10,381	\$ 16,000	\$ 16,000	\$ 17,882	\$ 16,035
Health Insurance (6)	\$ 44,897	\$ 58,780	\$ 58,780	\$ 56,319	\$ 60,145
Payroll Taxes (13)	\$ 25,968	\$ 28,000	\$ 28,000	\$ 20,892	\$ 22,311
Processing Fees (13)	\$ 1,366	\$ 1,400	\$ 1,400	\$ 1,436	\$ 1,400
Directors' Stipend (5)	\$ 5,600	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Employee Wages (8)	\$ 273,455	\$ 281,500	\$ 253,000	\$ 244,780	\$ 255,712
Total Personnel Expenses	\$ 361,667	\$ 391,680	\$ 363,180	\$ 347,309	\$ 361,603

CAPITAL OUTLAY

Vrisimo Flail Mower (last purchased new \$6,900 in 2012)	\$ -	\$ -	\$ -	\$ 8,000	\$ -
2" SDS Max Rotary Hammer with attachments	\$ 1,349	\$ -	\$ -	\$ -	\$ -
Workman MDX Cart	\$ 11,886	\$ 22,768	\$ -	\$ -	\$ -
Workman HD w/dump bed		\$ 17,499		\$ -	\$ -
1/2 ton Pickup		\$ 30,799		\$ -	\$ -
Total Capital Outlay	\$ 13,235	\$ 71,066	\$ -	\$ 8,000	\$ -

PRELIMINARY ENGINEERING AND STUDY PROJECTS

Landscape Design	\$ -	\$ -	\$ -	\$ -	\$ 12,000
Pavement Assessment	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Financial Assessment	\$ -	\$ -	\$ -	\$ -	\$ 7,300
Total Studies and Assessments	\$ -	\$ -	\$ -	\$ -	\$ 34,300

TOTAL BUDGET \$ 544,498 \$ 651,846 \$ 582,734 \$ 575,827 \$ 642,404

REVENUE OVER (UNDER) EXPENSE \$ 7,541 \$ 31,127 \$ (0)

RESOLUTION __, 2015

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SADDLE CREEK
COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING THE DISTRICT'S
FISCAL YEAR 2016 OPERATING BUDGET**

WHEREAS, the Saddle Creek Community Services District (District) Board of Directors reviews and accepts a monthly treasurer's report that includes statements of cash flows, account and investment balances, and budget to actual reports; and

WHEREAS, the District discussed the goals and objectives of the 2016 Budget preparation during its regular, public Board meeting on October 13, 2015; and

WHEREAS, the District publically considered a first draft of the 2016 budget during its regular meeting held November 17, 2015; and

WHEREAS, the Notice of Public Hearing regarding budget adoption was duly published in the local newspaper; and

WHEREAS, the final draft 2016 budget reflecting the input and direction of the Board is included herein for consideration.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District does hereby approve and adopt the 2016 Fiscal Year Budget as presented.

BE IT FURTHER RESOLVED that the District General Manager or his/her designee is hereby authorized to expend the funds contained within the 2016 Budget in accordance with financial policies adopted by the Board.

PASSED AND ADOPTED by the Board of Directors of the Saddle Creek Community Services District on December 15, 2015 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Sue Russ, President

Michele Menzies, Board Secretary

Saddle Creek Community Services District

Regular Meeting of December 15, 2015

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS:

- a. Approval of appointment of replacement board members pursuant to the California Elections Code and District Notice of Board Vacancy dated November 19, 2015.

Background

The Board voted in November 2015 to appoint replacement directors. Staff posted the required Notice of Vacancy, and two Board candidates submitted applications for appointment consideration; attached. Staff has performed research among our peers to determine a Board interview and appointment process that is efficient and effective. The process for appointment is best handled as follows:

- a. Plan to keep the questions to a minimum and entire process under 20 minutes per candidate.
- b. The Board President prepares a slate of candidate questions that are distributed to the Board members at the meeting.
- c. Each candidate is asked the same series of questions. The candidate being interviewed remains in the Boardroom, while the other candidates are asked to step outside during the interview of the other candidates, returning after they have been interviewed. Note: we cannot require the candidate to leave the room, as this is not provided in the Brown Act; we can only ask.
- d. After all candidates have been interviewed, the Board President asks each Board member if they have any additional questions for the candidates. These questions can be specific to one candidate, but the other candidates should also be given the opportunity to address the question asked.
- e. After all interviews and all Board member questions are asked, the Board President calls for nominations from the Board. Each Board member can nominate the candidate they desire, and nominations do not require a second.
- f. After all nominations are received, the President calls for a vote on each candidate. The first candidate receiving a majority vote is selected.

In our case with two candidates, when nominations are made, the President should call for the vote first for the candidate receiving the most nominations, if one exists. If the nominations are tied, the President decides which candidate to introduce first for a vote.

Recommended Motion

Motion to appoint _____ to serve as a director(s) on the Saddle Creek CSD Board of Directors.

November 20, 2015

Saddle Creek CSD
1001 Saddle Creek Drive
Copperopolis, CA 95228

Re: Vacant Director Position

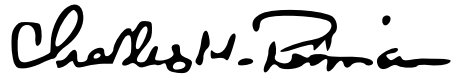
Dear Board Members:

Please accept this letter and attendant resume as my application for one of the vacant Board positions.

I have been on the Board since it's inception in 2001. My term ended this year because of the change in the election process. I was last elected in 2011. I desire to serve out the term until the next election in 2016.

I have seen all the progress that the Board has made. I have been through all the turmoil and change. I would like to continue to assist in the growth of the community.

Thank You,

A handwritten signature in black ink that reads "Charles M. Robinson". The signature is written in a cursive, flowing style.

Charles M. Robinson
172 Hawkridge Road
Copperopolis, CA 95228
209-785-8825

Charles Robinson

Professional experience

July 2000 – June 2006

Redwood City, CA

Assistant Chief Defender, SMCBA Private Defender Program & Assistant Executive Director, San Mateo County Bar Association

- **Assistant Executive Director** of San Mateo County Bar Association and its attendant committees, sections and interest groups, including the Private Defender Program [and formerly including the Release on Own Recognizance Program (through June 2002)]; management of a staff of approximately 20. **Assistant Chief Defender** of the Private Defender Program, the primary indigent defense organization of San Mateo County with an annual budget of approximately \$12,000,000; manage panels of approximately 110 attorneys, 25 investigators and a case load of approximately 24,000 cases per year; responsible for assigning cases in all criminal courts of the county, as well as all juvenile court, LPS courts and Mental calendars, guardianships and domestic court contempt matters; participate in meetings at administrative level regarding the operation of criminal justice system in San Mateo County; manage, evaluate and advise panel attorneys; handle complaints regarding attorneys; pre-approve ancillary services; approve payments to attorneys and for ancillary services; conduct seminars for the continuing education of panel attorneys.

June 1974 - July 2000; July 2006 - Present

Redwood City & Palo Alto, CA

Private Practice of Law

- General Practice through 1983 then exclusively criminal law. Experience summary: 56 trials, of which 48 were felonies and 21 of these were homicides (5 were death penalty cases and 5 others were special circumstances/life-without-possibility-of-parole cases); handled 21 other murder cases, including 12 in which special circumstances were alleged; also handled "White Collar" crimes. Member of San Mateo County Private Defender panel since 1978; Santa Clara County Conflicts panel 1981-1994.

June 1987 – May 1988

San Jose, CA

Administrator, Conflicts Administration Program, Santa Clara County

- Administered a secondary defender office with a budget of \$2.1 million and a case load of approximately 3000 cases per year; prepared, submitted and obtained approval for Fiscal Year 1989 budget; responsible for assigning cases in all criminal courts of the county, as well as all juvenile court and domestic court contempt matters; participated in meetings at administrative level regarding the operation of criminal justice system in Santa Clara County; handled complaints regarding attorneys; pre-approved investigation requests; restructured fee schedule; streamlined office procedures and policies while managing a staff of six; conducted seminars for the continuing education.

Various Dates

Redwood City, CA

Judge Pro Tempore

- April 1990 – San Mateo County Superior Court; felony jury trial. 1982 – San Mateo County Municipal Court; jury trial. 1980 – San Mateo County Municipal Court: preliminary hearings.

Additional professional activities

Board of Directors, San Mateo County Bar Association, 1999-2000. Chairman of San Mateo County Bar Association Private Defender Committee, 1995-1996; and Committee Member 1990-1991, 1994-1995, 1997. Member of the San Mateo County Court Consolidation Advisory Committee, 1995-1996. Member of the San Mateo County Court Forensic Psych Evaluation Committee, 2000-2001. Member of San Mateo County Task Force on Juvenile Sentencing 2002. Member of the San Mateo County Proposition 36 Implementation Committee, 2001-2006. Member of the San Mateo County Bar Association Judicial Nominee Evaluation Committee, 2004-2006.

Expert witness: 1) San Mateo County, civil trial on the issue of attorney malpractice in a homicide case, 1990; 2) San Mateo County, competency trial on issue of client's ability to assist counsel in criminal case, 1997; 3) San Mateo County, expert witness on client behavior in Death Penalty case, 1994; 4) San Mateo County, Special Master to assist the court in assessing the adequacy of representation in a homicide case, 1998; and 5) Santa Clara County, civil trial on procedures for reviewing and approving attorney billing on court appointed murder cases, 2004.

Panel member on radio program ("Call a Lawyer") regarding Drug Treatment, 2002; panel member on television program ("Legal Currents") regarding the Death Penalty, 1987. Instructor in CEB "Trial Skills Workshop", 1987 and 1991. Instructor in Criminal Law class for Palo Alto Legal Secretaries Association, 1985 and 1986. Speaker at various seminars on criminal law topics for San Mateo County Bar Association Private Defender Program and Santa Clara County Conflicts Panel.

Awards

2008 Dennis Woodman Award, San Mateo County Bar Association

- Presented in recognition of the Private Defender who heedless of opposition and with ceaseless determination fights for those whose liberty or lives are in peril.

Martindale-Hubble AV Preeminent Rated Lawyer; and 2012, 2013, 2014, 2015 San Francisco's Top Rated Lawyers

Education

1973 University of San Francisco

- Juris Doctor (McAuliffe Honor Society)

1970 University of California, Los Angeles

- Bachelor of Arts, Economics

Professional memberships

California Attorneys for Criminal Justice; California Public Defenders Association; National Legal Aid and Defenders Association (until 2011); and National Association of Criminal Defense Lawyers (until 2013).

Community activities

President and Board Member (elected), Saddle Creek Community Services District, 2002-2015. Board Member Oral Interview Board, Copperopolis Fire Chief 2011. Speaker on criminal justice related topics at various community groups and local schools.

Owen Bramlett
16 Moss Wood Ct
Copperopolis, CA 95228
December 4, 2015

Saddle Creek Community Services District
Board of Directors
1000 Saddle Creek Drive
Copperopolis, CA 95228

Dear Board Members,

Please consider this as my letter of interest regarding the appointment of a resident to fill a recent board vacancy. I will also attach a current resume to this email as well as deliver the originals as requested.

My interest in your board began with my application for consideration in the hiring of your General Manager last year. I also ran for election to your board last fall and finished just 10 votes shy of earning a seat. I have continued to follow board activities as well as activities affecting the community in which you serve.

My qualifications consist of experience as an elected member of City Council, City of Foster City; as well as serving a term as Mayor of that city of approximately 30,000. During this time, I chaired several important committees including the one responsible for design and building a new library. During this process, it was critical to take public input at every progressive step as well as work with members of City Council, City Staff and architects.

During my tenure on Council, I was elected Chairman of the Council of Cities, San Mateo County. This organization consisted of all locally elected officials throughout the 20 cities within the county. The organization was created to develop a unified voice to Sacramento on issues affecting our communities. Consensus building among a diverse membership was critical to my success in this position. During this period I was also elected Commodore of Coyote Point Yacht Club, and served as scheduling referee for AYSO soccer.

In addition to my civic experience, I would bring to the board 40 years of business experience ranging from the corporate world as a Regional Vice President, McKesson Corp, and CEO, Sakura of America and later successfully operating my own small business for the last 20 of those years.

During the past three years of living in Saddle Creek we have begun to see some changes. As the community grows and ages, I envision growing challenges to the board. I feel my diverse background and experience may provide beneficial insight. I would therefore welcome the opportunity to interview for consideration to fill the board vacancy.

Unfortunately, I will be out of the country visiting Mexico during the time scheduled for interviews. We leave Saturday, December 13th returning sometime Tuesday, December the 22nd. I therefore ask if I may be allowed to interview at another time convenient for the Board. If this is not possible, I understand and will continue to maintain my interest in seeking a position on your board at a later date.

Sincerely,



Owen Bramlett

Accomplishments: Of the six Distribution Centers in my region, five were ranked at the top nationally for operating revenue performance against plans.

12/80-3/83 **DIVISION MANAGER, CHAMPION OFFICE PRODUCTS**
Minneapolis, MN

Responsibilities included: complete profit and loss responsibility for this business unit.

Accomplishments: Promoted from Division Manager to Regional Manager and given responsibility for managing six western divisions.

11/78-11/80 **OPERATIONS MANAGER, MANAGEMENT ASSISTANT**
Boise Cascade, Inc., Cincinnati, OH
Management Training and promoted to Operations Manager.

1/73-11/78 **SALES REPRESENTATIVE**
Champion Office Products, Cincinnati, OH
Converted a low-volume territory into one of the top ten territories in the country by the end of the first year. Transferred from Nationwide Papers, a division of Champion Paper.

EDUCATION: **Bachelor of Science Degree**
12/73 Major: Business Administration; Concentration, Economics
University of Missouri

6/80 **Master of Business Administration**
Major: Management Xavier University

OTHER PERTINENT EXPERIENCE:

11/91-11/95 **City Council Member; serving as Mayor 1993**

11/94-11/95 **Chairman, Council of Cities;** Comprised of all locally elected officials in San Mateo County. Purpose to provide a voice from the cities to the State Legislature.

11/97-11/98 **COMMODORE**
Coyote Point Yacht Club; negotiated and oversaw the merger of the club with Palo Alto Yacht Club.

11/12-11/13 **CHAIRMAN OF THE BOARD**
South Beach Yacht Club; facilitated and guided the board in policy making which recognized the diversity of boating interests among the membership.

9/87-9/93 **REFEREE AYSO SOCCER**
Member of the Board of Directors; served as Scheduling Referee and served as liaison to the City of Foster City for the use of the athletic fields.

1976 **HONORABLE DISCHARGE**
Air National Guard

OBJECTIVE: Seeking position which will allow me to apply my work and personal experience to the benefit of an organization.

EXPERIENCE:

1994-2014 **OWNER AND SOLE PROPRIETOR**
Safeguard Business Systems, Bramlett and Associates
Worked closely with bankers providing their business clients with checks and forms customized to fit their financial software.

In addition, became a reliable partner with customers for other needs; including promotional products and promotional apparel.

Accomplishments: Expanded customer base from under 1000 customers to approximately 2,700. Maintained one of the highest customer retention rates within the network of distributors representing Safeguard Corporation; a division of Deluxe Corporation.

3/92-5/94 **VICE PRESIDENT SALES AND MARKETING**
Gilbert-Clark Co., San Francisco, CA
Initiated, developed, and administered new marketing strategies and goals to increase market share and sales throughout the Bay Area; utilizing skills developed during career.

Accomplishments: Doubled sales of one new product category from one year earlier and launched other new product areas.

11/87-1/92 **PRESIDENT/CEO**
Sakura of America (major manufacturer of writing instruments and art materials. A subsidiary of Sakura Color Products, Osaka, Japan), Union City, CA

Reporting directly to the CEO of the parent company (the first American to hold this position for Sakura), responsibilities included: defining, developing, and implementing the The first-ever plan for existing markets and for entering new markets (crafts, hobby fields); full profit and loss accountability; strategic and financial planning; recruiting and developing staff for all aspects of the operation.

Accomplishments: Achieved sales growth well ahead of the market in each year of the operation.

3/83-10/87 **REGIONAL VICE-PRESIDENT**
McKesson Office Products (A division of McKesson Corporation).

Reporting to the President (after Champion Office Products had been acquired by the McKesson Corporation in June '84). Accepted a new and expanded role and responsibilities for formulating strategies to improve sales, distribution, financial and personal functions to improve profits and returns on investments.

To: Saddle Creek CSD

From: Don Kurtz
309 Rock Ridge Ln
Copperopolis, CA 95228

(925) 998-8736

I am interested in serving on the Board of the Saddle Creek CSD. I am currently living full-time in Saddle Creek on Rock Ridge Ln.

I am over 18 and a qualified elector. I have extensive experience with financial analysis and operating a community services district. My qualifications to serve on the Board are as follows:

Career

2005 to 2015 Senior IT Analyst II at Dublin San Ramon Services District (DSRSD). DSRSD provides water, wastewater treatment, and recycled water to 160,000 people in the San Francisco East Bay region. As IT analyst, I was heavily involved in all aspects of enterprise software and hardware used to run the district, including financial and human resource applications, engineering, operations, customer service and administration.

2000 to 2005 SR IT Analyst at Oracle Corporation. Responsible for software development for enterprise analytics application.

1997 to 2000 SR IT Analyst at ProBusiness. Responsible as team lead for software development related to payroll and human resource applications.

1985 to 1997 IT Analyst at ATT. Responsible for software development in the sales and marketing arena.

Education

MBA in Information Systems 1988 Golden Gate University San Francisco, CA

BA in Business 1985 St Mary's College, Moraga CA

