

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

SADDLE CREEK COMMUNITY SERVICES DISTRICT

FY 2017-18 MONTHLY BUDGET REPORT

**July 2017**

Current Year - 2017

Prior Year - 2016

(Approved) (Expenditures) (Expenditures)  
FY 2017-18 Month of July Year to Date

(Adjusted) (Expenditures) (Expenditures)  
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	\$	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	\$	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	\$	2,901
OE10	Uniform Expenses	\$	2,310	\$	-	\$	-	\$	2,200	\$	1,548
OE11	Electric Power/Water/Sewer	\$	9,405	\$	389	\$	389	\$	5,200	\$	2,997
OE12	Telephone/Internet Service	\$	6,405	\$	437	\$	437	\$	5,200	\$	2,679
OE14	Office Supplies/Postage	\$	5,250	\$	650	\$	650	\$	5,000	\$	3,046
OE15	Office Equipment Repair/Replacement	\$	5,250	\$	302	\$	302	\$	3,000	\$	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	\$	-	\$	4,085
PE06-1	Employee Wages - Administration	\$	-	\$	5,431	\$	5,431	\$	-	\$	47,380
	<b>Total Administration</b>	\$	284,568	\$	15,564	\$	15,564	\$	145,861	\$	141,065

COMMON AREAS

OE16	Gate Maintenance & Opener Purchase	\$	17,500	\$	570	\$	570	\$	4,000	\$	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	\$	3,859
OE18-4	Landscape Equipment Repair/Replacement	\$	17,500	\$	2,624	\$	2,624	\$	16,500	\$	15,371
PE03 -2	Payroll Taxes - Common Areas	\$	-	\$	1,057	\$	1,057	\$	-	\$	5,422
PE06 -2	Employee Wages - Common Areas	\$	-	\$	13,811	\$	13,811	\$	-	\$	63,440
	<b>Total Common Areas</b>	\$	65,250	\$	20,368	\$	20,368	\$	46,500	\$	112,374

FIRE PROTECTION

	Fire Protection Services & Supplies	\$	-	\$	-	\$	-	\$	-	\$	-
PE03-3	Payroll Taxes - Fire Protection	\$	-	\$	-	\$	-	\$	-	\$	1,894
PE06-3	Employee Wages - Fire Protection	\$	-	\$	-	\$	-	\$	-	\$	24,306
	<b>Total Fire Protection</b>	\$	-	\$	-	\$	-	\$	-	\$	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)
		<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>
<b>MOSQUITO ABATEMENT</b>							
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
	<b>Total Mosquito Abatement</b>	<b>\$ 35,175</b>	<b>\$ 3,666</b>	<b>\$ 3,666</b>	<b>\$ 33,500</b>	<b>\$ 4,472</b>	<b>\$ 34,346</b>
<b>STREETS</b>							
OE17	Streets & Main Gate Lighting Maint/Repair	\$ 14,175	\$ 189	\$ 189	\$ 13,500		\$ 2,585
	<a href="#">Contract Storm Water Maint Service</a>	\$ 5,000	\$ -	\$ -			
PE03-5	Payroll Taxes - Streets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64
PE06 -5	Employee Wages - Streets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 823
	<b>Total Streets</b>	<b>\$ 19,175</b>	<b>\$ 189</b>	<b>\$ 189</b>	<b>\$ 13,500</b>	<b>\$ -</b>	<b>\$ 3,472</b>
<b>WETLANDS</b>							
	Wetlands Services and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-6	Payroll Taxes - Wetlands	\$ -	\$ -	\$ -	\$ -		\$ 44
PE06-6	Employee Wages - Wetlands	\$ -	\$ -	\$ -	\$ -		\$ 580
	<b>Total Wetlands</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 624</b>
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 404,168</b>	<b>\$ 39,786</b>	<b>\$ 39,786</b>	<b>\$ 239,361</b>	<b>\$ 34,158</b>	<b>\$ 318,082</b>
<b>PERSONNEL COSTS</b>							
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)
	<b>TOTAL UNDISTRIBUTED PERSONNEL COSTS</b>	<b>\$ 450,908</b>	<b>\$ 4,779</b>	<b>\$ 4,779</b>	<b>\$ 361,603</b>	<b>\$ 4,621</b>	<b>\$ 55,445</b>
<b>EQUIPMENT OUTLAY</b>							
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
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 29,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 91,657</b>	<b>\$ -</b>	<b>\$ 74,487</b>

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>
<b>CAPITAL OUTLAY/STUDIES/ASSESEMENTS</b>						
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	\$ -	\$ -			
<b>TOTAL STUDIES &amp; ASSESSMENTS</b>	<b>\$ 258,000</b>	<b>\$ 68</b>	<b>\$ 68</b>	<b>\$ 27,000</b>	<b>\$ -</b>	<b>\$ 4,500</b>
<b>DEBT SERVICE</b>						
John Deere Financing	\$ 16,100	\$ 1,336	\$ 1,336	\$ 14,440	\$ 1,336	\$ 4,007
<b>TOTAL DEBT SERVICE</b>	<b>\$ 16,100</b>	<b>\$ 1,336</b>	<b>\$ 1,336</b>	<b>\$ 14,440</b>	<b>\$ 1,336</b>	<b>\$ 4,007</b>
<b>TOTAL EXPENSES</b>	<b>\$ 1,158,176</b>	<b>\$ 45,969</b>	<b>\$ 45,969</b>	<b>\$ 734,061</b>	<b>\$ 40,115</b>	<b>\$ 456,521</b>
<b>PAYMENTS AND ASSESSMENTS RECEIVED</b>						
<u>Assessment Income</u>						
Payment No. 1: (40%) May 2017						\$ 233,489
Payment No. 2: (5%) Aug 2017						
Payment No. 3: (55%) Feb 2018						
<b>Total Assessment Income</b>	<b>\$ 924,447</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 590,142</b>	<b>\$ -</b>	<b>\$ 233,489</b>
<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
<b>Total Reimbursement Income</b>	<b>\$ 7,000</b>	<b>\$ 1,864</b>	<b>\$ 1,864</b>	<b>\$ 19,500</b>	<b>\$ -</b>	<b>\$ 7,806</b>
<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						
<b>Total Other Income</b>	<b>\$ 6,400</b>	<b>\$ 2,835</b>	<b>\$ 2,835</b>	<b>\$ 1,634</b>	<b>\$ 237</b>	<b>\$ 6,342</b>
<b>TOTAL PAYMENTS &amp; ASSESSMENTS</b>	<b>\$ 937,847</b>	<b>\$ 4,699</b>	<b>\$ 4,699</b>	<b>\$ 611,276</b>	<b>\$ 237</b>	<b>\$ 247,636</b>
Excess of Expenditures of Income				\$ (122,785)	\$ (39,878)	\$ (208,885)
<u>Other Financing Sources and Uses</u>						
John Deere Financing				\$ 72,157		
<b>Net Income</b>	<b>\$ (220,329)</b>	<b>\$ (41,269)</b>	<b>\$ (41,270)</b>	<b>\$ (50,628)</b>	<b>\$ (39,878)</b>	<b>\$ (208,885)</b>

**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
<b>OPERATING ACTIVITIES</b>								
<b>Net Income</b>	<b>(41,292)</b>	-	-	7	7	4	4	<b>(41,270)</b>
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)
<b>Net cash provided by operating activities</b>	<b>(72,416)</b>	-	-	7	7	4	4	<b>(72,394)</b>
<b>Net cash increase for period</b>	<b>(72,416)</b>	-	-	7	7	4	4	<b>(72,394)</b>
<b>Cash at beginning of period</b> (7/1/2017)	<b>382,099</b>	-	26,145	25,188	25,188	25,135	25,135	<b>508,890</b>
<b>Cash at end of period</b>	<b>309,683</b>	-	26,145	25,195	25,195	25,139	25,139	<b>436,496</b>

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)
<b>Total for 1000 Umpqua Bank Checking</b>				<b>\$ (72,755.53)</b>

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.....	<u>25,017.73</u>

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

**DIRECTORS**

Larry Hoffman, President  
Ken Albertson, Vice President  
Darlene DeBaldo, Secretary  
Sue Russ  
Roger Golden

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

June 20<sup>th</sup>, 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 18<sup>th</sup>, 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**