

**REGULAR BOARD MEETING AGENDA**  
March 21<sup>st</sup>, 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 February 2017
  - b. Approval of the minutes of the Regular Board Meeting of February 21st, 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. Discussion regarding resolution to the reported storm drain odor on Rockridge Ln
  - b. Nomination of General Manager Peter Kampa as an incumbent candidate for the California Special Districts Association (CSDA) Board of Directors
  - c. Review of the Kampa Community Solutions, LLC contract as it relates to assignment of General Manager responsibilities
  - d. Consideration of scheduling a final town hall meeting in April after Measure "A" ballot distribution
  - e. Discussion/Action regarding the establishment of designated reserve funds for road improvements, equipment replacement, infrastructure replacement and contingencies
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 on the activities of the State's Little Hoover Commission and CSDA
9. **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, or by requesting an emailed or mailed agenda and supporting materials. 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*

# ***Treasurer's Report***

*February 28, 2017*

**Saddle Creek Comm Srvs District**  
**Balance Sheet**  
As of February 28, 2017

**ASSETS**

<b>Current Assets</b>	
<b>Bank Accounts</b>	
1000 Umpqua Bank Checking	435,672
1080 Umpqua Bank CD Accounts	126,736
<b>Total Bank Accounts</b>	<b>\$ 562,408</b>
<b>Accounts Receivable</b>	
1200 Accounts Receivable	5,233
<b>Total Accounts Receivable</b>	<b>\$ 5,233</b>
<b>Total Current Assets</b>	<b>\$ 567,641</b>
<b>Fixed Assets</b>	
1500 Capital Assets	13,026,429
1600 Accumulated Depreciation	(793,963)
<b>Total Fixed Assets</b>	<b>\$ 12,232,466</b>
<b>TOTAL ASSETS</b>	<b>\$ 12,800,107</b>

**LIABILITIES AND EQUITY**

<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 Accounts Payable	16,393
<b>Total Accounts Payable</b>	<b>\$ 16,393</b>
<b>Credit Cards</b>	
2040 CSDA Bank of the West MC	6,258
<b>Total Credit Cards</b>	<b>\$ 6,258</b>
<b>Other Current Liabilities</b>	
2100 Payroll Taxes Payable	948
2110 Wage Garnishments Payable	(23)
2150 Accrued Payroll	8,397
2201 Sales Tax Adjustment	131
Board of Equalization Payable	19
<b>Total Other Current Liabilities</b>	<b>\$ 9,472</b>
<b>Total Current Liabilities</b>	<b>\$ 32,124</b>
<b>Long-Term Liabilities</b>	
2500 Lease Payable - John Deere	63,334
<b>Total Long-Term Liabilities</b>	<b>\$ 63,334</b>
<b>Total Liabilities</b>	<b>\$ 95,458</b>
<b>Equity</b>	
3800 Developer Capital Contributions	12,198,796
3900 Retained Earnings	605,106
Net Income	(99,253)
<b>Total Equity</b>	<b>\$ 12,704,649</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 12,800,107</b>

SADDLE CREEK COMMUNITY SERVICES DISTRICT  
FY 2017 MONTHLY BUDGET REPORT  
**February 2017**

		Current Year - 2017			Prior Year - 2016		
		(Approved)	(Expenditures)	(Expenditures)	(Adjusted)	(Expenditures)	(Expenditures)
		<u>FY 2017</u>	<u>Month of</u>	<u>Year to Date</u>	<u>FY 2016</u>	<u>Month of</u>	<u>Year to Date -</u>
			<u>February</u>			<u>February</u>	<u>Prior Year</u>
<b>EXPENDITURES</b>							
<b>SERVICES AND SUPPLIES</b>							
<u>ADMINISTRATION</u>							
OE01	Audit Expense	\$ 7,500	\$ -	\$ -	\$ 7,500	\$ -	\$ -
OE02	Accounting & Bookkeeping	\$ 500	\$ 31	\$ 62	\$ 500	\$ 31	\$ 62
OE03	On-line Back-up/Notary Fees/Bonds	\$ 360	\$ -	\$ -	\$ 361	\$ -	\$ 326
OE04	Legal Expenses	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ -	\$ 5,225
OE05	Management Fees	\$ 65,500	\$ 5,408	\$ 10,816	\$ 62,700	\$ -	\$ -
OE06	Insurance (Property Loss/Liability)	\$ 8,500	\$ -	\$ -	\$ 8,000	\$ -	\$ -
OE07	Miscellaneous/Contingency	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ -	\$ -
OE08	Professional Development (Travel/Training)	\$ 8,500	\$ 1,213	\$ 2,040	\$ 6,000	\$ 1,903	\$ 3,746
OE09	Dues, Certifications & Subscriptions	\$ 4,500	\$ -	\$ 1,784	\$ 4,000	\$ -	\$ 1,598
OE10	Uniform Expenses	\$ 2,200	\$ -	\$ 1,364	\$ 2,200	\$ 1,148	\$ 1,148
OE11	Electric Power/Water/Sewer	\$ 9,000	\$ 705	\$ 635	\$ 5,200	\$ 268	\$ 808
OE12	Telephone/Internet Service	\$ 6,100	\$ 456	\$ 386	\$ 5,200	\$ 424	\$ 424
OE14	Office Supplies/Postage	\$ 5,000	\$ -	\$ 1,716	\$ 5,000	\$ 15	\$ 365
OE15	Office Equipment Repair/Replacement	\$ 5,000	\$ 970	\$ 970	\$ 3,000	\$ -	\$ 548
OE31	Records Management Services	\$ 2,400	\$ -	\$ -	\$ 2,400	\$ -	\$ -
OE26	County Fees/LAFCO	\$ 6,500	\$ -	\$ -	\$ 6,500	\$ -	\$ -
OE30	Reimbursable Maint/Repair Expense	\$ 10,500	\$ 4,292	\$ 5,233	\$ 19,500	\$ 96	\$ 96
PE03-1	Payroll Taxes - Administration	\$ -	\$ 414	\$ 1,765	\$ -	\$ 125	\$ 1,670
PE06-1	Employee Wages - Administration	\$ -	\$ 6,014	\$ 20,201	\$ -	\$ 1,352	\$ 17,707
<b>Total Administration</b>		<b>\$ 145,560</b>	<b>\$ 19,502</b>	<b>\$ 46,969</b>	<b>\$ 141,561</b>	<b>\$ 5,363</b>	<b>\$ 33,723</b>
<u>COMMON AREAS</u>							
OE16	Gate Maintenance & Opener Purchase	\$ 4,000	\$ 325	\$ 325	\$ 4,000	\$ -	\$ -
OE18	Landscape Supplies & Repairs	\$ 22,110	\$ 2,107	\$ 4,345	\$ 21,000	\$ 4,004	\$ 12,049
OE19	Landscape Equipment Repair/Replacement	\$ 16,500	\$ -	\$ 7,011	\$ 16,500	\$ 2,574	\$ 7,767
OE21	Landscape Equipment Gas & Oil	\$ 5,000	\$ 674	\$ 736	\$ 5,000	\$ 437	\$ 1,375
PE03 -2	Payroll Taxes - Common Areas	\$ -	\$ 791	\$ 1,771	\$ -	\$ 666	\$ 1,767
PE06 -2	Employee Wages - Common Areas	\$ -	\$ 8,438	\$ 18,540	\$ -	\$ 6,976	\$ 18,408
<b>Total Common Areas</b>		<b>\$ 47,610</b>	<b>\$ 12,335</b>	<b>\$ 32,729</b>	<b>\$ 46,500</b>	<b>\$ 14,657</b>	<b>\$ 41,366</b>
<u>FIRE PROTECTION</u>							
	Fire Protection Services & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-3	Payroll Taxes - Fire Protection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115
PE06-3	Employee Wages - Fire Protection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,084
<b>Total Fire Protection</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,199</b>

SADDLE CREEK COMMUNITY SERVICES DISTRICT  
FY 2017 MONTHLY BUDGET REPORT  
**February 2017**

		Current Year - 2017			Prior Year - 2016		
		(Approved)	(Expenditures)	(Expenditures)	(Adjusted)	(Expenditures)	(Expenditures)
		<u>FY 2017</u>	<u>Month of</u> <u>February</u>	<u>Year to Date</u>	<u>FY 2016</u>	<u>Month of</u> <u>February</u>	<u>Year to Date -</u> <u>Prior Year</u>
<b>MOSQUITO ABATEMENT</b>							
OE22-1	Mosquito Control Products	\$ 14,500	\$ -	\$ 4,714	\$ 14,500	\$ -	\$ -
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 3,000	\$ 1,045	\$ 1,506	\$ 3,000	\$ 945	\$ 1,043
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 11,000	\$ 42	\$ 1,145	\$ 11,000	\$ 361	\$ 361
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 5,000	\$ 37	\$ 77	\$ 5,000	\$ 1,334	\$ 3,481
PE03-4	Payroll Taxes - Mosquito Abatement	\$ -	\$ 204	\$ 222	\$ -	\$ 158	\$ 158
PE06-4	Employee Wages - Mosquito Abatement	\$ -	\$ 2,623	\$ 2,860	\$ -	\$ 2,064	\$ 2,064
	<b>Total Mosquito Abatement</b>	<b>\$ 33,500</b>	<b>\$ 3,952</b>	<b>\$ 10,523</b>	<b>\$ 33,500</b>	<b>\$ 4,861</b>	<b>\$ 7,107</b>
<b>STREETS</b>							
OE17	Streets & Main Gate Lighting Maint/Repair	\$ 13,500	\$ 257	\$ 2,015	\$ 13,500	\$ -	\$ -
PE03-5	Payroll Taxes - Streets	\$ -	\$ 29	\$ 94	\$ -	\$ -	\$ 13
PE06 -5	Employee Wages - Streets	\$ -	\$ 348	\$ 1,078	\$ -	\$ -	\$ 153
	<b>Total Streets</b>	<b>\$ 13,500</b>	<b>\$ 633</b>	<b>\$ 3,187</b>	<b>\$ 13,500</b>	<b>\$ -</b>	<b>\$ 166</b>
<b>WETLANDS</b>							
	Wetlands Services and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-6	Payroll Taxes - Wetlands	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PE06-6	Employee Wages - Wetlands	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Wetlands</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 240,170</b>	<b>\$ 36,423</b>	<b>\$ 93,409</b>	<b>\$ 235,061</b>	<b>\$ 24,880</b>	<b>\$ 83,560</b>
<b>PERSONNEL COSTS</b>							
PE01	Worker Compensation Insurance	\$ 20,300	\$ -	\$ -	\$ 16,035	\$ -	\$ -
PE02	Health Insurance**	\$ 57,550	\$ 9,340	\$ 9,340	\$ 60,145	\$ 5,410	\$ 10,820
PE03	Payroll Taxes	\$ 21,410	\$ 1,437	\$ 3,852	\$ 22,311	\$ 950	\$ 3,723
PE04	Processing Fees	\$ 1,400	\$ 113	\$ 226	\$ 1,400	\$ 115	\$ 230
PE05	Directors Stipend	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ -	\$ -
PE06	Employee Wages	\$ 250,400	\$ 17,424	\$ 32,576	\$ 255,712	\$ 10,392	\$ 39,416
			\$ 28,314	\$ 45,994		\$ 16,867	\$ 54,189
	Distributed to Service Areas		\$ (18,861)	\$ (36,428)		\$ (11,342)	\$ (43,139)
	<b>TOTAL UNDISTRIBUTED PERSONNEL COSTS</b>	<b>\$ 357,060</b>	<b>\$ 9,453</b>	<b>\$ 9,566</b>	<b>\$ 361,603</b>	<b>\$ 5,525</b>	<b>\$ 11,050</b>
** SDRMA new system delayed billing - Dbl in Feb							
<b>CAPITAL OUTLAY</b>							
CO04	John Deer Roto Tiller (2017)	\$ 5,200					
CO04	Cart - Mosquito Abatement (2016)				\$ 17,107		
CO04	Vrisimo Flail Mower (2015)				\$ 2,150		
CO04	John Deere Tractor w/loader & Bucket (2016)				\$ 72,400		
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 5,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 91,657</b>	<b>\$ -</b>	<b>\$ -</b>

SADDLE CREEK COMMUNITY SERVICES DISTRICT  
FY 2017 MONTHLY BUDGET REPORT  
**February 2017**

	Current Year - 2017			Prior Year - 2016		
	(Approved)	(Expenditures)	(Expenditures)	(Adjusted)	(Expenditures)	(Expenditures)
	<u>FY 2017</u>	<u>Month of February</u>	<u>Year to Date</u>	<u>FY 2016</u>	<u>Month of February</u>	<u>Year to Date - Prior Year</u>
<b>STUDIES AND ASSESSMENTS</b>						
Landscape Design	\$ 20,000			\$ 12,000		
Re-seeding and Irrigation Renovation	\$ 60,000					
Pavement Assessment	\$ -			\$ 15,000		
Financial Assessment	\$ 17,500			\$ 4,300		
<b>TOTAL STUDIES &amp; ASSESSMENTS</b>	<b>\$ 97,500</b>		<b>\$ -</b>	<b>\$ 31,300</b>		
<b>DEBT SERVICE</b>						
John Deere Financing	\$ 16,100	\$ 1,336	\$ 2,672	\$ 14,440		
<b>TOTAL DEBT SERVICE</b>	<b>\$ 16,100</b>	<b>\$ 1,336</b>	<b>\$ 2,672</b>	<b>\$ 14,440</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENSES</b>	<b>\$ 716,030</b>	<b>\$ 47,211</b>	<b>\$ 105,647</b>	<b>\$ 734,061</b>	<b>\$ 30,405</b>	<b>\$ 94,610</b>
<b>PAYMENTS AND ASSESSMENTS RECEIVED</b>						
<u>Assessment Income</u>						
Payment No. 1: (40%) May 2017						
Payment No. 2: (5%) Aug 2017						
Payment No. 3: (55%) Feb 2018						
<b>Total Assessment Income</b>	<b>\$ 601,900</b>			<b>\$ 590,142</b>		<b>\$ -</b>
<u>Reimbursement Income</u>						
From: For:						
C&C Water Truck Repairs		\$ 941	\$ 942			
Toro Equ Gate Repairs						
C&C Tractor Repairs		\$ 4,292	\$ 4,292			
<b>Total Reimbursement Income</b>	<b>\$ 10,500</b>	<b>\$ 5,233</b>	<b>\$ 5,234</b>	<b>\$ 19,500</b>		<b>\$ -</b>
<u>Other Income</u>						
From: For:						
C&C Weed Abatement						
Lot Ownr Weed Abatement					\$	50
Lot Ownr Gate Openers/Cards		\$ 28	\$ 36			
Umpqua CD Interest			\$ 19		\$	19
C Co Interest Received		\$ 39	\$ 39		\$ 39	\$ 39
Various Other Miscellaneous				\$ 342	\$	341
SDRMA 16-17 PL Pro-rated/Loss Prev Allow		\$ 954	\$ 1,066			
<b>Total Other Income</b>	<b>\$ 6,400</b>	<b>\$ 1,022</b>	<b>\$ 1,161</b>	<b>\$ 1,634</b>	<b>\$ 381</b>	<b>\$ 449</b>
<b>TOTAL PAYMENTS &amp; ASSESSMENTS</b>	<b>\$ 618,800</b>	<b>\$ 6,255</b>	<b>\$ 6,395</b>	<b>\$ 611,276</b>	<b>\$ 381</b>	<b>\$ 449</b>
Excess of Expenditures of Income				\$ (122,785)	\$ (30,024)	\$ (94,161)
<u>Other Financing Sources and Uses</u>						
John Deere Financing				\$ 72,157		
<b>Net Income</b>	<b>\$ (97,230)</b>	<b>\$ (40,957)</b>	<b>\$ (99,252)</b>	<b>\$ (50,628)</b>	<b>\$ (30,024)</b>	<b>\$ (94,161)</b>

## Saddle Creek Comm Srvs District Statement of Cash Flows

For the 2 Months Ending February 28, 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
<b>OPERATING ACTIVITIES</b>								
<b>Net Income</b>	(99,310)	-	39	6	6	3	3	(99,253)
Adjustments to reconcile Net Income to Net Cash provided by Operations:								-
1200 Accounts Receivable	(5,233)							(5,233)
2000 Accounts Payable	(16,400)							(16,400)
2040 CSDA Bank of the West MC	4,360							4,360
2100 Payroll Taxes Payable	322							322
2150 Accrued Payroll	(458)							(458)
Other Current Payables	134							134
<b>Net cash provided by operating activities</b>	<b>(116,585)</b>	<b>-</b>	<b>39</b>	<b>6</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>(116,528)</b>
<b>Net cash increase for period</b>	(116,585)	-	39	6	6	3	3	(116,528)
<b>Cash at beginning of period</b> (1/1/2017)	<b>552,257</b>	<b>-</b>	<b>26,068</b>	<b>25,176</b>	<b>25,176</b>	<b>25,129</b>	<b>25,129</b>	<b>678,935</b>
<b>Cash at end of period</b>	<b>435,672</b>	<b>-</b>	<b>26,107</b>	<b>25,182</b>	<b>25,182</b>	<b>25,132</b>	<b>25,132</b>	<b>562,407</b>

**Note:** the \$324,589. showing as the beginning balance in Fund 2188 in the January Report was accrued back to 2016, as the Revenue is reported in that year.  
Consequently, the Umpqua Checking beginning balance was increased by that amount.

10-Mar-17

Prepared by: Dolores Baker

# Saddle Creek Comm Srvs District

## CHECK DETAIL

February 2017

Date	Transaction Type	Num	Name	Memo/Description	Amount
02/01/2017	Expense	1795458	John Deere Financial	Tractor Payment	-1,335.71
02/01/2017	Bill Payment (Check)	2071	Kampa Community Solutions, LLC	Management Fees	-5,407.88
02/03/2017	Check	DD	MICHELE L MENZIES	Pay Period: 01/16/2017-01/31/2017	-90.42
02/03/2017	Check	DD	BRADLEY D NICKELL	Pay Period: 01/16/2017-01/31/2017	-762.29
02/03/2017	Check	DD	CODY L PONDER	Pay Period: 01/16/2017-01/31/2017	-853.41
02/03/2017	Check	DD	Ralph M. McGeorge	Pay Period: 01/16/2017-01/31/2017	-1,496.61
02/03/2017	Check	DD	HERNAN M HERNANDEZ	Pay Period: 01/16/2017-01/31/2017	-1,199.60
02/03/2017	Check	DD	DOLORES C BAKER	Pay Period: 01/16/2017-01/31/2017	-401.86
02/03/2017	Check	DD	Gregory Hebard	Pay Period: 01/16/2017-01/31/2017	-2,255.15
02/05/2017	Bill Payment (Check)	2072	California State Disbursement Unit	Garnishment Payable	-118.50
02/05/2017	Check		Intuit Full Service Payroll	Monthly Payroll Service Charge	-113.00
02/08/2017	Check		CA EDD	Tax Payment for Period: 02/01/2017-02/03/2017	-435.49
02/08/2017	Check		IRS	Tax Payment for Period: 02/01/2017-02/03/2017	-2,621.14
02/17/2017	Check	DD	BRADLEY D NICKELL	Pay Period: 02/01/2017-02/15/2017	-738.49
02/17/2017	Check	DD	CODY L PONDER	Pay Period: 02/01/2017-02/15/2017	-761.27
02/17/2017	Check	DD	MICHELE L MENZIES	Pay Period: 02/01/2017-02/15/2017	-33.92
02/17/2017	Check	DD	DOLORES C BAKER	Pay Period: 02/01/2017-02/15/2017	-365.79
02/17/2017	Check	DD	HERNAN M HERNANDEZ	Pay Period: 02/01/2017-02/15/2017	-1,050.38
02/17/2017	Check	DD	Ralph M. McGeorge	Pay Period: 02/01/2017-02/15/2017	-1,496.63
02/17/2017	Check	DD	Gregory Hebard	Pay Period: 02/01/2017-02/15/2017	-2,255.14
02/21/2017	Bill Payment (Check)	2074	COURT-ORDERED DEBT COLLECTIONS	Garnishment Payable	-50.00
02/21/2017	Bill Payment (Check)	2079	Gold Electric, Inc.	Photocell replacement on 2 lamp posts	-257.02
02/21/2017	Bill Payment (Check)	2080	MVCAC	Conference Charg	-62.50
02/21/2017	Bill Payment (Check)	2073	Public Health Foundation Enterprises Inc	Mosquito Abatement Monitoring & Testing	-540.00
02/21/2017	Bill Payment (Check)	2075	SDRMA-Health Ins.	Health Benefits	-4,670.00
02/21/2017	Bill Payment (Check)	2076	Signco	Voided	0.00
02/21/2017	Bill Payment (Check)	2081	California State Disbursement Unit	Garnishment Payable	-118.50
02/21/2017	Bill Payment (Check)	2077	Turf Star, Inc.	Landscape Equipment Maintenance	-351.40
02/21/2017	Bill Payment (Check)	2078	Bank of the West	Credit Card Payment	-21,663.28
02/23/2017	Check		CA EDD	Tax Payment for Period: 02/15/2017-02/17/2017	-419.20
02/23/2017	Check		IRS	Tax Payment for Period: 02/15/2017-02/17/2017	-2,478.14
02/24/2017	Expense		PG&E - 7193	Utilities	-418.88
					<b>-\$ 54,821.60</b>



**Saddle Creek Community Services District**

**Regular Meeting of March 21st, 2017**

**AGENDA SUPPORTING DATA**

6. **DISCUSSION AND ACTION ITEMS**
  - b. Approval of the Minutes of the February 21, 2017 Board meeting.

The minutes of the  
February 21, 2017 Board  
meeting will be presented  
under separate cover for  
approval

# Saddle Creek Community Services District

## Regular Meeting of March 21st, 2017

### AGENDA SUPPORTING DATA

#### 7. DISCUSSION AND ACTION ITEMS

- a. Discussion regarding resolution to the reported storm drain odor on Rockridge Lane.

#### *Recommended Action*

This item is for discussion only and does not require a motion.

#### *Background*

It has been determined that the foul odor at Rockridge Lane has been coming from Pond C and travelling up the storm drain. As temporary relief while staff and an Engineer figure out a long term solution, the storm drain has been blocked with large rubber balls. While this does not eliminate the smell, it seems to have reduced it greatly. There is still a lingering smell in the pipe, however. The best solution seems to be to install a valve fitting that will allow rainwater to drain out of the pipe heading downhill, much like a swinging door. But, on the other side, it will not allow the odors to travel up the pipe when it is not raining.

This issue is a priority of district staff and Greg is staying in constant contact with the Engineers for Castle & Cooke to find the correct valve fitting as soon as possible. For now, along with the balls, staff has been actively using an oxidizing agent to try to combat the odor.

There are other potential long term, “at the (odor) source” solutions to consider in the future funded either by Castle & Cooke and/or if funding is made available through approval of Measure A. These solutions include increased pond maintenance, mechanical aeration, periodic sludge and organic material removal or treatments, and other biologic methods.

# AF-41 ALUMINUM DRAINAGE (FLAP) GATES

- LIGHTER WEIGHT REDUCES INSTALLATION COSTS
- SIZES 12" - 84" (CUSTOM SPIGOT SIZES AVAILABLE)
- SEATING HEADS TO 40 FEET.

A CORROSION-RESISTANT RUST-PROOF AUTOMATIC DRAINAGE GATE DESIGNED FOR USE WITH ALUMINUM CORRUGATED PIPE, OR FOR FLANGE MOUNTING OR USE WITH HDPE

PREVENTS ELECTROLYSIS ASSOCIATED WITH CAST IRON GATES TO ALUMINUM PIPE CONNECTIONS.

J-BULB NEOPRENE ADJUSTABLE SEATS PROVIDE EXCELLENT SEALING AGAINST RETURN FLOW.

FRAME, COVER, RETAINER RING, HINGE ARM, AND PIVOT LUG ARE OF ALUMINUM ALLOY 6061-T6. GATE HARDWARE IS STAINLESS STEEL.

- SPECIFY:
  - AF-41sb... for corrugated pipe
  - AF-41f... for wall mounting
  - AF-41ff... for flange mounting
  - AF-41-4... for plastic pipe
  - AF-41-6... for HDPE

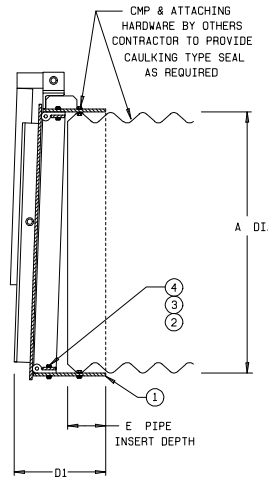
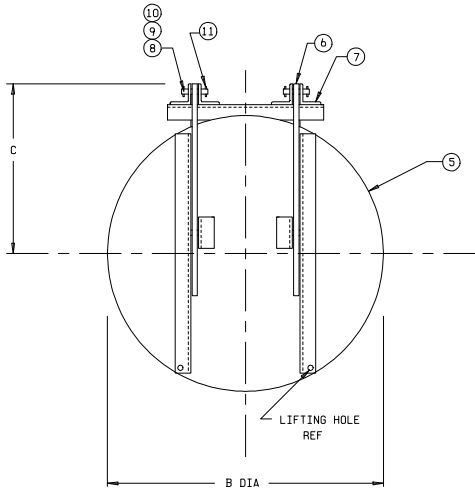


AF-41 FLATBACK

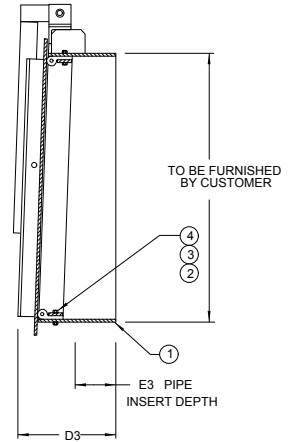


AF-41 SPIGOTBACK

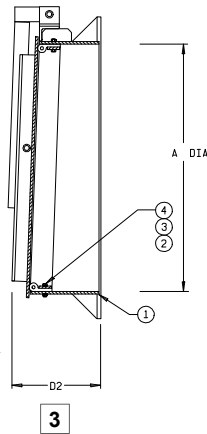
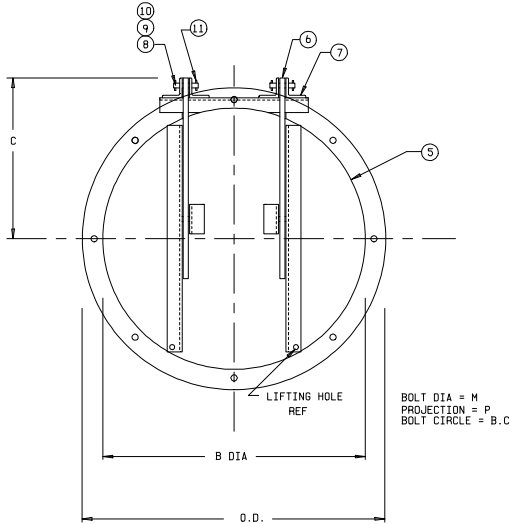
### AF-41 SPIGOTBACK



### AF-41 TYPE 6 SPIGOT FOR HDPE PIPE

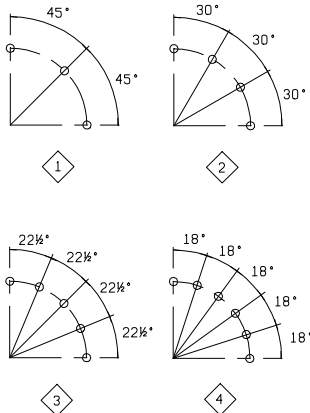


### AF-41 FLATBACK (FLANGEBACK SIMILAR BUT WITH ASA STANDARD FLANGE DIMENSIONS)



PARTS LIST	
No.	Name
1	Frame
2	Seat
3	Retainer Ring
4	Hex Hd. Bolt/Nut
5	Cover
6	Hinge Arm
7	Pivot Lug
8	Hex Hd. Bolt/Nut
9	Hinge Pin
10	Bushing
11	Washer
12	Spring Pin

1. Add grout pad thickness to anchor bolt projection.
2. Also available with flange and drilling to attach to a 125# standard pipe flange.
3. If grout pad mounting is used add grout thickness to dimension.



DIMENSIONS IN INCHES														
GATE SIZE	A	B	C	D1	D2	D3	E	E3	O.D.	B.C.	M	P	1	◇
12	13 <sup>3</sup> / <sub>8</sub>	13 <sup>1</sup> / <sub>2</sub>	10 <sup>1</sup> / <sub>4</sub>	8 <sup>3</sup> / <sub>4</sub>	8 <sup>7</sup> / <sub>8</sub>	11 <sup>1</sup> / <sub>2</sub>	4	7	17 <sup>1</sup> / <sub>2</sub>	15 <sup>3</sup> / <sub>4</sub>	1/2	1	1	
15	16 <sup>1</sup> / <sub>8</sub>	17	12 <sup>1</sup> / <sub>4</sub>	8 <sup>3</sup> / <sub>4</sub>	8 <sup>7</sup> / <sub>8</sub>	11 <sup>1</sup> / <sub>2</sub>	4	7	20 <sup>1</sup> / <sub>2</sub>	18 <sup>3</sup> / <sub>4</sub>	1/2	1	2	
18	19 <sup>1</sup> / <sub>8</sub>	20	14 <sup>1</sup> / <sub>4</sub>	8 <sup>3</sup> / <sub>4</sub>	8 <sup>7</sup> / <sub>8</sub>	11 <sup>1</sup> / <sub>2</sub>	4	7	23 <sup>1</sup> / <sub>2</sub>	21 <sup>3</sup> / <sub>4</sub>	1/2	1	2	
24	25 <sup>1</sup> / <sub>8</sub>	26 <sup>1</sup> / <sub>2</sub>	16 <sup>3</sup> / <sub>4</sub>	8 <sup>3</sup> / <sub>4</sub>	8 <sup>7</sup> / <sub>8</sub>	11 <sup>1</sup> / <sub>2</sub>	4	7	30 <sup>5</sup> / <sub>8</sub>	28 <sup>3</sup> / <sub>4</sub>	1/2	1 <sup>1</sup> / <sub>2</sub>	2	
30	31 <sup>1</sup> / <sub>8</sub>	32 <sup>1</sup> / <sub>2</sub>	19 <sup>3</sup> / <sub>4</sub>	10 <sup>1</sup> / <sub>2</sub>	10 <sup>5</sup> / <sub>8</sub>	12	4 <sup>1</sup> / <sub>2</sub>	7	36 <sup>5</sup> / <sub>8</sub>	34 <sup>3</sup> / <sub>4</sub>	1/2	1 <sup>1</sup> / <sub>2</sub>	3	
36	37 <sup>1</sup> / <sub>8</sub>	38 <sup>1</sup> / <sub>2</sub>	24	10 <sup>1</sup> / <sub>4</sub>	10 <sup>3</sup> / <sub>8</sub>	12	4 <sup>1</sup> / <sub>2</sub>	7 <sup>1</sup> / <sub>2</sub>	42 <sup>5</sup> / <sub>8</sub>	40 <sup>1</sup> / <sub>4</sub>	1/2	1 <sup>1</sup> / <sub>2</sub>	3	
42	43 <sup>1</sup> / <sub>8</sub>	46	28	13	13 <sup>1</sup> / <sub>8</sub>	-	5 <sup>1</sup> / <sub>2</sub>	-	48 <sup>5</sup> / <sub>8</sub>	46 <sup>1</sup> / <sub>4</sub>	1/2	1 <sup>1</sup> / <sub>2</sub>	3	
48	49 <sup>1</sup> / <sub>8</sub>	52	31	13 <sup>3</sup> / <sub>8</sub>	13 <sup>3</sup> / <sub>4</sub>	-	5 <sup>1</sup> / <sub>2</sub>	-	54 <sup>5</sup> / <sub>8</sub>	52 <sup>1</sup> / <sub>4</sub>	1/2	1 <sup>1</sup> / <sub>2</sub>	4	
54	55 <sup>1</sup> / <sub>8</sub>	58	35	13 <sup>1</sup> / <sub>4</sub>	13 <sup>3</sup> / <sub>8</sub>	-	6 <sup>1</sup> / <sub>2</sub>	-	60 <sup>5</sup> / <sub>8</sub>	58 <sup>3</sup> / <sub>4</sub>	5/8	2	4	
60	61 <sup>1</sup> / <sub>8</sub>	64	38	15 <sup>1</sup> / <sub>4</sub>	15 <sup>3</sup> / <sub>8</sub>	-	6 <sup>1</sup> / <sub>2</sub>	-	66 <sup>5</sup> / <sub>8</sub>	64 <sup>1</sup> / <sub>4</sub>	5/8	2	4	
72	73 <sup>1</sup> / <sub>8</sub>	76	44 <sup>1</sup> / <sub>2</sub>	17 <sup>1</sup> / <sub>8</sub>	17 <sup>1</sup> / <sub>4</sub>	-	7 <sup>1</sup> / <sub>4</sub>	-	78 <sup>5</sup> / <sub>8</sub>	76 <sup>1</sup> / <sub>4</sub>	5/8	2	4	
84														

DIMENSIONS ON APPLICATION

# Saddle Creek Community Services District

## Regular Meeting of March 21st, 2017

### AGENDA SUPPORTING DATA

#### 7. DISCUSSION AND ACTION ITEMS

- b. Nomination of General Manager Peter Kampa as an incumbent candidate for the California Special Districts Association (CSDA) Board of Directors.

#### ***Recommended Action***

Staff recommends the following motion:

*I move to nominate General Manager Peter Kampa as an incumbent candidate for the California Special Districts Association (CSDA) Board of Directors.*

#### ***Background***

Attached you will find a document titled Call for Nominations, California Special Districts Association (CSDA) Board of Directors Seat C. The term of office is three years, from 2018 through 2020. General Manager Peter Kampa currently holds this CSDA Board seat through the end of 2017. This information is being presented to the SCCSD Board for consideration of nomination of a candidate for election to the CSDA Board.

The Call for Nominations document details the nomination procedure, schedule, Board member expectations, and application materials. Mr. Kampa has served on the CSDA Board nearly continuously since 1998, and wishes to continue on the Board for the upcoming term if nominated by the SCCSD Board, and elected by the CSDA members. There is no direct cost to the District for Mr. Kampa's participation on the CSDA Board.



**California Special  
Districts Association**  
*Districts Stronger Together*

**DATE:** February 17, 2017  
**TO:** CSDA Voting Member Presidents and General Managers  
**FROM:** CSDA Elections and Bylaws Committee  
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT C**

---

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2018 - 2020 term.

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

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

**Commitment and Expectations:**

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

**Nomination Procedures:** Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is May 19, 2017.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 2<sup>nd</sup>. The ballots must be received by CSDA no later than 5:00 p.m. August 4, 2017. The successful candidates will be notified no later than August 8, 2017. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in September 2017.

### **Expiring Terms**

(See enclosed map for Network breakdown)

<b>Northern Network</b>	Seat C Fred Ryness, Burney Water District*
<b>Sierra Network</b>	Seat C Peter Kampa, Saddle Creek Community Services District*
<b>Bay Area Network</b>	Seat C Stanley Caldwell, Mt. View Sanitary District*
<b>Central Network</b>	Seat C Sandi Miller, Selma Cemetery District*
<b>Coastal Network</b>	Seat C Vincent Ferrante, Moss Landing Harbor District*
<b>Southern Network</b>	Seat C Arlene Schafer, Costa Mesa Sanitary District*

(\* = Incumbent is running for re-election)

If you have any questions, please contact Beth Hummel at 877-924-CSDA or [bethh@csda.net](mailto:bethh@csda.net).



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2017 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Network: \_\_\_\_\_ (see map on back)

Telephone: \_\_\_\_\_  
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

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

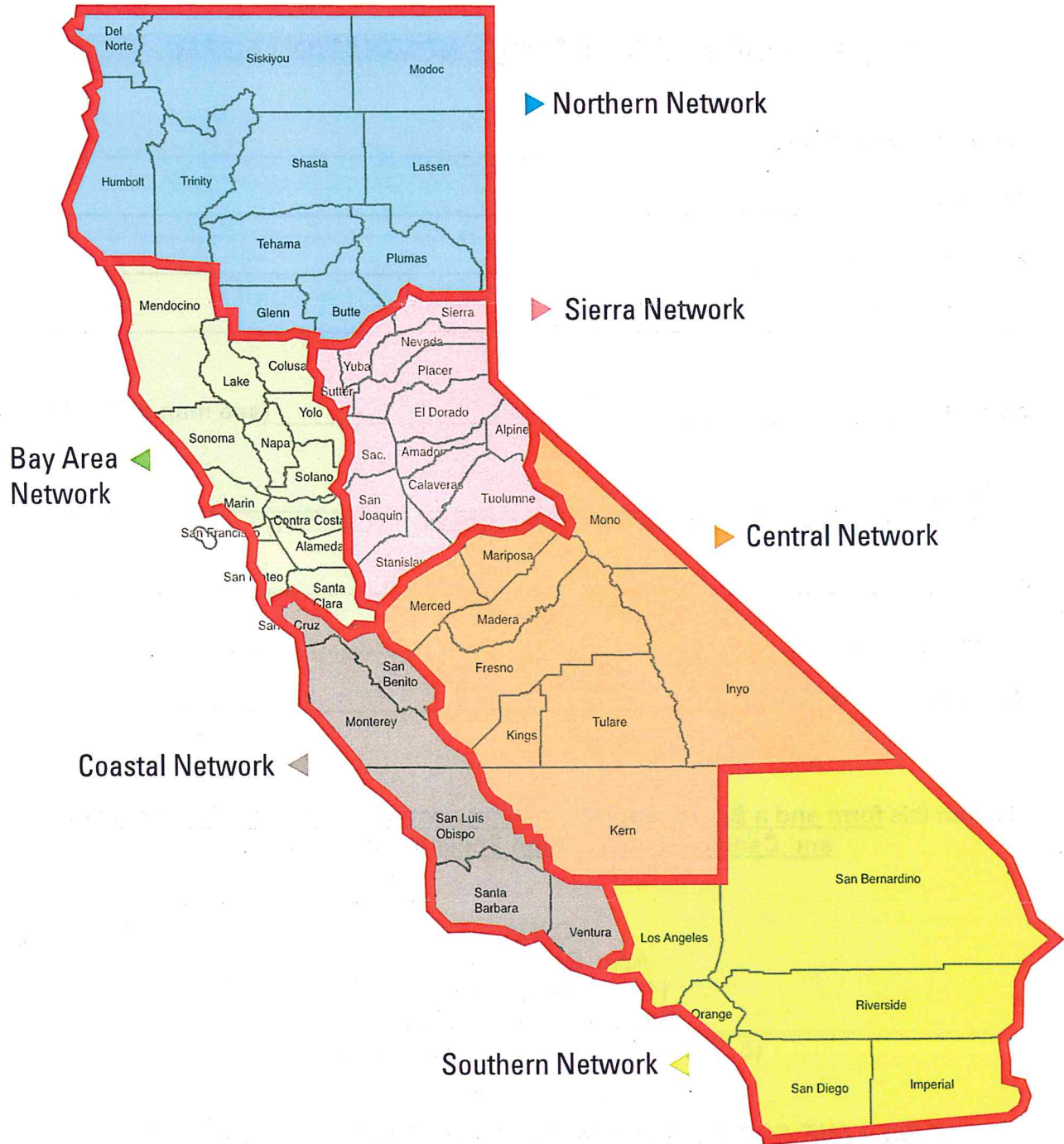
CSDA  
Attn: Beth Hummel  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732 (916) 442-7889 fax

***DEADLINE FOR RECEIVING NOMINATIONS – May 19, 2017***





# DISTRICT NETWORKS





**2017 CSDA BOARD CANDIDATE INFORMATION SHEET**

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

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

4. List civic organization involvement:

\_\_\_\_\_  
\_\_\_\_\_

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**



# Saddle Creek Community Services District

## Regular Meeting of March 21st, 2017

### AGENDA SUPPORTING DATA

#### 7. DISCUSSION AND ACTION ITEMS

- c. Review of the Kampa Community Solutions, LLC contract as it relates to the assignment of General Manager Responsibilities.

#### *Recommended Action*

Staff recommends the following motion:

No specific action is recommended at this meeting.

#### *Background*

Board President Larry Hoffman has recommended that the Board discuss the contractual relationship with Kampa Community Solutions, LLC, who has specifically assigned Peter Kampa as manager of the Saddle Creek CSD. The purpose of the discussion is to determine if the Board is in support of allowing other members of the Kampa Community Solutions, LLC team to attend District Board meetings in which a conflict exists where Peter Kampa cannot attend.

This issue arose when Mr. Kampa announced his required attendance at the CSDA Legislative Action Days on May 16 and 17 in Sacramento. For the past two years as a CSDA Board member, Mr. Kampa has missed the Legislative Action Days due to the SCCSD Board meeting falling on the same day. This year, Mr. Kampa will attend the CSDA event and President Hoffman would prefer to not reschedule the Board meeting of May 16. President Hoffman has suggested that Kampa assign an alternate in his place to attend the SCCSD Board meeting. Kampa would assign his Administrative Director, Chalyse Behm to attend.

Since this discussion does not affect the contractual relationship between the District and Kampa, discussion of this issue is not a conflict of interest on Kampa's part. This discussion is merely an interpretation to gauge Board interest and concern with the matter. Due to the May 2, 2017 Measure A election and the subsequent timing of the May 16 meeting, Kampa suggests that if the Board is acceptable with Chalyse Behm representing the District in this meeting, that a special meeting be scheduled or action related to the election be dealt with during the June 2017 meeting.

The contracts with Kampa Community Solutions are included for reference.

# Peter J. Kampa

---

PO Box 3221, Sonora, CA 95370 | 209.694.7023 (office) 209.591-7100 (cell) | pkampa@kampacs.com

June 23, 2014

Kent Lazarus, Board President  
Saddle Creek Community Services District  
1000 Saddle Creek Drive  
Copperopolis, CA 95228

Dear Kent:

I am truly honored and appreciate the opportunity to serve as General Manager of the Saddle Creek Community Services District. I believe that this opportunity is the perfect match for the both of us, and I as well look forward to a long term relationship with the District and community.

I have reviewed, accepted and executed both the General Manager job description and offer agreement letter from you dated June 20, 2014. There are several employment and agreement matters listed below and on which I want to make sure we have clarity. I would like to meet with you on these items if necessary and when your schedule allows.

1. I request that payment be made to Kampa Community Solutions, LLC as a contract manager to the SCCSD, rather than payment on standard payroll where both the District and I pay employment taxes, workers compensation, etc. I maintain professional liability insurance adequate to cover the District as an independent contractor and this will save the District critically needed dollars to invest in capital projects, etc. Payment should occur on the same schedule as payroll, with the annual salary divided by the number of pay periods, and with no deductions for taxes. I will be issued a Form 1099 on the appropriate schedule with other contractors.
2. In accordance with the job description and considering the needs of the District, I suggest that we jointly develop annual General Manager Performance objectives to provide clarity in Board expectations and direction for the upcoming year. These objectives will serve as a work plan above and beyond the day to day management of the District and will be placed on the agenda for Board input and approval. Typically I develop a draft slate of objectives following initial interviews with staff, the Board and review of current issues and future needs. During the public meeting in which the objectives are approved, the public and Board are provided the opportunity to add, amend, clarify, reject or simply approve the objectives as presented. The objectives also assist the Board in its annual performance evaluation of the manager and serve as a public outreach and staff information tool.

Again, I truly look forward to serving the District and await y July 1 start date! Please do not hesitate to contact me at any time in my office or on my cell phone; 209 694-7023 and 209 591-7100 respectively.

Sincerely,



Peter J. Kampa



Saddle Creek Community Services District, 1000 Saddle Creek Drive, Copperopolis, CA 95228  
Tel: 209.785.0100 Fax: 209.785.6260  
"Committed to Serving our Community"

Board of Directors: President Kent Lazarus; Vice-President Scott Baker;  
Director/Secretary Charles Robinson; Director Darlene DeBaldo; Director Sue Russ

June 20, 2014

Peter J. Kampa, SDA  
PO Box Box 3221  
Sonora, CA 95370

Dear Mr. Kampa:

Welcome to the Saddle Creek Community Services District (hereinafter denoted "SCCSD") located in Calaveras County, California. We are pleased you have accepted our offer of employment. As you know, we are confident that you will make significant contributions to SCCSD, and are extremely glad that you will be joining our agency. The following will confirm the terms of your acceptance:

**BASIC TERMS**

1. Your job title is General Manager – this will be a part-time EXEMPT position; you will not be required to keep a record of your time and that your hours may fluctuate with the needs of the job.
2. Your duties are listed in the attached job description.
3. You will report to the elected Board of Directors.
4. Your salary will be \$57,000 per year payable in accordance with our standard payroll practices.
5. Your start date will be July 1, 2014.
6. You will not participate in health insurance benefits nor benefits of any kind that we may offer other District employees.
7. You will be eligible for reimbursement of employment related expenses including mileage (other than mileage from your residence to the SCCSD).
8. The SCCSD Board will conduct annual reviews of your performance.

**New Hire Documents/Confidentiality/Non-Solicitation/Employment at will**

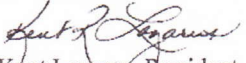
- This offer is contingent upon your signing all required new hire materials.
- By signing below, you are confirming that no breach or other violation of any past, current or contemplated oral or written contractual arrangement to which you are a party (including, but not limited to any non-compete or non-solicitation agreement with any former employer) has or will occur by virtue of your acceptance of this offer of employment or your performing services for the Company.
- By signing below you are confirming that no one has made any representations regarding the terms of your employment other than those contained herein and that you are not relying on any such representations in accepting this offer of employment.

- You will be considered an employee at will, and nothing in this letter will be deemed to constitute an agreement of employment for any specific period of time. This means that either you or the SCCSD may terminate the relationship at any time, with or without cause, and it is understood that neither party has an obligation to base a decision to terminate the employment relationship on any reason other than the intent not to continue the relationship.

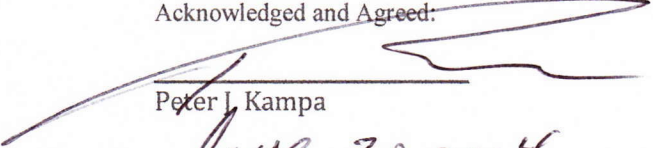
*The SCCSD is an Equal Opportunity Employer, and is in full support and compliance with the Immigration Reform and Control Act of 1986. Therefore, our offer must be contingent upon satisfactory completion of the forms required by this Act. Please have available for us two forms of documentation supporting your authorization to work in the U.S. (e.g., driver's license, passport and/or birth certificate and social security card).*

**PLEASE SIGN BELOW TO INDICATE THAT YOU HAVE REVIEWED THIS OFFER LETTER AND ARE IN AGREEMENT WITH ITS CONTENTS.**

Best regards,

  
Kent Lazarus, President  
SCCSD Board of Directors

Acknowledged and Agreed:

  
Peter J. Kampa

Date

June 20, 2014

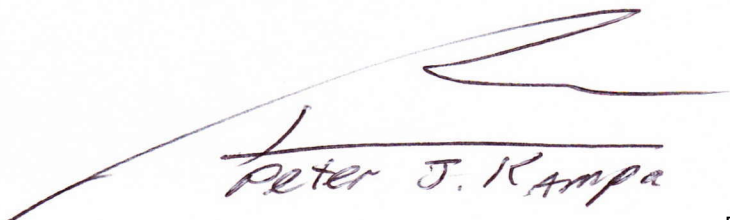
## GENERAL MANAGER

**SUMMARY:** In charge of the administrative, legal, engineering, operations, and financial activities of the District; represent the Board's policies and programs with employees, community organizations, and the general public; review budget requests and make recommendations to the Board on final expenditure levels; responsible for employer-employee relations; responsible for development, maintenance, and improvement of District facilities and services; and perform other related duties as required.

**SUPERVISION:** Under administrative direction of the Board of Directors. Direct supervision to department heads.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Serves as chief executive officer for the District; sets vision and long range goals for District;
- Provides advice and consultation on the development of District services, functions, and policies;
- Oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels;
- Reviews and approves purchase order and budget requests;
- Coordinates the preparation of the agenda for Board of Directors' meetings;
- Conducts a variety of special studies and surveys to determine effectiveness of District programs and services;
- Maintains continuous awareness of administrative practices and recommends changes which increase the efficiency and economy of District operations and services;
- Represents the Board's policies and programs with employees, community representatives, developers, and other government agencies;
- Oversees the development and administration of capital improvement budgets and plans;
- Directs personnel matters, including employment procedures, grievances, affirmative action, and employer-employee relations;
- Oversees negotiations with bargaining groups;
- Negotiates leases, agreements, and contracts;
- Oversees and directs legal counsel;
- Coordinates District engineering functions; confers with developers and contractors as necessary;
- Serves as District representative with other public agencies.
- Maintains media and public relations;



Peter J. Kampa

6-20-14



**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Ability to plan, organize, direct, coordinate, and supervise the functions and activities of the organization to achieve efficient operations and meet service goals. Exercise leadership, authority, and management tactfully and effectively. Prepare and administer District budgeting and fiscal control processes. Collect and analyze data on a variety of topics. Effectively organize and carry out public and media relations. Coordinate the preparation of Board agendas. Administer personnel and employer-employee relations programs. Oversee the development and improvement of District facilities and services. Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, policies, and programs. Prepare comprehensive technical reports and recommendations. Effectively represent the District policies, programs, and services with employees, contractors, representatives of other agencies, and the public. Establish and maintain cooperative working relationships.

**EDUCATION AND/OR EXPERIENCE:**

Minimum Education: High School diploma and/or equivalent.

Equivalent to graduation from an accredited four year college or university with a major in Business Administration, Public Administration, Civil Engineering or a closely related field.

Five years of broad and extensive work experience in a management or administrative position in a private or public utility agency. Background should include responsibility for formulation and implementation of programs, budgets and administrative operations.

**LICENSE AND/OR CERTIFICATES:**

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, or crouch.



Peter J. Kampa

6-20-14

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

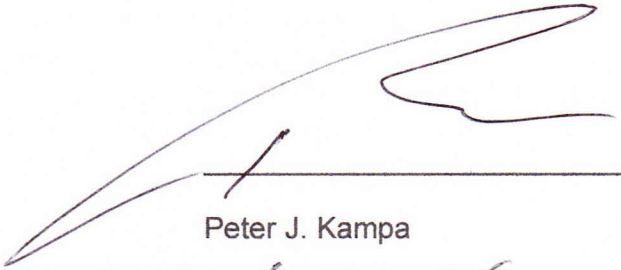
**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

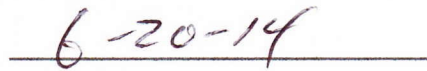
The noise level in the work environment is usually quiet.

**COMMENTS:**

Appointments to this position are made in accordance with California Government Code section 61240.

A large, stylized handwritten signature in black ink, appearing to read 'Peter J. Kampa', is written over a horizontal line.

Peter J. Kampa

A handwritten date '6-20-14' is written in black ink over a horizontal line.

Date



Saddle Creek Community Services District, 1000 Saddle Creek Drive, Copperopolis, CA 95228  
Tel: 209.785.0100 Fax: 209.785.6260  
"Committed to Serving our Community"

Board of Directors: President Kent Lazarus; Vice-President Scott Baker;  
Director/Secretary Charles Robinson; Director Darlene DeBaldo; Director Sue Russ

June 25, 2014

Peter J. Kampa, SDA  
Kampa Community Solutions LLC  
PO Box 3221  
Sonora, CA 95370

Dear Mr. Kampa:

Welcome to the Saddle Creek Community Services District (hereinafter denoted "SCCSD") located in Calaveras County, California. We are pleased you have accepted our offer to operate as General Manager of the SCCSD. As you know, we are confident that you will make significant contributions to SCCSD, and are extremely glad that you will be joining our agency. The following will confirm the terms of your acceptance:

**BASIC TERMS**

1. Your job title is General Manager – this will be a part-time EXEMPT position; you will not be required to keep a record of your time and your hours may fluctuate with the needs of the job.
2. Your duties are listed in the attached job description.
3. You will report to the elected Board of Directors.
4. Your fee will be \$57,000 per year payable to Kampa Community Solutions LLC; paid in 12 equal monthly payments of \$4,750; and Kampa Community Solutions LLC will be responsible for all applicable taxes for said fee.
5. Your start date will be July 1, 2014.
6. You will not participate in health insurance benefits or benefits of any kind that we may offer other District employees.
7. You will be eligible for reimbursement of expenses incurred in the performance of your duties including mileage (other than mileage from your residence to the SCCSD).
8. The SCCSD Board will conduct annual reviews of your performance.

**New Hire Documents/Confidentiality/Non-Solicitation/Employment at will**

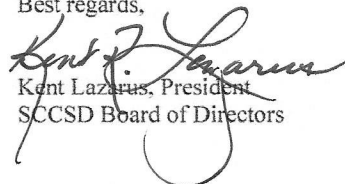
- This offer is contingent upon your signing all required new hire materials.
- By signing below, you are confirming that no breach or other violation of any past, current or contemplated oral or written contractual arrangement to which you are a party (including, but not limited to any non-compete or non-solicitation agreement with any former employer) has or will occur by virtue of your acceptance of this offer of employment or your performing services for the Company.

- By signing below you are confirming that no one has made any representations regarding the terms of this working relationship other than those contained herein and that you are not relying on any such representations in accepting this offer of employment.
- This is an "at will" relationship, and nothing in this letter will be deemed to constitute an agreement of employment for any specific period of time. This means that either you or the SCCSD may terminate the relationship at any time, with or without cause, and it is understood that neither party has an obligation to base a decision to terminate this relationship on any reason other than the intent not to continue the relationship.

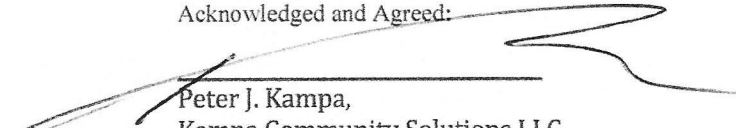
*The SCCSD is an Equal Opportunity Employer, and is in full support and compliance with the Immigration Reform and Control Act of 1986. Therefore, our offer must be contingent upon satisfactory completion of the forms required by this Act. Please have available for us two forms of documentation supporting your authorization to work in the U.S. (e.g., driver's license, passport and/or birth certificate and social security card).*

**PLEASE SIGN BELOW TO INDICATE THAT YOU HAVE REVIEWED THIS OFFER LETTER AND ARE IN AGREEMENT WITH ITS CONTENTS.**

Best regards,

  
Kent Lazarus, President  
SCCSD Board of Directors

Acknowledged and Agreed:

  
Peter J. Kampa,  
Kampa Community Solutions LLC

June 26, 2014  
Date

# Saddle Creek Community Services District

## Regular Meeting of March 21st, 2017

### AGENDA SUPPORTING DATA

#### 7. DISCUSSION AND ACTION ITEMS

- d. Consideration of scheduling a final town hall meeting in April after Measure “A” Ballot distribution.

#### *Recommended Action*

At the discretion of the Board, if desired identify potential dates and times for an additional meeting, subject to availability of facilities.

#### *Background*

Board member Sue Russ has suggested that perhaps the Board should consider scheduling another informational meeting regarding Measure A; to be held after the ballots are distributed on approximately April 1, 2017.

# Saddle Creek Community Services District

## Regular Meeting of March 21, 2017

### AGENDA SUPPORTING DATA

#### 7. DISCUSSION AND ACTION ITEMS

- e. Discussion/Action regarding the establishment of designated reserve funds for road improvements, equipment replacement, infrastructure replacement and contingencies

#### **Recommended Motion**

Staff Recommends the following motion:

***This item is presented for information and Board direction only at this time. The Board has the discretion to act in any manner appropriate related to adoption of this policy, at this meeting.***

#### **Background**

The Board's approved Management Objectives includes initiatives intended to raise the visibility and public understanding of the District, as well as to effectively and efficiently manage the District finances. The District has the need to accumulate a variety of funding reserves to ensure that we always have enough money in place, at the time needed, to efficiently deliver our services, and charge the appropriate fees to existing and new customers to ensure that all ratepayers benefit evenly from the District services.

The District's Measure A, on the ballot for May 2, 2017 contains funding for road improvements in perpetuity, as well as funding for reserves to replace costly infrastructure and equipment. As part of our commitment to transparency and accountability with regard to expenditure of public (tax) funds, the establishment of reserve funds will assist the public in understanding how their tax dollars flow into community improvements now and in the future.

State law provides requirements for the establishment of reserves, and the California Special Districts Association produces a Reserve Guideline Manual for the development of comprehensive reserve policies and programs. The attached draft policy is developed in compliance with the law and CSDA guidelines.

The reserve policy establishes a minimum and maximum funding amount for most of the reserve funds, which can be accumulated over time to meet the District goals.

# **SADDLE CREEK COMMUNITY SERVICES DISTRICT**

## **Policy and Procedures Manual**

POLICY TITLE: Reserve Policy  
POLICY NUMBER: (to be established)  
ADOPTED:  
AMENDED:

This statement is intended to provide policy and direction concerning the District's comprehensive reserve policy.

### **BASIC POLICY AND OBJECTIVES**

The Saddle Creek Community Services District reserve policy is a financial policy guided by sound accounting principles of public fund management. The policy establishes several reserve funds intended to:

- Minimize adverse annual budgetary impacts from fluctuations in anticipated and unanticipated District expenses
- Ensure that new development projects pay the proportional cost of the value in the existing system and the cost of system expansion needed to serve the needs of newly created parcels
- Plan and set aside funding in advance for known future expenditures, to make cash available for purchases when necessary and to conduct planning, design, permitting and other capital improvement project preparatory actions
- Ensure that adequate funding is available through mitigation type fees to construct improvements related to expansion of the road network and related infrastructure

The adequacy of the target reserve year end balance ranges and/or annual contributions will be reviewed annually during the budgeting process and may be revised accordingly as necessary. The following District reserve fund categories are established (the purpose, target balance, methodology, use of funds and funding for each will be detailed in the final policy):

- 1. Capital Facility Replacement Reserve (All Infrastructure)**
- 2. Capital Equipment Reserve (All Rolling Stock and Equipment)**
- 3. Road Improvement and Maintenance Reserve**
- 4. Operating Fund Contingency Reserve (All Services)**

# Saddle Creek Community Services District

## Regular Meeting of March 21, 2017

### AGENDA SUPPORTING DATA

#### 8. STAFF AND DIRECTOR REPORTS

##### *General Manager's Report*

Please note that since our Reports section of the agenda is listed generically with no information about the potential various topics of discussion, pursuant to the Brown Act reports are typically received and filed only. There can be no discussion back and forth regarding the content of any report not separately agendized with a description.

Last month the Board was provided a very constructive letter written by a resident which addressed a number of concerns about community issues; some within the jurisdiction of the CSD and some not. The consensus of the Board was to not place the items on the Board's agenda as most were not Board policy matters. I am providing a summarized version of the concerns provided by Mr. Paul Filson. I have asked Mr. Filson to plan on raising these issues directly with the Board in Public Comment or working with me directly on these matters.

I assure the Board that I will work through this list with Mr. Filson, and if he still feels that Board action is required following our discussions, we can determine if there are policy matters to be addressed on our next meeting agenda.

I have also provided the Board with a copy of a letter from California Special Districts Association (CSDA) to the Little Hoover Commission (of the State Legislature) outlining concerns with the Commission's current positions and statements on some issues. It is painfully obvious that members of the Commission are uninformed of the excellent service provided by special districts throughout the state. I will be attending the CSDA Legislative Action Days in Sacramento in May 2017, and will be serving on a CSDA task force in the interim to take this issue head-on!



CSD Board Meeting Agenda Item Request  
For March 21, 2017 Meeting

Date: March 14, 2017

From: Paul Filson

To: Peter Kampa, Saddle Creek CSD Manager

RE: Letter sent to Board in January

I would like to respectfully request that the following items be placed on the Agenda for the CSD Meeting scheduled March 21, 2017.

- 1) Policy for Flag Replacement
- 2) Policy for Holiday Lights
- 3) Future Maintenance for utilities:
  - a. Street light poles
  - b. Flag poles
  - c. Fire hydrants
  - d. PG&E Boxes
  - e. CCWD Boxes
  - f. Caltel Boxes
- 4) Directional signage on roadways
- 5) Replacement Truck sign outside gate
- 6) Existing and future maintenance of street trees
- 7) CSD role in future planting of trees by Castle and Cook
- 8) CSD Role with ADC concerning oversight and enforcement of construction site rules
- 9) Maintenance ability to perform projects in an efficient and timely manner



**California Special  
Districts Association**  
*Districts Stronger Together*

March 6, 2017

The Honorable Pedro Nava  
Little Hoover Commission  
925 L Street, Suite 805  
Sacramento, CA 95814

**RE: February 23 Business Meeting of the Little Hoover Commission**

Chair Nava:

This letter is intended to follow-up on a number of questions raised by Commissioners during the February 23, 2017 Business Meeting of the Little Hoover Commission (Commission), specifically during the discussion regarding the Commission's draft report on special districts.

The California Special Districts Association (CSDA) would be remiss if we did not recognize that over the course of the three hearings and multiple business meetings since August of 2016, we have been impressed by the communication, outreach, and perspective your staff has brought to the review process. Similarly, we appreciate the leadership you have demonstrated as Chair of the Commission. Your good humor, balanced treatment of witnesses, and search for evidenced-based information is refreshing and most welcomed.

However, CSDA must confess concern over some of the arguments put forth during the February 23 meeting. Our concern is not because special districts were challenged, or the "status quo" upset. We have welcomed the opportunity to discuss such challenges over these past seven months. Rather, our concern is that some of the rhetoric exercised at the meeting was ill-informed.

Our goal throughout the Commission's review has been to serve as a resource and to promote an accurate and thoughtful understanding of special districts and the services they provide. It is with this purpose that we share the following information in response to comments expressed during the Commission's February 23 business meeting.

**The "Right" Number of Special Districts**

*One Commissioner commented that 4,700 special districts in California is too many. Other Commissioners seemed to sympathize with this sentiment in previous business meetings.*

We must ask, what is the "right" number for any local government? Are 58 counties the right number? Or, 482 cities? Or, 1,022 school districts? What if we were to offer to the Commission that we could *cut* the number of special districts by more than half? Would that address the concern?

**California Special Districts Association**

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*A proud California Special Districts Alliance partner*

Special District Risk Management Authority  
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CSDA Finance Corporation  
1112 I Street, Suite 200  
Sacramento, CA 95814  
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f: 916.442.7889

The fact is we *can* reduce the 4,700 number by more than 50 percent immediately. Pages 3-4 of our August 8, 2016 written testimony submitted to the Commission detail that there are actually less than 2,200 independent special districts in California. The 4,700 number that Commissioner Scott Barnett cited is taken from the State Controller's report, which includes non-profit corporations, dependent special districts, and joint powers authorities.

Regardless of the numbers, as our written testimony details, the discussion should focus on the *quality* rather than the quantity. *Fewer* local governments does not necessarily equal *better* local government. Similarly, consolidating into *bigger* governments does not always result in *better* government.

### **Special Districts Are Methodically Consolidating Where Appropriate**

*One Commissioner inquired why it seemed as though special districts in California were "exploding" in number.*

The fact is we can address this concern immediately. Page 4 of our written testimony notes that Census data from the 2012 Census of Governments indicates that the number of special districts in California has declined by five percent since its peak in 1997, while the number nationwide continued to grow by 10 percent during that same period. Far from "exploding", the number of special districts in California has actually bucked the nationwide trend and is gradually declining. This is particularly impressive given the population in California, and presumably the demand for services, has *increased* by 20.8 percent since 1997. There are now fewer special districts serving substantially more residents.

Why might the number of special districts in California have declined since 1997? We hypothesize that much of it has to do with the updates to LAFCO law (known as "Cortese-Knox-Hertzberg") in 2000. This update empowered LAFCOs with new tools that has led to consolidations and other reorganizations where appropriate.

Some might say that a five percent reduction over 20 years is too slow. However, it is important to consider that we are dealing with local services for thousands of unique communities. These are complex issues that involve public infrastructure, debts, liabilities (including pension obligations), taxes, fees, property (including water) rights, employee rights, and voter rights. And, when it comes to water, sewer, fire protection, and other essential services in California, a methodical approach is the right approach.

### **RDA Dissolutions and Oversight Boards as Examples**

*One Commissioner referred to redevelopment (RDA) dissolutions and RDA oversight boards as a potential example for dealing with special districts.*

While the RDA experience is a great example for several things, it is not an example of a good approach for special districts. Just a few lessons from the RDAs:

- **Bonds, Junk Bonds**

As outlined in the report, "The 2012-13 Budget: Unwinding Redevelopment" by the Legislative Analyst's Office (LAO), the mere *proposal* to dissolve RDAs in January 2011 created enough uncertainty in the RDA bond market to *double* interest rates. According to the LAO,

“Specifically, about two-thirds of the bond issuances in 2011 had interest rates greater than seven percent—compared with less than one-quarter of bond issuances in 2010. In fact, RDAs issued more tax allocation bonds with interest rates exceeding eight percent during the first six months of 2011 than they had in the previous ten years.”

- **Law Lawsuit Land**

Forced dissolution is a recipe for litigation. According to a 2015 League of California Cities analysis, there have been 204 lawsuits filed in the wake of RDA dissolution. At a 2014 Assembly Budget Committee oversight hearing, the Department of Finance noted that tentative rulings in just a handful of these lawsuits could potentially affect up to \$3.4 billion. Given the greater amount of complexity and vast infrastructure holdings involved with special districts, these numbers would likely just scratch the surface.

- **Now You See Me, Now You Don't**

As significant as some RDA's may have been with regard to financing economic development and affordable housing activities, they were essentially financing mechanisms. They did not directly employ a skilled workforce beyond some managerial duties and they were not responsible for delivering the daily essential services of residents. Average Californians probably didn't even notice that 400 RDAs went away overnight. That would not be the case if people woke up and their neighborhood recreation and park district went away, let alone their water, wastewater, or fire protection district.

- **I Say Soda, You Say Pop**

RDA dissolution law established over 400 RDA oversight boards, one for each former RDA. These boards look a lot like Local Agency Formation Commissions (LAFCOs). They each have a special district member, city member, county member, and public member. In July 2018 they will look even more like LAFCOs when they consolidate into one RDA oversight board per county. The suggestion that something like an RDA oversight board would provide the right solution, essentially supports the existing LAFCO model.

### **“Death Sentence” Is a Fitting Name for a Dangerous Proposal**

*One Commissioner dubbed the idea of a ten-year sunset for all special districts a “death sentence” and suggested the Commission, “start on the extreme end” and “do something more radical.”*

A ten-year sunset for special districts would be an extremely radical and costly approach that could very well result in a literal death sentence for residents in some communities. Special districts are responsible for essential services and public infrastructure for millions of people throughout California. Premature, poorly executed, or poorly conceived dissolutions would have very real and very serious implications for both life and property.

An extremely radical approach that could disrupt special district services would be dangerous, and is the last thing our communities need right now. Residents create, fund, and oversee special districts to address a need that isn't otherwise being met. Districts are formed when it's something the community wants; wants it done well; and wants it done with local control and flexibility.

### **Special Districts Are Diverse in their Nature**

*One Commissioner noted that we cannot look at all special districts the same.*

CSDA could not agree more. Special districts are uniquely formed by diverse communities to address specialized needs. They come in all shapes and sizes and confront myriad challenges with vastly different levels of resources. It is impossible to productively take a one-size-fits-all approach to local government, and it is both counterintuitive and hazardous to consider a top-down approach to local government.

### **Flip-Side is Community Engagement**

*One Commissioner acknowledged that special districts offer the opportunity for increased levels of community engagement.*

Special districts offer an avenue for residents to take a proactive approach to civic engagement. The politics and fundraising required to successfully win election to a federal, state, and sometimes even county or city office is an insurmountable barrier to most citizens. Many residents even feel as though their votes do not "count" for these elections, and that access is limited to the politically connected.

Agendas and hearings for some large, centralized governments, including many general purpose governments can be long (those who have attended can attest), and the amount of time spent on certain specific local issues can sometimes be insignificant or non-existent due to time constraints. Such issues may be relegated to unaccountable "advisory bodies" or civil servants. Constituents may need to travel hours to participate, may never attain an audience with their elected representative, and may struggle to navigate a large and daunting bureaucracy. Special districts may come with their own set of challenges, but it is important to note the trade-offs involved.

### **We All Want a Local Approach**

*One Commissioner stated that, ultimately, we want a local approach.*

Again, CSDA could not agree more. Many disenfranchised voters find nothing worse than somebody from up in Sacramento or D.C. coming to their community and saying, "we are from the government, and we are here to help."

CSDA is not "anti-consolidation" nor are we "pro-consolidation". We are pro-community and pro-quality, local, service. When it comes to consolidation, CSDA supports a local LAFCO process that meets the following criteria:

1. Facilitates an open and public local process.
2. Includes the input and participation of all affected parties.
3. Conducts an objective analysis.
4. Gives the residents who receive and pay for the services the final say.

### **Let's Make Sure We Are Fixing a Problem That Actually Exists**

*One Commissioner cautioned to make sure we are fixing a problem that actually exists.*

This is an important question. What is the problem the Commission is trying to address? CSDA has been engaged on these issues from the moment we were contacted about the Commission's

review, and we have participated in each of the three public hearings occurring since August 2016. Dozens of special district officials have sacrificed days' worth of their time and committed personal and public resources to travel to Sacramento and participate in these hearings. We have been forthcoming and responsive, and we have provided hundreds of pages of documentation and background.

Nonetheless, at the February 23 meeting, a Commissioner, who did not attend a single one of these three hearings, raised questions that were previously addressed in detail during both written and oral testimony.

In light of this diversion from an otherwise productive and healthy review by the Commission, we simply ask that the Commission respect the time and resources of our membership. We have repeatedly stated and demonstrated throughout this process that we want to be constructive toward meeting challenges related to special districts and the communities they serve. But, doing so requires we all take the time, as you and your staff have done, to come together in the same room to focus on the facts.

As we stated in our first written correspondence on August 8, 2016:

*"Across our state, nation, and world, all levels of government face what seems to be growing levels of scrutiny. CSDA is striving to take a proactive approach to this issue, which this written testimony will speak to."*

These words are all the more poignant given the discourse that has occurred in our nation in the months since it was first submitted. We don't think that anybody on the Commission or within the special districts community is looking to further erode the public's trust in its government. We seek your help to work constructively with the Commission so that together we can help special districts be as successful as possible in serving their communities.

We have attached our previously provided written testimony for the Commission's reference, and look forward to participating in the upcoming fourth hearing planned for this fall. Your willingness to speak to our members at CSDA's legislative conference in Sacramento on May 17 is greatly appreciated. It is a demonstration of our mutual commitment to constructive dialogue. Our membership thanks you in advance for your willingness to share your time and experience.

Sincerely,

  
Neil McCormick  
Chief Executive Officer

  
Kyle Packham  
Advocacy and Public Affairs Director