

REGULAR BOARD MEETING AGENDA
August 15th, 2017 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 are 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 July 2017
 - b. Approval of the minutes of the Regular Board Meeting of July 18th, 2017.
7. **DISCUSSION AND ACTION ITEMS**
The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action.
 - a. Acceptance of the 2016 annual audit as prepared and presented by Larry Bain, CPA.
 - b. **PUBLIC HEARING** – The Board will conduct a hearing to receive public input regarding adoption of the Final Budget
Adoption of a Resolution approving the 2017/18 Fiscal Year Budget effective July 1, 2017 through June 30, 2018
 - c. Adoption of a resolution approving agreement with Human Resources Practitioners for human resources consulting services
 - d. Approval for the General Manager to contract with a landscape architect on an hourly basis for assistance in planning the drought tolerant landscape project
 - e. Adoption of a resolution approving agreement with Willdan Engineering for road improvement and maintenance engineering services
8. **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.
 - a. General Manager's report regarding the meeting with Castle & Cooke of August 3, 2017
 - b. Presentation of the previously completed report on the installation of speed bumps in the community
9. **CLOSED SESSION – California Government Code 54957**
Public employee performance evaluation – General Manager
Public comment will be taken on Closed Session items in advance of the Board entering Closed Session.
10. **RECONVENE OPEN SESSION – Announce Action Taken in Closed Session**
11. **ADJOURNMENT**

Agenda Materials: May be viewed on the bulletin boards outside the Saddle Creek Pro Shop, on the Sports Club Bulletin Board and at the CSD Website on the Saturday proceeding each meeting date. Materials will also be available at the meeting.

Americans with Disabilities Act Compliance: If you require special assistance to participate in Board Meetings, please contact the CSD Clerk at (209) 785-0100. Advance notification will enable the District to make reasonable arrangements to insure accessibility.

Saddle Creek Community Services District

Regular Meeting of August 15, 2017

AGENDA SUPPORTING DATA

6. CONSENT CALENDAR

- a. Review of monthly financial report and approval of bills and claims for the month of July 2017
- b. Approval of the minutes of the Regular Board Meeting of July 18th, 2017.

Recommended Motion

I move to approve the consent calendar as presented.

Background

The Consent Calendar contains routine items and is typically approved in a single motion by the Board. In the event an item is pulled from the Consent Calendar by a Board member, a motion may be made to approve the remaining consent items; then the pulled item taken up later.

This agenda contains a copy of the amended minutes from the June 20 Board meeting. These minutes are not included for separate approval as they were approved on July 18, 2017 with amendments. I have included simply to show the amendments made.

The finance report through the first six months of the year, and draft minutes of the July 18, 2017 Board meeting are included for your review.



Saddle Creek Community Services District

Treasurer's Report

July 31, 2017

Saddle Creek Comm Srvs District

BALANCE SHEET

As of July 31, 2017

| | TOTAL |
|--|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 1000 Umpqua Bank Checking | 309,683 |
| 1080 Umpqua Bank CD Accounts | 126,812 |
| Total Bank Accounts | \$436,495 |
| Accounts Receivable | |
| 1200 Accounts Receivable | 4,364 |
| Total Accounts Receivable | \$4,364 |
| Total Current Assets | \$440,858 |
| Fixed Assets | |
| 1500 Capital Assets | 13,127,405 |
| 1600 Accumulated Depreciation | (851,858) |
| Total Fixed Assets | \$12,275,547 |
| TOTAL ASSETS | \$12,716,406 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 Accounts Payable | 27,626 |
| Total Accounts Payable | \$27,626 |
| Credit Cards | |
| 2040 CSDA Bank of the West MC | 382 |
| Total Credit Cards | \$382 |
| Other Current Liabilities | |
| 2100 Payroll Taxes Payable | 408 |
| 2110 Wage Garnishments Payable | 179 |
| 2150 Accrued Payroll | 11,512 |
| Board of Equalization Payable | 24 |
| Total Other Current Liabilities | \$12,123 |
| Total Current Liabilities | \$40,131 |
| Long-Term Liabilities | |
| 2500 Lease Payable - John Deere | 63,334 |
| Total Long-Term Liabilities | \$63,334 |
| Total Liabilities | \$103,465 |
| Equity | |
| 3800 Developer Capital Contributions | 12,198,796 |
| 3900 Retained Earnings | 648,187 |
| Net Income | (234,042) |
| Total Equity | \$12,612,941 |
| TOTAL LIABILITIES AND EQUITY | \$12,716,406 |

SADDLE CREEK COMMUNITY SERVICES DISTRICT

FY 2017-18 MONTHLY BUDGET REPORT

July 2017

| | | Current Year - 2017 | | | Prior Year - 2016 | | |
|------------------------------|--|---------------------|----------------|----------------|-------------------|----------------|------------------------------|
| | | (Approved) | (Expenditures) | (Expenditures) | (Adjusted) | (Expenditures) | (Expenditures) |
| | | FY 2017-18 | Month of July | Year to Date | FY 2016 | Month of July | Year to Date - Prior Year |
| EXPENDITURES | | | | | | | |
| SERVICES AND SUPPLIES | | | | | | | |
| ADMINISTRATION | | | | | | | |
| OE01 | Audit Expense | \$ 7,800 | \$ - | \$ - | \$ 7,500 | \$ - | \$ 7,500 |
| OE02 | Accounting & Bookkeeping | \$ 551 | \$ 31 | \$ 31 | \$ 500 | \$ 31 | \$ 216 |
| OE02-1 | Parcel Tax Implementation | \$ 4,250 | | | \$ 4,300 | | \$ 4,000 |
| OE03 | On-line Back-up/Notary Fees/Bonds | \$ 397 | \$ - | \$ - | \$ 361 | \$ - | \$ 326 |
| OE04 | Legal Expenses | \$ 1,575 | \$ - | \$ - | \$ 1,500 | \$ - | \$ 200 |
| OE05 | Management Fees | \$ 68,775 | \$ 5,408 | \$ 5,408 | \$ 62,700 | \$ 5,225 | \$ 36,575 |
| OE06 | Insurance (Property Loss/Liability) | \$ 8,925 | \$ - | \$ - | \$ 8,000 | \$ - | \$ 8,274 |
| OE07 | Miscellaneous/Contingency | \$ 9,000 | \$ - | \$ - | \$ 2,000 | \$ - | \$ 109 |
| OE08 | Professional Development (Travel/Training) | \$ 8,925 | \$ 491 | \$ 491 | \$ 6,000 | \$ - | \$ 5,857 |
| OE09 | Dues, Certifications & Subscriptions | \$ 4,725 | \$ - | \$ - | \$ 4,000 | \$ 387 | \$ 2,901 |
| OE10 | Uniform Expenses | \$ 2,310 | \$ - | \$ - | \$ 2,200 | \$ - | \$ 1,548 |
| OE11 | Electric Power/Water/Sewer | \$ 9,405 | \$ 389 | \$ 389 | \$ 5,200 | \$ 575 | \$ 2,997 |
| OE12 | Telephone/Internet Service | \$ 6,405 | \$ 437 | \$ 437 | \$ 5,200 | \$ 434 | \$ 2,679 |
| OE14 | Office Supplies/Postage | \$ 5,250 | \$ 650 | \$ 650 | \$ 5,000 | \$ 310 | \$ 3,046 |
| OE15 | Office Equipment Repair/Replacement | \$ 5,250 | \$ 302 | \$ 302 | \$ 3,000 | \$ 1,534 | \$ 2,647 |
| | Office Equipment Lease | \$ 7,200 | | | | | |
| OE31 | Records Management Services | | \$ - | \$ - | \$ 2,400 | \$ - | \$ - |
| OE26 | County Fees/LAFCO | \$ 6,825 | \$ - | \$ - | \$ 6,500 | \$ - | \$ 2,919 |
| OE30 | Reimbursable Maint/Repair Expense | \$ 7,000 | \$ 1,941 | \$ 1,941 | \$ 19,500 | \$ - | \$ 7,806 |
| | Castle & Cooke Subsidized Expenses | \$ 120,000 | | | | | |
| PE03-1 | Payroll Taxes - Administration | \$ - | \$ 483 | \$ 483 | \$ - | \$ 320 | \$ 4,085 |
| PE06-1 | Employee Wages - Administration | \$ - | \$ 5,431 | \$ 5,431 | \$ - | \$ 3,905 | \$ 47,380 |
| | Total Administration | \$ 284,568 | \$ 15,564 | \$ 15,564 | \$ 145,861 | \$ 12,721 | \$ 141,065 |
| COMMON AREAS | | | | | | | |
| OE16 | Gate Maintenance & Opener Purchase | \$ 17,500 | \$ 570 | \$ 570 | \$ 4,000 | \$ 902 | \$ 2,170 |
| OE18 | Landscape Supplies & Repairs | \$ 25,000 | \$ 2,195 | \$ 2,195 | \$ 21,000 | \$ - | \$ 22,112 |
| OE18-3 | Landscape Equipment Gas & Oil | \$ 5,250 | \$ 113 | \$ 113 | \$ 5,000 | \$ 437 | \$ 3,859 |
| OE18-4 | Landscape Equipment Repair/Replacement | \$ 17,500 | \$ 2,624 | \$ 2,624 | \$ 16,500 | \$ 478 | \$ 15,371 |
| PE03 -2 | Payroll Taxes - Common Areas | \$ - | \$ 1,057 | \$ 1,057 | \$ - | \$ 736 | \$ 5,422 |
| PE06 -2 | Employee Wages - Common Areas | \$ - | \$ 13,811 | \$ 13,811 | \$ - | \$ 9,624 | \$ 63,440 |
| | Total Common Areas | \$ 65,250 | \$ 20,368 | \$ 20,368 | \$ 46,500 | \$ 12,177 | \$ 112,374 |
| FIRE PROTECTION | | | | | | | |
| | Fire Protection Services & Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| PE03-3 | Payroll Taxes - Fire Protection | \$ - | \$ - | \$ - | \$ - | \$ 340 | \$ 1,894 |
| PE06-3 | Employee Wages - Fire Protection | \$ - | \$ - | \$ - | \$ - | \$ 4,447 | \$ 24,306 |
| | Total Fire Protection | \$ - | \$ - | \$ - | \$ - | \$ 4,787 | \$ 26,200 |

SADDLE CREEK COMMUNITY SERVICES DISTRICT

FY 2017-18 MONTHLY BUDGET REPORT

July 2017

| | | Current Year - 2017 | | | Prior Year - 2016 | | |
|--|--|---------------------|------------------|------------------|-------------------|------------------|------------------------------|
| | | (Approved) | (Expenditures) | (Expenditures) | (Adjusted) | (Expenditures) | (Expenditures) |
| | | FY 2017-18 | Month of July | Year to Date | FY 2016 | Month of July | Year to Date - Prior Year |
| MOSQUITO ABATEMENT | | | | | | | |
| OE22-1 | Mosquito Control Products | \$ 15,225 | \$ 1,152 | \$ 1,152 | \$ 14,500 | \$ 1,536 | \$ 11,164 |
| OE22-2 | Mosquito Abatement Monitoring & Testing | \$ 3,150 | \$ 501 | \$ 501 | \$ 3,000 | \$ 37 | \$ 2,801 |
| OE22-3 | Mosquito Abatement Vehicles Gas & Oil | \$ 11,550 | \$ 774 | \$ 774 | \$ 11,000 | \$ 1,715 | \$ 3,980 |
| OE22-4 | Mosquito Abatement Equipment Maintenance | \$ 5,250 | \$ 166 | \$ 166 | \$ 5,000 | \$ 382 | \$ 4,639 |
| PE03-4 | Payroll Taxes - Mosquito Abatement | \$ - | \$ 76 | \$ 76 | \$ - | \$ 57 | \$ 838 |
| PE06-4 | Employee Wages - Mosquito Abatement | \$ - | \$ 997 | \$ 997 | \$ - | \$ 746 | \$ 10,925 |
| Total Mosquito Abatement | | \$ 35,175 | \$ 3,666 | \$ 3,666 | \$ 33,500 | \$ 4,472 | \$ 34,346 |
| STREETS | | | | | | | |
| OE17 | Streets & Main Gate Lighting Maint/Repair | \$ 14,175 | \$ 189 | \$ 189 | \$ 13,500 | | \$ 2,585 |
| | Contract Storm Water Maint Service | \$ 5,000 | \$ - | \$ - | | | |
| PE03-5 | Payroll Taxes - Streets | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 64 |
| PE06 -5 | Employee Wages - Streets | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 823 |
| Total Streets | | \$ 19,175 | \$ 189 | \$ 189 | \$ 13,500 | \$ - | \$ 3,472 |
| WETLANDS | | | | | | | |
| | Wetlands Services and Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| PE03-6 | Payroll Taxes - Wetlands | \$ - | \$ - | \$ - | \$ - | | \$ 44 |
| PE06-6 | Employee Wages - Wetlands | \$ - | \$ - | \$ - | \$ - | | \$ 580 |
| Total Wetlands | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 624 |
| TOTAL SERVICES & SUPPLIES | | \$ 404,168 | \$ 39,786 | \$ 39,786 | \$ 239,361 | \$ 34,158 | \$ 318,082 |
| PERSONNEL COSTS | | | | | | | |
| PE01 | Worker Compensation Insurance | \$ 22,237 | \$ - | \$ - | \$ 16,035 | \$ - | \$ 20,382 |
| PE02 | Health Insurance** | \$ 66,101 | \$ 4,670 | \$ 4,670 | \$ 60,145 | \$ 4,508 | \$ 34,264 |
| PE03 | Payroll Taxes | \$ 28,517 | \$ - | \$ - | \$ 22,311 | \$ 1,454 | \$ 12,347 |
| PE04 | Processing Fees | \$ 1,400 | \$ 109 | \$ 109 | \$ 1,400 | \$ 113 | \$ 799 |
| PE05 | Directors Stipend | \$ 6,000 | \$ - | \$ - | \$ 6,000 | \$ - | \$ - |
| PE06 | Employee Wages | \$ 326,653 | \$ 18,698 | \$ 18,698 | \$ 255,712 | \$ 18,722 | \$ 147,454 |
| | | | \$ 23,477 | \$ 23,477 | | \$ 24,797 | \$ 215,247 |
| Distributed to Service Areas | | | \$ (18,698) | \$ (18,698) | | \$ (20,176) | \$ (159,801) |
| TOTAL UNDISTRIBUTED PERSONNEL COSTS | | \$ 450,908 | \$ 4,779 | \$ 4,779 | \$ 361,603 | \$ 4,621 | \$ 55,445 |
| EQUIPMENT OUTLAY | | | | | | | |
| CO01 | (1) Cart & (1) Fogger | \$ 29,000 | \$ - | \$ - | | | |
| CO04 | John Deer Roto Tiller (2017) | | \$ - | \$ - | | | |
| CO04 | Cart - Mosquito Abatement (2016) | | | | \$ 17,107 | | |
| CO04 | Vrisimo Flail Mower (2015) | | | | \$ 2,150 | | \$ 2,146 |
| CO04 | John Deere Tractor w/loader & Bucket (2016) | | | | \$ 72,400 | | \$ 72,341 |
| TOTAL CAPITAL OUTLAY | | \$ 29,000 | \$ - | \$ - | \$ 91,657 | \$ - | \$ 74,487 |

SADDLE CREEK COMMUNITY SERVICES DISTRICT

FY 2017-18 MONTHLY BUDGET REPORT

July 2017

| | Current Year - 2017 | | | Prior Year - 2016 | | |
|---|---------------------|----------------------|---------------------|--------------------|----------------------|--------------------------------------|
| | (Approved) | (Expenditures) | (Expenditures) | (Adjusted) | (Expenditures) | (Expenditures) |
| | <u>FY 2017-18</u> | <u>Month of July</u> | <u>Year to Date</u> | <u>FY 2016</u> | <u>Month of July</u> | <u>Year to Date - Prior Year</u> |
| CAPITAL OUTLAY/STUDIES/ASSESEMENTS | | | | | | |
| Landscape Design | \$ 20,000 | \$ 68 | \$ 68 | \$ 12,000 | | |
| OE18-1 Landscape Improvements | \$ 80,000 | \$ - | \$ - | | | |
| Road Improvements (Incl. \$15K Contingency) | \$ 115,000 | \$ - | \$ - | \$ 15,000 | | \$ 4,500 |
| Road Project Management | \$ 43,000 | \$ - | \$ - | | | |
| TOTAL STUDIES & ASSESSMENTS | \$ 258,000 | \$ 68 | \$ 68 | \$ 27,000 | \$ - | \$ 4,500 |
| DEBT SERVICE | | | | | | |
| John Deere Financing | \$ 16,100 | \$ 1,336 | \$ 1,336 | \$ 14,440 | \$ 1,336 | \$ 4,007 |
| TOTAL DEBT SERVICE | \$ 16,100 | \$ 1,336 | \$ 1,336 | \$ 14,440 | \$ 1,336 | \$ 4,007 |
| TOTAL EXPENSES | \$ 1,158,176 | \$ 45,969 | \$ 45,969 | \$ 734,061 | \$ 40,115 | \$ 456,521 |
| PAYMENTS AND ASSESSMENTS RECEIVED | | | | | | |
| <u>Assessment Income</u> | | | | | | |
| Payment No. 1: (40%) May 2017 | | | | | | \$ 233,489 |
| Payment No. 2: (5%) Aug 2017 | | | | | | |
| Payment No. 3: (55%) Feb 2018 | | | | | | |
| Total Assessment Income | \$ 924,447 | \$ - | \$ - | \$ 590,142 | \$ - | \$ 233,489 |
| <u>Reimbursement Income</u> | | | | | | |
| From: For: | | | | | | |
| C&C Water Truck/Tractor Repairs | | \$ 1,864 | \$ 1,864 | | | \$ 7,364 |
| C&C Construction Gate Repairs/'16-Signs | | | | | | \$ 346 |
| Various Other | | | | | | \$ 96 |
| Total Reimbursement Income | \$ 7,000 | \$ 1,864 | \$ 1,864 | \$ 19,500 | \$ - | \$ 7,806 |
| <u>Other Income</u> | | | | | | |
| From: For: | | | | | | |
| C&C Weed Abatement | | | | | | \$ 2,500 |
| Lot Ownr Weed Abatement | | \$ 2,500 | \$ 2,500 | | \$ 200 | \$ 450 |
| Lot Ownr Gate Openers/Cards | | \$ 316 | \$ 316 | | \$ 19 | \$ 818 |
| Various Miscellaneous | | | | | | \$ 1,850 |
| CC/Umpir Interest Received | | \$ 19 | \$ 19 | | \$ 19 | \$ 382 |
| CSDA Credit Card Rebate | | | | | | \$ 342 |
| SDRMA 16-17 PL Pro-rated/Loss Prev Allow | | | | | | |
| Total Other Income | \$ 6,400 | \$ 2,835 | \$ 2,835 | \$ 1,634 | \$ 237 | \$ 6,342 |
| TOTAL PAYMENTS & ASSESSMENTS | \$ 937,847 | \$ 4,699 | \$ 4,699 | \$ 611,276 | \$ 237 | \$ 247,636 |
| Excess of Expenditures of Income | | | | \$ (122,785) | \$ (39,878) | \$ (208,885) |
| <u>Other Financing Sources and Uses</u> | | | | | | |
| John Deere Financing | | | | \$ 72,157 | | |
| Net Income | \$ (220,329) | \$ (41,269) | \$ (41,270) | \$ (50,628) | \$ (39,878) | \$ (208,885) |

Saddle Creek Comm Srvs District
Statement of Cash Flows

For the 1 Months Ending July 31, 2017

| | 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 | (41,292) | - | - | 7 | 7 | 4 | 4 | (41,270) |
| Adjustments to reconcile Net Income to Net Cash provided by Operations: | | | | | | | | - |
| 1200 Accounts Receivable | (4,364) | | | | | | | (4,364) |
| 2000 Accounts Payable | (6,868) | | | | | | | (6,868) |
| 2040 CSDA Bank of the West MC | (22,983) | | | | | | | (22,983) |
| 2100 Payroll Taxes Payable | 180 | | | | | | | 180 |
| 2150 Accrued Payroll | 3,047 | | | | | | | 3,047 |
| Other Current Payables | (136) | | | | | | | (136) |
| Net cash provided by operating activities | (72,416) | - | - | 7 | 7 | 4 | 4 | (72,394) |
| | | | | | | | | |
| Net cash increase for period | (72,416) | - | - | 7 | 7 | 4 | 4 | (72,394) |
| Cash at beginning of period (7/1/2017) | 382,099 | - | 26,145 | 25,188 | 25,188 | 25,135 | 25,135 | 508,890 |
| Cash at end of period | 309,683 | - | 26,145 | 25,195 | 25,195 | 25,139 | 25,139 | 436,496 |

5-Aug-17

Prepared by: Dolores Baker

Saddle Creek Comm Srvs District

CHECK DETAIL

July 2017

| DATE | NUM | NAME | MEMO/DESCRIPTION | AMOUNT |
|---------------------------|----------|------------------------------------|--|-------------|
| 1000 Umpqua Bank Checking | | | | |
| 07/01/2017 | July Fee | Intuit Full Service Payroll | Payroll Service Fees | (109.00) |
| 07/01/2017 | 1857632 | John Deere Financial | Tractor Lease Payment | (1,335.71) |
| 07/01/2017 | 2140 | Kampa Community Solutions, LLC | Monthly Management Fees | (5,407.88) |
| 07/05/2017 | DD | HERNAN M HERNANDEZ | Pay Period: 06/16/2017-06/30/2017 | (322.06) |
| 07/05/2017 | DD | Ralph M. McGeorge | Pay Period: 06/16/2017-06/30/2017 | (1,496.63) |
| 07/05/2017 | DD | BRADLEY D NICKELL | Pay Period: 06/16/2017-06/30/2017 | (1,037.88) |
| 07/05/2017 | DD | Gregory Hebard | Direct Deposit 2 | (50.00) |
| 07/05/2017 | DD | Gregory Hebard | Pay Period: 06/16/2017-06/30/2017 | (2,205.13) |
| 07/05/2017 | DD | DOLORES C BAKER | Pay Period: 06/16/2017-06/30/2017 | (149.41) |
| 07/05/2017 | DD | CODY L PONDER | Pay Period: 06/16/2017-06/30/2017 | (755.07) |
| 07/05/2017 | 2141 | California State Disbursement Unit | Garnishments Payable | (297.50) |
| 07/12/2017 | | IRS | Tax Payment for Period: 07/05/2017-07/07/2017 | (2,381.24) |
| 07/12/2017 | | CA EDD | Tax Payment for Period: 07/05/2017-07/07/2017 | (417.87) |
| 07/18/2017 | 2142 | Belkorp Ag, LLC | Voided | 0.00 |
| 07/18/2017 | 2160 | VALLEY ENTRY SYSTEMS, INC. | Gate Maintenance | (425.00) |
| 07/18/2017 | 2159 | Foothill Printing & Graphics | Office Stationary | (280.07) |
| 07/18/2017 | 2158 | Gold Electric, Inc. | Street Light Retro-fit and Bulb replace | (7,195.75) |
| 07/18/2017 | 2157 | VALLEY ENTRY SYSTEMS, INC. | Reiburseable Constr Gate Repair 2nd Qtr Maintenance | (5,525.00) |
| 07/18/2017 | 2156 | Larry Bain, C.P.A. | 2016 Audit Fee | (7,500.00) |
| 07/18/2017 | 2155 | Univar USA Inc. | Mosquito Control Products | (3,893.18) |
| 07/18/2017 | 2154 | John Deere Financial | Equipment Repair | (183.88) |
| 07/18/2017 | 2153 | Bryco Supply | Mosquito Control Products | (1,406.97) |
| 07/18/2017 | 2151 | Bank of the West | June Statement | (11,385.62) |
| 07/18/2017 | 2150 | Aaronson, Dickerson etal | Legal Expense | (200.00) |
| 07/18/2017 | 2149 | SDRMA-Health Ins. | Health Ins. - Monthly Premium | (4,670.00) |
| 07/18/2017 | 2148 | Turf Star, Inc. | Landscape Supplies & Equipt Maint | (74.04) |
| 07/18/2017 | 2143 | Greg Hebard | Boot Reimbursement | (100.00) |
| 07/18/2017 | 2144 | Don Cowper | Plantings | (2,174.73) |
| 07/18/2017 | 2145 | NBS | Special Tax Implementation Consulting | (1,444.97) |
| 07/18/2017 | 2146 | The Union Democrat | Budget Hearing Notice | (219.28) |
| 07/18/2017 | 2147 | TIFCO Industries | Mosquito Abatement Fuel & Oil | (45.17) |
| 07/19/2017 | | CA EDD | Tax Payment for Period: 04/01/2017-06/30/2017 | (120.50) |
| 07/20/2017 | 2161 | California State Disbursement Unit | Garnishments Payable | (297.50) |
| 07/20/2017 | DD | DOLORES C BAKER | Pay Period: 07/01/2017-07/15/2017 | (179.47) |
| 07/20/2017 | DD | Gregory Hebard | Direct Deposit 2 | (50.00) |
| 07/20/2017 | DD | Ralph M. McGeorge | Pay Period: 07/01/2017-07/15/2017 | (1,496.62) |
| 07/20/2017 | DD | BRADLEY D NICKELL | Pay Period: 07/01/2017-07/15/2017 | (995.80) |
| 07/20/2017 | DD | CODY L PONDER | Pay Period: 07/01/2017-07/15/2017 | (732.02) |
| 07/20/2017 | DD | Gregory Hebard | Pay Period: 07/01/2017-07/15/2017 | (2,205.13) |
| 07/20/2017 | DD | HERNAN M HERNANDEZ | Pay Period: 07/01/2017-07/15/2017 | (576.91) |
| 07/26/2017 | | IRS | Tax Payment for Period: 07/19/2017-07/21/2017 | (2,438.66) |
| 07/26/2017 | | CA EDD | Tax Payment for Period: 07/19/2017-07/21/2017 | (421.72) |

| DATE | NUM | NAME | MEMO/DESCRIPTION | AMOUNT |
|--|-----------------------|--------------------------------|--------------------------|-----------------------|
| 07/26/2017 | 2016-17 S/T Return | CA State Board of Equilization | 2016-17 Sales Tax Return | (163.00) |
| 07/27/2017 | 6/8-7/9/2017 | PG&E - 7193 | Utilities | (389.16) |
| Total for 1000 Umpqua Bank Checking | | | | \$ (72,755.53) |

Saddle Creek Comm Svcs District

2040 CSDA Bank of the West MC, Period Ending 07/28/2017

RECONCILIATION REPORT

Reconciled on: 08/02/2017

Reconciled by: Dolores Baker

Any changes made to transactions after this date aren't included in this report.

Summary

USD

| | |
|--|------------------|
| Statement beginning balance..... | 11,385.62 |
| Charges and cash advances cleared (41)..... | 21,674.03 |
| Payments and credits cleared (1)..... | -11,385.62 |
| Statement ending balance..... | <u>21,674.03</u> |
| Uncleared transactions as of 07/28/2017..... | 381.93 |
| Register balance as of 07/28/2017..... | 22,055.96 |
| Cleared transactions after 07/28/2017..... | 0.00 |
| Uncleared transactions after 07/28/2017..... | 2,961.77 |
| Register balance as of 08/02/2017..... | 25,017.73 |

Details

Charges and cash advances cleared (41)

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|---------|----------------|------------------------------|--------------|
| 06/26/2017 | Expense | 669894 | Hunt & Sons, Inc. | 92.24 |
| 06/26/2017 | Expense | 669552 | Hunt & Sons, Inc. | 309.95 |
| 06/27/2017 | Expense | 371850 | Belcorp Ag, LLC | 5,472.55 |
| 06/28/2017 | Expense | 5787671-B-2 | Ewing | 1,710.44 |
| 06/29/2017 | Expense | 663655 | Hunt & Sons, Inc. | 481.30 |
| 06/29/2017 | Expense | 11580 | Gold Dust Pizza Copperopolis | 65.64 |
| 06/30/2017 | Expense | E06600 | Safe-T-Lite of Modesto Inc. | 275.19 |
| 06/30/2017 | Expense | 33 | Pit Stop Auto Lube-Oakdale | 73.08 |
| 06/30/2017 | Expense | H103851 | Hughson Farm Supply | 1,918.94 |
| 06/30/2017 | Expense | 1 | Cal Traffic | 1,580.10 |
| 07/01/2017 | Expense | July Stmt | Cal Waste Recovery Systems | 67.63 |
| 07/01/2017 | Expense | | Intuit - QBO Online | 30.99 |
| 07/02/2017 | Expense | 626556 | Copper Station | 75.26 |
| 07/02/2017 | Expense | 5/13-6/12/2017 | Verizon Wireless | 121.18 |
| 07/05/2017 | Expense | 09434 | Wal-Mart | 121.91 |
| 07/05/2017 | Expense | 19295397 | Lowe's | 188.58 |
| 07/07/2017 | Expense | 487945 | McDillard's Feed & Supply | 98.87 |
| 07/07/2017 | Expense | 112844 | Copper Auto & Marine | 184.02 |
| 07/07/2017 | Expense | 9085626 | Copper Station | 61.00 |
| 07/07/2017 | Expense | 375044 | Belcorp Ag, LLC | 1,863.73 |
| 07/11/2017 | Expense | ARD00235250 | Les Schwab Tires | 20.39 |
| 07/12/2017 | Expense | 5873370-A-3 | Ewing | 1,887.05 |
| 07/13/2017 | Expense | 072706 | Orchard Supply Hardware | 215.70 |
| 07/13/2017 | Expense | 9248 | CVS Pharmacy | 86.25 |
| 07/14/2017 | Expense | H22491 | Hughson Farm Supply | 656.00 |
| 07/14/2017 | Expense | 272990 | J.Milano Co., Inc. | 773.79 |
| 07/14/2017 | Expense | E07629 | Safe-T-Lite of Modesto Inc. | 311.93 |
| 07/15/2017 | Expense | June Stmt | Calaveras Telephone Co. | 316.15 |
| 07/18/2017 | Expense | 1042000314 | Wal-Mart | 40.73 |
| 07/18/2017 | Expense | 01152113 | Saddle Creek Country Club | 41.23 |
| 07/19/2017 | Expense | 07192017 | Lake Tulloch RV Cmpgrnd | 77.40 |
| 07/19/2017 | Expense | 07010779 | Saddle Creek Country Club | 248.80 |
| 07/20/2017 | Expense | 84715 | O'Reilly Auto Parts | 125.62 |
| 07/20/2017 | Expense | 7057180 | Ceres Chevron | 58.09 |
| 07/20/2017 | Expense | 273024 | J.Milano Co., Inc. | 497.38 |
| 07/22/2017 | Expense | 676790 | Hunt & Sons, Inc. | 113.15 |
| 07/23/2017 | Expense | 03000284 | K.A.R. Service | 405.00 |
| 07/24/2017 | Expense | 9084809 | Farmington Circle K Shell | 65.52 |
| 07/25/2017 | Expense | 77854120 | Copperopolis Cruisers 25 | 51.50 |

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|---------|---------|------------------|--------------|
| 07/25/2017 | Expense | 1306200 | Les Schwab Tires | 641.67 |
| 07/27/2017 | Expense | 027 | USPS | 248.08 |

Total 21,674.03

Payments and credits cleared (1)

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|------|-----------|------------------|--------------|
| 07/14/2017 | Bill | June Stmt | Bank of the West | -11,385.62 |

Total -11,385.62

Additional Information

Uncleared charges and cash advances

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|---------|-------------|---------------------------------|--------------|
| 07/01/2017 | Expense | 5774795-B-1 | Ewing | 165.33 |
| 07/25/2017 | Expense | 07252017 | Lake Tulloch True Value Hard... | 142.17 |
| 07/27/2017 | Expense | 7925F | Family Dollar | 17.80 |
| 07/27/2017 | Expense | 203C75 | Family Dollar | 56.63 |
| 08/01/2017 | Expense | | Intuit - QBO Online | 30.99 |
| 08/01/2017 | Expense | 24823 | Morris Nursery | 1,670.99 |
| 08/01/2017 | Expense | 689923 | McDillard's Feed & Supply | 58.00 |
| 08/02/2017 | Expense | 071220017 | Verizon Wireless | 121.22 |
| 08/02/2017 | Expense | 382511 | Belcorp Ag, LLC | 432.80 |
| 08/09/2017 | Expense | 683585 | Hunt & Sons, Inc. | 361.89 |
| 08/19/2017 | Expense | 07242017 | CCWD | 285.88 |

Total 3,343.70

REGULAR BOARD MEETING MINUTES
(Approved as amended 7-18-17)

June 20th, 2017 2:00 PM
Saddle Creek Lodge
1001 Saddle Creek Drive, Copperopolis, CA

1. CALL TO ORDER – *President Hoffman called the meeting to order at 2:14pm following the arrival of General Manager Kampa*
2. ROLL CALL – *President Hoffman, Vice President Albertson, Director Russ and and Director Golden present, Secretary DeBaldo absent*
3. PLEDGE OF ALLEGIANCE
4. CHANGES TO ORDER OF AGENDA - None
5. **PUBLIC COMMENT** - *No public comment was received*
6. **CONSENT CALENDAR**
 - a. **Review of monthly financial report and approval of bills and claims for the month of May 2017**
 - b. **Approval of the minutes of the Regular Board Meeting of May 16th, 2017 and Special Meeting of May 30, 2017.**

Motion to approve the Consent Calendar was made by Director Russ. Vice President Albertson seconded the motion which was approved with four ayes, DeBaldo absent.

7. **DISCUSSION AND ACTION ITEMS**

a. **Status update regarding resolution of the reported storm drain odor at Rockridge Lane**

Site Manager Greg Hebard provided a verbal update on the situation, stating that the check valves have been installed on the storm drain outlets where the odor is originating, and being drawn into the system. The consensus was that the odor appears to be subsiding, but we will continue to monitor.

b. **Status update report on the turf restoration project**

Site Manager Hebard stated that the old sod had been removed by the contractor, new topsoil installed, wetting agents and seed installed. Due to the heat, it has been hard to keep everything wet, and the irrigation renovations and repairs have been constant. Castle & Cooke is being consulted to meet and discuss opportunities for conversion of the medians to some form of attractive, drought tolerant landscape.

c. **Adoption of a resolution approving the Preliminary Draft 2017-18 Fiscal Year budget and setting a public hearing for August 22, 2017 for adoption of the final budget.**

General Manager Kampa walked the Board through the anticipated revenue and expenses for the 2017/2018 fiscal year which begins on July 1, 2017 and ends on June 30, 2018. Site Manager Hebard requested that the Capital Improvement/Capital Equipment budget be increased to include a minimum of \$10,000 in gate renovations. Following discussion ~~regard~~ ~~#regarding~~ the Board Clerk position, Kampa was directed to make sure we have adequate funding calculated into the budget to cover anticipated expenses in additional hours ~~anand~~ higher compensation per hour to reflect added responsibility. Kampa answered questions from the Board.

Motion to adopt a resolution approving the Preliminary Draft 2017-18 Fiscal Year budget and setting a public hearing for August 22, 2017 for adoption of the final budget was made by Director Russ. Vice President Albertson seconded the motion which was approved with four ayes, DeBaldo absent.

d. Management report and discussion related to the District organizational chart, staffing and job responsibilities for the position of District Clerk

General Manager Kampa reviewed a memo with the Board detailing the critical, responsible and technical role of a Board Clerk. ~~Kampa stated that the purpose of the agenda item was to inform the Board that he intended to hire a candidate with a high level of office administrative experience to be able to organize the district records, administer the meeting process, and deal with the massive paperwork expected to be generated with construction projects. All agreed on the urgency to fill the position, and Kampa assured the Board that the position would ultimately be part time, although it may start out more until the records are in order. Kampa stated that within the Preliminary Budget approved, he would likely be able to adjust the salary to where it needed to be to find the right candidate, and reduce the hours to balance the budget. and answered Board questions.~~

~~Kampa addressed Board questions regarding whether we are in compliance with various requirements and making sure that we are on track to submit the new special tax roll to the county. Kampa assured that Board that although we will be playing catch-up on records, we are in compliance with requirements.~~

e. Adoption of a resolution declaring the results of a special all mail ballot conducted on May 2, 2017 on Measure "A".

Motion to adopt a resolution declaring the results of a special all mail ballot conducted on May 2, 2017 on Measure "A" was made by Director Golden. Director Russ seconded the motion which was approved with four ayes, DeBaldo absent.

8. **STAFF AND DIRECTOR REPORTS:** - *No additional reports given*
9. **ADJOURNMENT:** *President Hoffman adjourned the meeting at 3:40pm*

REGULAR BOARD MEETING MINUTES

July 18th, 2017 2:00 PM
Saddle Creek Lodge
1001 Saddle Creek Drive, Copperopolis, CA

1. CALL TO ORDER
2. ROLL CALL: *In attendance - President Hoffman, Vice President Albertson, Secretary DeBaldo, Directors Russ and Golden. Absent - None*
3. PLEDGE OF ALLEGIANCE
4. CHANGES TO ORDER OF AGENDA - *None*
5. PUBLIC COMMENT - *No Public Comment was received*
6. CONSENT CALENDAR
 - a. Review of monthly financial report and approval of bills and claims for the month of June 2017.
 - b. Approval of the minutes of the Regular Board Meeting of June 20, 2017.
President Larry Hoffman pulled the June 20, 2017 Board minutes for discussion. The Board agreed to amend the draft minutes under Item 7c correcting the word regard in to regarding, and the word an to and. After Board discussion, it was also agreed to amend the wording of the record for Item 7d, to remove statements about Board agreement regarding the Clerk position. By consensus the Board directed the Clerk to remove the majority of the narrative in draft minutes, leaving a statement that Kampa presented a memo to the Board regarding the responsibilities of the Board Clerk position, and answered Board questions.
Motion by Vice President Albertson to approve the minute as amended. Second by Director Sue Russ and the motion passed unanimously.
7. DISCUSSION AND ACTION ITEMS
 - a. Status update regarding resolution of the reported storm drain odor at Rockridge Lane.
Site Manager Greg Hebard reported that the check valves had been installed and we are monitoring the situation. A member of the public reported that the odor still exists intermittently. Hebard asked that residents call him when the odor is noticed so he can investigate.
 - b. Status update on the restoration of turf damaged by drought water restrictions.
Site Manager Hebard reported that the reseeding has been completed, but as hard as we tried, due to local conditions the weeds are taking over and will need to be treated. Hebard has ordered the chemicals to treat the weeds once the turf is established enough to be treated.
 - c. Adoption of a resolution establishing the Measure A Special Tax rates for 2017/18 and authorizing the General Manager to certify and submit the special tax rolls to Calaveras County.
A draft resolution was reviewed by the Board. Motion by Director Golden to adopt a resolution establishing the Measure A Special Tax rates for 2017/18 and authorizing the General Manager to certify and submit the special tax rolls to Calaveras County. Second by Director Russ and the resolution was approved by unanimous vote.
 - d. Approval of the process and schedule for first phase of road improvements to be constructed with Measure A special tax funds
The Board reviewed a draft process and schedule prepared by District management. By consensus, the Board agreed to title the schedule a Preliminary Draft, subject to recommendations by the project design engineer. Motion by Director Russ to approve the

process and preliminary draft schedule for first phase of road improvements to be constructed with Measure A special tax funds. Vice President Albertson seconded and the motion was approved unanimously.

- e. Adoption of a resolution approving a policy on declaration and disposal of surplus District property.

The Board reviewed a draft policy prepared by staff. Secretary DeBaldo made the motion to adopt a resolution approving a policy on declaration and disposal of surplus District property. Director Golden seconded and the resolution was approved by unanimous vote.

- f. Approval of support for a candidate for the California Special Districts Association Board of Directors

Director Russ made a motion to designate General Manager Pete Kampa as the Board's choice for CSDA Director. Secretary DeBaldo seconded and the motion passed unanimously.

- g. Adoption of a resolution approving the District organizational chart, positions funded and establishing the salary schedule for the July 1, 2017 through June 30, 2018 fiscal year.

General Manager Kampa presented his recommended organizational chart, salary schedule and positions to be funded for the 2017/18 fiscal year. Following much Board discussion, Director Russ made a motion to adopt a resolution approving the District organizational chart, positions funded and establishing the salary schedule for the July 1, 2017 through June 30, 2018 fiscal year, Vice President Albertson seconded and the resolution was approved by the following vote:

Ayes: Russ, Albertson, DeBaldo, Golden

Noes: Hoffman

Abstain: None

Absent: None

8. STAFF AND DIRECTOR REPORTS:

- a. Distribution of the draft 2016 audit, to be presented and discussed on August 15, 2017

Kampa distributed the draft 2016 audit, stating that the Board would review the audit with the auditor in August 2017.

Site Manager Hebard stated that the Mosquito Association manager's meeting is scheduled to be held in Saddle Creek, and reminded everyone to contact him if mosquitos are a problem anywhere.

Vice President Albertson stated his concern that vehicle speed is a big concern in the community and perhaps the District should consider installing speed bumps to slow traffic. By Board consensus, staff was directed to locate and distribute to the Board a previously completed report regarding speed concerns and speed bumps.

Secretary DeBaldo questioned whether solar panels installed on a particular property were located within the wildlife easement, and it was confirmed they were not. This issue is being reviewed by the HOA.

9. CLOSED SESSION – California Government Code 54957

Public employee performance evaluation – General Manager

The Regular Board Meeting was adjourned to Closed Session at 3:55 pm

10. RECONVENE OPEN SESSION

President Hoffman reconvened open session at 4:30 pm and publicly announced that no action was taken in closed session.

11. ADJOURNMENT

President Hoffman adjourned the meeting at 4:31pm

Saddle Creek Community Services District

Regular Meeting of August 15, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- a. Acceptance of the 2016 annual audit as prepared and presented by Larry Bain, CPA.

Recommended Motion

I move to accept and file the 2016 audit.

Background

California law requires that the District hire a qualified independent auditing firm to perform an annual audit, or test review of our financial statements to ensure that they are prepared in accordance with Generally Accepted Accounting Principles and various government auditing standards. As the Board cannot possibly be heavily involved in, and fully understanding of the daily financial affairs of the District, the Board hires a Manager and authorizes other staff or consultant positions to handle the routine financial matters. The Board adopts policies to guide how budgets are developed, and how money is spent, accounted for and the results reported to the Board. The auditor, working with management and on behalf of the Board will also test portions of the financial transactions to determine compliance with current Board policy.

Larry Bain, CPA was engaged to conduct the audit for the 2016 calendar year, and the final draft audit is attached for your review and acceptance. Mr. Bain will be in attendance to discuss the audit and answer questions from the Board and public during this meeting. Please note that minor changes have been made from the audit version you received last month, and Mr/ Bain will explain so no need to print again.

One of the primary duties of the Board is their fiduciary responsibility with regard to District finances. The Board must establish policies and ensure that the procedures and practices of District management provide the highest level of protection of public funds, and that these funds are invested in appropriate activities and means to achieve the level of service desired by the community, through this Board. The only way for the Board to confirm that this is occurring is to receive accurate and timely financial reporting.

As stated in the audit report, the auditor is not engaged to find every potential flaw in our financial system, but is required to report publicly to the Board if there are material weaknesses or breaches in our financial systems where policy was not followed, or methods were discovered where a substantial risk of fraud, embezzlement or other financial crimes could occur without immediate notice by management and/or the Board. The auditor will also make findings and recommendations for changes to our financial systems if they feel that material weaknesses could occur, or if there are actions that put the District at financial risk.

As was the case last year in 2014 and 2015, Mr. Bain once again in the 2016 Report on Internal Controls Over Financial Reporting, states that **no** such **material weaknesses** were **discovered** in his review of our financial statements. By comparing the findings and recommendations from 2013, 2014, 2015 and 2016, you can see that we continue to receive less and less deficiency findings, and always immediately address any concerns identified by the auditor. Last meeting, we adopted a policy regarding disposal of surplus property, which addresses Mr. Bain's stated concerns in that regard. Once again, I view this audit as a positive reflection of the Board and District staff. Saddle Creek taxpayers can be proud and confident in the financial practices of its special district.

**SADDLE CREEK
COMMUNITY SERVICES DISTRICT**

**FINANCIAL STATEMENTS
Modified Cash Basis**

DECEMBER 31, 2016

SADDLE CREEK COMMUNITY SERVICES DISTRICT

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LARRY BAIN, CPA

An Accounting Corporation

2148 Frascati Drive, El Dorado Hills, CA 95762 / 916.601-8894
lpbain@sbcglobal.net

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Saddle Creek Community Services District
Copperopolis, California

Report on the Financial Statements

We have audited the accompanying modified cash basis financial statements of the Saddle Creek Community Services District as of and for the year ended December 31, 2016, which collectively comprise the District's basic financial statements as listed in the table of contents, and the related notes to the modified cash basis financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting described in Note 1; this includes determining that the modified cash basis of accounting is an acceptable basis for preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our Responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall financial statement presentation.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion the basic financial statements referred to above present fairly, in all material respects, the respective financial position-modified cash basis of the governmental activities and each major fund of the Saddle Creek Community Services District as of December 31, 2016, and the respective changes in financial position-modified cash basis, thereof for the year then ended on the basis of accounting described in Note 1.

Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to the matter.

Other Matters

Required Supplementary Information

The Saddle Creek Community Services District has not presented the Management Discussion and Analysis that accounting principles generally accepted in the United States has determined is necessary to supplement, although not required to be part of, the basic financial statements.

The required supplementary information other than MD&A, as listed in the table of contents, is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

We have also issued a report dated June 30, 2017 on our consideration of the District's internal control over financial reporting. That report is an integral part of an audit and should be read in conjunction with this report in considering the results of our audit.

Larry Bain, CPA,
An Accounting Corporation
June 30, 2017

SADDLE CREEK COMMUNITY SERVICES DISTRICT

Statement of Net Position
Modified Cash Basis
December 31, 2016

| | <u>Governmental Activities</u> |
|------------------------------------|------------------------------------|
| Assets | |
| Current assets | |
| Cash and investments | \$ <u>678,936</u> |
| Total current assets | <u>678,936</u> |
| Capital assets: | |
| Easements | 10,344,000 |
| Equipment | 346,583 |
| Buildings | 79,000 |
| Infrastructure-Roads | 2,360,462 |
| Less: accumulated depreciation | <u>(937,846)</u> |
| Total Capital Assets-Net | <u>12,192,199</u> |
| Total Assets | \$ <u><u>12,871,135</u></u> |
| Liabilities | |
| Current Liabilities | |
| Current portion of capital lease | <u>13,600</u> |
| Long Term Liabilities | |
| Long-term portion of capital lease | <u>49,734</u> |
| Total Liabilities | <u>63,334</u> |
| Net Position | |
| Net Investment in capital assets | \$ 12,128,865 |
| Unrestricted | <u>678,936</u> |
| Total Net Postion | \$ <u><u>12,807,801</u></u> |

The notes to the modified cash basis financial statements are an integral part of this statement

SADDLE CREEK COMMUNITY SERVICES DISTRICT

**Statement of Activities
Modified Cash Basis
For the Fiscal Year Ended December 31, 2016**

| | <u>Program Revenues</u> | | | |
|-----------------------------------|-------------------------|---------------------------------|---|---------------------|
| | <u>Expenses</u> | <u>Charges for Services</u> | <u>Capital Grants and Contributions</u> | <u>Total</u> |
| Governmental Activities: | | | | |
| Community service | \$ 658,620 | \$ 590,146 | \$ - | \$ (68,474) |
| Interest expense | <u>1,679</u> | | | <u>(1,679)</u> |
| Total Governmental Activities | <u>\$ 660,299</u> | <u>\$ 590,146</u> | <u>\$ -</u> | <u>(70,153)</u> |

General Revenues:

| | |
|--------------------------|----------------------|
| Investment income | 820 |
| Other | <u>14,555</u> |
| Total general revenues | <u>15,375</u> |
| Change in net position | (54,778) |
| Net position - beginning | <u>12,862,579</u> |
| Net position - ending | <u>\$ 12,807,801</u> |

SADDLE CREEK COMMUNITY SERVICES DISTRICT

**Balance Sheet
Governmental Funds
Modified Cash Basis
December 31, 2016**

| | General Fund | Totals Governmental Funds |
|----------------------------------|-----------------------------|---------------------------------|
| | <u> </u> | <u> </u> |
| Assets | | |
| Cash and investments | \$ 678,936 | \$ 678,936 |
| Prepaid expense | - | - |
| Total Assets | <u>\$ 678,936</u> | <u>\$ 678,936</u> |
| Liabilities and Fund Balance | | |
| Liabilities | | |
| Accrued liabilities | <u>\$ -</u> | <u>\$ -</u> |
| Total Liabilities | <u>-</u> | <u>-</u> |
| Fund Balance | | |
| Nonspendable | - | - |
| Assigned | 31,128 | 31,128 |
| Unassigned | <u>647,808</u> | <u>647,808</u> |
| Total Fund Balance | <u>\$ 678,936</u> | <u>\$ 678,936</u> |

The notes to the modified cash basis financial statements are an integral part of this statement

SADDLE CREEK COMMUNITY SERVICES DISTRICT

**Reconciliation of the Governmental Funds Balance Sheet,
To The Statement of Net Position
Modified Cash Basis
December 31, 2016**

| | |
|--|-----------------------------|
| Fund Balances of Governmental Funds | \$ 678,936 |
| Amounts reported for governmental activities in the Statement of Net Position are different because: | |
| Capital assets, net of accumulated depreciation, are not current financial resources and are not included in the governmental funds. | 12,192,199 |
| Long term debt is not due and payable in the current period and therefore is not reported in the funds | <u>(63,334)</u> |
| Net position of governmental activities | <u><u>\$ 12,807,801</u></u> |

SADDLE CREEK COMMUNITY SERVICES DISTRICT

**Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
Modified Cash Basis
For the Year Ended December 31, 2016**

| | General Fund | Total Governmental Funds |
|--|--------------------|--------------------------------|
| | <u> </u> | <u> </u> |
| Revenues | | |
| Use of money and property | \$ 820 | \$ 820 |
| Special assessment | 590,146 | 590,146 |
| Other | 14,555 | 14,555 |
| Total Revenues | <u>605,521</u> | <u>605,521</u> |
| Expenditures | | |
| Current: | | |
| Community services | 589,903 | 589,903 |
| Debt | | |
| Principal | 9,006 | 9,006 |
| Interest | 1,679 | 1,679 |
| Capital outlay | 79,736 | 79,736 |
| Total Expenditures | <u>680,324</u> | <u>680,324</u> |
| Excess (Deficit) of Revenues over Expenditures | | |
| Before Other Financing Sources | <u>(74,803)</u> | <u>(74,803)</u> |
| Other Financing Sources | | |
| Proceed of Debt | 72,340 | 72,340 |
| Total Other Financing Sources | <u>72,340</u> | <u>72,340</u> |
| Excess (Deficit) of Revenues and Other Financing Sources over Expenditures | (2,463) | (2,463) |
| Fund Balance, January 1 | 681,399 | 681,399 |
| Fund Balance, December 31 | <u>\$ 678,936</u> | <u>\$ 678,936</u> |

The notes to the modified cash basis financial statements are an integral part of this statement

SADDLE CREEK COMMUNITY SERVICES DISTRICT

**Reconciliation of the Governmental Funds Statement of Revenues,
Expenditures and Changes in Fund Balances to the Statement of Activities
Modified Cash Basis
December 31, 2016**

Net Change in Fund Balances - Total Governmental Funds \$ (74,803)

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the costs of those assets is allocated over their estimated useful lives as depreciation expense or are allocated to the appropriate functional expense when the cost is below the capitalization threshold. This activity is reconciled as follows:

| | |
|----------------------|----------|
| Capital Outlay | 79,736 |
| Depreciation expense | (68,717) |

Repayment of long-term debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.

9,006

Change in net position of governmental activities

\$ (54,778)

SADDLE CREEK COMMUNITY SERVICES DISTRICT

Notes to the Modified Cash Basis Financial Statements December 31, 2016

Note 1: Summary of Significant Accounting Policies

The Saddle Creek Community Services District was formed on August 18, 1995, by resolution of the Board of Supervisors of Calaveras County and approved by the Local Agency Formation Commission. The purpose of the District is to maintain Saddle Creek Community Services District owned facilities and easements including sidewalks, storm drains, landscaping, lighting, parks, security, weed and mosquito abatement, road improvement and maintenance, reserves, and administration. The District is a separate legal entity of the County of Calaveras and operates pursuant to Government Code Section 61600.

The District receives assessments levied upon property located within the District by the County of Calaveras. The District's Board of Directors determines the assessments and the assessments are collected by the tax collector of the County.

The accounting policies of the District are prepared on the modified cash basis of accounting. This basis of accounting is other than generally accepted accounting principles as applicable to governments. The following is a summary of the more significant accounting policies:

A. Reporting Entity

The District has defined its reporting entity in accordance with accounting principles generally accepted in the United States of America, which provide guidance for determining which governmental activities, organizations, and functions should be included in the reporting entity. In evaluating how to define the District for financial reporting purposes, management has considered all potential component units. The primary criterion for including a potential component unit within the reporting entity is the governing body's financial accountability. A primary governmental entity is financially accountable if it appoints a voting majority of a component unit's governing body and it is able to impose its will on the component unit, or if there is a potential for the component unit to provide specific financial benefits to, or impose specific financial burdens on, the primary government. A primary government may also be financially accountable if a component unit is fiscally dependent on the primary governmental entity regardless of whether the component unit has a separately elected governing board, a governing board appointed by a higher level of government, or a jointly appointed board.

Based on the aforementioned oversight criteria, there are no component units in accordance with Governmental Accounting Standards Board Statement No. 61.

B. Basis of Accounting

The accompanying financial statements have been prepared on the modified cash basis of accounting. This is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board and the American Institute of Certified Public Accountants. The following are some of the ways that the modified cash basis of accounting differs from accounting principles generally accepted in the United States of America.

Government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned or, for property tax revenues, in the period for which levied. Expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

SADDLE CREEK COMMUNITY SERVICES DISTRICT

Notes to the Financial Statements December 31, 2016

Note 1: Summary of Significant Accounting Policies (continued)

B. Basis of Accounting (continued)

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when both measurable and available. Measurable means the amount of the transaction can be determined and available means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Resources not available to finance expenditures and commitments of the current period are recognized as deferred revenue or as a reservation of fund balance. Property taxes are considered available if they are collected within sixty-days after year-end.

Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt, as well as compensated absences and claims and judgments are recorded only when payment is due. General capital acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and capital leases are reported as other financial sources.

The Saddle Creek Community Services District recognizes revenues when they are received by the District. The modified cash basis of accounting recognizes all expenditures when they are paid. Accrued assets and liabilities are presented if they are material to the financial statements.

Consequently, the District has not recognized receivables or accounts payable to vendors and their related effects on earnings in the accompanying financial statements. The District does recognize capital assets and long-term debt in the government-wide financial statements in accordance with GASB 34.

C. Non-Current Governmental Assets/Liabilities

GASB Statement 34 eliminates the presentation of account groups, but provides for these records to be maintained and incorporates the information into the Governmental Activities column in the government-wide statement of net position.

D. Basis of Presentation

The accounts of the District are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The District's resources are accounted for in these individual funds based on the purposes for which they are to be spent and the means by which spending activity is controlled. For financial reporting, these funds have been grouped into the fund type discussed below.

Governmental Fund Type

Governmental funds are used to account for the District's expendable financial resources and related liabilities (except those accounted for in proprietary and similar trust funds). The measurement focus is based upon determination of changes in financial position. The following are the District's governmental funds:

General Fund - This fund accounts for all the financial resources not required to be accounted for in another fund. This fund consists primarily of general government type activities.

SADDLE CREEK COMMUNITY SERVICES DISTRICT

**Notes to the Modified Cash Basis Financial Statements
December 31, 2016**

Note 1: Summary of Significant Accounting Policies (Continued)

E. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates

F. Restricted Assets

Restricted assets are financial resources generated for a specific purpose such as construction of improvements and financing of debt obligations. These amounts are restricted, as their use is limited by applicable bond covenants or other external requirements.

G. Fund Equity

Restrictions of fund balances of governmental funds are established to either (1) satisfy legal covenants that require a portion of fund balance to be segregated or (2) identify the portion of the fund balance that is not appropriate for future expenditures.

H. Property Assessments

The Board of Directors sets fees for the operation of the District, which are collected by the County of Calaveras and remitted to the District. The 2015/16 fiscal year assessment was as follows:

Improved lots \$1,042.36 per year

I. Capital Assets

Capital assets, recorded at historical cost or estimated historical cost if actual historical cost is not available, are reported in governmental activities column of the government-wide financial statements. Contributed fixed assets are valued at their estimated fair market value. Capital assets include easements, buildings, roads and equipment. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Depreciation is recorded in the government-wide financial statements using mid- year convention, on the straight-line basis over the useful life of the assets as follows:

| <u>Assets</u> | <u>Useful Life</u> |
|-------------------------|--------------------|
| Buildings | 50 years |
| Building improvements | 20 years |
| Other improvements | 35 years |
| Equipment and machinery | 5 to 20 years |
| Infrastructure | 50 years |

SADDLE CREEK COMMUNITY SERVICES DISTRICT

**Notes to the Financial Statements
December 31, 2016**

Note 2: Cash and Investments

Cash at December 31, 2016 consisted of the following:

| | | |
|------------------|----|-----------------------|
| General checking | \$ | 227,669 |
| General savings | | 126,678 |
| Cash with county | | <u>324,589</u> |
| Total | \$ | <u><u>678,936</u></u> |

A. Investments Authorized by the California Government Code and the Entity's Investment Policy

The table below identifies the **investment types** that are authorized for the Saddle Creek Community Services District by the California Government Code (or the District's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the District's investment policy, where more restrictive) that address **interest rate risk**, **credit risk** and **concentration of credit risk**. This table does not address investments of debt proceeds held by bond trustees that are governed by the provisions of debt agreements of the District, rather than the general provisions of the California Government Code or the District investment policy.

| <u>Authorized Investment Type</u> | <u>Maximum Maturity</u> | <u>Percentage of Portfolio</u> | <u>Investment in One Issuer</u> |
|--------------------------------------|-------------------------|--------------------------------|---------------------------------|
| Investment pools authorized under CA | | | |
| Statutes governed by Government Code | N/A | None | \$40 million |
| U.S. Treasury Obligations | 5 years | None | None |
| Bank Savings Accounts | N/A | 25% | None |
| Federal Agencies | 5 years | 75% | None |
| Commercial Paper | 180 days | 20% | None |
| Negotiable Certificates of Deposit | 180 days | 20% | None |
| Re-Purchase Agreements | 180 days | 20% | None |
| Corporate Debt | 5 years | 25% | None |

B. Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of and investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuations is provided by the following table that shows the distribution of the District's investment maturity:

| <u>Investment type</u> | <u>Totals</u> | <u>Remaining Maturity (in Months)</u> | |
|------------------------|-------------------|---------------------------------------|---------------------|
| | | <u>12 Months or Less</u> | <u>13-48 Months</u> |
| Calaveras County* | \$ 324,589 | \$ 324,589 | \$ - |
| Totals | <u>\$ 324,589</u> | <u>\$ 324,589</u> | <u>\$ -</u> |

* Not subject to categorization

Investments made by the District are summarized below. The investments that are represented by specific identifiable investment securities are classified as to three levels of custodial credit risk within the following categories:

Category 1 - insured or registered, with securities held by District or its agent in the District's name.

SADDLE CREEK COMMUNITY SERVICES DISTRICT

**Notes to the Modified Cash Basis Financial Statements
December 31, 2016**

Note 2: Cash and Investments (continued)

B. Disclosures Relating to Interest Rate Risk (continued)

C. Concentrations of Credit Risk

The investment policy of the District contains limitations on the amount that can be invested in any one issuer. There are no investments to one issuer exceeding those limits.

D. Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposit or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investment of collateral securities that are in the possession of another party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits; The California Government Code requires that a financial institution secured deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the government unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure the District's deposits by pledging first deed mortgage notes having a value of 150% of the secured public deposits.

At December 31, 2016, the District's deposits balance, including certificates of deposit, was \$349,753 and the carrying amount was \$354,347. The difference between the bank balance and the carrying amount was due to normal outstanding checks and deposits in transit. Of the bank balance, all was covered by the Federal Depository Insurance and none was covered by collateral held in the pledging bank's trust department in the District's name.

E. Investment in Government Pool

Investments are accounted for in accordance with the provisions of GASB Statement No. 31, which requires governmental entities to report certain investments at fair value in the balance sheet and recognize the corresponding change in fair value of investments in the year in which the change occurred. The District reports its investment in the Calaveras County investment pool at fair value based on quoted market information obtained from fiscal agents or other sources if the change is material to the financial statements.

SADDLE CREEK COMMUNITY SERVICES DISTRICT

**Notes to the Financial Statements
December 31, 2016**

Note 3: Property Plant and Equipment

Activity for the assets capitalized by the District is summarized below:

| | Balance January 1, 2016 | Additions | Deletions | Balance December 31, 2016 |
|--|----------------------------|-----------|-----------|------------------------------|
| Governmental Activities | | | | |
| Capital assets, not being depreciated | | | | |
| Easements | \$ 10,344,000 | \$ - | \$ - | \$ 10,344,000 |
| Capital assets, being depreciated | | | | |
| Equipment | 283,139 | 79,736 | (16,292) | 346,583 |
| Buildings | 79,000 | - | - | 79,000 |
| Roads | 2,360,462 | - | - | 2,360,462 |
| Total capital assets, being depreciated | 2,722,601 | 79,736 | (16,292) | 2,786,045 |
| Less accumulated depreciation for; | | | | |
| Equipment | (203,177) | (19,928) | 16,292 | (206,813) |
| Buildings | (18,170) | (1,580) | - | (19,750) |
| Roads | (664,074) | (47,209) | - | (711,283) |
| Total accumulated depreciation | (885,421) | (68,717) | 16,292 | (937,846) |
| Total capital assets, being depreciated, net | 1,837,180 | 11,019 | - | 1,848,199 |
| Total governmental activities, capital assets, net | \$ 12,181,179.81 | \$ 11,019 | \$ - | \$ 12,192,199 |

Note 4: Long-Term Liabilities

A summary of the changes in the District's long-term liabilities reported in the government-wide financial statements for the year ended December 31, 2016:

| | Balance January 1, 2016 | Additions | Retirements | Balance December 31, 2016 | Due within one year |
|--------------------------------|----------------------------|-----------|-------------|------------------------------|------------------------|
| Governmental Activities | | | | | |
| Capital lease | \$ - | \$ 72,340 | \$ (9,006) | \$ 63,334 | \$ 13,600 |
| Total | \$ - | \$ 72,340 | \$ (9,006) | \$ 63,334 | \$ 13,600 |

Capital Lease

On May 1, 2016, the District Board of Directors authorized the financing and purchase of a utility tractor. The cost of the equipment was \$72,340 and the underwriting fee was \$425. The District 60 monthly payments of \$1,335.71 include the vehicle cost and finance charges with the interest rate set at 4.25%. The following is the 5 year amortization schedule of principal and interest payments:

| Fiscal Year Ending | Principal | Interest | Total |
|--------------------|-----------|----------|-----------|
| December 31, | | | |
| 2017 | \$ 13,600 | \$ 2,429 | \$ 16,029 |
| 2018 | 14,189 | 1,840 | 16,029 |
| 2019 | 14,804 | 1,225 | 16,029 |
| 2020 | 15,445 | 583 | 16,028 |
| 2021 | 5,296 | 47 | 5,343 |
| Totals | \$ 63,334 | \$ 6,124 | \$ 69,458 |

SADDLE CREEK COMMUNITY SERVICES DISTRICT

**Notes to the Modified Cash Basis Financial Statements
December 31, 2016**

Note 5: Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District purchases commercial insurance to cover the risk of loss. The general liability and the director and officers' liability coverage are limited to \$1,000,000 each. The District pays an annual premium to Special Districts Risk Management Authority for its general liability and workers compensation insurance. The District also has a \$100,000 dishonesty bond to provide protection from potential losses due to embezzlement by employees.

Note 6: Gann Limit

| | | |
|-------------------------------|----|------------------|
| Proceeds-all sources for 2016 | \$ | 605,521 |
| GANN limit for 2016 | | 1,152,714 |
| Amount (under)/over limit | \$ | <u>(547,193)</u> |

Note 7: Revenue Limitations Imposed by California Proposition 218

Proposition 218, which was approved by the voters in November 1996, regulates the District's ability to impose, increase, and extend taxes and assessments. Any new increase or extended taxes and assessments subject to the provisions of Proposition 218, requires voter approval before they can be implemented. Additionally, Proposition 218 provides that these taxes and assessments are subject to voter initiative and may be rescinded in the future years by the voters.

Note 8: Contingent Liabilities

Grants are subject to audit to determine compliance with their requirements. District officials believe that if any refunds are required, they would not have a significant effect on the financial condition or liquidity of the District. The District is unaware of any pending litigation or other contingencies which would have a material effect on the financial condition or liquidity of the District.

The District has open lines of credit with various vendors for purchase of supplies and a credit card issued by Bank of the West with a credit limit of \$40,000. At December 31, 2016, the district had open professional service agreements for management and other services.

SADDLE CREEK COMMUNITY SERVICES DISTRICT

**Required Supplementary Information
Budgetary Comparison Schedule-General Fund
Modified Cash Basis
December 31, 2016**

| | Budgeted Amounts | | Actual | Variance |
|--|--------------------|--------------------|-------------------|----------------------------|
| | Original | Final | | Favorable (Unfavorable) |
| Revenues | | | | |
| Use of money and property | \$ - | \$ - | \$ 820 | \$ 820 |
| Charges for services-property assessments | 590,142 | 590,142 | 590,146 | 4 |
| Other | 21,134 | 21,134 | 14,555 | (6,579) |
| Total Revenues | <u>611,276</u> | <u>611,276</u> | <u>605,521</u> | <u>(5,754)</u> |
| Expenditures | | | | |
| Salaries and benefits | 361,603 | 361,603 | 343,762 | 17,841 |
| Services and supplies | 266,361 | 266,361 | 246,141 | 20,220 |
| Principal Expense | 9,006 | 9,006 | 9,006 | - |
| Interest Expense | 5,434 | 5,434 | 1,679 | 3,755 |
| Capital outlay | 72,157 | 91,657 | 79,736 | 11,921 |
| Total Expenditures | <u>714,561</u> | <u>734,061</u> | <u>680,324</u> | <u>53,737</u> |
| Excess of revenues over expenditures | <u>(103,285)</u> | <u>(122,785)</u> | <u>(74,803)</u> | <u>47,983</u> |
| Other Financing Sources | <u>72,157</u> | <u>72,157</u> | <u>72,340</u> | <u>183</u> |
| Excess (Deficit) of Revenues and Other Financing Sources over Expenditures | <u>\$ (31,128)</u> | <u>\$ (50,628)</u> | <u>(2,463)</u> | <u>\$ 48,166</u> |
| Fund Balance, January 1, 2016 | | | <u>681,399</u> | |
| Fund Balance, December 31, 2016 | | | <u>\$ 678,936</u> | |

The note to the required supplementary information is an integral part of this schedule

SADDLE CREEK COMMUNITY SERVICES DISTRICT

**Note to the Required Supplementary Information
December 31, 2016**

Note 1: Budgets and Budgetary Accounting

As required by State law, the District is required to prepare and legally adopt a final operating budget. Public hearings are required to be conducted on the proposed and final budget to review all appropriations and the sources of financing.

The budget for the general fund is required to be adopted on the modified cash basis of accounting. The budget for the general fund is the only legally adopted budgets.

At the object level, actual expenditures cannot exceed budgeted appropriations. Management can transfer budgeted amounts between expenditure accounts within an object without the approval of the Board of Directors. Significant amendments and appropriation transfers between objects or funds must be approved by the Board of Directors. Appropriations lapse at year end.

LARRY BAIN, CPA

An Accounting Corporation

2148 Frascati Drive, El Dorado Hills, CA 95762 / 916.601-8894

lpbain@sbcglobal.net

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

To: Board of Directors
Saddle Creek Community Services District

We have audited the financial statements of Saddle Creek Community Services District as of and for the fiscal year ended December 2016, and have issued our report thereon dated June 30, 2017. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider finding 16-1 through 16-2 in the following schedule of findings to be significant deficiencies in the District's internal control:

Saddle Creek Community Services District's Response to Findings

The Saddle Creek Community Services District's separate written response to the significant deficiencies identified in our audit and any follow up for subsequent year corrections has not been subjected to the audit procedures applied in the audit of the financial statements and accordingly, we do not express an opinion on the responses.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal controls over financial reporting and the result of that testing, and not to provide an opinion on the effectiveness of the District's internal control. This report is an integral part of an audit performed in accordance with auditing standards generally accepted in the United States of America in considering the District's internal control over financial reporting, accordingly this report is not suitable for any other purpose.

This report is intended solely for the information and use of the board of directors, management, Calaveras County Auditor Controllers Office and the Controller's Office of the State of California.

Larry Bain, CPA,
An Accounting Corporation
June 30, 2017

SADDLE CREEK COMMUNITY SERVICES DISTRICT

Findings and Recommendations December 31, 2016

Significant Deficiencies Not Deemed Material Weaknesses

FS 16-1: We noted the District has a lack of segregation of duties, as one person is capable of handling all aspects of processing transactions from beginning to end. A lack of segregation of duties increases the risk of potential errors or irregularities occurring without being detected; however, due to a limited number of personnel an adequate segregation of duties is not possible without incurring additional costs. We have also noted this comment in previous audits.

FS 16-2: During our testing of capital assets we noted the District removed assets from the depreciation schedule. We inquired if these assets had been surplused with Board approval and they had not. All capital assets removed from service regardless of being sold or disposed of are subject to Board approval.

We also noted the District capitalized a lawn mower for \$8,140.89. Per review, the invoice had other items listed such as super glue and welding gloves which were capitalized with the lawn mower. We adjusted the cost to the appropriate value of the asset.

Recommendation: We recommend the Board of Directors approve surplusung assets and provide staff with instructions on the disposition of the District assets. We also recommend the District only capitalize the cost of assets that meet the definition of a capital assets and not the cost of unrelated items.

Saddle Creek Community Services District

Regular Meeting of August 15, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- b. Adoption of a resolution approving the 2017-18 Final Budget covering the July 1, 2107 through June 30, 2018 Fiscal Year.

Recommended Action

I move to approve adoption of a resolution approving the 2017-18 Final Budget covering the July 1, 2107 through June 30, 2018 Fiscal Year.

Background

On June 20, 2017, the Board of Directors adopted a Preliminary Budget covering the 2017-18 fiscal year beginning July 1, 2017; and established a public hearing date of August 15, 2017 to receive public input on the adoption of a final budget. A Notice of Public Hearing, establishing the August 15, 2017 hearing date, was published in the Sonora Union Democrat on July 28, 2017.

A public hearing will be held to receive public comment and input on the draft final budget. Following the public hearing, the Board will be asked to vote on the attached resolution approving the 2017/18 budget. Attached you will find the draft Final 2017-18 Fiscal Year Budget and a supporting memorandum.

Saddle Creek Community Services District

2017/18 Final Budget

Preparation Memorandum

August 11, 2017

1 BUDGET OVERVIEW

1.1 PURPOSE

We are pleased to present to the Board of Directors the proposed Final 2017/18 fiscal year budget; effective July 1, 2017 through June 30, 2018. This final budget replaces the Preliminary Budget adopted by this Board on June 20, 2017. The development of the small public agency budget is as much an exercise in public outreach and education as it is in finance and fiscal accountability. Effective special district budgets tie directly to management goals and objectives, are simply presented and easily understood by the average District service customer.

1.2 TRANSPARENCY

To provide a basis of budget understanding, the assumptions, criteria and procedure of budget development is articulated in this memorandum to offer the reader with the background necessary to comprehend the methodology used and performance to budget within the year currently coming to a close; as well as the ability to transition into the upcoming budget year with the information necessary to identify trends, financial red flags, budget influences and other factors. The budgeting exercise is therefore used as a vehicle to increase financial transparency and accountability.

1.3 ACCOUNTABILITY

Budgeting is also a management tool used to continuously refine financial accounting methods to evaluate the impact of delivering various levels of public services. For example, we need to be able to not only quickly recognize when we have underestimated cost for materials and supplies; we should also have the ability to know whether it was the wetlands maintenance or mosquito control activities that produced the overrun. We have recently refined our accounting practices to allow management and the Board to track expenses on the service level so we can easily understand the value and cost of our administrative overhead as well as each of the services we provide. This is especially helpful with voter approval and implementation of the new Measure A Special Tax, which requires additional annual accounting and reporting efforts.

1.4 SERVICE LEVELS

Special districts are truly the most responsive vehicle in which to respond to a community's service provision needs. In some cases, a district is formed to provide a single public service such as water or wastewater, and in others such as Saddle Creek, a district is formed to serve as a stable entity in the delivery of services that were mandated as a condition of development. Considering these differences,

it is important to understand the fact that some of our service levels are fixed by law, and others are at the discretion of the community through its district Board of Directors.

For example, the Local Agency Formation Commission (LAFCO) Resolution that formed the Saddle Creek CSD assigns to us the responsibility to maintain compliance with the US Army Corps of Engineers, Clean Water Act Section 404 Permit. This permit is an example of a service in which our actions and service levels are for the most part fixed by others. We have a fiduciary responsibility under the permit to employ the staff, purchase the materials and supplies and apply the methods necessary to meet the specific operational conditions detailed in the 100 page permit. Budgetary limitations are not an excuse for noncompliance with permit conditions.

Road maintenance is an example of a service where we have the discretion to set service levels. For the District to accept responsibility for any roads, we require approval of all construction plans and specifications, as well as verification that the roads have been constructed to all applicable standards. There are no state or federal mandates that require us to perform ongoing road maintenance to a specific level; however lack of maintenance or conducting our work in a manner that leaves a *Dangerous and Defective Condition of Public Property* is one of the few instances where a public agency can be held liable for damages determined to be caused by such defects.

Although not mandatory, performing road maintenance to an established standard will reduce all liability to a minimum and maximize the useful life of the road itself; thereby reducing long term costs. Measure A was developed and now approved with the intent for the District to perform road maintenance to the full industry standard. Through development of Measure A, the CSD Board has adopted a specific, industry standard service level against which our performance can be definitively measured, continuously. Please remember that our CSD performs the road maintenance and receives NO property taxes, gas tax appropriations, state or federal subventions or transportation grants. This budget is intended to support the first steps of road improvements, and set the course for continued efforts in future years.

The Board has also established by resolution a standard for equipment replacement, equipment reserves, and infrastructure replacement reserves; to be fully funded in future years as the special tax ramps up to the amount approved by the voters in May 2017. Once the funding is available from the tax, the Board has directed the preparation of a reserve policy establishing reserve accounts for equipment and infrastructure. In future budgets, these reserve accounts will be clearly identified, and deposits and withdrawals shown in budget appropriations.

1.5 2017/18 BUDGET HIGHLIGHTS:

- Projected 2017/18 expenditures of \$1,155,201; including \$258,000 in landscape and road improvements, \$45,100 in equipment replacements and purchases
- Total projected revenues of \$937,847; of which \$924,447 is from Measure A special taxes
- An allocation of \$217,354 from the unassigned fund balance (reserve) is dedicated to fund landscape renovations and planning at \$100,000, and road improvement planning/design and construction at \$158,000
- The Board Clerk is funded for a solid 32 hour week to efficiently maintain district records and affairs
- Estimated fiscal year ending fund balance of \$300,471

2 2015 BUDGET DISCUSSION

The District's budget is developed for the ensuing calendar year by the Accountant and General Manager, with input from the Site Manager. Expenses and revenue through the first six to eight months of the year are closely analyzed and then projected through the end of the year. To understand financial trends and identify potential budgeting inaccuracies, the expenses and revenue are then compared to previous years' budgets and actual fiscal year-end figures. These identified trends, as well as areas where we had in previous years budgeted too high or low, are taken into consideration in development of the next fiscal year's budget. Further, budget criteria are established and assumptions about known changes in expenses and revenue for the next year are forecasted and further guide budget development.

This budget proposal is very simply constructed and presented, due to the relatively stable and very limiting nature of our funding and limited expense fluctuations; therefore this narrative is very important in understanding the financial condition of the District. Following are some basic assumptions and criteria used in our budget development:

2.1 SERVICES ASSUMPTIONS

- No additional mosquito abatement activities will be required over last year
- No new regulations will be enacted to cause a dramatic change in operations
- Road improvement planning, design and Phase 1 construction will occur this year
- The drought damaged turf replacement efforts in non-median areas will be completed
- Planning for the future of community wide drought tolerant landscape will begin

2.2 REVENUE FORECASTS

- Measure A special taxes have been submitted to the county and will be collected at the rate of \$1300 per residential parcel, and equivalent thereof for nonresidential properties; total levy of \$924,447
- \$217,354 transfer from reserves to fund projects
- Approximately \$300,471 remaining fund balance at the end of the year
- No additional new sources of revenue will be implemented

2.3 EXPENSE ASSUMPTIONS AND CRITERIA

- The Salary schedule approved on July 18, 2017 is used for personnel cost projections
- Part time Board Clerk and full time maintenance worker positions filled
- General operating expenses assumed to increase by 5% unless otherwise estimated
- Replacement office equipment being purchased as needed, and copier lease executed

**SADDLE CREEK COMMUNITY SERVICES DISTRICT
2017-18 BUDGET SUMMARY**

| | 2016 Budgetary Basis Actuals (Audited) | 1/1- 6/30/2017 Unaudited Budgetary Basis Actuals | 2017-18 Proposed Budget |
|-----------------------|---|---|-------------------------------|
| Services and Supplies | \$ 244,462 | \$ 188,727 | \$ 401,193 |
| Salaries and Benefits | \$ 343,762 | \$ 179,168 | \$ 450,908 |
| Equipment Replacement | \$ 79,736 | \$ 6,867 | \$ 29,000 |
| Capital Projects | \$ - | \$ 58,014 | \$ 258,000 |
| Debt Service | \$ 10,685 | \$ 8,016 | \$ 16,100 |
| Total Budget | \$ 678,645 | \$ 440,792 | \$ 1,155,201 |

| | | | |
|------------------------------------|-------------------|-------------------|---------------------|
| Revenue | \$ 605,521 | \$ 278,002 | \$ 937,847 |
| Other Financing Sources/Uses | \$ 72,340 | \$ - | \$ - |
| Allocated from Unassigned Reserves | \$ 784 | \$ 162,790 | \$ 217,354 |
| Total Funding | \$ 678,645 | \$ 440,792 | \$ 1,155,201 |

RESERVES:

| | | | |
|-------------------------|-------------------|-------------------|-------------------|
| Beginning Fund Balance | \$ 681,399 | \$ 680,615 | \$ 517,825 |
| Ending Fund Balance | | | |
| Assigned | \$ 31,128 | \$ 66,894 | \$ 50,000 |
| Unassigned Fund Balance | \$ 649,487 | \$ 450,931 | \$ 250,471 |
| | \$ 680,615 | \$ 517,825 | \$ 300,471 |

**SADDLE CREEK COMMUNITY SERVICES DISTRICT
2017-18 DRAFT FINAL BUDGET**

| | 2015 Budgetary Basis Actual (Audited) | 2016 Adjusted Budget | 2016 Budgetary Basis Actuals (Audited) | 2017 Adopted Budget | 1/1- 6/30/2017 Unaudited Budgetary Basis Actuals | 2017-18 Proposed Budget |
|--|--|----------------------------|---|------------------------|---|-------------------------------|
| REVENUE | | | | | | |
| Special Tax Assessments | \$ 578,571 | \$ 590,142 | \$ 590,146 | \$ 601,900 | \$ 267,932 | \$ 924,447 |
| Total Other Revenue | \$ 5,596 | \$ 1,634 | \$ 15,375 | \$ 6,400 | \$ 2,376 | \$ 6,400 |
| Reimbursement for Maintenance and Repair | \$ 19,842 | \$ 19,500 | | \$ 10,500 | \$ 7,694 | \$ 7,000 |
| TOTAL REVENUE | \$ 604,009 | \$ 611,276 | \$ 605,521 | \$ 618,800 | \$ 278,002 | \$ 937,847 |

EXPENDITURES - SERVICES AND SUPPLIES

Administration Expenses

| | | | | | | |
|--|-------------------|-------------------|--|-------------------|------------------|-------------------|
| Audit Expenses | \$ 7,500 | \$ 7,500 | | \$ 7,500 | \$ 7,500 | \$ 7,800 |
| Finance Expenses | \$ 278 | \$ 500 | | \$ 500 | \$ 186 | \$ 551 |
| Parcel Tax Implementation | \$ - | \$ 4,300 | | \$ 22,500 | \$ 13,945 | \$ 4,250 |
| On-line Back-up/Notary Fees/Bonds | \$ 361 | \$ 361 | | \$ 360 | \$ 545 | \$ 397 |
| Legal Expenses | \$ - | \$ 1,500 | | \$ 1,500 | \$ 200 | \$ 1,575 |
| Management Fees | \$ 59,850 | \$ 62,700 | | \$ 65,500 | \$ 32,447 | \$ 68,775 |
| HR Consultant | | | | | | \$ 6,000 |
| Insurance (Property Loss/Liability) | \$ 8,000 | \$ 8,000 | | \$ 8,500 | \$ 8,141 | \$ 8,925 |
| Miscellaneous/Contingency | \$ 2,155 | \$ 2,000 | | \$ 2,000 | \$ 225 | \$ 8,000 |
| Professional Development (Travel/Training) | \$ 6,809 | \$ 6,000 | | \$ 8,500 | \$ 6,675 | \$ 8,925 |
| Dues, Certificates & Subscriptions | \$ 4,127 | \$ 4,000 | | \$ 4,500 | \$ 1,836 | \$ 6,200 |
| Uniform Expenses | \$ 1,964 | \$ 2,200 | | \$ 2,200 | \$ 1,829 | \$ 2,310 |
| Electric Power/Water/Sewer | \$ 4,708 | \$ 5,200 | | \$ 9,000 | \$ 2,456 | \$ 9,405 |
| Telephone & Internet Service | \$ 5,231 | \$ 5,200 | | \$ 6,100 | \$ 2,228 | \$ 6,405 |
| Office Supplies/Postage | \$ 5,017 | \$ 5,000 | | \$ 5,000 | \$ 2,199 | \$ 5,250 |
| Office Equipment Repair/Replacement | \$ 3,974 | \$ 3,000 | | \$ 5,000 | \$ 1,279 | \$ 6,000 |
| Office Equipment Lease | | | | | | \$ 2,000 |
| County Fees/LAFCO | \$ 6,206 | \$ 6,500 | | \$ 6,500 | \$ 2,977 | \$ 6,825 |
| Records Management Services | \$ - | \$ 2,400 | | \$ 2,400 | | |
| Castle & Cooke Subsidized Expenses | | | | | | \$ 120,000 |
| Reimbursable Maint/Repair Expense | \$ 19,242 | \$ 19,500 | | \$ 10,500 | \$ 11,953 | \$ 7,000 |
| Total Administration Expenses | \$ 135,422 | \$ 145,861 | | \$ 168,060 | \$ 96,621 | \$ 286,593 |

Streets Expenses

| | | | | | | |
|---|-----------|-----------|--|-----------|-----------|-----------|
| Streets, Sidewalks & Lighting Maintenance | \$ 13,599 | \$ 13,500 | | \$ 13,500 | \$ 17,660 | \$ 14,175 |
|---|-----------|-----------|--|-----------|-----------|-----------|

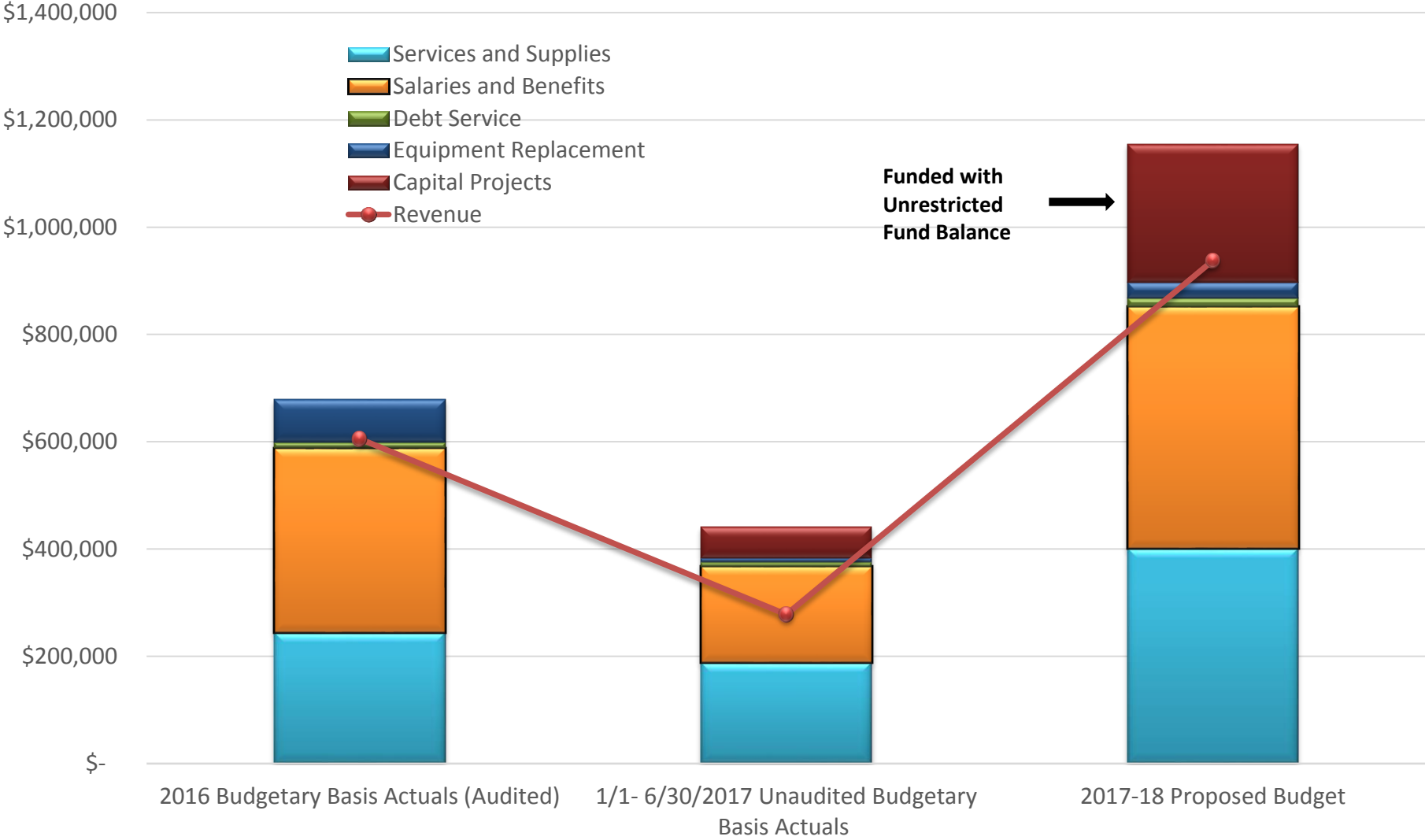
**SADDLE CREEK COMMUNITY SERVICES DISTRICT
2017-18 DRAFT FINAL BUDGET**

| | 2015 Budgetary Basis Actual (Audited) | 2016 Adjusted Budget | 2016 Budgetary Basis Actuals (Audited) | 2017 Adopted Budget | 1/1- 6/30/2017 Unaudited Budgetary Basis Actuals | 2017-18 Proposed Budget |
|--|--|----------------------------|---|------------------------|---|-------------------------------|
| Common Areas Expenses | | | | | | |
| Gate Maintenance & Opener Purchase | \$ 3,793 | \$ 4,000 | | \$ 4,000 | \$ 7,502 | \$ 17,500 |
| Landscape Supplies & Repairs | \$ 21,043 | \$ 21,000 | | \$ 22,110 | \$ 20,394 | \$ 25,000 |
| Landscape Equipment Repair/Replacement | \$ 12,204 | \$ 16,500 | | \$ 16,500 | \$ 17,902 | \$ 17,500 |
| Landscape Equipment Gas & Oil | \$ 4,924 | \$ 5,000 | | \$ 5,000 | \$ 2,482 | \$ 5,250 |
| Total Common Areas Expense | \$ 41,964 | \$ 46,500 | | \$ 47,610 | \$ 48,280 | \$ 65,250 |
| Mosquito Abatement Expenses | | | | | | |
| Mosquito Control Products | \$ 14,952 | \$ 14,500 | | \$ 14,500 | \$ 16,902 | \$ 15,225 |
| Mosquito Abatement Monitoring & Testing | \$ 2,850 | \$ 3,000 | | \$ 3,000 | \$ 1,876 | \$ 3,150 |
| Mosquito Abatement Vehicle Gas & Oil | \$ 10,489 | \$ 11,000 | | \$ 11,000 | \$ 3,362 | \$ 11,550 |
| Mosquito Abatement Vehicle Maintenance | \$ 4,488 | \$ 5,000 | | \$ 5,000 | \$ 4,026 | \$ 5,250 |
| Total Mosquito Abatement Expense | \$ 32,778 | \$ 33,500 | \$ - | \$ 33,500 | \$ 26,166 | \$ 35,175 |
| Audit Adjustment - Accruals | \$ (14,743) | | | | | |
| TOTAL SERVICES AND SUPPLIES | \$ 209,020 | \$ 239,361 | \$ 244,462 | \$ 262,670 | \$ 188,727 | \$ 401,193 |
| EXPENDITURES - SALARY AND BENEFITS | | | | | | |
| Workers' Compensation Insurance (13) | \$ 17,882 | \$ 16,035 | | \$ 20,300 | \$ 18,631 | \$ 22,237 |
| Health Insurance (6) | \$ 56,319 | \$ 60,145 | | \$ 57,550 | \$ 32,690 | \$ 66,101 |
| Payroll Taxes (13) | \$ 21,433 | \$ 22,311 | | \$ 21,410 | \$ 9,787 | \$ 28,517 |
| Processing Fees (13) | \$ 1,438 | \$ 1,400 | | \$ 1,400 | \$ 672 | \$ 1,400 |
| Directors' Stipend (5) | \$ 5,500 | \$ 6,000 | | \$ 6,000 | | \$ 6,000 |
| Employee Wages (8) | \$ 245,506 | \$ 255,712 | | \$ 250,400 | \$ 117,388 | \$ 326,653 |
| Audit Adjustment - Accruals | \$ 9,237 | | | | | |
| TOTAL SALARIES AND BENEFITS | \$ 357,315 | \$ 361,603 | \$ 343,762 | \$ 357,060 | \$ 179,168 | \$ 450,908 |
| EXPENDITURES - EQUIPMENT REPLACEMENT | | | | | | |
| John Deere Tractor w/loader & Bucket | | \$ 72,357 | | | | |
| Vrisimo Flail Mower | | \$ 2,300 | | | | |
| Radios & Charges | \$ - | \$ - | | | 1628 | |
| Workman MDX Cart | \$ - | \$ 17,000 | | | | |
| John Deere Rotary Tiller (1) cart, (1) fogger | | | | \$ 5,200 | \$ 5,239 | \$ 29,000 |
| TOTAL EQUIPMENT REPLACEMENT | \$ - | \$ 91,657 | \$ 79,736 | \$ 5,200 | \$ 6,867 | \$ 29,000 |

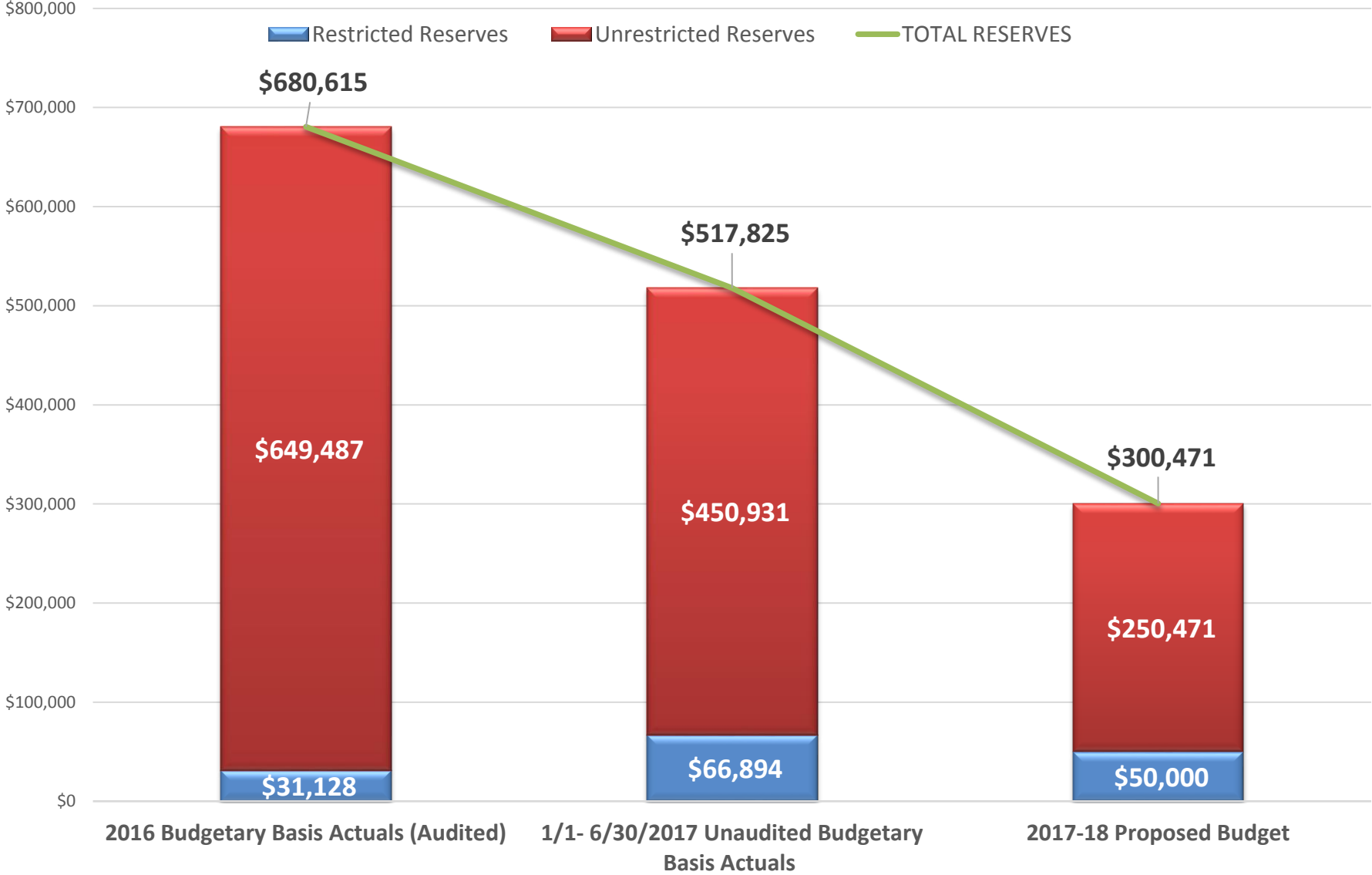
**SADDLE CREEK COMMUNITY SERVICES DISTRICT
2017-18 DRAFT FINAL BUDGET**

| | 2015 Budgetary Basis Actual (Audited) | 2016 Adjusted Budget | 2016 Budgetary Basis Actuals (Audited) | 2017 Adopted Budget | 1/1- 6/30/2017 Unaudited Budgetary Basis Actuals | 2017-18 Proposed Budget |
|---|--|----------------------------|---|------------------------|---|-------------------------------|
| CAPITAL PROJECTS | | | | | | |
| L/T Landscape Design Plan | \$ - | \$ 12,000 | | \$ 20,000 | | \$ 20,000 |
| Landscape Improvements | | | | \$ 60,000 | \$ 58,014 | \$ 80,000 |
| Sub-total Landscape Improvements | \$ - | \$ 12,000 | \$ - | \$ 80,000 | \$ 58,014 | \$ 100,000 |
| Road Improvements (per Condition 2016 Assessment) | \$ - | | | | | \$ 100,000 |
| Pavement Assessment | | \$ 15,000 | | | | |
| Road Project Design and Construction Management | | | | | | \$ 40,000 |
| Road Project Management | | | | | | \$ 3,000 |
| Road Improvements Contingency | | | | | | \$ 15,000 |
| Sub-total Road Improvements | | \$ 15,000 | | | | \$ 158,000 |
| TOTAL CAPITAL PROJECTS | \$ - | \$ 27,000 | \$ - | \$ 80,000 | \$ 58,014 | \$ 258,000 |
| DEBT SERVICE | | | | | | |
| Lease/Purchase Tractor | \$ - | \$ 14,440 | | \$ 16,100 | \$ 8,016 | \$ 16,100 |
| TOTAL DEBT SERVICE | | \$ 14,440 | \$ 10,685 | \$ 16,100 | \$ 8,016 | \$ 16,100 |
| TOTAL EXPENDITURES | \$ 566,335 | \$ 734,061 | \$ 678,645 | \$ 721,030 | \$ 440,792 | \$ 1,155,201 |
| OTHER FINANCING SOURCES | | | | | | |
| John Deere Financing | | \$ 72,157 | \$ 72,340 | | | |
| ALLOCATION OF UNASSIGNED FUND BALANCE | \$ 37,674 | \$ (50,628) | \$ (784) | \$ (102,230) | \$ (162,790) | \$ (217,354) |
| Balance of Funding over Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

Revenue & Expenditures



RESERVE BALANCES



SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2017/18 EMPLOYEE CLASSIFICATION & SALARY SCHEDULE

| Employee Classification | Positions 2017 | Positions 2017-18 | | (Step 1) | (Step 2) | (Step 3) | (Step 4) |
|-------------------------|-------------------|----------------------|----------|----------|----------|----------|----------|
| Maintenance Manager | 1 | 1 | (A) | \$72,142 | \$75,749 | \$79,537 | \$83,514 |
| Maintenance Supervisor | 1 | 1 | (A) | \$42,013 | \$44,114 | \$46,320 | \$48,636 |
| Landscape Maint. II | 1 | 1 | (H) | \$16.29 | \$17.11 | \$17.96 | \$18.86 |
| * Landscape Maint. I | 2 | 3 | (H) | \$14.90 | \$16.31 | \$17.13 | \$17.98 |
| Part-Time Maint. I | 0 | 0 | (H) (PT) | \$14.90 | N/A | N/A | N/A |
| Accountant | 1 | 1 | (H) (PT) | \$33.33 | \$35.00 | \$36.75 | \$38.59 |
| CSD Clerk/Admin | 1 | 1 | (H) (PT) | \$23.00 | \$24.15 | \$25.36 | \$26.63 |

(A)=Annual Salary (H)=Hourly Salary (PT) - Part time

Note: Increased by 2% COLA

Adjusted to have 5% between steps with a 2% increase to current pay.

* Except for Landscape Maint 1 step 1 and 2 is not separated by 5%- The amounts are 2% inc to current pay

Other

| | | |
|---------------------|---|--|
| Directors (Elected) | 5 | \$100 per Board Meeting Attended |
| General Manager | 1 | \$64,894.56 paid at \$5,407.88 per month |

The Part-Time Maintenance I position is filled only when necessary to provide an adequate level of service during times when full time positions are vacant.

Saddle Creek CSD meets on the third Tuesday of each month. Directors receive a stipend of \$100 for attending the meeting. Directors who miss a meeting are not compensated. The annual stipend for a director who attends all CSD meetings is \$1,200. Paid in December.

BENEFITS

Upon completion of each full calendar year of employment with the District in the position of Maintenance Supervisor, the District provides a \$3,000 IRA contribution. This benefit is paid during the month of January in the year following each full calendar year of employment. All payroll costs associated with this benefit are borne by the District.

Upon completion of each full calendar year of employment with the District in the position of Maintenance Manager, the District provides a \$3,500 IRA contribution. This benefit is paid during the month of January in the year following each full calendar year of employment. All payroll costs associated with this benefit are borne by the District.

Health Insurance Benefits are provided to the following Employee Classifications after completion of 90 days full time employment with the District; 1) Maintenance Manager, 2) Maintenance Supervisor, 3) Maintenance II and 4) Maintenance I. The District does not pay for Health Insurance Coverage for 1) Employee Dependents, 2) Directors, or 3) Part-Time Employees.

Hourly Employee Vacation and Sick Leave benefits are accrued at the end of each month at a rate of \$6.67 to a maximum of 120 hours, and \$5.87 to a maximum of 60 hours, respectively.

Part time Employee Sick Leave Benefits are accrued at a rate of 1 hour per 30 hours worked. No vacation pay is accrued for employees classified as part time.

RESOLUTION 2017-

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SADDLE CREEK
COMMUNITY SERVICES DISTRICT APPROVING THE DISTRICT'S FISCAL YEAR
2017-18 FISCAL YEAR FINAL 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, California Government Code Section 61110 (a) states that on or before July 1 of each year or, for districts using two one-year budgets or a biennial budget, every other year, the board of directors may adopt a preliminary budget that conforms to generally accepted accounting and budgeting procedures for special districts; and

WHEREAS, the District discussed the goals and objectives of the 2017-18 Budget preparation during its regular, public Board meetings held on May 16, 2017 and May 30, 2017; and

WHEREAS, the District prepared and on June 20, 2018 adopted a Preliminary Budget for the 2017/18 Fiscal Year effective July 1, 2017 through June 30, 2018, in accordance with the guidance and direction of the Board in public meetings, and called a budget public hearing for August 15, 2017; and

WHEREAS, the notice of budget public hearing was published in the Sonora Union Democrat on July 28, 2017; and

WHEREAS, a public hearing was held on August 15, 2017 at which the public was given the opportunity to discuss the adoption of the Final Fiscal Year budget, voice concerns, propose budget additions and changes, and the Board has considered such comment in this action; and

WHEREAS, the Final 2017/18 Budget effective July 1, 2017 through June 30, 2018 is included herein for consideration.

NOW, THEREFORE, BE IT RESOLVED that:

SECTION 1. The Board of Directors of the District does hereby approve and adopt the 2017/18 Fiscal Year Final Budget as presented.

SECTION 2. The District General Manager or his/her designee is hereby authorized to expend the funds contained within the 2017/18 Final Budget in accordance with financial policies adopted by the Board.

SECTION 3. The District General Manager or his/her designee is hereby directed to publish and distribute the 2017/18 Fiscal Year Final Budget.

PASSED AND ADOPTED by the Board of Directors of the Saddle Creek Community Services District on August 15, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Larry Hoffman, President

Peter Kampa, Board Secretary

Board of Directors

CERTIFICATE OF SECRETARY

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Saddle Creek Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Saddle Creek Community Services District, duly called and held on August 15, 2017.

DATED: _____.

Saddle Creek Community Services District

Regular Meeting of August 15, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- c. Adoption of a resolution approving agreement with Human Resources Practitioners for human resources consulting services

Recommended Motion

I move to adopt a resolution approving agreement with Human Resources Practitioners for human resources consulting services.

Background

The Board of Directors has set a priority of organizing the District records, with the most urgent priority being the update of District personnel policies. The District has never adopted a complete set of personnel policies, which has created some difficulty in establishment of employee rules and requirements, enforcement of personnel standards of conduct, etc. We have therefore received a proposal from a professional firm, Human Resources Practitioners, specializing in preparation of personnel policies (employee handbooks).

Our management and supervisory staff has also been struggling with the interpretation of laws and regulations related to human resources management, development of appropriate documentation of personnel issues, conducting effective personnel investigations and related actions. Engaging the services of a legal firm specializing in public agency employment law would be very helpful, but no efficient and very expensive for all the work required. Our CSD does not have an HR department, and hiring such staff would not be cost effective for a small district such as ours. We need intermittent access to HR expertise. Therefore, we asked Human Resources Practitioners to include such ongoing, intermittent work in a proposal for Board consideration.

Approval of the attached proposal through adoption of the draft resolution will achieve the necessary update to our personnel handbook, and provide the ongoing guidance on general HR matters to ensure the efficient operation of the District. Staff proposes a one year contract term and the associated cost is included in the final 2017/18 budget.

AGREEMENT
FOR CONSULTANT SERVICES BETWEEN
SADDLE CREEK COMMUNITY SERVICES DISTRICT
AND
HUMAN RESOURCES PRACTITIONERS (HRP)

This Agreement between Saddle Creek Community Services District, hereinafter referred to as "District", is entered into with Human Resources Practitioners, hereinafter referred to as "HRP", as of September 1, 2017, with reference to the following facts:

HRP desires to provide the District, human resources and related services, specifically [review of District's draft employee handbook; consult with District staff on human resources policies, including performance measures, guidance on disciplinary actions, FMLA, and general human resources issues. It is the intent of the parties to perform such work over a period of time that takes advantage of the monthly HRP retainer specified n 2. Below.](#)

NOW THEREFORE, the undersigned parties hereby agree as follows:

1. TERM & TERMINATION: This Agreement shall commence upon execution by the District's General Manager, and shall continue unless terminated in writing by either party at any time.
2. COMPENSATION: As compensation for HRP's Advisory Services, the District agrees to pay HRP a retainer of \$500.00 per month beginning September 1, 2017, and the first day of each month thereafter, for up to four (4) hours of HRP services per month. HRP services in excess of four (4) hours per month shall be paid at the hourly rate of one-hundred dollars (\$100.00) per hour for such services. ["Task orders" such as investigations or special projects will require mutual agreement on a specified "not to exceed budget" to accomplish such tasks.](#)
3. District shall pay HRP one-half (1/2) of the hourly rate for travel time on a porthole-to-porthole basis, while on District business.
4. GOVERNING LAW: This agreement is executed in and intended to be performed in the State of California and the laws of that State shall govern its interpretation and effect.
5. TIME OF PERFORMANCE: HRP shall commence the work to be performed pursuant to this Agreement upon signing of both parties and shall satisfactorily complete all activities to be performed thereunder.
6. STATUS OF RELATIONSHIP: It is the intent of both parties under this Agreement, that HRP, its agents and employees shall be an independent contractor(s) and not employee(s) of the District. This agreement absolutely excludes any employer-employee relationship between the parties to this Agreement.

7. SEVERABILITY: If any term, provision, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

8. ENTIRE AGREEMENT: This Agreement contains the entire agreement between the parties regarding the rights granted and the obligations assumed in the instrument and supersede any and all prior negotiations. Any oral representations or modifications to this agreement shall be of no force or effect unless contained in a subsequent written modification of this agreement.

In Witness Whereof, the undersigned parties have executed this Agreement as provided for herein.

Date: _____
_____ David A. Mackowiak
Human Resources Practitioners (HRP)

Date: _____
_____ Pete Kampa, General Manager
Saddle Creek Community Services District

RESOLUTION NO. 2017-

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT APPROVING
AGREEMENT WITH HUMAN RESOURCES PRACTICIONERS FOR ASSISTANCE WITH
HUMAN RESOURCES RELATED POLICIES, PROCEDURES AND GUIDANCE**

WHEREAS, the Saddle Creek Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District is a government agency subject to compliance with many onerous laws and regulations including the Family Medical Leave Act, California Medical Leave Act, Americans with Disabilities Act, California sick leave laws, Skelly and many other laws requiring current knowledge of human resources practices, extensive documentation and time to avoid legal issues and treat employees fairly in accordance with law; and

WHEREAS, Human Resources Practitioners is in the business of providing Human Resources services to special districts, bringing the required knowledge, expertise and time required for compliance with the myriad of laws and requirements; and

WHEREAS, the District is in need of an updated and complete employee handbook and will receive credit incentive discounts from its insurance for doing so; and

WHEREAS, Human Resources Practitioners has submitted a consulting proposal meeting the needs of the District, which is attached hereto as Exhibit A.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT DOES HEREBY approve the attached proposal from Human Resources Practitioners and authorize the General Manager to enter into contract for said work for the 2017/18 fiscal year; which shall be effective immediately.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Saddle Creek Community Services District on August 15, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

CERTIFICATE OF SECRETARY

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Saddle Creek Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Saddle Creek Community Services District, duly called and held on August 15, 2017.

DATED: _____.

Saddle Creek Community Services District

Regular Meeting of August 15, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- d. Approval for the General Manager to contract with a landscape architect on an hourly basis for assistance in planning the drought tolerant landscape project

Recommended Motion

I move to authorize the General Manager to contract with a landscape architect on an hourly basis for assistance in planning the drought tolerant landscape project.

Background

The 2017/18 Preliminary and Final budgets contain funding in the amount of \$20,000 to hire a professional landscape architect to assist the District with planning and designing a water efficient, beautiful landscape plan to replace the lost median-turf areas and other areas where we can save money on water and maintenance through a combination of drought tolerant plantings, hardscape and landscape materials.

The Landscape Ad-hoc committee met for the first time on August 3, 2017 to determine the direction of the landscape and purpose of the committee. Full of energy and ideas, the committee determined that one of our first steps should be to engage the services of a professional landscape architect to work with the District and committee on an as-needed basis to set the groundwork for efficient committee process that will result in conceptual plan; from which we secure full design proposals in the future.

At the current time, staff needs the authority to contract with a professional architect on an hourly basis to immediately assist in the planning process. The architect will be selected by the General Manager, with committee input, based on experience and qualifications in similar work.

Saddle Creek Community Services District

Regular Meeting of August 15, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- e. Adoption of a resolution approving agreement with Willdan Engineering for road improvement and maintenance engineering services

Recommended Motion

I move to adopt a resolution approving agreement with Willdan Engineering for road improvement and maintenance engineering services.

Background

The Board directed the preparation and distribution of a request for proposals (RFP) for engineering services related to the road improvement project. The RFP was sent to twenty six (26) engineering firms known to provide engineering services for public agencies. The RFP required that the firm proposing on the work be experienced in public road design and have the staff resources to be able to complete the work as quickly as possible. The RFP required that firms interested in proposing on the work send an email notification to the General Manager, so we would have an idea of how many proposals we could expect. The proposals were returned by email no later than August 4, 2017 and contain a separate technical proposal and fee proposal.

After the proposal was out for two weeks, we had received one confirmation and six declinations to submit proposals. I sent the notice out again to the firms from which I had not heard, and immediately had four more firms decline to submit proposals due to lack of staff, lack of expertise or the project not being in their practice area. Two additional firms stated that they were passing the project to the person responsible for determining whether to submit a proposal, or not. On the proposal deadline, one proposal was received from Willdan Engineering. The proposal review team of Director Golden, Site Manager Hebard, and Community member Jon Lynch are meeting August 11, 2017 to review and discuss the proposal.

However, due to the timing of Board packet preparation and the Board's stated interest to move this project forward as fast as possible, I am including a draft resolution approving an agreement with Willdan, in the event the review team recommends such action and the Board approves the proposal as meeting its needs. The proposed Willdan project manager is Peter Rei; the engineer who completed the 2016 Pavement Condition Report update.

The cost of the engineering work in the proposal is summarized as follows:

The following tasks take the project up to construction, but not including construction, construction management or inspections:

| | |
|----------------------------------|------------------|
| Preliminary Planning | \$ 5,786 |
| Environmental | \$ 445 |
| Design Engineering | \$ 7,698 |
| Survey and Base Map | \$ 3,706 |
| Utility Notice and Coordination | \$ 3,384 |
| Geotechnical Analysis and Report | \$ 10,857 |
| Preliminary Design Report | \$ 5,110 |
| Plan Preparation | \$ 18,101 |
| Complete Specifications | \$ 4,121 |
| Engineer's Estimate | \$ 1,782 |
| Bidding Assistance | \$ 4,328 |
| Total up to Construction | \$ 65,318 |

When considering our current 2017/18 budget as presented, the following is available for construction related work:

| | |
|-----------------------------------|------------------|
| Construction Management | \$ 50,258 |
| | |
| Road Improvement Budget 2017/18 | \$ 158,000 |
| Remaining for Construction | \$ 42,424 |

The proposal also contained the following additional work as described in the RFP, which does not necessarily need to be done in the 2017/18 fiscal year:

| | |
|---------------------------------|------------------|
| Maintenance Plan Preparation | \$ 2,918 |
| Encroachment Permit Process | \$ 5,164 |
| Develop Standard Specifications | \$ 5,164 |
| Total Other Services | \$ 13,246 |

August 4, 2017

Mr. Peter Kampa
General Manager
Saddle Creek Community Services District
1000 Saddle Creek Drive
Copperopolis, CA 95228

Subject **Proposal for Saddle Creek Road Improvement and Maintenance**

Dear Mr. Kampa:

Saddle Creek Community Services District (District) is seeking a qualified engineering consulting firm to assist with evaluating, designing, and constructing pavement and storm drain improvements for roadways throughout the District. The District is interested in creating a new encroachment permit process and updating their standard plans and details for roadway construction to better protect their roadways on an ongoing basis. The District has previously paid for two consultants to analyze the condition of the pavement throughout the District. Following up on the preliminary work from those reports, the residents have recently consented to a new assessment to improve the condition of roadways throughout the District.

Willdan will provide the District with the technical assistance necessary to develop and implement the construction improvements over the next several years. Once the construction plans are complete, Willdan can provide bid support services to assist the District as well as construction engineering, management, and inspection services.

Willdan understands the District's requirements for professional services and outstanding customer service. Civil engineering and construction management and inspection are key components of Willdan's services and have been cornerstone services for the firm since our inception. Willdan is an industry leader in pavement management, roadway and storm drain design, and construction management and inspection. We possess a wealth of expertise concerning encroachment permit processes and standard plans and details based upon our work with hundreds of agencies throughout California. Willdan offers valuable assistance to the District in creating an encroachment permitting process, draft encroachment ordinance, and encroachment fee structure to provide the District the tools to better protect existing underground utilities.

Willdan is uniquely positioned to assist the District with developing roadway construction standard specifications and details. We offer the District:

- **Public Sector Experience.** Our staff offers the District a multi-faceted perspective from both a public agency and consultant point of view. Many of our staff members have experience as former public agency staff and managers. Through our service as contract City Engineer for many cities in California, we know first-hand how important it is to protect the significant investment the District has in their water, sewer, and storm drain utilities as well as any private utilities located within District roadways.
- **Pavement Rehabilitation.** Willdan has been at the forefront for many years in developing new and more cost-effective approaches to upgrading pavement structures of deteriorated streets. During this time, design specifications have been tested and refined for various processes using methods and materials proven to be economical and effective in their application. Willdan has provided engineering design and construction management services for hundreds of roadway improvement, rehabilitation, and resurfacing projects throughout California. Resurfacing streets with nonstandard design is a special challenge that Willdan deals with on a regular basis. Our experience with asphalt-rubber hot mix is unsurpassed – dating back to the first asphalt rubber project bid in Southern California in 1989.

- **Utilities and Underground Facilities.** Willdan has extensive experience coordinating relocation/removal of various types of utilities. This experience has enhanced our expertise that – in turn – keeps the project schedule on target and ensures required detailed plans and studies meet District and utility agency requirements. Early and frequent communications with the utility agencies will be required to inform and monitor the utility progress and address project concerns.
- **Strong Project Management.** Mr. Peter Rei, PE, PLS will serve as Project Manager. He is the author of the pavement evaluation that is attached to the District's Request for Proposal, and, as such, is intimately familiar with the roadways managed by the District. Willdan believes this provides us a unique advantage over other firms to better assist the District with managing their pavement and storm drainage needs. Mr. Rei possesses over 36 years of experience in the public and private sectors administering roadway pavement and storm drainage improvements similar to those desired by the District. Mr. Rei has served as the Public Works Director/Road Commissioner in three Northern California counties where he was responsible for design and maintenance of all roadways and storm drainage improvements within those Counties.
- **Subject Matter Expertise.** Mr. Rei is backed by a team that is responsible for design, construction management, and inspection of a wide variety of public works improvement projects, including various street rehabilitation, street, highway, and storm drain improvements for agencies ranging from special districts and cities similar in size to Saddle Creek Community Services District. Our team excels in pavement maintenance and rehabilitation street design and construction management. In addition, Willdan has teamed with Condor Earth to provide materials testing services. The firm has three decades of experience providing these services to public agencies throughout California. Condor Earth possesses a wealth of roadway and community project knowledge in the Motherlode region.

The enclosed proposal for the first year of construction work includes Willdan's proposed project team members, firm experience, scope of work, project schedule, and project fee (separate file) as requested by the District.

We appreciate the opportunity to submit our proposal and look forward to fully discussing the District's needs. If there are any questions regarding this submittal, please contact Mr. Peter Rei by phone at (209) 743-4469 or by email at prei@willdan.com.

Respectfully submitted,

Willdan Engineering



David L. Hunt, PE
Senior Vice President/Director of Engineering

Firm Description

⇒ Willdan's Expertise

- *Pavement rehabilitation design, street widening, median, and drainage improvements for hundreds of projects*
- *Design professionals highly experienced in pavement overlay and street improvement engineering*
- *Extensive experience selecting cost-effective methodologies that withstand the test of time*

Willdan has served local cities and districts for over 53 years providing a wide range of municipal engineering services including pavement rehabilitation design, street widening, medians, and drainage improvements along with full construction management services for hundreds of projects. The professionals selected for this project are highly experienced in civil design, traffic design, pavement engineering, encroachment permits, roadway construction standards, and construction engineering. Our experience in selecting and applying pavement rehabilitation methods

in the most cost-effective manner is extensive. In addition, as the consultant city engineer for many cities, we have monitored the long-term performance of street pavements using a full range of treatment options and have utilized this information to continually update and improve our approach and strategy. In summary:

- Willdan has provided engineering design and construction management services for hundreds of roadway improvement, rehabilitation, and resurfacing projects throughout California. The resurfacing of streets with nonstandard design is a special challenge that Willdan deals with on a regular basis, usually with a few projects underway at any given time. Our experience with asphalt-rubber hot mix (ARHM) is unsurpassed, dating back to the first asphalt rubber project bid in Southern California in 1989. We understand the strong points and the weak points of ARHM, and therefore will only recommend implementing this material where the benefit outweighs the added cost.
- Willdan has been a contract city engineer for many cities over the last 50 years and has continuously been involved in multiple major arterial rehabilitation projects at any given time. Many such projects were also engineered by Willdan for a multitude of cities.
- Willdan has been at the forefront for many years in developing new and more cost-effective approaches to upgrading pavement structures of deteriorated streets. During this time, design specifications have been tested and refined for various processes using methods and materials proven to be economical and effective in their application.
- Our role as city engineer provides our staff with design and construction management experience that includes the full range of construction methods for nearly every possible site condition. Willdan obtains direct and important feedback, such as:
 - ✓ The most efficient construction methods and materials to implement on each type of project
 - ✓ The actual performance of the different rehabilitation methods over extended periods
 - ✓ Special field conditions to circumvent during construction through special contract provisions
- It is our policy to maximize the resources within our organization to provide the highest quality product. In the area of design, one very effective technique is that the final review of plans and specifications is performed independently by our Construction Management Group. A highly-experienced construction engineer performs an independent review of the contract documents to ensure full constructability without ambiguities or conflicts between the plans, specs and contract documents.
- In addition to our extensive design engineering experience, Willdan has the construction experience to match every type of street condition. Our construction and design professionals have worked together closely over the years to develop the highest quality time-tested construction procedures and specifications. Close attention to details such as crack treatments, interlayer placement, and removal area selections are crucial to a durable finished pavement.



Proposed Firm Staff

A successful partnership for this type of project requires expertise in pavement rehabilitation, storm drainage design engineering, and effective coordination with District staff, community members of Saddle Creek Community Services District, and other project stakeholders to ensure the project reflects the expectations of its stakeholders.

Although overall firm credentials and experience are important, the key to a successful project is the caliber and depth of experience of the individuals assigned to the team. Willdan offers the Saddle Creek Community Services District a highly-qualified team of in-house professionals with the technical qualifications and diverse capabilities necessary to undertake the services requested for the District's public infrastructure projects.

Project Management Team

Mr. Peter Rei, PE, PLS, will serve as Project Manager and main point of contact for the project. Mr. Rei has over 36 years of experience in both the public and private sectors administering roadway pavement and storm drainage improvements similar to those desired by the District. Mr. Rei has served as the Public Works Director/Road Commissioner in three Northern California counties where he was responsible for design and maintenance of all roadways and storm drainage improvements within those Counties. Mr. Rei has served as the City Engineer for the City of Hughson since 2015. In this role, he assists the City on an ongoing basis with evaluation, design, and construction of all pavement and storm drain improvement projects. As Project Manager, Mr. Rei will:

- Work with District's staff and lead key team members to jointly prepare a strategy for pursuing the assigned projects
- Establish appropriate internal coordination activities to best provide the services needed
- Monitor, review and report on the project's status to the District at regular intervals
- Solicit information from and coordinate reviews by the District
- Be the primary contact and focus of project correspondence to maximize communications between the District, other agencies, and Willdan's team members
- Monitor the general progress of the project and thoroughly review all major documents prior to submittal to the District

Ms. Roxanne Hughes, PE, will serve as our Quality Assurance Manager. In this role, Ms. Hughes will administer the contract-specific quality assurance program and will work closely with Mr. Rei to ensure our services are top quality. She will meet periodically with Mr. Rei to review progress and performance and address any performance issues. With 21 years of experience in the engineering field, her extensive expertise in Pavement Management System updates and street improvements design will be an invaluable asset during the evaluation of existing pavement conditions and throughout the project. Ms. Hughes possesses a wide breadth of knowledge in street improvements design and ADA compliance and has been highly involved in street projects similar to this project.

Technical Support Team

Mr. Tyrone Peter, PE, will serve as Civil Design Task Leader. His 11 years of experience managing and designing all types of public works projects provide a solid foundation to understand what is needed to deliver a successful project. Mr. Peter possesses comprehensive experience with design of state highway, new street, street widening, street realignment, pavement rehabilitation, ADA compliance, light rail and railroad, grade separation, flood control facility, water, and sewer projects. He has supervised feasibility study, project study report, project report, construction document preparation as well as grade certification issuance, construction administration, and construction inspection. He is proficient at managing large project teams with sub-consultants and multiple technical disciplines. During his career, Mr. Peter has served as project manager, civil engineering task leader, supervising engineer, senior engineer, design engineer, and designer for over 200 street improvement projects.

Mr. Nick Weis, EIT, will serve as Design Engineer and will assist Mr. Peter with preparing plans and specifications for construction of the proposed improvements. He is the designer for various similarly scoped roadway rehabilita-

tion projects and will bring this working knowledge to prepare cost-effective street design PS&E. Mr. Weis is proficient in AutoCAD, EPA Storm Water Management Model (SWMM), Civil 3D, SAP 2000, EPANET, ArcGIS, MATLAB, and Sketch Up.

Mr. Ross Khiabani, PE, GE, will serve as Geotechnical Engineer. Mr. Ross Khiabani oversees and performs diversified geotechnical assignments involving soil mechanics and foundation engineering, soil stabilization, landslide analysis and stabilization, settlement evaluations, liquefaction studies, slope stability analyses, laboratory testing, and inspection services during construction operations. His vast experience includes providing engineering services for commercial, industrial, institutional, ports and harbors, public works, transportation (including major bridges, local roads, freeways and toll roads) and water and wastewater facilities projects.

Mr. Edward Cox will serve as Utility Coordinator and will be responsible for coordination with local utility agencies whose facilities may be affected by the proposed construction projects. Utility coordination will play a critical role in minimizing construction delays, change orders, and preventing damage to existing utilities within the project areas. Mr. Cox possesses over 33 years of public works experience involving utility coordination, public works inspection, and labor compliance. His utility coordination expertise encompasses roadway and bridge rehabilitation/reconstruction projects of varying sizes. Mr. Cox is highly skilled in the utility coordination process from preliminary design through construction. His expertise includes identifying and resolving utility conflicts; coordinating and working with multiple utility agencies with utilities impacted by project construction; reviewing and documenting the progress of the utility relocation effort; identifying permitting requirements for both aerial and underground utility construction; and recommending construction methods that best suit the project as well as the utility being relocated. Mr. Cox collaborates with the design team to prepare utility relocation plans that are constructible and adhere to applicable federal, state, and local requirements.

Mr. Jeffrey Lau, PE, will serve as Traffic Engineer. He possesses expertise with various facets of traffic engineering, including field investigations, traffic data collection and analysis, traffic design, and project management. Mr. Lau has been involved in fieldwork, design, and drafting on a variety of traffic engineering projects such as traffic signals, signing and striping, street lighting, and construction traffic control. Mr. Lau has also assisted with traffic impact studies and analyses, plan checking, and engineering and traffic survey updates. He is highly proficient in AutoCAD, MicroStation, Synchro, HCS+, PC-Warrants, AGI32, and Crossroads Collision Database.

Mr. Raj Gupta will serve as Construction Manager and Inspector. He has over 31 years of extensive experience in the construction industry - specializing in infrastructure, highway, bridges, water-main, storm drain, sewer, community development, and utilities relocation. He is well-versed in project planning; constructability review; investigation, documentation, and evaluation; construction management; and construction supervision for projects utilizing state and federal funds. Mr. Gupta has served as a team leader, chief inspector, senior field engineer, and field engineer. In these roles, he supervised, inspected, and monitored construction, reconstruction and maintenance for various infrastructure and highway projects.

Team Availability

Willdan is committed to providing the staffing and resources required to complete the District's project on schedule and within the allotted and agreed upon budget. Willdan's internal project management procedures call for preparing labor requirements for each active project and integrating that data into a labor projections and resource allocations database for all projects. The projections for each project are aggregated by technical disciplines to produce company-wide labor needs and to identify shortages or surpluses. Willdan's workload is reviewed on a weekly, monthly, and quarterly basis.

A breakdown of our team's availability is provided herein.

| Project Team Member | Project Role | Availability Percentage |
|---------------------|---------------------------|-------------------------|
| Peter Rei, PE, PLS | Project Manager | 40 |
| Roxanne Hughes, PE | Quality Assurance Manager | 10 |
| Tyrone Peter, PE | Civil Design Task Leader | 35 |

| Project Team Member | Project Role | Availability Percentage |
|-----------------------|--------------------------------|-------------------------|
| Nick Weiss, EIT | Design Engineer | 35 |
| Ross Khiabani, PE, GE | Geotechnical Engineer | 15 |
| Edward Cox | Utility Coordinator | 10 |
| Jeffrey Lau, PE | Traffic Engineer | 15 |
| Raj Gupta | Construction Manager/Inspector | 80 |

Subconsultant Team

Condor Earth (Condor) has been providing materials testing services for almost three decades on projects throughout California. These projects include a myriad of wide-ranging project types and include all public infrastructure involving roadway, bridges, underground utilities, and water and wastewater distribution and treatment facilities. Condor maintains an excellent reputation for working closely with design professionals, permitting agencies, and other project team members to verify that construction materials conform to design plans and specifications.

Condor’s testing laboratories are certified through the National Bureau of Standards and are recognized and approved by the California Department of Transportation, California Office of Statewide Health Planning and Development, and Division of the State Architect. Their procedures, equipment, and personnel qualifications conform to requirements outlined in ASTM E-329. The Nuclear Regulatory Commission licenses storage and use of Condor’s nuclear density testing gauges and certifies their technicians. All field and laboratory testing equipment is calibrated on an annual or more frequent basis by an outside agency as part of their internal quality assurance.

Resumes

As directed in the District’s Request for Proposals, Willdan has provided resumes for our project team on the following pages.

Peter Rei, PE, PLS

Project Manager

Profile Summary

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| Education: | BA, Geography/Cartography, Humboldt State University BS, Civil Engineering, Chico State University |
| Registration: | Land Surveyor, California No. 5963 Civil Engineer, California No. 49623 |
| Experience: | 36 Years |

Mr. Peter Rei has extensive experience in civil engineering and land surveying with 23 years serving as a senior management level administrator for California counties. In these roles, he was the one primarily responsible for planning, grant application, planning, grant application, design, and construction of infrastructure projects predominantly for local roads and bridges. Mr. Rei currently assists the City of Hayward with management of their development projects – processing, review, and approval of final maps, parcel maps, improvement plans, and a myriad of development-related applications and projects. Based upon Mr. Rei's recommendations, the City has streamlined their processes and significantly reduced the number of backlogged projects.

Relevant Project Experience

Engineering & Traffic Survey, City of Hughson, California. Client Manager responsible for client contact and ensuring client satisfaction for project such as the engineering and traffic survey to re-certify 13-segments. The report included radar survey study, 24-hour counts, accident data analysis, review of existing and none-readily-apparent conditions and report documenting 85th, 50th percentile speeds and average speeds as well as 10th mile per hour pace. The study was compiled in compliance with current California. Manual of Uniform Traffic Control Devices (CA MUTCD) Section 2B.13 guidelines and as required by the California Vehicle Code Section 627 and 40802.

Contract Staff Augmentation, County of Mariposa, California. Interim Director of Public Works responsible for all department services and staff during County recruitment efforts to find a full-time director.

County of Mariposa, California. Director of Public Works/Local Transportation Commission Executive Director responsible for supervising final design and construction of four fire stations which had been poorly managed prior to my arrival. He restructured a previously very unsuccessful department and lifted morale of employees. He applied for and received over \$12 million in new transportation grants and completed over \$8 million in construction.

County of Tuolumne, California. Director of Public Works/Tuolumne County Transportation Council Executive Director responsible for over \$30 million in transportation grants; completing construction of infrastructure for new law and justice center, and completing construction of over 20 miles of new road construction on major roadways. Other responsibilities involved coordination with Caltrans on completion of East Sonora Bypass – Stage 1 and on funding and design for East Sonora Bypass – Stage 2.

County of Humboldt, California. Deputy Director of Public Works (Engineering) responsible for managing a \$24 million Humboldt County Jail construction project and for an \$11.5-million retrofit of Humboldt County Courthouse damaged in the 1996 earthquake.

Contract City Engineering Services, City of Hughson, California. Contract City Engineer responsible for managing engineering services and acting as an extension of City staff. The services include providing municipal services for residents, businesses, governmental agencies, and other uses within and around the City of Hughson. One project involves a management of a state Active Transportation Program Grant to construct 1,300 feet of new sidewalk along the south side of Fox Road from Charles Street to Tully Road. The project improvements include new curb, gutter and sidewalk, street widening, ADA-compliant ramps at street intersections, storm drain inlets, resetting sewer and water boxes to grade and coordinating relocation of existing overhead telecommunications lines. Additional services include overseeing the process to obtain new right of way from 13 of the 14 affected property owners fronting on the work.



Deputy Director of Public Works, County of Humboldt, California. Project Manager responsible for the \$24 million Humboldt County Jail construction and for \$11.5 million retrofit of Humboldt County Courthouse damaged in 1996 earthquake and seven federally-declared disasters.

Stonebrae Golf Course Community, City of Hayward, California. Plan Review Coordinator responsible for all infrastructure review and approvals for two villages within the golf course community development. Responsibilities included regular meetings with the developer, review of all civil engineering and utility submittals, negotiation of conditions of approval for upcoming village phases, negotiation for release of bonds for completed villages, and regular weekly meetings to coordinate planning and engineering issues.

La Vista Development, City of Hayward, California. Plan Review Coordinator responsible for serving as the primary contact during review and approval of a 179-unit housing and parkland development. Responsibilities include determining required infrastructure and negotiating with the developer, creating a new zone of benefit in the City's Landscaping and Lighting District, coordinating all stormwater management reviews, creating a new Geologic Hazard Abatement District and annexing the La Vista project into the new district, reviewing and approving the final tract map, and presenting the project to City Council for approval. The effort requires regular meetings with the developer and his representatives and a wide range of resource agency representatives.

Baumberg Subdivision/FedEx Regional Distribution Center, City of Hayward, California. Plan Reviewer responsible for assisting the Development Services and Public Works Departments with ongoing reviews and serving as the City's liaison with the developer and their consultants during review and approval of all infrastructure – particularly drainage infrastructure, tentative map review, final tract map review, and approval on this challenging, changing project. This project began as a 13-lot industrial subdivision and transformed into a five-lot industrial subdivision when FedEx Corporation expressed interest in locating a new regional distribution center on the property. The project is located immediately adjacent to San Francisco Bay and thus involves significant oversight by both the City, County, and a host of state and federal regulatory agencies.

Mountain Springs Golf Course Community, County of Sonora, California. Lead Staff responsible for review of various infrastructure issues and – as part of the County's management team – assisting with regular meetings with the developer and at public hearings with the Planning Commission and Board of Supervisors. The project involved 2,076 lots in the original configuration and included extending water and sewer infrastructure over 2 miles from the nearest facilities, major improvements to local roads and bridges, creation of new utility and road infrastructure to serve the proposed neighborhoods, and a variety of other regulatory issues.

Development Engineering, City of Hayward, California. Development Review Engineer responsible for serving at the City's offices three days a week until the position is filled (anticipated to occur in September 2016). Services include processing an average 10 to 15 subdivision tract maps, five to eight parcel maps, five to 10 certificates of compliance, and over a dozen other applications – often occurring simultaneously with Planning applications. Additional services include performing other related engineering functions and providing support at the Permit Center counter.

Private Engineering Consulting Firm, Eureka, California. Manager of Land Development Division/Project Manager responsible for design and construction of a 74-lot subdivision in Hydesville and Project Manager for over 20 sewer and water projects for rural water and sewer districts. As professional civil engineer/ professional land surveyor, was responsible for roadway design for four Caltrans Highway projects; Survey Party Chief for bathymetric mapping of nine harbors in California for USGS; Survey Party Chief for construction of the Eureka Mall; and Survey Party Chief for over 50 civil engineering construction projects in nine states. Also recorded parcel maps and records-of-survey in 12 California counties for projects, served as Staff Surveyor for five years, and performed surveys for construction projects in nine states.

Roxanne Hughes, PE

Quality Assurance Manager

Profile Summary

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| Education: | BS, Civil Engineering (magna cum laude); California Polytechnic State University, San Luis Obispo |
| Registration: | Civil Engineer, California No. 62381 |
| Experience: | 21 Years |

Ms. Roxanne Hughes has worked in varying aspects of civil engineering for 21 years. Her primary responsibilities include land development plan checking, city engineering, project management, and pavement engineering. Ms. Hughes specializes in project management, city engineering, pavement engineering, construction management, administration of federally-funded projects, and coordination and oversight of various public works plan checking.

Relevant Project Experience

Downs Street Roadway Improvements, City of Ridgecrest, California. Pavement Engineering Task Leader responsible for pavement design for improvements to Downs Street between Upjohn Avenue and Ridgecrest Boulevard. Improvements involved widening the street and installing curb, gutter, curb ramps, and sidewalk. Preliminary engineering involved utility research, right-of-way research, field investigations, soils testing, and ground survey. The preliminary design report identified and evaluated the various factors that would affect project delivery.

San Pablo Resurfacing, City of Pinole, California. Project Manager responsible for overall project oversight for preparing specifications using the City's boilerplate template modifying them to be project specific. Willdan will prepare and submit complete Request to Initiate Federal Funds to include PES forms, right-of-way certification, and Request for Authorization package to secure the E-76. Willdan will also assist with environmental compliance needed in order to obtain an authorization to proceed.

Pavement Management and Design Services, Morongo Band of Mission Indians. Project Manager responsible for overall project oversight for pavement engineering services for reservation-wide roadway pavement management system, projection of alternative roadway rehabilitation strategies, selection of an optimal strategy, and preparation of plans, complete specifications and engineer's cost estimate for implementation of a reservation-wide ARHM overlay project.

Pavement Management Services, City of Ridgecrest, California. Project Manager responsible for overall project oversight to convert the City's database to MicroPaver from Street Saver. Services provided included creation of a citywide database describing all roadway segments with current pavement condition and historical treatment data for upload to MicroPaver, GIS linkage for use in the City's GIS and generating a full pavement management report with a five-year maintenance and rehabilitation strategy using assigned budgets.

Pavement Design and Construction Engineering Services, City of Westlake Village, California. Project Manager responsible for overall project oversight for ongoing pavement evaluation and maintenance program management. Services provided include an annual review of the City street network, corresponding update of Capital Improvements Projects and implementation of the CIP street projects from design through construction. Implementation includes provision of complete Plans, Specifications and Cost Estimate, advertisement of bid, award of contract, construction management and project close out through notice of completion and release of retention. In years that STPL funds are programmed, the scope of work also includes full administration of the federal funding process to secure the funds, ensure federal compliance during construction and invoice Caltrans for reimbursement.

Tyrone Peter, PE

Civil Design Task Leader

Profile Summary

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| Education: | BS, Engineering and Civil Engineering, Tamil Nadu College of Engineering Civil Engineering, Murugappa Polytechnic |
| Registration: | Civil Engineer, California No. 81888 |
| Experience: | 11 Years |

Mr. Tyrone Peter is an accomplished civil engineer for multi-discipline and multi-agency infrastructure projects and is known for providing innovative, quality engineering services to ensure project delivery within budget and schedule. As the project manager for the Prairie Avenue Improvement project, with qualified staff and resources, he will be responsible for successful project delivery. Mr. Peter's 11 plus years of experience managing and designing all types of public works projects provide a solid foundation to understand what is needed to deliver a successful project and make him the perfect fit for overseeing the entire project as well as specific civil engineering tasks.

Mr. Peter's comprehensive experience includes design of state highway, new street, street widening, street realignment, pavement rehabilitation, light rail and railroad, grade separation, flood control facility, water, and sewer projects. He has supervised feasibility study, project study report, project report, construction document preparation as well as grade certification issuance, construction administration, and construction inspection. He is proficient at managing large project teams with subconsultants and multiple technical disciplines. During his career, Mr. Peter has served as project manager, civil engineering task leader, supervising engineer, senior engineer, design engineer, and designer for over 200 street improvement projects with design contracts ranging from \$5,000 to \$2.9 million.

Mr. Peter possesses a strong work ethic and leadership skills that enable him to provide clear priorities and direction in project delivery. Using his ability to assess his staff's strengths, Mr. Peter positions his team members where they can be most successful. He uses his collaborative nature to build and maintain consensus among a variety of stakeholders to the benefit of project delivery.

Relevant Project Experience

Bus Route Street Improvements, Bear Valley Springs Community Services District, Tehachapi, California. Project Manager responsible for overall project management and oversight required to rehabilitate 10 miles of street improvements. The project involves AC pavement removal and reconstruction for localized repairs; cold in-place recycling; cold milling of existing pavement; application of tack coat; placement of asphalt concrete; asphalt-rubber hot-mix overlay; cap pavement with high tensile fiber; adjustment of manhole frames and covers and water valve stack covers; replacement of water blow-off service line and connection and air and vacuum system; installation of monument covers to grade; application of traffic striping and legends; other miscellaneous asphaltic work; and all appurtenant improvements. Willdan evaluated existing storm drain culverts and local drainage problems and proposed upgrades.

Firestone Boulevard Capacity Enhancement, City of South Gate, California. Project Manager responsible for overall project management and oversight required for the corridor improvements from Alameda Street to Hunt Avenue. The improvements involved increasing traffic capacity by reconfiguring the roadway from four to six lanes; pavement rehabilitation; landscape and hardscape medians; median lighting; sidewalk, curb and gutter, and driveway approach reconstruction; ADA-compliant ramps; parkway trees; artistic elements, corridor entrance monument; bus shelter and bus turnouts; and traffic signal modifications. Services provided included civil, traffic, pavement, and drainage engineering; landscape architecture, survey and right-of-way engineering; and utility relocation.

Los Alamitos Boulevard Median Improvements, City of Los Alamitos, California. Project Manager responsible for overall project management and oversight required for the improvements between Cerritos Avenue and Katella Avenue. Improvements involved raised median, pavement delineation, landscape and irrigation improvements,



street lighting and traffic signal improvements at intersections with Florista Street and Sausalito Street. There was minor traffic signal modification at intersections with Katella Avenue and Cerritos Avenue. The improvements were based upon City's desired four-lane with median design alternative.

Downs Street Widening, City of Ridgecrest, California. Civil Engineering Task Leader responsible for providing and overseeing all civil improvement design required for the widening improvements. The project includes environmental compliance, right-of-way research, and design. The project limits are Upjohn Avenue and Ridgecrest Boulevard. Improvements include street widening and new curb, gutter, curb ramps, and sidewalks. The preliminary engineering services include utility research, right-of-way research, field investigations, soils testing, and ground survey.

Street Improvements Phase II, City of Los Alamitos, California. Project Manager responsible for overall project management and oversight required for resurfacing of the following projects in the Phase II city-wide program:

- Via El Mercado Street Improvements
- Old Town West Improvements (Chestnut Street, Walnut Street, Florista Street)
- Commercial Street Improvements (Cerritos Avenue, Ball Road, Reagan Street, Humboldt Street, Portal Drive, Winners Circle, Los Alamitos Boulevard, Los Vaqueros Circle)

Willdan conducted site reconnaissance to observe the pavement condition, conducted coring, testing and engineering analysis and summarized the findings in a geotechnical report. Per the recommendation, the City streets within the project limits were ground and resurfaced with 2-inch thick asphalt-rubber hot mix or removed and replaced with asphalt concrete over aggregate base or with joint plain cement concrete. Visible cracks were filled with rubberized crack filling material. All manhole, water valve, anode, and monitoring well covers within the project limits were adjusted to grade. Existing curbs and driveways were protected in place within the limits of the project. Sidewalks were improved and ADA-compliant ramps were brought up to current standards.

Woodleigh Lane Improvements, City of La Cañada Flintridge, California. Senior Civil Designer responsible for coordinating and preparing the contract documents for the residential street improvements between Foothill Boulevard and Berkshire Avenue. The length of the street is approximately 2,855 linear feet. The comprehensive engineering design services included environmental engineering; civil, drainage, traffic and geotechnical engineering, survey; right-of-way mapping and engineering; utility and neighborhood coordination; landscaping, hardscaping, and tree preservation and/or restoration; SWPPP; and NPDES compliance with MS4 permit. The project involved total reconstruction of the asphalt concrete roadway with asphalt-rubberized hot mix; reconstruction of PCC curb, gutter, drive approach, and access ramps; reconstruction of catch basins; installation of Trash TMDL BMP; restoration of landscaping, hardscaping, and irrigation; preservation of treescaping; re-installation of traffic striping, house number on curb, pavement legend, and signage; preparation and implementation of SWPPP; and other appurtenant work.

Nicholas Weis, EIT

Design Engineer

Profile Summary

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| Education: | BS, Civil Engineering (structural engineering specialization), University of California, Irvine |
| Registration: | Engineer-in-Training, California No. 153822 |
| Experience: | 3 Years |

Mr. Nicholas Weis is knowledgeable in technical standards and is skilled in AutoCAD drafting. Mr. Weis is proficient in AutoCAD, EPA Storm Water Management Model, MS: Word, PowerPoint, Excel and is experienced in Civil 3D, SAP 2000, EPANET, Microsoft Project, ArcGIS, MATLAB, Sketch Up.

Relevant Project Experience

Bus Route Street Improvements, Bear Valley Springs Community Services District, Tehachapi, California. Design Engineer responsible for assisting with design required to rehabilitate 10 miles of street improvements. The project involves AC pavement removal and reconstruction for localized repairs; cold in-place recycling; cold milling of existing pavement; application of tack coat; placement of asphalt concrete; asphalt-rubber hot-mix overlay; cap pavement with high tensile fiber; adjustment of manhole frames and covers and water valve stack covers; replacement of water blow-off service line and connection and air and vacuum system; installation of monument covers to grade; application of traffic striping and legends; other miscellaneous asphaltic work; and all appurtenant improvements. Willdan evaluated existing storm drain culverts and local drainage problems and proposed upgrades.

Los Alamitos Boulevard Median Improvements, City of Los Alamitos, California. Design Engineer responsible for assisting with design of street improvements between Cerritos Avenue and Katella Avenue. Project improvements involved raised median, pavement delineation, landscape and irrigation improvements, street lighting, and traffic signal improvements. Minor traffic signal modifications were designed. The improvements were based upon the City's desired layout of a four-lane alternative with median.

Firestone Boulevard Capacity Enhancement, City of South Gate, California. Design Engineer responsible for assisting with design of corridor improvements from Alameda Street to Hunt Avenue. The improvements involved increasing traffic capacity by reconfiguring the roadway from four to six lanes; pavement rehabilitation; landscape and hardscape medians; median lighting; sidewalk, curb and gutter, and driveway approach reconstruction; ADA-compliant ramps; parkway trees; artistic elements, corridor entrance monument; bus shelter and bus turnouts; and traffic signal modifications. Services provided included civil, traffic, pavement, and drainage engineering; landscape architecture, survey and right-of-way engineering; and utility relocation.

California High Speed Rail AT&T Infrastructure Relocation, Parsons/California High Speed Rail Authority, Madera and Fresno Counties, California. Design Engineer/Plan Reviewer responsible for reviewing as-builts to relocate AT&T facilities associated with the California High Speed Rail project. Assisted in revising horizontal alignments to avoid existing structures and right-of-way limits and added existing facilities to profile views of the proposed alignment in preparation of vertical alignment design. The work involved both horizontal and vertical relocation for replacement telephone ducts and vaults within utility corridor right-of-way crossing the railroad alignment and within associated local roadway where overcrossings are constructed.

Downs Street Widening, City of Ridgecrest, California. Design Engineer responsible for assisting with design of widening improvements. The project includes environmental compliance, right-of-way research, and design. The project limits are Upjohn Avenue and Ridgecrest Boulevard. Improvements include street widening and new curb, gutter, curb ramps, and sidewalks. The preliminary engineering services include utility research, right-of-way research, field investigations, soils testing, and ground survey.



Ross Khiabani, PE, GE

Geotechnical Engineer

Profile Summary

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| Education: | MS, Geotechnical Engineering, California State University, Long Beach Geology, Pahlavi University, Iran |
| Registration: | Geotechnical Engineer, California No. 2202 Civil Engineer, California No. 37156 |
| Experience: | 34 Years |

Mr. Ross Khiabani performs diversified geotechnical assignments involving soil mechanics and foundation engineering, soil stabilization, landslide analysis and stabilization, settlement evaluations, liquefaction studies, slope stability analyses, laboratory testing, and inspection services during construction operations. His vast experience includes providing engineering services for commercial, industrial, institutional, ports and harbors, public works, transportation (including major bridges, local roads, freeways and toll roads) and water and wastewater facilities projects. This broad experience has given him a unique insight into local geotechnical and seismic conditions, and construction processes. Mr. Khiabani keeps in close communication with local, city, county, and state reviewers and is familiar with governing codes and requirements.

During his career, Mr. Khiabani has served as Project Manager or Geotechnical Engineering Task Leader for over 35 street improvement projects with design contracts ranging from \$50,000 to \$500,000

Relevant Project Experience

Florence Avenue Corridor Improvements, City of Inglewood, California. Geotechnical Engineering Task Leader responsible for geotechnical engineering and testing necessary for the corridor improvements along the Crenshaw/LAX Transit Corridor. Improvements included street resurfacing; sidewalk, curb and gutter, and driveway approach reconstruction; ADA-compliant curb ramps; raised median island modifications; pedestrian pathways with decomposed granite treatments; Class II and II bike lanes; traffic signal modifications; signing and striping; and bus stop improvements and new installations.

Downs Street Widening, City of Ridgecrest, California. Geotechnical Engineering Task Leader responsible for geotechnical engineering and testing necessary for the widening improvements. The project includes environmental compliance, right-of-way research, and design. The project limits are Upjohn Avenue and Ridgecrest Boulevard. Improvements include street widening and new curb, gutter, curb ramps, and sidewalks. The preliminary engineering services include utility research, right-of-way research, field investigations, soils testing, and ground survey.

Firestone Boulevard Capacity Enhancement, City of South Gate, California. Geotechnical Engineering Task Leader responsible for geotechnical engineering and testing necessary for the corridor improvements from Alameda Street to Hunt Avenue. The improvements involve roadway widening from four to six lanes; pavement rehabilitation; landscape and hardscape medians; median lighting; sidewalk, curb and gutter, and driveway approach reconstruction; ADA-compliant ramps; parkway trees; artistic elements, corridor entrance monument; bus shelter and bus turnouts; and traffic signal modifications. Services provided included civil, traffic, pavement, and drainage engineering; landscape architecture, survey and right-of-way engineering; and utility relocation.

Lakewood Boulevard Regional Corridor Capacity Enhancement, City of Lakewood. Geotechnical Engineering Task Leader responsible for geotechnical engineering and testing necessary for complete street/green street improvements between the north city limits and Del Amo Boulevard. Improvements involve street widening and median improvements; Class II bike lanes in both directions; turn lanes; landscape planting and irrigation; overhead distribution and transmission power undergrounding; sidewalk, curb and gutter, and driveway approach reconstruction; street resurfacing; catch basin construction; storm water quality improvements to comply with Green Streets policy; bike lockers, bus shelter, and traffic signal modifications. Services provided include civil, traffic, pavement, drainage, and geotechnical engineering; landscape architecture, survey and right-of-way engineering, and utility relocation.



Edward Cox Utility Coordinator

Profile Summary

Education: United Association Local 250 Apprentice Program
Experience: 33 Years

Mr. Edward Cox possesses over 33 years of public works experience involving utility coordination, public works inspection, and labor compliance. His utility coordination expertise encompasses roadway and bridge rehabilitation/reconstruction projects of varying sizes. Mr. Cox is highly skilled in the utility coordination process from preliminary design through construction. His expertise includes identifying and resolving utility conflicts; coordinating and working with multiple utility agencies with utilities impacted by project construction; reviewing and documenting the progress of the utility relocation effort; identifying permitting requirements for both aerial and underground utility construction; and recommending construction methods that best suit the project as well as the utility being relocated. Mr. Cox collaborates with the design team to prepare utility relocation plans that are constructible and adhere to applicable federal, state, and local requirements.

Relevant Project Experience

Ninth Street Pavement Rehabilitation, City of Highland, California. Utility Coordinator responsible for providing utility coordination for pavement rehabilitation between Del Rosa Drive to Palm Avenue. Services involved pavement engineering; utility coordination; plans, specifications, and estimate; and engineering during construction.

Ninth Street Safety Improvements, City of Highland, California. Utility Coordinator responsible for providing utility coordination for street widening at specific locations; slurry sealing the project limits; restriping the project limits to incorporate two 13-foot through lanes, one 12-foot two-way left-turn lane, 5-foot Class II bicycle lanes; and 8-foot parking lanes; installing pedestrian count-down heads at five signalized intersections; and installing an in-pavement roadway lighting system with advance flashing beacons. Willdan provided civil and traffic engineering design, utility coordination, and E-76 Authorization for Construction submittal assistance.

Base Line Safety Improvements, City of Highland, California. Utility Coordinator responsible for providing utility coordination for a 0.25-mile segment along Base Line. Willdan's scope of work involved street, traffic signal, street lighting, landscaping and irrigation, and signing and striping plans, specifications, and estimate; CEQA/NEPA documentation; topographic surveys; legal descriptions; plat mapping for right-of-way takes and street vacations; and utility coordination.

Drummond Avenue Widening, City of Ridgecrest, California. Utility Coordinator responsible for providing utility coordination for design of new curb, gutter, sidewalks, crosswalks, ADA curb ramps, asphalt concrete paving, signing and striping along Drummond Avenue between Downs Street and Inyo Street. The improvements were funded by the Highway Safety Improvement federal programs and required a consultant with expertise in managing federally-funded projects. The Drummond Avenue widening involves improvements for two lanes of travel in each direction to align with an existing cross section at Downs Street and Inyo Street. Willdan prepared the CEQA/NEPA documents. The services provided included preliminary engineering, field review, right-of-way certifications, geotechnical study, and utility coordination.

Palos Verdes Drive North Bicycle Lane, City of Rolling Hills Estates, California. Utility Coordinator responsible for providing utility coordination for design and construction of bicycle lanes between Crenshaw Boulevard and the west city limits. Willdan provided design and construction engineering services for 1.26 miles of roadway widening to add 5-foot bicycle lanes within a 200-foot right-of-way and a second through lane at major intersections to increase capacity. The improvements included raised medians, street resurfacing, and traffic signal modifications.

Jeffrey Lau, PE

Traffic Engineer

Profile Summary

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| Education: | BS, Civil Engineering, Civil Engineering, California Polytechnic State University, Pomona |
| Registration: | Civil Engineer, California, No. 83887 |
| Experience: | 13 Years |

Mr. Jeffrey Lau possesses expertise with various facets of traffic engineering, including field investigations, traffic data collection and analysis, traffic design, and project management. He is experienced with field work and design for a variety of projects such as traffic signals, signing and striping, street lighting, and construction traffic control. Mr. Lau has assisted with traffic impact studies and analyses, plan reviews, and engineering and traffic survey updates. He is highly proficient in traffic software programs such as AutoCAD, MicroStation, Synchro, HCS+, PC-War-rants, AGI32, and Crossroads Collision Database.

Relevant Project Experience

Firestone Boulevard Capacity Enhancement, City of South Gate, California. Traffic Designer responsible for traffic engineering improvements required for the corridor improvements from Alameda Street to Hunt Avenue. The im-provements involved increasing traffic capacity by reconfiguring the roadway from four to six lanes; pavement re-habilitation; landscape and hardscape medians; median lighting; sidewalk, curb and gutter, and driveway approach reconstruction; ADA-compliant ramps; parkway trees; artistic elements, corridor entrance monument; bus shelter and bus turnouts; and traffic signal modifications. Services provided included civil, traffic, pavement, and drainage engineering; landscape architecture, survey and right-of-way engineering; and utility relocation.

Drummond Avenue Widening, City of Ridgecrest, California. Traffic Design Task Leader responsible for traffic en-gineering improvements for design of new curb, gutter, sidewalks, crosswalks, ADA curb ramps, asphalt concrete paving, signing and striping along Drummond Avenue between Downs Street and Inyo Street. The improvements were funded by the Highway Safety Improvement federal programs and required a consultant with expertise in managing federally-funded projects. The Drummond Avenue widening involves improvements for two lanes of travel in each direction to align with an existing cross section at Downs Street and Inyo Street.

Ninth Street Improvements, City of Highland, California. Traffic Designer responsible for traffic engineering im-provements for street widening at specific locations; slurry sealing the project limits; restriping the project limits to incorporate two 13-foot through lanes, one 12-foot two-way left-turn lane, 5-foot Class II bicycle lanes; and 8-foot parking lanes; installing pedestrian count-down heads at five signalized intersections; and installing an in-pave-ment roadway lighting system with advance flashing beacons. Services provided include civil, traffic, pavement, and drainage engineering, survey and right-of-way engineering, utility coordination and relocation, landscape ar-chitecture, and E-76 Authorization for Construction submittal assistance.

Garfield Avenue Corridor Improvements, City of Paramount, California. Traffic Designer responsible for traffic engineering improvements required for street improvements between the north City and the south city limits. The design involved street widening to accommodate a third lane in each direction; street resurfacing; two concrete intersections; concrete sidewalk, curb and gutter, and driveway approach reconstruction; catch basin construction; streetscape improvements for raised landscaped medians and modifications to existing medians; two entry monu-ment signs; and traffic signal modifications at nine locations along the Garfield Avenue corridor. Services included civil, traffic, and drainage engineering; survey and mapping; utility relocation; landscape architecture; and pave-ment management.

Raj Gupta

Construction Manager/Inspector

Profile Summary

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| Education: | BS, Civil Engineering, Civil Engineering |
| Registration: | NICET- IV, Transportation Engineering-Senior Technician, Certificate No. 79683 SWPPP Certified/Water Pollution Control for Construction Sites (24-hour training) Safety Excellence, PB Corporation CPR (8-hour training class) Nuclear Gauge Operator Training, Certificate No. 13454 Safety and Health Construction Hazardous Waste Sites. (40-hour training), OSHA Safety Trained – General Industry, OSHA Aerial Lead Safety Training, Caltrans Just-in-Time Training for Jointed Plain Concrete Pavement Placement, Caltrans |
| Experience: | 31 Years |

Mr. Raj Gupta has over 31 years of extensive experience in the construction industry - specializing in infrastructure, highway, bridges, water-main, storm drain, sewer, community development, and utilities relocation. He is well-versed in project planning; constructability review; investigation, documentation, and evaluation; construction management; and construction supervision for projects utilizing state and federal funds. Mr. Gupta has served as a team leader, chief inspector, senior field engineer, and field engineer. In these roles, he supervised, inspected, and monitored construction, reconstruction and maintenance for various infrastructure and highway projects. He possesses considerable experience in construction quality assurance and control; scheduling quality assurance and control testing and monitoring; site instructions; contract management, evaluating and approving extra work, change-order, payment estimate requests; resolving claims and disputes; and implementing Cal-Osha and SWPPP programs along with various other assigned construction management and inspection responsibilities.

Relevant Project Experience

Bus Route Street Improvements, Bear Valley Springs Community Services District, Tehachapi, California. Construction Manager/Inspector responsible for construction management and inspection required to rehabilitate 10 miles of street improvements. The project involves AC pavement removal and reconstruction for localized repairs; cold in-place recycling; cold milling of existing pavement; application of tack coat; placement of asphalt concrete; asphalt-rubber hot-mix overlay; cap pavement with high tensile fiber; adjustment of manhole frames and covers and water valve stack covers; replacement of water blow-off service line and connection and air and vacuum system; installation of monument covers to grade; application of traffic striping and legends; other miscellaneous asphaltic work; and all appurtenant improvements. Willdan evaluated existing storm drain culverts and local drainage problems and proposed upgrades.

Maple Avenue Improvements, City of Rialto, California. Construction Inspector responsible for inspection of street improvements involving concrete repairs. The project involved removing and replacing damaged sidewalk, curb, gutter, cross gutter, driveways, and other PCC improvements. Willdan provided construction management and inspection services.

Base Line Avenue/Interstate 15 Interchange, SANBAG/Caltrans, Fontana, California. Lead Field Engineer/Chief Inspector responsible for all construction inspection and supervision for widening improvements for the north and south-bound interchange with Interstate 15. The construction involved an underpass bridge structure; widening Base Line and East Avenues; relocating utilities, sewers, and storm drains; sound, anchor, and retaining walls. Responsibilities included construction management; coordinating with various contractors and agencies; implementing traffic safety conforming to MUTCAD and City ordinances; implementing SWPPP and BMP as needed and directed; monitoring night closures; ensuring all contractor work complies with contract documents and specifications; issuing NCRs; coordinating with various utility agencies to relocate affected utilities; resolving claims and conflicts; and reviewing and approving contract changes orders, quantity estimates, requests for payment, etc.



Ron Skaggs, PE, GE

Materials Testing Engineer, Condor Earth Experience

Profile Summary

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| Education: | MS, Geotechnical Engineering, University of California, Davis BS, Civil Engineering, Civil Engineering, California State University, Fresno |
| Registration: | Geotechnical Engineer, California No. 2295 Civil Engineer, California, No. 44588 |
| Experience: | 32 Years |

Mr. Ron Skaggs possesses experience in a broad range of geotechnical design and construction projects. He specializes in pavement rehabilitation using full-depth reclamation; pavement recycling; cold-foam asphalt-mix and pavement design; lime-, cement-, and flyash-base stabilization; storm water BMP systems; and design and construction of pavement systems. Mr. Skaggs is also the engineer-of-record for Condor’s Caltrans-approved materials testing laboratory.

Relevant Project Experience

Pavement Recycling. Principal Engineer for over 50 pavement recycling projects using CFA, CIR, and FDR methodologies; services include design and construction quality control.

Construction Materials Testing. Completion of construction material QC testing programs on over 1,000 projects throughout California.

Geotechnical Engineering Studies. Completion of over 500 geotechnical studies for institutional, commercial, and industrial projects throughout California.

Mountain House New Town. Client Manager for geotechnical engineering, storm water master planning, environmental services, geohydrology, construction storm water permitting, and construction dewatering.

School Districts. Geotechnical engineering studies for new school sites and rehabilitation projects at over 100 sites.

Ronald Reagan Presidential Library. Geotechnical designer and geotechnical construction quality control engineer.

Port of Los Angeles, Pier 300. Geotechnical investigation and round improvement program for 122-acre hydraulic landfill.

Offshore Geotechnical. Geotechnical engineering for offshore California drilling platforms and jack-up rigs for petroleum exploration and production.

Mine Facilities. Geotechnical engineering for tailings ponds, heap leap pads, and production facilities.

Burlington Northern Santa Fe Intermodal Facility. Project Manager – Storm water permitting services, local CEQA permitting assistance.

Description of Firm's Relevant Work Experience

Bus Route Street Improvements

Bear Valley Community Service District
28999 South Lower Valley Road
Tehachapi, CA 93561

Client Representative:

David Edmonds
General Manager
(661) 821-4428
dedmonds@bvcsd.org

Scope of Work Summary:

Willdan provided design, bidding assistance, construction management, inspection, and materials testing services required to rehabilitate 10 miles of street improvements. The project involves AC pavement removal and reconstruction for localized repairs; cold in-place recycling; cold milling of existing pavement; application of tack coat; placement of asphalt concrete; asphalt-rubber hot-mix overlay; cap pavement with high tensile fiber; adjustment of manhole frames and covers and water valve stack covers; replacement of pipe culverts, water blow-off service line and connection, and air and vacuum system; installation of monument covers to grade; application of traffic striping and legends; other miscellaneous asphaltic work; and all appurtenant improvements.

Project Dates:

2017 to 2017

Project Location:

Tehachapi, CA

Project Size:

\$2 million

2016-2017 Pavement Rehabilitation

City of Ridgecrest
100 West California Avenue
Ridgecrest, CA 93555

Client Representative:

Loren Culp
City Engineer
(760) 499-5082
lculp@ridgecrest-ca.gov

Scope of Work Summary:

Willdan provided design, bidding assistance, contract administration, construction observation, engineering support, material testing, and labor compliance services for the City's annual street resurfacing project. This year's project included PCC improvements, cold milling, dig outs, leveling course, GlasGrid interlayer, AC overlay with high tensile fiber, and other appurtenant work on seven street segments throughout the City.

Project Dates:

2016 to 2017

Project Location:

Ridgecrest, CA

Project Size:

\$1.6 million

Various Street Slurry Seal

City of Rolling Hills Estates
4045 Palos Verdes Drive North
Rolling Hills Estates, CA 90274

Client Representative:

Greg Grammer
Assistant City Manager
(310) 377-1577 extension 107
GregG@ci.rolling-hills-estates.ca.us

Scope of Work Summary:

Willdan provided services for design, construction administration, and construction observation for the citywide slurry seal. The design included preparation of plans, specification and estimate for street improvements and utility coordination.

Project Dates:

2016 to 2017

Project Location:

Rolling Hills Estates, CA

Project Size:

\$227,000

As part of our services Willdan advertised the project for the City, reviewed bids, and prepared a bid analysis. Once the project was awarded, Willdan provided construction management/construction observation services. This year's project included 2,000 square feet of dig outs, 635 extra-long ton of tire-rubber-modified slurry seal and pavement delineation.



Joint City Pavement Rehabilitation

City of Westlake Village
31200 Oak Crest Drive
Westlake Village, CA 91361

and

City of Agoura Hills
30001 Ladyface Court
Agoura Hills, CA 91301

Scope of Work Summary:

Willdan provided design, bidding assistance, construction management, inspection, and materials testing services for the joint pavement rehabilitation project in the Cities of Westlake Village and Agoura Hills. The cities combined annual street resurfacing projects to take advantage of cost savings realized by the economy of scale of bidding out one large project that encompasses work within both cities. The project is being administered by the City of Westlake Village and managed through a joint agreement between the two cities. Willdan was responsible for management of the portion of work within the City of Westlake Village. The projects included dig outs, crack treatment, cold milling, AC overlay, ARHM overlay, RAP slurry seal, speed humps, utility adjustments, and pavement delineation.

Client Representative: Ray Taylor
City Manager (Westlake Village)
(818) 706-1613
Ray@wlv.org

and/or

Ramiro Adeva
City Engineer (Agoura Hills)
(818)-597-7300
radeva@ci.agoura-hills.ca.us

Project Dates: 2016 to 2016

Project Location: Westlake Village/Agoura Hills, CA

Project Size: \$1.8 million

Commercial Street Improvements Phase II

City of Los Alamitos
3191 Katella Avenue
Los Alamitos, CA 90720

Scope of Work Summary:

Willdan provided design, bidding assistance, construction management, inspection, and materials testing services required for resurfacing of the following projects in the Phase II city-wide program:

- Via El Mercado Street Improvements
- Old Town West Improvements (Chestnut Street, Walnut Street, Florista Street)
- Commercial Street Improvements (Cerritos Avenue, Ball Road, Reagan Street, Humboldt Street, Portal Drive, Winners Circle, Los Alamitos Boulevard, Los Vaqueros Circle)

Willdan conducted site reconnaissance to observe the pavement condition, conducted coring, testing and engineering analysis and summarized the findings in a geotechnical report. Per the recommendation, the City streets within the project limits were ground and resurfaced with 2-inch thick asphalt-rubber hot mix or removed and replaced with asphalt concrete over aggregate base or with joint plain cement concrete. Visible cracks were filled with rubberized crack filling material. All manhole, water valve, anode, and monitoring well covers within the project limits were adjusted to grade. Existing curbs and driveways were protected in place within the limits of the project. Sidewalks were improved and ADA-compliant ramps were brought up to current standards.

Client Representative: Stephen Mendoza
Public Works Director
(562) 431-3538
SMendoza@cityoflosalamitos.org

Project Dates: 2014 to 2014

Project Location: Los Alamitos, CA

Project Size: \$400,000



Work Plan

Project Understanding

Willdan understands the District is seeking engineering design services for Year 1 pavement improvements, including assessing the current condition of pavement and storm drainage improvements throughout the District; reviewing past reports documenting the condition of pavement; preparing plans, specifications, and estimates, and provide recommendations for design of new pavement and storm drainage rehabilitation projects.

In addition, Willdan understands that the District desires to create an ongoing pavement maintenance program that will provide an improvement of the overall average Pavement Condition Index (PCI) from a value of 62, as documented in the May 2016 report prepared by Peter Rei, PE, PLS, to a minimum value 79 by the year 2021, and to maintain that level of PCI on an ongoing basis. Cost-saving current strategies such as applying reinforcing layers to wheel paths, using inter layers for crack mitigation, or adding high tensile fibers to the asphalt mixture will all be considered to identify the most cost effective repair strategy for each street. Each segment will be revisited to determine the best strategy to apply.

Willdan understands that the District's pavement condition study shows 31.4 percent of the District's roadway is currently in poor or very poor condition. The pavement management analysis categorized most of the District's roadways as requiring some type of preventative maintenance or total replacement/reconstruction over the next five years.

In response to this deferred maintenance need the District was successful in May 2017 in passing a new assessment for roadway improvements. According to the General Manager there will be approximately \$130,000 in funding on a yearly basis that will be generated by the new assessment. In addition, there are other resources that are available to assist with storm drain cleaning, leaf removal and other roadway maintenance activities.

Willdan anticipates that the desired roadway pavement and storm drainage improvements will consist of both seal coats, thin and thick overlays on existing pavement throughout the development. These improvements are all on local streets and will not include any capacity enhancements that require addressing any environmentally sensitive issues. Therefore, the project will be considered categorically exempt for CEQA compliance. Willdan anticipates that base plans will be prepared using District record drawings supplemented with aerial imaging and GIS data where record drawings may not be available. The base plan will be annotated with proper symbols/hatches and construction notes describing applicable strategies. This approach keeps the design cost very lean and effectively provides adequate construction notes and details for the contractor to successfully deliver the intended pavement and storm drainage rehabilitation improvements.

Willdan understands that many of the District roads do not include a center stripe or edge stripe and that, except for Saddle Creek Drive and Oak Creek Drive, the scope will only include installing limit lines and STOP pavement markers as the street work will completely obliterate the existing striping. The overlay plans will be properly annotated to give direction on restriping and provide corresponding typical details for striping layout on the detail sheets.

As outlined in the enclosed expanded scope of work for the geotechnical and engineering investigations, Willdan will provide geotechnical and engineering investigations of the subgrade and existing pavement through field investigations, laboratory testing, review of prior pavement analyses, and review of any as-built drawings that may exist. A report of this investigation will be provided to District staff and options for project delivery will be evaluated.

Once the report has been reviewed and the scope of services has been agreed upon, Willdan will provide project management; utility coordination; and street improvement and storm drainage design plans/drawings, specifications, and engineers estimates. These plans will be provided for review at the 90% completion and 100% completion milestones to be sure that the District concurs that the most important pavement restoration needs are being properly addressed.

As a separate effort, Willdan will collaborate with District staff to develop a new encroachment permit process, as well as new standard pavement plans and details. It is important to manage the ongoing challenges that street cuts pose to the significant investment that the District will be making to improve the roadways throughout the development. Through our over 50 years of working with public agencies to help manage roadways all over California we can offer considerable expertise to assist the District in compiling these tools.

Scope of Work

Project Management

Mr. Rei will maintain contact with District staff primarily through email updates on the project's status on a schedule agreed upon with District staff at the kick-off meeting. It is our experience this communication activity results in early identification and resolution of potential issues that could cause project delays.

Upon receipt of the notice to proceed, a project kick-off meeting will be conducted to meet with District staff and concur on project goals, timeline, and scope of work. Each aspect of the project will be discussed, including pavement rehabilitation, design criteria, utility coordination, traffic control, ADA compliance, environmental clearance, plans and specifications preparation, cost estimates, submittal reviews, and any anticipated construction issues.

Willdan will obtain any necessary or updated supporting documentation such as GIS and aerial photo files, utility contacts, record drawings, existing drainage reports, and current/changed boilerplate specification documents from the District.

Throughout the duration of the project, Willdan will coordinate the work of our staff and monitor progress against the schedule and implement necessary measures to correct schedule slippage or budget overrun.

One additional meeting will follow submittal of the preliminary design report (PDR). At that time, the project team will receive direction from the District for final design implementation.

⇒ Project Management Deliverable(s)

- Meeting attendance rosters and notes
- Telephone logs
- Detailed project schedule
- Bi-weekly status emails

Base Plan Preparation

The District will furnish Willdan with copies of any available improvement plans, aerial photogrammetric survey, and utility mapping within the project limits, including street, storm drain, culvert, sewer, signing and striping, traffic signal, landscape, any existing survey and aerials, and other data necessary to support the base mapping within the project limits. We do not anticipate any supplemental aerial imaging or field survey will be necessary to complete base mapping. A site visit will be conducted to fill in any data gaps and confirm accuracy of the base mapping.

From the base plan and field review data, we will prepare construction plans. Willdan will prepare a plan view of the proposed street improvements at a scale no greater than 1" = 100' horizontal for the street segments with 1" = 20' scale details as needed for special repairs. The plans will be prepared electronically in AutoCAD 2014 digital format or equal.

Optional Survey. If the PDR identifies drainage improvements, profile changes, or other project design needs that will require ground survey, Willdan will subcontract survey through ESP and provide a scope and fee proposal based upon the identified project needs at that time.

⇒ Base Plan Preparation Deliverable(s)

- Base plan using record drawings and aerial imagery

Field Investigation/Research

Peter Rei will perform a comprehensive field review of the assigned street segments. Photographs will be taken to catalog existing site conditions and additional field measurements may be collected for a complete and accurate design. Willdan will assess the existing storm drain system and identify upgrades or repairs as necessary

Utility Notice and Coordination

Willdan's experienced Utility Coordinator, Edward Cox, will work with the District with respect to the District's utilities, as well as with outside utility service providers. This results in timely communications and decreases the time that may be required to obtain information from the utilities. Identifying and avoiding utility conflicts during our design will minimize the potential for costly delays during construction. During the initial information gathering task of this project, Willdan will submit utility request notices to each of the locally identified serving utility providers. Willdan will obtain an updated list of utility companies to use for this purpose. Upon receipt of the plans, Willdan will develop a digital master file depicting the location of known utilities within the project limits. This file will be referenced into the base plans used in the development of the preliminary and final design documents.

Follow-up correspondence and coordination with utilities will be ongoing and will be incorporated into our design at all stages. A second utility notice will be sent out at the 90 percent design milestone with an 11-inch by 17-inch set of the plan sheet layouts showing the utility base plan to ensure confidence in the location of all utilities.

Willdan will be responsible for:

- Notify and coordinate with the utility agencies regarding the project-related modification of their facilities. Determine special requirements for utility facilities, including protection, right-of-way, and construction methods within the vicinity of the utility.
- Provide a second utility notification letter (prepare to relocate) and a third utility notification letter (notice to relocate), along with the 100 percent submittal PS&E for any utilities that are required to relocate.
- Submit a preliminary and final set of plans to each utility company that identifies the location of the utility, and any conflict area clouded to show the utility companies the areas that conflict.
- Verify that the project's final design is compatible with known utilities in the project area to be installed, relocated, adjusted, or otherwise modified, including adding utility relocation windows into the District's construction schedule if necessary.

⇒ Utility Notice and Coordination Deliverable(s)

- Copies of transmittals, submittals, and letters sent to utilities and agencies
- Summary of utility coordination status upon delivery of final construction contract documents

Environmental Documentation

We understand the identified street segments will rely on local District funds. As such, the California Environmental Quality Act (CEQA) criteria will be applied. More specifically, the application of provisions under Article 19 – Categorical Exemptions (CE). Willdan will prepare the notice of exemption forms for the District to execute and file. We understand that if potential construction-related activity impacts are identified during design, the District will prepare a negative declaration.

⇒ Environmental Documentation Deliverable(s)

- CEQA categorical exemption – notice of exemption forms

Geotechnical Analysis and Report

Background Review and Pavement Distress Survey. We will review available subsurface data and published geologic and geotechnical maps and documents to determine general subsurface conditions at the project site. We will perform a pavement distress mapping for presence of alligator cracking, longitudinal and transverse cracking, rutting, patches and utility cuts, distortions and depressions. During this survey, we will identify and mark location for pavement coring and subgrade sampling.

Field Investigation. We propose to perform coring of pavement in total of 18 locations, 6 locations on Saddle Creek Drive, and 12 locations on the remaining community routes at strategic locations.

Existing pavement section, asphalt concrete and aggregate base thicknesses will be documented and representative subgrade soils will be collected for laboratory testing to determine their index and engineering properties. The core locations will be backfilled with the excavated spoils and tamped, then cold asphalt will be used to patch the holes.

Prior to field exploration, a site visit will be performed to mark the core locations and evaluate access conditions for drilling equipment. We will also call USA for underground utility locating at least 48 hours before any field work. However, all available subsurface utility information should be provided to Willdan prior to initiating field exploration to reduce the potential for damaging existing utilities at the site. We will provide traffic control during the proposed coring operation. We also assume that a no fee encroachment permit will be provided to us.

Geotechnical Laboratory Testing. Laboratory tests will be performed on subsurface soil samples to determine their physical and engineering characteristics, which may include any or all the following:

- In-place moisture and density
- Grain size distribution
- R-value testing

Engineering Analyses and Report. Results obtained from the field observation, coring and laboratory tests will be used to develop an opinion on existing asphalt, aggregate base and subgrade soils and define parameters for engineering analyses, and provide pavement design recommendations including alternative design, such as AC/AB, full depth asphalt, and grind and overlay with rubberized asphalt overlay option for the assigned Traffic Index. The report will include compaction requirements; subgrade preparation; earthwork specifications, and treatment recommendations for wet, unsuitable, and/or saturated conditions.

Preliminary Design Report

Willdan will compile a preliminary design report (PDR) with the 10 percent design submittal for review and approval by the District. The report will contain a summary of the initial reconnaissance notes, utility provided information, field survey findings, any photographs of conditions for discussion, and the base design concept with preliminary construction cost estimate. The report will be discussed with District representatives to make reliable, cost effective decisions with regard to the proposed street improvements. During preparation of the PDR, Willdan will review existing information, such as the pavement management report and field review of the street to make recommendations regarding the construction needs. In addition, the report will address the disposition of existing utilities and coordination, and anticipated requirements. The PDR will also identify recommendations for combining streets into a single bid package or separating into two or more projects, based on construction methods, geography and cost impacts.

- ⇒ Preliminary Design Report Deliverable(s)
 - *Three hard copies of the preliminary design report (10% design submittal)*

Plans, Specifications, and Engineer's Cost Estimate

Upon approval of the PDR and agreement on the final design approach, Willdan will prepare engineering plans, technical specifications, and engineers estimate of construction costs for the street pavement rehabilitation project(s). Plans will be prepared on 22-inch by 34-inch layout, and submitted half size on bond at the 10-percent, 90-percent and on both half- and full-size bond at 100-percent submittal for the District's review and comment. Final approved drawings will be wet stamped and signed by the engineer of record.

Willdan will meet with District staff to identify sections of the existing storm drain system that have construction defects. We will evaluate the existing storm drain facilities and propose remedial measures to improve the defective segment(s). At this time, we do not anticipate any drainage studies and assume that the existing drainage system meets design capacity. Per the District's request, Willdan will stipulate on the plans and specifications that continuous access to the golf course, commercial facilities, and residential parcels be maintained during construction of the storm drain facilities.

- ⇒ Plans, Specifications and Engineer's Cost Estimate Deliverable(s)
 - 10-, 90- and 100-percent plans, specifications and engineers estimates

Final Engineers Design Report (Final PS&E)

Street Construction Plans. The assigned street segment(s) construction plans will include 100 scale plan views (double pane) for any pavement slurry, overlay rehabilitation, or storm drainage improvements with typical cross-sections. The plan set will also contain: location maps, general and construction notes, survey controls, quantity tables, and details sufficient to support successful bid and construction of the improvements.

The project plans will be prepared in AutoCAD 2014 on the District's standard title block. Drafting of the plans will be performed in accordance with District drafting standards, format, and conventions. An appropriate horizontal and scale (e.g., horizontal 1" = 100') will be used to clearly convey the design. The District will provide District standard plans, drafting standards (layers, colors, text properties, pen-tables, etc.), title and base sheet, and sample plans – if available. If these items are not available, Willdan will provide examples for District approval at the kick-off meeting. Willdan will identify and/or develop standard details as necessary for inclusion into the project plans to delineate construction of the improvements.

Utility Plans. Willdan will incorporate identified utility features and locations provided by the serving utilities on the respective street improvement plans. The plans will also include any utilities that are to be constructed within the respective street segment areas, as well as those to be relocated by others, where applicable.

Pavement Delineation and Signing. Pavement delineation and signing will be minimal in this project set, as all street segments, except for Saddle Creek Drive, are all local streets. The restriping will consist of repainting center lines, limit lines and white STOP legends on Saddle Creek Drive and limit lines and white STOP legends on local streets as directed by the District.

As an approach to be cost effective bid package, we suggest an area map depicting the project limits together with typical striping details be developed and included as exhibits within the bid document instead of 100-scale striping plans.

A field verification of the existing conditions will be performed utilizing geographical information system (GIS) database and GIS handheld units that will identify any areas with painted lines in bad conditions as well as identify the golf cart crossing locations. Once this has been collected, the data will be utilized to identify the locations in the area map and details specific to those areas will be developed as a guide for the contractor.

Traffic Control Plans Option. Street construction and resurfacing projects typically require traffic control plans (TCP) to be furnished by the contractor as part of the construction contract. The District maintains control over the traffic handling through appropriate specifications in the contract documents and requiring TCP approval by District Staff. This approach provides the most economical product and also allows the traffic handling to be adapted with specificity for the final order of work that the contractor will implement. However, if the District would like to include engineered TCP in the bid set for particular areas of concern, Willdan will prepare them for additional compensation.

Specifications. Utilizing the District-provided boilerplate Willdan will prepare the project's Specifications, complete and ready for bidding purposes using the latest edition the State of California Department of Transportation Standard Plans and Specifications. Willdan's specifications will support the selected overlay, storm drainage and construction strategies. Willdan will be responsible for compiling project specifications that are complete and ready for bidding purposes and that are signed by a civil engineer registered in the State of California. A full set of specifications will be provided at 90 and 100 percent design levels. Willdan will address traffic control requirements in the contract documents and specifications to construct the improvements.

Engineer's Cost Estimate. Willdan will prepare a detailed engineer's estimate of probable costs in Microsoft Excel spreadsheet format. The items will be arranged in chronological order of construction and will identify the bid items to be included in the contractors' bid forms. The estimate will be based upon recent bid prices for similar street construction projects in the Sierra Foothills. Backup quantity calculations will be provided showing detailed

computations for accuracy of the quantities upon request. The engineer's construction cost estimate will be based on plan sheet quantities and will be furnished at 90-percent, and final 100-percent design milestones.

Constructability Review. Between the 90- and 100-percent design submittals, Willdan will provide a constructability review as part of the design process. This review is a standard quality control measure used by Willdan to help limit contract change orders and potential claims against this project.

⇒ **Final Engineers Design Report (Final PS&E) Deliverable(s)**

- One PDF set and one full-size and three half-size sets of plans at 90- and 100-percent design completion
- One MS Word file and three hard copies of complete specifications at 90- and 100-percent design completion
- One Excel file and three hard copies of estimated quantities and engineer's estimate of probable costs at 90- and 100-percent design completion

Bidding Assistance

During the bidding process, Willdan will be on call to provide analysis and interpretation of the drawings and specifications. When requested to do so, Willdan will prepare and issue addenda to address concerns of potential bidders. If a pre-bid conference is necessary, Willdan will be present to answer questions from prospective bidders. Willdan will assist District staff in the receipt of sealed bids, analysis of bids received, receipt of required bonds, and verifying the bidder's ability to perform the contract for the project within the time constraints set forth in the documents. In addition, Willdan will assist the District with coordinating the advertisement of the project bid and the evaluation criteria regarding the prequalification of bidding contractors, as well as participate in the evaluation of submitted bids and provide recommendations of bids received.

Construction Management

1. Assist District with public awareness and information program to keep residents and local stakeholders advised of project status along with impacts to traffic flow circulation, including answering questions from public about project.
2. Prepare construction file.
3. Ensure that contractor distributes public construction notices and places construction and information signs.
4. Prepare special concerns to be presented at preconstruction conference.
5. Conduct meeting and prepare preconstruction meeting minutes and distribute to attendees.
6. Review contractor's safety program in consultation with District staff.
7. Through Willdan's system of project control, monitor activities related to project such that project is constructed pursuant to contract documents, industry standards, and in timely fashion.
8. Log, track, and process submittals, RFIs, RFCs, CCOs, field directives, NOPCs, Non-Conformance
9. Reports (NCRs), construction schedule, and detailed traffic control plan.
10. Document contractor's 20-day notices, mechanic's liens, and stop notices.
11. Assume responsibility for coordination with inspection staff and District staff.
12. Monitor and coordinate activities of design engineering support, surveying, testing, and work by utilities or other agencies.
13. Coordinate contractor's field work with utility companies and other agencies.
14. Prepare weekly statement of working days and submit to contractor and District.
15. Establish and conduct weekly construction progress meetings to:
 - ✓ Resolve all old business issues to maximum extent possible
 - ✓ Address all items of new business as presented by any party

- ✓ Review project schedule and address any deviations
 - ✓ Review submittal log in terms of items needed and resubmittals required and review RFI, RFC, CCO, NCR, and NOPC logs
 - ✓ List status of construction items recently undertaken or ongoing
 - ✓ List planned construction items for next two weeks, usually known as two-week look ahead schedule
 - ✓ Review SWPPP issues
 - ✓ Review contractor's safety program
16. Prepare minutes for weekly construction progress meeting. A sample of Willdan's weekly meeting minutes can be provided upon request.
 17. Provide claims mitigation monitoring, including proactively applying foresight to discover unforeseen conflicts prior to contractor encounter.
 18. Evaluate and respond to contractor's requests for clarification of plans and specifications.
 19. Ensure that all questions, conflicts, and issues are immediately brought to District's attention and addressed with appropriate directives to contractor.
 20. Conduct special site meetings, when necessary, with contractor and District staff to review job progress, scheduling, and coordination.
 21. Perform quantity, time, and cost analyses required for negotiation of contract changes.
 22. Negotiate and prepare change orders, including memorandum of explanation and cost estimates, to substantiate change order and send to District for review.
 23. Monitor and perform immediate and thorough analysis of validity of all potential claims that arise.
 24. Maintain all data for change orders and record information with regard to time of dispute, time of notification by contractor, and action taken by inspector.
 25. Monitor materials documentation and testing results and enforce corrections.
 26. Review for approval contractor's progress payment requests, negotiate differences over amount with contractor; and process payments through District's General Manager.
 27. Monitor preparation of punch list at substantial completion and follow up.
 28. Routinely review construction files to ensure conformance to District standards and good construction management practice.
 29. Ensure District receives as-built set of drawings at completion.
 30. Assist District with stop notices and release of retention.
 31. Provide memorandum of clearance to issue notice of completion.
 32. Finalize and deliver all construction files and supplies to District for their records.

Inspection

1. Review plans, specifications, and all other contract- and construction-related documents.
2. Conduct field investigation to become familiar with existing facilities and project environment.
3. Become familiar with traffic control plans, construction schedule, construction sequence, and permit requirements from other agencies.
4. Verify that contractor conforms to design line and grades.

5. Attend weekly progress meetings with construction manager, contractor, and subcontractors.
6. Provide full-time (8 hours/day) and as-needed construction inspection, of work to monitor materials and methods for compliance with plans, specifications, and contract documents; address and document non-conforming items as they are discovered.
7. Monitor compliance with Cal OSHA requirements and compliance with all local, state, and federal regulations. Although Willdan will monitor activities, it is contractor's sole responsibility to provide workers with safe working environment.
8. Monitor compliance with Clean Air Act and Clean Water Act (National Pollutant Discharge Elimination System – NPDES best management practices). Also, monitor contractor's compliance with approved SWPPP.
9. Meet with contractor at beginning of each day and review proposed work plan, including specific details that may affect progress.
10. Conduct daily measurements of quantities of work with contractor.
11. Review actual contractor performance throughout day and discuss discrepancies with contractor as they occur.
12. Assist in coordination of engineering support, surveying, specialty inspections, and fieldwork by utility companies.
13. Ensure compliance of Underground Service Alert notification/delineation.
14. Evaluate contractor's operation and production with respect to quality and progress and report to construction manager.
15. Photograph continuous property frontages along street alignment once prior to construction and once immediately following construction. Maintain photographic record of key elements of each major operation of work each day, with increased detail in situations of potential changes or claims.
16. Closely monitor testing results and require contractor to provide corrective measures to achieve compliance.
17. Maintain copies of all permits needed to construct project and enforce special requirements of each.
18. Prepare and maintain detailed daily diary inspector reports on construction progress.
19. Prepare clear and concise letters and memoranda, as needed. Establish solid paper trail.
20. Maintain field file bound workbooks during construction, including cumulative record of quantities constructed, daily and weekly reports, working day reports, change order documentation, photographs, and other documentation.
21. Analyze delays and review claims on timely basis and make recommendations to construction manager.
22. Assist with review and evaluation of change order work.
23. Provide complete measurements and calculations documented to administer progress payments.
24. Ensure that Contractor maintains and submits clean set of plans marked in red for as-built corrections on record drawings to be filed with District.
25. Prepare punch list at substantial completion and follow up with contractor regarding progress of corrections.
26. Schedule final inspection with District and applicable agencies; prepare, distribute, and inspect corrections to final punch list for completion; and recommend final acceptance.
27. Prepare documentation for final payment to contractor.
28. Upon project completion, provide finished set of project workbooks to District.



Materials Testing

1. Attend preconstruction meeting, if needed.
2. Provide field observation and compaction testing. The placement inspector will monitor temperature, thickness, workmanship, and monitor compaction. Asphalt samples will be collected at every 500 tons and will be delivered to designated laboratory for testing.
3. Provide asphalt plant inspector. The plant inspector will observe and document aggregate gradation, monitor the rubber binder blending and reaction process, temperature and time. The plant inspector will also verify that the binder viscosity is within the specification range prior to being mixed with the aggregate at the plant. The plant inspection will be done on the first two days of production and one mix sample will be collected for testing on each day.
4. Provide and submit test results daily to field construction manager/inspector.
5. Provide materials testing management, quality control, quality assurance and engineering support, as needed.
6. Provide inspection and testing of Slurry seal.

We will promptly submit daily reports that will include information on field observations, sampling, and testing, as well as related laboratory testing. These reports will conform to the project specifications and applicable codes. These will be provided to the District's designated representative for review.

New Encroachment Permit Process/Standard Plans and Details Development

1. Meet with District staff to clearly identify the most important issues that are of concern related to encroachments, pavement cuts, utility repairs etc.
2. Research existing Encroachment Permit processes and Standard Roadway Plans/Details from a variety of local agencies throughout California.
3. Compile a Draft Encroachment Permit Process and set of Standard Roadway Plans/Details for review by the District. Willdan anticipates our effort will be limited to encroachment issues related to utilities and roadway design parameters. Additional issues such as landscaping, decorative pavement, and other aesthetic items could be included at an additional cost to be negotiated once the draft encroachment process and standard roadway plans/details reports are completed.
4. Following review by the District incorporate any comments or concerns into a Final Draft document.
5. Present the Final Draft Encroachment Permit process and Standard Roadway Plans/Details to District staff.
6. Once approval is received from District staff, prepare the Final Encroachment Permit process and Standard Roadway Plans/Details for inclusion in an agenda item for the District Board of Directors consideration/approval.
7. Attend the District Board of Directors meeting to assist District staff in the presentation of the Final Encroachment Permit process and Standard Roadway Plans/Details and answer any questions.

Deliverable(s)

- Three copies of final encroachment permit process
- Three copies of standard roadway plans/details

Project Schedule

It is understood that time is of the essence on this contract, as the District intends to advertise construction bids for the street work soon. Anticipating that the notice to proceed will be issued by the end of August, our expedited schedule will result in bidding the first roadway construction by the end of January 2018 with anticipated construction in Spring 2018. Willdan's proposed project schedule for completing the above scope of work for all street segments identified in the projects list is provided herein.



| Deliverable | Weeks from Notice to Proceed |
|---|------------------------------|
| Notice to Proceed/Kick-off Meeting | 1 |
| Field Investigation/Research | 1 |
| Geotechnical Analysis and Report | 3 |
| Draft Preliminary Design Report (10-percent design submittal) | 4 |
| Review and Comment by District | 6 |
| Final Preliminary Design Report | 8 |
| 90-Percent Engineers Report (draft PS&E) | 10 |
| Review and Comment by District | 11 |
| Environmental Compliance (CEQA categorical exemption – notice of exemption forms) | 11 |
| 100-Percent Engineer's Report (final PS&E) | 11 |

Fee Proposal

As requested in the District's Request for Proposal, Willdan has provided our fee proposal in a separate, sealed envelope.

August 4, 2017

Mr. Peter Kampa
General Manager
Saddle Creek Community Services District
1000 Saddle Creek Drive
Copperopolis, CA 95228

Subject **Fee Proposal for Saddle Creek Road Improvement and Maintenance**

Dear Mr. Kampa:

Willdan is pleased to submit our fee for services outlined and presented in our technical proposal.

Our fee proposal of \$126,000 includes all items listed in the District's Request for Proposals, Section V, Scope of Services, Items 1 through 10 with the following limitations:

Due to limited available construction funds, Willdan assumed a construction management and inspection period of 15 days. Additional days, if necessary, will be added to the contract on a time-and-materials basis through a contract amendment. The encroachment permit process and standard plans/details sections of the technical proposal assume that Willdan will do initial research and prepare a draft report for the District's consideration and comment followed by a final report prepared by Willdan. It is anticipated that these will be confined to only utility and roadway and not a comprehensive set of standard plans that would include items such as landscaping, alternative pavement finishes, and other standards not directly related to roadways or utilities. Willdan will gladly work with the District to create such a comprehensive set of standards – if the District is interested – and will provide a separate fee for the additional items.

We appreciate this opportunity to submit our proposal and look forward to fully discussing the District's needs. If there are any questions regarding this submittal, please contact Mr. Peter Rei by phone at (209) 743-4469 or by email at prei@willdan.com.

Respectfully submitted,

Willdan Engineering



David L. Hunt, PE
Senior Vice President/Director of Engineering

| Tasks | PROPOSED HOURS AND FEE SCHEDULE | | | | | | | | | | | | | | Total Hours | Total Fee (\$) |
|---|---------------------------------|------------------------------|-------------------------------|--------------------------|-----------------------------|--------------------------|----------------------------|-------------------------------|-------------------------|---------------------------------|-------------------------------------|------------------------|----------------|-----------------|-------------|-----------------|
| | Principal PM \$195 | Project Manager III \$179 | Traffic Engineer III \$164 | Senior Designer \$148 | Asst. Engineer III \$133 | GIS Analyst III \$166 | Senior Observer V \$139 | Construction Manager \$163 | Utility Coordr \$147 | Public Works Inspector \$114 | Asst. Construction Manager \$139 | Admin Clerical \$73 | Sub-Consultant | Direct Expenses | | |
| PRELIMINARY TASKS | | | | | | | | | | | | | | | | |
| Kickoff Meeting | | 4 | | | | | | | | | | | | | 4 | \$716 |
| Site Visit/Storm Drain Evaluation | 4 | 8 | 8 | | | | | | | | | | | | 20 | \$3,524 |
| Record Dwg Research | | | | | 4 | | | | | | | | | | 4 | \$532 |
| Review Previous Pavement Evaluations | | 2 | 4 | | | | | | | | | | | | 6 | \$1,014 |
| Preliminary Tasks Subtotal | 4 | 14 | 12 | | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | 0 | 34 | \$5,786 |
| ENVIRONMENTAL COMPLIANCE | | | | | | | | | | | | | | | | |
| Environmental Clearance - CEQA | | | | | | | | | | | | | | | | |
| Notice of Categorical Exemption ¹ | | 1 | | | 2 | | | | | | | | | | 3 | \$445 |
| Environmental Compliance Subtotal | 0 | 1 | 0 | | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | 0 | 3 | \$445 |
| DESIGN ENGINEERING | | | | | | | | | | | | | | | | |
| Project Management⁴ | | | | | | | | | | | | | | | | |
| Project Coordination | 4 | 16 | | | 8 | | | | | | | | | | 28 | \$4,708 |
| Meetings/Conference Calls (2) | 4 | 4 | | | | | | | | | | | | | 8 | \$1,496 |
| Preliminary Design Report (10%) Submittal | | 1 | | | 1 | | | | | | | 1 | | | 3 | \$385 |
| 90% PSE Submittal | | 1 | | | 2 | | | | | | | 1 | | | 4 | \$518 |
| 100 % PSE Submittal | | 1 | | | 2 | | | | | | | 2 | | | 5 | \$591 |
| Subtotal | 8 | 23 | 0 | | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | \$0 | \$0 | 48 | \$7,698 |
| Survey and Base Plan Preparation | | | | | | | | | | | | | | | | |
| Base Plan Prep (from Record Dwg/Imagery) ² | | 2 | | | 16 | 4 | | | | | 4 | | | | 26 | \$3,706 |
| Subtotal | 0 | 2 | 0 | | 16 | 4 | 0 | 0 | 0 | 0 | 4 | 0 | \$0 | \$0 | 26 | \$3,706 |
| Utility Notice and Coordination | | | | | | | | | | | | | | | | |
| Utility Research and Coordination | | | | | 4 | | | | | | | | | | 12 | \$1,708 |
| Utility Notices (up to 3 notices per agency) | | | | | | | | | 8 | | | | | | 8 | \$1,676 |
| Subtotal | 0 | 0 | 0 | | 4 | 0 | 0 | 0 | 16 | 0 | 0 | 0 | \$0 | \$500 | 20 | \$3,384 |
| Geotechnical Analysis and Report | | | | | | | | | | | | | | | | |
| Field Investigation and Testing | | | | | 4 | | | | | | | | | | 16 | \$6,325 |
| Data Compilation, Analysis and Report | 4 | | | | | | 12 | | | | | | | | 12 | \$4,532 |
| Subtotal | 4 | 0 | 0 | | 4 | 0 | 20 | 0 | 0 | 0 | 0 | 0 | \$0 | \$6,765 | 28 | \$10,857 |
| Preliminary Design Report | | | | | | | | | | | | | | | | |
| Utilities | | | | | 4 | | | | | | | | | | 4 | \$532 |
| Pavement Section Design | 2 | 4 | | | | | | | | | | | | | 6 | \$1,106 |
| Construction Cost Estimate | 1 | 2 | | | 6 | | | | | | | | | | 9 | \$1,351 |
| Report Preparation | 1 | 4 | | | 8 | | | | | | | 2 | | | 15 | \$2,121 |
| Subtotal | 4 | 10 | 0 | 0 | 18 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | \$0 | 34 | \$5,110 |
| Maintenance Plan Preparation | | | | | | | | | | | | | | | | |
| Meet with District Staff to define Maintenance Plan objectives | 2 | 2 | | | | | | | | | | | | | 4 | \$748 |
| Prepare Maintenance Plan - 90% submittal | 1 | 2 | | | 4 | | | | | | | | | | 7 | \$1,085 |
| Prepare Maintenance Plan - 100% submittal | 1 | 2 | | | 4 | | | | | | | | | | 7 | \$1,085 |
| Subtotal | 4 | 6 | 0 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | 18 | \$2,918 |
| Plans Preparation (90% and 100%)³ | | | | | | | | | | | | | | | | |
| Title Sheet/Key Map (1 sheet) | | 1 | | | 6 | | 1 | | | | | | | | 8 | \$1,116 |
| Overlay Plan Sheets - Aerial Base Map Plan View (3 sheets) | | 4 | 2 | | 44 | | | | | | | | | | 50 | \$6,896 |
| Storm Drain Improvement Plan and Profile (1 Sheet) | | 4 | | 16 | 8 | | | | | | | | | | 28 | \$4,148 |
| Overlay Plan Sheets - Street Construction Detail Sheets (1 sheet) | | 2 | | | 14 | | | | | | | | | | 16 | \$2,220 |
| Overlay Plan Sheets - Traffic Striping Detail (1 sheet) | 2 | | 2 | | 12 | | | | | | | | | | 16 | \$2,314 |
| Quantities & Details (1 sheet) | | 1 | 1 | | 8 | | | | | | | | | | 10 | \$1,407 |
| Subtotal | 2 | 12 | 5 | 16 | 92 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | \$0 | \$0 | 128 | \$18,101 |
| Complete Specifications | | | | | | | | | | | | | | | | |
| 90% Specifications | 2 | 1 | 2 | | 12 | | | | | | | 2 | | | 19 | \$2,639 |
| 100% Specifications | 1 | 1 | 1 | | 6 | | | | | | | 2 | | | 11 | \$1,482 |
| Subtotal | 3 | 2 | 3 | 0 | 18 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | \$0 | \$0 | 30 | \$4,121 |
| Engineer's Cost Estimate | | | | | | | | | | | | | | | | |
| 90% Estimate | 1 | | 1 | | 6 | | | | | | | | | | 8 | \$1,157 |
| 100% Estimate | 1 | | 1 | | 2 | | | | | | | | | | 4 | \$625 |
| Subtotal | 2 | 0 | 2 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | \$0 | 12 | \$1,782 |
| Design Engineering Subtotal | 23 | 49 | 10 | 16 | 173 | 4 | 21 | 0 | 16 | 0 | 4 | 10 | 0 | \$7,265 | 326 | \$54,759 |

| Tasks | PROPOSED HOURS AND FEE SCHEDULE | | | | | | | | | | | | | | Total Hours | Total Fee (\$) | |
|--|---------------------------------|---------------------|----------------------|-----------------|--------------------|-----------------|-------------------|----------------------|----------------|------------------------|----------------------------|----------------|----------------|-----------------|-------------|----------------|------------------|
| | Principal PM | Project Manager III | Traffic Engineer III | Senior Designer | Asst. Engineer III | GIS Analyst III | Senior Observer V | Construction Manager | Utility Coordr | Public Works Inspector | Asst. Construction Manager | Admin Clerical | Sub-Consultant | Direct Expenses | | | |
| | \$195 | \$179 | \$164 | \$148 | \$133 | \$166 | \$139 | \$163 | \$147 | \$114 | \$139 | \$73 | | | | | |
| CONSTRUCTION ENGINEERING | | | | | | | | | | | | | | | | | |
| Bidding Assistance | | | | | | | | | | | | | | | | | |
| Pre Bid Meeting | 2 | 4 | | | | | | | | | | | | | | 6 | \$1,106 |
| Bid Phase RFIs & Addendums (3) | 1 | 2 | | | 10 | | | | | | | | | | | 13 | \$1,883 |
| Bid Review and Tabulation | 1 | 2 | | | 2 | | | | | | | 2 | | | | 7 | \$965 |
| Recommendation for Award | 1 | 1 | | | | | | | | | | | | | | 2 | \$374 |
| Subtotal | 5 | 9 | 0 | 0 | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | \$0 | 28 | \$4,328 | |
| Construction Management & Inspection Services⁵ | | | | | | | | | | | | | | | | | |
| Pre-Construction Service | | 4 | | | | | | 12 | | 12 | 2 | 2 | | | | 32 | \$4,464 |
| Construction Observation | | | | | | | | | | 120 | | | | | | 120 | \$13,680 |
| Construction Management/Contract Administration | 4 | 8 | | | | | | 30 | 2 | | 20 | 6 | | | | 70 | \$10,614 |
| Post Construction Phase | 2 | 4 | | | | | | 16 | | 12 | 4 | 2 | | | | 40 | \$5,784 |
| Materials Testing | 2 | | | | | | | 2 | | 0 | | | | \$15,000 | | 4 | \$15,716 |
| Subtotal | 8 | 16 | 0 | 0 | 0 | 0 | 0 | 60 | 2 | 144 | 26 | 10 | 0 | \$15,000 | 266 | \$50,258 | |
| Construction Engineering Subtotal | 13 | 25 | 0 | 0 | 12 | 0 | 0 | 60 | 2 | 144 | 26 | 12 | 0 | \$ 15,000.00 | 294 | \$54,586 | |
| ADMINISTRATIVE SERVICES | | | | | | | | | | | | | | | | | |
| Encroachment Permit Process Creation | | | | | | | | | | | | | | | | | |
| Meet with District Staff to define objectives | 2 | 2 | | | | | | | | | | | | | | 4 | \$748 |
| Standard Specifications/Details - 90% submittal | 1 | 4 | | | 16 | | | | | | | 2 | | | | 23 | \$3,185 |
| Encroachment Permit Process - 100% submittal | 1 | 2 | | | 4 | | | | | | | 2 | | | | 9 | \$1,231 |
| Subtotal | 4 | 8 | 0 | 0 | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 36 | \$5,164 | |
| Standard Specifications/Details Creation | | | | | | | | | | | | | | | | | |
| Meet with District Staff to define objectives | 2 | 2 | | | | | | | | | | | | | | 4 | \$748 |
| Standard Specifications/Details - 90% submittal | 1 | 4 | | | 16 | | | | | | | 2 | | | | 23 | \$3,185 |
| Standard Specifications/Details - 100% submittal | 1 | 2 | | | 4 | | | | | | | 2 | | | | 9 | \$1,231 |
| Subtotal | 4 | 8 | 0 | 0 | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | \$0 | 36 | \$5,164 | |
| Administrative Services Subtotal | 8 | 16 | 0 | 0 | 40 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 0 | 0 | 72 | \$10,328 | |
| Total Fee | \$9,360 | \$18,795 | \$3,608 | \$2,368 | \$30,723 | \$664 | \$2,919 | \$9,780 | \$2,646 | \$16,416 | \$4,170 | \$2,190 | \$0 | \$22,265 | | | \$126,000 |

¹ Assumes categorical exemption for street resurfacing/maintenance under Section 15301: Class 1: Existing Facility.
² Assumes that majority of streets may not have record drawings available
³ Proposal does not include preparation of striping plans.
⁴ Assumes that no permit is needed to complete scope of work.
⁵ Assumes 15 working day construction schedule. Additional days will be added to contract on time-and-materials basis through contract amendment.

RESOLUTION NO. 2017-

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT APPROVING
AGREEMENT WITH WILLDAN ENGINEERS FOR COMPLETION OF ENGINEERING
WORK ASSOCIATED WITH DESIGN AND BIDDING, CONSTRUCTION MANAGEMENT
AND OTHER PROFESSIONAL SERVICES ASSOCIATED WITH THE SADDLE CREEK
ROAD IMPROVEMENT PROJECT**

WHEREAS, the Saddle Creek Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District has adopted a goal and funding to support improvement and long term maintenance of Saddle Creek Roads; and

WHEREAS, the District issued a Request for Proposals for the necessary professional engineering work in July 2017; and

WHEREAS, a proposal was submitted by Willdan Engineering that has been determined to be responsive to the Request for Proposals and meeting the needs of the District; and

WHEREAS, the Willdan Engineering proposal dated August 4, 2017 is attached hereto as Exhibit A.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT DOES HEREBY approve as follows:

1. The General Manager is authorized to negotiate a final scope of work and fee in accordance with the attached proposal from Willdan Engineering.
2. The work immediately authorized are the engineering tasks required to prepare for construction, including bidding services, for an amount not to exceed \$65,000, and construction management work at not to exceed \$50,000.
3. The amount of the final contract cost shall be contained within the approved 2017/18 budget, unless budget amendments for the work are approved by the Board.
4. The General Manager is authorized to execute the District standard consulting services agreement with Willdan Engineering for the agreed upon work; if an agreement can be reached on an acceptable work scope and fee.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Saddle Creek Community Services District on August 15, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

CERTIFICATE OF SECRETARY

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Saddle Creek Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Saddle Creek Community Services District, duly called and held on August 15, 2017.

DATED: _____.

Saddle Creek Community Services District

Regular Meeting of August 15, 2017

AGENDA SUPPORTING DATA

8. STAFF AND DIRECTOR REPORTS:

- a. General Manager's report regarding the meeting with Castle & Cooke of August 3, 2017
- b. Presentation of the previously completed report on the installation of speed bumps in the community

Castle & Cooke Meeting

On August 3, 2017 Site Manager Greg Hebard and General Manager Kampa met with Castle & Cooke manager Scott Thayer to discuss a variety of issues including the implementation of the Measure A special tax, completion of previously agreed upon repairs, shared equipment agreements and other topics.

The majority of the discussion and coordination centered around the difficulties of transitioning from Castle & Cooke payment of the CCWD common areas water bills, to the CSD being responsible for the accounts. The common area water bills comprise the majority of the expense referred to as the Castle & Cooke "subsidy" expenses of an estimated \$100,000 to \$150,000 per year. These common area water bills are on account at CCWD with Castle & Cooke and as part of implementing the special tax, the accounts will be transitioned to the CSD. The problem is, many of these water meters currently serve both common areas, and facilities owned by Castle & Cooke. For example, the water meter serving the irrigation at the traffic circle, for which the CSD will be responsible, also serves areas under Castle & Cooke responsibility, including the Lodge, Bungalows and Pond C. We will be working diligently over the next few months to facilitate this transition. Once rough maps are completed identifying the areas and issues, staff will place the item on the agenda for detailed discussion.

As part of the transition, Castle & Cooke has agreed to donate to the CSD the water truck and tractors we have borrowing from them. We also discussed the road, storm drain and sidewalk repairs that Castle & Cooke has previously committed to repair. Castle & Cooke is of the opinion that since they will be paying the new special tax at the same rate as all properties, that they should receive the same benefit and not have to pay separately for road repairs. We will continue to work through the issues.

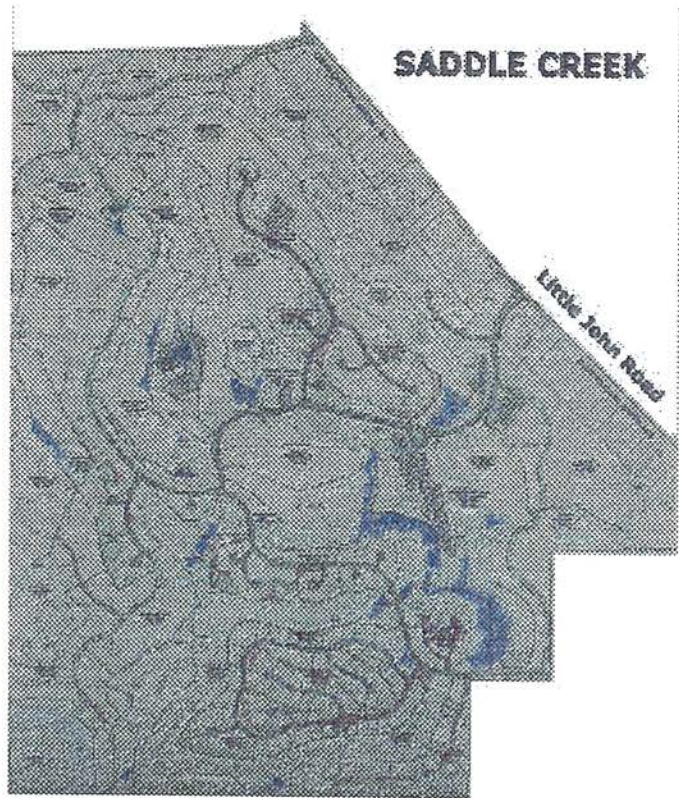
Traffic Circulation Study for Saddle Creek CSD

During the Board's July 2017 Board meeting, discussion was held regarding concerns with the speed of traffic within the community, and the negative safety implications of speeding traffic. When one director requested the consideration of potentially installing speed bumps on some roads, other directors identified the fact that a previous study had been completed which determined that speed bumps are not a desired alternative to control traffic speed. The Board suggested that the previously completed traffic study, attached to this report, be distributed to the Board for information.

This report is provided for information only. If the Board wishes to hold extensive discussion of the report or its findings and recommendations, or desires to take some related action, then I seek Board direction to place the item on a future agenda for action. The purpose of the traffic study was to examine the existing internal traffic control for the Saddle Creek development, and make recommendations for improvements as appropriate. Another purpose of this study was to determine who can enforce (by citation, arrest, etc.) the existing and recommended traffic control. The traffic control for the development that is examined in the study includes the front gate system, the speed limit signs, and other regulatory signs (such as stop signs, yield signs, etc.). The study also concluded that speed bumps are not an effective means to control traffic speed.



TRAFFIC STUDY FOR INTERNAL TRAFFIC CIRCULATION FOR SADDLE CREEK CSD



Prepared for


SADDLE CREEK CSD

by PRISM Engineering, Grant P. Johnson, PTOE, PE
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August 15, 2002

INTRODUCTION AND BACKGROUND

The purpose of this study is to examine the existing internal traffic control for the Saddle Creek development in Calaveras County, and make recommendations for improvements as appropriate. Another purpose of this study is to determine who can enforce (by citation, arrest, etc.) the existing and recommended traffic control. The traffic control for the development that is examined in this study includes the front gate system, the speed limit signs, and other regulatory signs (such as stop signs, yield signs, etc.).

Front Gate System

The entry way to Saddle Creek has two inbound lanes with gate columns on each side of each lane. The travel pathway between each set of columns is approximately eleven feet, or slightly smaller than a typical twelve foot lane. This slightly more narrow width acts as a traffic calming device which slows the speed of inbound traffic. As traffic approaches the gates, vehicles slow down to safer speeds, and this improves the inbound traffic flow into the Saddle Creek community. We recommend that these gates remain as they are today, and they not be widened or moved to allow a larger lane in order to accommodate larger trucks or fire control vehicles, etc. These larger vehicles can enter the gates without incident if they are moving at a safe slower speed.

Enforcement and the Law

A Community Services District (CSD) can establish traffic laws by ordinance according to established California Law concerning the same. It can also establish a police department to enforce the same laws and ordinances. However, only a "peace officer" can issue traffic violation citations, and/or enforce the law pertaining to violations of the same. The California Penal Code limits "peace officer" status to certain law enforcement personnel. The Saddle Creek CSD Security Department currently does not have employees that would qualify as a "peace officer."

Section 830-830.55 provides a list of individuals who are designated as police officers. Among those listed are police officers of a district authorized by statute to maintain a police department. The Saddle Creek CSD does not currently have a police department, but it has a security department. In order to be considered as a "peace officer," individuals must meet certain minimum standards, and undergo certain training courses. These requirements include that the individual:

- (1) Be a U.S. citizen or permanent resident alien who has applied for citizenship;
- (2) Be at least 18 years old

- (3) Be fingerprinted
- (4) Be of good moral character
- (5) Be a high school graduate or have passed the GED
- (6) Be free from any physical, emotional, or mental conditions which would adversely affect exercise of powers of peace officer

(See Govt. Code 1031)

In addition, every peace officer must complete an introductory course of training at a California Peace Officer Standards and Training ("POST") approved basic academy (see Penal Code § 832). Even if an individual completes the POST training requirements, they may not be deemed "peace officers," depending upon their "primary duty" or capacity in which they are serving. In some situations, bono fide "peace officers" do not retain their "peace officer" status when performing other duties.

For example, a sheriff's or police security officer must complete POST training but is considered to be a "public officer" rather than a "peace officer" or "public safety officer" (see Penal Code § 831.4). A sheriff's or police security officer is a public officer, employed by the sheriff or a county or police chief of a city, whose primary duty is the security of locations or facilities as direct by the sheriff or police chief. "These persons may not exercise the powers of arrest of a peace officer, but may issue citations for infractions *if authorized by the sheriff or police chief.*" (see Penal Code § 831.4).

There is training needed for an officer to make determinations of whether a person has violated a speed ordinance, and to properly operate a radar/laser speed gun. Citations issued by such untrained staff based on the use of radar/laser devices would be subject to challenge.

Section 40802 of the Vehicle Code regulates the use of radar, laser or other electronic devices by officers. In order for the evidence to be used in court several criteria must be met. When a radar is used, the arresting officer must have completed a POST certified radar operator course of not less than 24 hours on the use of police traffic radar (see Vehicle Code § 40802(c)(A)). When a laser or other device is used, the arresting officer must complete the training mentioned above and an additional training course of not less than 2 hours. In addition the prosecution must prove that the officer established that the device used meets or exceeds the minimal operational standards and has been properly calibrated by a certified testing or calibration facility. In short not just anybody can use radar/laser guns to enforce speed violations.

Speed Control in Saddle Creek

The best way to control the speed of vehicles on any roadway is through enforcement by Police, Sheriff, or Highway Patrol in issuing citations for violations. The Saddle Creek Community Services District (CSD) is in a more remote and rural location, which is typically lacking these kind of services. Since frequent official law enforcement is not a viable option for the Saddle Creek CSD, it is imperative that the speed control or selected traffic control devices therefore make sense for what works in the community and its residents.

Generally, speed limits are set at the speeds to which most reasonable people would travel safely. In a traffic engineering speed survey, it is standard practice to throw out the upper 15% of drivers (the speeders), and assume that the remaining 85% of drivers are "reasonably" traveling safely. For example, if 85% of all drivers in a survey travel at speeds of 35 mph or less, the speed limit is generally set then for 35 mph, although it could be set lower if safety conditions warrant it. If an 85th percentile speed turned out to be 34 mph, the recommended speed limit would be set to the next lower 5 mph increment, or 30 mph. Some of the reasons for setting a speed lower than the 85th percentile could include residential development (or homes) that front the roadway, the presence of children, school zones, sight distance concerns, etc.

**Table 1
Radar Speed Survey Results**

| Location | Average Speed | 85 th Percentile | Posted Speed Limit | Recommended Speed |
|--|---------------|-----------------------------|--------------------|-------------------|
| Saddle Creek Drive from Gates to Roundabout | 32 mph | 36 mph | 35 mph | 30 mph |
| Saddle Creek Drive from Roundabout to Rock Ridge Lane | 35 mph | 36 mph | 30 mph | 30 mph |
| Saddle Creek Drive from Rock Ridge Lane to Oak Creek Drive | 30 mph | 35 mph | 30 mph | 30 mph |
| Oak Creek Drive from Saddle Creek Drive to Blue Oak Street | 24 mph | 26 mph | 30 mph | 25 mph |
| Oak Creek Drive from Blue Oak Street to Grand View Court | 27 mph | 27 mph | 30 mph | 25 mph |
| Oak Creek Drive from Grand View Court to Knolls Drive | 30 mph | 33 mph | 30 mph | 25 mph |

PRISM Engineering conducted several spot speed surveys for free-flowing traffic on various roadways in Saddle Creek, and summarized the average speed, the 85th percentile top speed, etc. These speed surveys were taken

on July 26, 2002, in the afternoon time period. They represent completely uncongested traffic flow, or the conditions at which drivers would travel unimpeded. The results are shown in Table 1.

Based on our observations of traffic flow and speeds, it was apparent that some speed limits may be set slightly too high, especially on Oak Creek Drive and other similar roadways in the Saddle Creek CSD. Speed limits on Oak Creek Drive are currently set for 30 mph, and we are recommending that they be lowered to 25 mph to be more consistent with observed travel speeds and the residential nature of the roadway. On neighborhood loop and cul-de-sac facilities where the lane widths are more narrow (10 foot lanes and an 8 foot parking lane), we recommend that the speed limits be set to 20 mph.

Saddle Creek Drive, however, is appropriately set for 30 mph, and the speed surveys bear this out. We do not recommend lowering the speed limit for Saddle Creek Drive. However, there is one section of this roadway where a lower speed zone is warranted. The following section details this exception.

Special Speed Zone

There is one location along Saddle Creek Drive where some form of speed control would be appropriate, given the potential for children to be present, and/or an unusual amount of traffic to enter the roadway. This location is just west of Rock Ridge Lane at the driveway serving the tennis and pool facility. The current speed limit of 30 mph is too fast given the proximity of a pedestrian recreational facility which includes a lawn / picnic area.

There are several ways in which traffic can be slowed down, including lower speed limits, narrower roads, speed bumps, etc. We do not recommend narrowing the road or the installation of speed bumps (as discussed in the next section), but the installation of a special speed zone can be implemented to warn drivers of the potential need for caution when people are present.

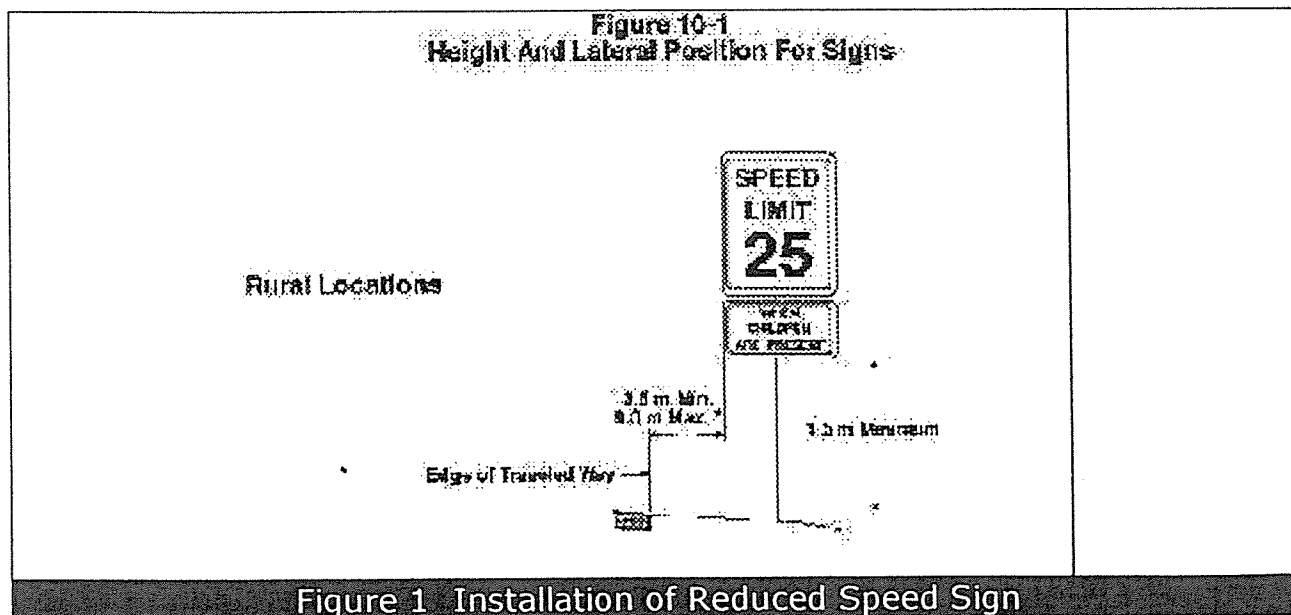
Traffic control in areas where children are present (such as schools, etc.) can be a highly sensitive subject. If all the requests for signs, etc., were met, there would have to be many more police and traffic signals, signs, and markings. Such requests, however, are not always in line with sound traffic engineering. Traffic engineering analysis often reveals that at many locations, requested traffic controls are unnecessary, costly, and tend to lessen the respect for those controls that are needed. Effective traffic control can best be obtained through the uniform application of realistic policies, practices and guidelines developed through properly conducted engineering

studies. It is important that the Saddle Creek CSD consider the effect that specific traffic controls may have on the community.

The recreational facility has a parking lot with 40 parking spaces. There currently is no traffic control for Saddle Creek Drive where the driveway for this parking lot intersects, with the exception that outbound traffic is stop sign controlled. Traffic volumes on Saddle Creek are currently low, but will continue to slightly grow as the undeveloped lots are built upon. It is not difficult for traffic from this parking lot to enter Saddle Creek Drive from a traffic congestion standpoint.

It would not be warranted to install stop signs on Saddle Creek Drive at this location, as even streets such as Rock Ridge Lane do not have this condition. But it is appropriate to install a set of signs that warn drivers of the potential need to slow down, if children or pedestrians are present. We feel it is important that whatever signs are installed that they be of the uniform sign standards typically used in the United States so that all drivers may readily recognize their use and meaning.

Figure 1 shows the installation of a set of signs typically used in school zones (with a yellow "school" sign at the top), which could also be used in the vicinity of the tennis and pool facility, minus the school sign on top. This is a readily recognized traffic control device that communicates to the driver that there may be a need to slow for children, etc.



This sign would need to be installed on both sides of the road, one for the westbound traffic, the other for the eastbound traffic on Saddle Creek Drive. The signs should be installed in the vicinity of the tennis and pool facility

parking lot driveway. No other modifications to traffic control would be necessary. Drivers readily recognize this set of signs, and it communicates to look for children and other potential hazards.

It may be possible to design and install a special sign at this location in lieu of the recommendation given in Figure 1. Many cities and counties utilize special signs to communicate a traffic control need not readily found among the limited set of uniform standard signs. The drawback to doing this is the lack of "built-in" recognition for the sign that would already exist among the set of uniform signs. If a driver does not readily recognize the sign and its meaning, it may get ignored. It could also be a potential liability of not "standardized" and has something to do with moving traffic.

Speed Bumps

Often the inability for posted speed limit signs to curb the intentional violator of the speed limit, leads to frequent demands for installation of speed bumps on a roadway. Actual tests of various speed bump designs, however, have shown that a speed bump does not have the physical ability to control speed in many vehicles, both light and heavyweight. In fact, a soft sprung sedan is encouraged to increase speed for a better ride, while some vehicles may lose control, both being a very undesirable outcome.

California courts have held public agencies liable for personal injuries resulting from faulty designs. Increased hazard to the unwary; challenges to the dare-devils; disruption of the movement of both emergency and service vehicles; and undesirable increase in noise, have cause speed bumps to be officially rejected as a standard traffic control device on public streets and alleys.

For these reasons, we do not recommend the use of speed bumps for control of traffic speeds along Saddle Creek Drive.